

**KURUKSHETRA UNIVERSITY, KURUSKHETRA**  
(‘A+’ Grade NAAC Accredited)  
Department of Home Science



**SCHEME OF EXAMINATIONS & SYLLABUS OF**  
**BACHELOR OF SCIENCE IN FASHION & APPAREL DESIGN (B.Sc. FAD)**  
**(I<sup>st</sup> to VI<sup>th</sup> Semesters)**  
**w.e.f 2022-23**

**KURUKSHETRA UNIVERSITY KURUKSHETRA  
SCHEME OF EXAMINATIONS & SYLLABUS OF**

**B.Sc. FASHION & APPAEL DESIGN**

**SEMESTER-I**

<b>Code No.</b>	<b>Subject</b>	<b>Marks (Theory+Internal)</b>	<b>Exam Duration</b>	<b>Total Marks</b>
FAD-101	Elements and Principles of Design	40+10	3 hrs.	50
FAD-102	Textile Science	40+10	3 hrs.	50
FAD-103	Sewing Techniques	40+10	3 hrs.	50
FAD-104	Communication Skills	75+25	3 hrs.	100

**Practical/Lab Based Courses**

FAD-105	Fashion Art	50	3hrs	50
FAD-106	Textile Science lab	50	3hrs	50
FAD-107	Sewing Techniques lab	50	3hrs	50
FAD-108	Garment Construction-I	50	3hrs	50
<b>TOTAL</b>				<b>450</b>

## **SEMESTER-II**

<b>Code No.</b>	<b>Subject</b>	<b>Marks (Theory+Internal)</b>	<b>Exam Duration</b>	<b>Total Marks</b>
FAD-201	Dynamics of Fashion	40+10	3 hrs.	50
FAD-202	Traditional Textiles & Embroideries of India	40+10	3 hrs.	50
FAD-203	Dress Designing and Pattern Making-I	40+10	3 hrs.	50
FAD-204	Fabric Studies	40+10	3 hrs.	50
FAD-205	Environmental Science**	75+25	3hrs	100

### **Practical/Lab Based Courses**

FAD-206	Fashion Art-II	50	3hrs	50
FAD-207	Traditional Indian Embroideries	50	3hrs	50
FAD-208	Pattern Making-I	50	3hrs	50
<b>TOTAL</b>				<b>450</b>

**\*\* Environment exam will be conducted internally at college level**

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**B.Sc. FASHION & APPAEL DESIGN**

**SEMESTER-III**

<b>Code No.</b>	<b>Subject</b>	<b>Marks (Theory+Internal)</b>	<b>Exam Duration</b>	<b>Total Marks</b>
FAD-301	History of Indian Costume	40+10	3 hrs.	50
FAD-302	Fashion Marketing & Merchandising	40+10	3 hrs.	50
FAD-303	Fundamental of Apparel Production	40+10	3hrs.	50

**Practical/Lab Based Courses**

FAD-304	Surface Ornamentation	100	3hrs	100
FAD-305	Pattern Making & Draping	50	3hrs	50
FAD-306	Design Process	50	3hrs	50
FAD-307	Fashion Photography	50	3hrs	50
FAD-308	Internship	50	-	50
<b>TOTAL</b>				<b>450</b>

## **SEMESTER-IV**

<b>Code No.</b>	<b>Subject</b>	<b>Marks (Theory+Internal)</b>	<b>Exam Duration</b>	<b>Total Marks</b>
FAD-401	Fashion Communication	40+10	3 hrs.	50
FAD-402	History of Western Costumes	40+10	3 hrs.	50
FAD-403	Visual merchandising	40+10	3 hrs.	50

### **Practical/Lab Based Courses**

FAD-404	Kids wear	100	3hrs	100
FAD-405	CAD I	100	3hrs	100
FAD-406	Visual Display	100	3hrs	100
<b>TOTAL</b>				<b>450</b>

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**SEMESTER-V**

<b>Code No.</b>	<b>Subject</b>	<b>Marks (Theory+Internal)</b>	<b>Exam Duration</b>	<b>Total Marks</b>
FAD-501	Apparel Manufacturing & Management	40+10	3 hrs.	50
FAD-502	Quality assurance in Textile & Apparel Industry	40+10	3 hrs.	50
FAD-503	Fashion Styling	40+10	3hrs.	50

**Practical/Lab Based Courses**

FAD-504	Fashion Styling & Image Making	100	3hrs	50
FAD-505	CAD-II	50	3hrs	50
FAD-506	Mens wear	50	3hrs	100
FAD-507	Dress Making	50	3hrs	100
FAD-508	Internship	50	-	50
<b>TOTAL</b>				<b>500</b>

**SEMESTER-VI****Practical/Lab Courses**

<b>Code No.</b>	<b>Subject</b>	<b>Marks (Internal+ External)</b>	<b>Exam Duration</b>	<b>Total Marks</b>
FAD-601	Portfolio Development	80+20	3 hrs.	100
FAD-602	Design collection	200+300	3 hrs.	500
Total				

**SEMESTER I**  
**FAD-101**  
**ELEMENTS & PRINCIPLES OF DESIGN**

**DURATION: 3 HOURS**

**M.M 40+10(IA)**

**Instructions for the examiners:** The examiner will set seven questions in all. All the questions will carry equal marks. Question No. 1 will be compulsory consisting of 5-10 short type questions and will be spread over the entire syllabus. The remaining six questions will be set from Unit I and II, three questions from each unit will be set.

**Instructions for the candidates:** The candidates are required to attempt five questions. Question No.-1 will be compulsory, remaining four questions will be attempted by selecting two questions from each unit.

**UNIT I**

Elements of Design (point, line, form, shape, space, texture and colour) Principles of Design – (harmony, proportion, balance, rhythm and emphasis) Colour Theory (Prang, Munsell colour system, Pantone Colours, colour wheel, colour value scale, grey scale, colour schemes, colour psychology, colour and emotions)

**UNIT II**

Art Media and Application – pencils, colour pencils, oil pastels, water colour, poster colours, acrylic colours, fabric colours, markers, collage, frottage, montage.

Elements of Fashion illustration: Introduction to Fashion illustration-History, importance, artists and illustrators of national and international repute.

**REFERENCES** Text books:

- David Hormg. Colour–A workshop for Artists and Designers. Laurence King Publishing. 2005.
- Hideaki Chijiwa. Color Harmony. Rockport Publishers.1992.
- Mary Ganthe. Fashion and Color. Rockport Publishers. 1992.
- Sawahata Lesa. Color Harmony Workbook. Rockport Publishers. 2001.
- Sumathi, G.J. Elements of Fashion and Apparel Design. New Age International Publishers. 2002.
- Tatham Caroline and Seaman Julian. Fashion Design Drawing Course, Thames and Hudson. 2003.

**SEMESTER I**  
**FAD-102**  
**TEXTILE SCIENCE**

**DURATION: 3 HOURS**

**M.M 40+10(IA)**

**Instructions for the examiners:** The examiner will set seven questions in all. All the questions will carry equal marks. Question No. 1 will be compulsory consisting of 5-10 short type questions and will be spread over the entire syllabus. The remaining six questions will be set from Unit I and II, three questions from each unit will be set.

**Instructions for the candidates:** The candidates are required to attempt five questions. Question No.-1 will be compulsory, remaining four questions will be attempted by selecting two questions from each unit.

**UNIT I**

Introduction to textile, Textile terminology, textile fibres and their classification, physical and chemical properties of fibres. Natural fibers- Sources, properties & end use, cotton, flax, jute, wool and silk. Manmade fibers- Rayon, Acetate, Nylon, Polyester, Acrylic, Spandex, Polyolefin. SWOT analysis of the Indian Textile industry

**UNIT II**

Yarn - classification, characteristics and their uses, properties, yarn lines density, size twist strength and uniformity, fancy and novelty yarn, spinning procedures, methods, mechanical (ring air jet and DREA) chemical (hot, cold, melt and dry)

Fabric construction - weaving process. Different types of weavings, plain weaves, basket, rib, twill- broken twill, satin, sateen, dobby, jacquard and bird eye.

**Reference Books:**

1. Fiber to Fabric by: Corbman
2. Textiles by:Sara J. Kadolph
3. Textile Science by: Gohl&Vilensky
4. Fabric Science by : Joseph Pizzut

**SEMESTER I**  
**FAD-103**  
**SEWING TECHNIQUES**

**DURATION: 3 HOURS**

**M.M = 40+10(IA)**

**Instructions for the examiners:** The examiner will set seven questions in all. All the questions will carry equal marks. Question No. 1 will be compulsory consisting of 5-10 short type questions and will be spread over the entire syllabus. The remaining six questions will be set from Unit I and II, three questions from each unit will be set.

**Instructions for the candidates:** The candidates are required to attempt five questions. Question No.-1 will be compulsory, remaining four questions will be attempted by selecting two questions from each unit.

**UNIT I**

Sewing machines – History, different types and maintenance. Common problems and their remedies; Tools and equipment; Introduction to sewing threads and their properties.

Sewing techniques – Basic hand stitches – Basting, running, hand overcast, hemming stitches- plain and blind, slip stitch, tailor's tack; Seams and seam finishes – definition, types and their applications; Fullness – darts, tucks, pleats, gathers – definition, terms, types and application.

**UNIT II**

Types and applications of constructional techniques hand stitches, seams and seams finishes techniques of fullness, fasteners, necklines, collars, plackets, skirts, fusible and quilting. Recording of body measurement, Care to be taken while taking body measurement. Different methods of developing a design- Drafting, pattern making, draping (in brief) their advantage and disadvantage. Sewing Terminology – notches, grain, grain line, construction lines, center-front line, bias, true bias, bust line, waistline, seam line, seam, seam allowance, jog seams, dart points, direction of dart excess.

**REFERENCES**

- ✓ Thomas Anna Jacob: "The Art of Sewing". New Delhi, USB Publisher Distributors Ltd. 1994.
- ✓ Reader's Digest "Complete Guide to Sewing", Reader Digest 1995.
- ✓ Verma G. "Cutting Theory". Asian Publishers, Delhi. 1999.
- ✓ Sheri Doongaji. Basic Principles of Construction.
- ✓ Mc Calls's. Mc Calls's Sewing Book.
- ✓ Singer Sewing Essentials, Cowels Creative Publishing, Inc. 1996.

Sewing Basics, Wendy Gardiner, Saly Milner publishing. 2003

**SEMESTER I**  
**FAD-104**  
**COMMUNICATION SKILLS**

**DURATION: 3 HOURS**

**M.M 75+25(IA)**

**NOTE:**

- Examiner will set nine questions in all
- All the questions will carry equal marks
- Question No.-1 will be compulsory consisting of 5-10 short type questions (having no internal choice) and spread over the entire syllabus
- Eight questions, Four questions from each unit will be set.
- The candidates are required to attempt five questions in all. Question No -1 will be compulsory, remaining four questions will be attempted by selecting two questions from each unit.

**UNIT I**

**Introduction to Communication:** Need for Effective Communication, The Process of Communication, Levels of communication, Flow of communication, Use of language in communication, Communication networks, Significance of technical communication, Barriers to Communication, Types of barriers, Miscommunication, Noise, overcoming measures.

**Writing Skills:** Documenting, Report Writing, Making notes, Letter writing

**UNIT II**

**Verbal Communication:** Planning, Preparation, Delivery, Feedback and Assessment of Activities like –Public Speaking, Group discussion, Presentation Skill, Audio-Visual Aids, Personal interview. **Non-Verbal Communication:** Body Language, Personal Appearance, Posture, Gestures, Facial Expressions, Positive attitude formation, Process of attitude formation, How to build a successful attitude.

**SWOT analysis:** Self-management techniques, Self-image and Self-esteem, Building self- confidence, Power of irresistible enthusiasm, Etiquettes, Etiquettes in Social as well as Office Atmosphere, Telephone Etiquettes, E-mail Etiquettes, etiquettes and manners. Importance of listening and responding.

**Recommended Readings:**

1. *Fluency in English* - Part II, Oxford University Press, 2006.
2. *Business English*, Pearson, 2008.
3. *Language, Literature and Creativity*, Orient Blackswan, 2013.
4. *Language through Literature* (forthcoming) ed. Dr. Gauri Mishra, Dr Ranjana Kaul, Dr Brati Biswas

**SEMESTER I  
FAD-105  
FASHION ART (Practical)**

**DURATION: 3 HOURS**

**M.M = 50**

**Scheme of Practical:** Practical file-10 marks, worksheet-05 marks, Practical classroom work-10 marks, viva-voce-05 marks, practical work-20 marks.

**Fashion illustrations:** Basic Human anatomy, fashion model drawing basic coquis. Basic human properties of male, female and kids, balance line and weight distribution, developing figures using figure guides, sketching faces, hands, legs, feet hair style and accessories, free hand sketching of figures and shapes, illustration of different postures and motion, techniques of creating textures and patterns study of different silhouettes. Fashion details- collars, necklines, sleeves, skirts, trousers, plackets, frills, pockets and innovative details, Illusion effects, Drapes and folds.

Preparation of colour wheel, colour schemes, tints shades tones sketching techniques free hand sketching, development of geometrical natural, stylized and abstract motifs, enlargement of motifs, placement of motifs to develop designs

**Suggested Readings:**

1. Gupta S., Garg N. and Saini R., Clothing Textile and Laundry.
2. Sodhia M., Design Studies, Kalyani Publishers.
3. Joseph H. and Berry B., Draping for apparel design.
4. Farem S. and Hudson T., Fashion design course.
5. Allen, Seamen B.T., Fashion Drawing: The basic principles, Basford Ltd. London.

**SEMESTER I  
FAD-106  
TEXTILE SCIENCE LAB  
Practical**

**DURATION: 3 HOURS**

**M.M = 50**

**Scheme of Practical:** Practical file-10 marks, worksheet-05 marks, Practical classroom work-10 marks, viva-voce-05 marks, practical work-20 marks.

1. Identification of fiber using visual method and microscopic method.
2. Identification of fibers using burning test.
3. Identification of fibers using chemical methods.
4. Identification of blends. (Minimum 3)
5. Identification of count of yarn.
6. Testing of yarn twist.
7. Sample collection and swatch preparation of different types of Natural & manmade Fibers.
8. Swatch collection of Different types of fabrics and weaves
9. Industrial Visit and Market survey.

**Suggested Readings:**

1. Garg N., *Clothing and Textile*.
2. Gupta S., Garg N. and Saini R., *Clothing Textile and Laundry*.
3. Joseph H. and Berry B., *Draping for apparel design*.

**SEMESTER I**  
**FAD-107**  
**SEWING TECHNIQUES LAB (Practical)**

**DURATION: 3 HOURS** **M.M = 50**

**Scheme of Practical:** Practical file-10 marks, worksheet-05 marks  
Practical classroom work-10 marks, viva-voce-05 marks, practical work-20 marks.

**Paper Exercise** (a) Straight line (b) Square (c) Triangle (d) Curves  
(e) S – Curve (f) Rectangle with curve (g) Circles (h) Half circle.

**Fabric exercise** (a) Straight lines with Back tack (b) Pin tuck, space tucks  
(c) Different types of pleats (Knife pleat, box pleat, Inverted box pleat)

**Types of pockets with flap** (a) Square (b) Round (c) V-shape (d) Notch

**Types of seams** (a) Super imposed seam (b) Mock French and French seam  
(c) Welt seam (d) Flat and Fell seam (e) Lap seam, Bound seam.

**Types of plackets** (a) Single placket (b) Double placket (c) Continuous placket.

**Collar preparation** (a) Open collar (b) Collar with collar band

**Types of Cuff** (a) Square (b) Round (c) Notch

**Piping** (a) Neck (b) Armhole

**SEMESTER I**  
**FAD-108**  
**GARMENT CONSTRUCTION-I**  
**Practical**

**DURATION: 3 HOURS**

**M.M = 50**

**Scheme of Practical:** Practical file-10 marks, worksheet-05 marks, Practical classroom work-10 marks, viva-voce-05 marks, practical work-20 marks.

**Construct Types of Necklines**

Round and jewel, Square and glass, V shaped, straight and curved, Scalloped, Sweetheart

**Construct Types of Collars:** Finishing collars using interfacing

Flat collar, One piece rolled collar, Two piece rolled collar, Shirt collar

**Construct Types of Sleeves and Sleeve Finishes**

Basic sleeve types, Half sleeve, Full sleeve, 3/4 sleeve

**Set in sleeves**

- (i) Plain
- (ii) Puff sleeve
- (iii) Flare sleeve
- (iv) Leg 'O' mutton
- (v) Shirt sleeve
- (vi) Kurta sleeve

**Other Modified Sleeves**

Raglan, Kimono, Dolman

**Fasteners:** Inserting a zip fastener:

- (a) Centered standard
- (b) A lapped standard zip
- (c) Concealed zip
- (d) Open end zip
- (e) Finishing off in a slot

**Buttons-** Types attaching

- (a) Positioning and buttons
- (b) Hook and eye
- (c) Press-studs
- (d) Touch and close

**SEMESTER II**  
**FAD-201**  
**DYNAMICS OF FASHION**

**DURATION: 3 HOURS**

**M.M 40+10(IA)**

**Instructions for the examiners:** The examiner will set seven questions in all. All the questions will carry equal marks. Question No. 1 will be compulsory consisting of 5-10 short type questions and will be spread over the entire syllabus. The remaining six questions will be set from Unit I and II, three questions from each unit will be set.

**Instructions for the candidates:** The candidates are required to attempt five questions. Question No.-1 will be compulsory, remaining four questions will be attempted by selecting two questions from each unit.

**UNIT I**

**Fashion:** Definitions, origin, evolution, importance, terminology. Fashion and silhouette, fashion characteristics, factors effecting fashion.

**Components of Fashion:** Tangible and Intangible. Fashion cycle; Stages, cycle length and broken fashion cycle. Theories of fashion adoption. Principles of fashion. Fashion trends and analysis.

**UNIT II**

**Fashion forecasting:** meaning, indicators used for prediction, sources of forecasting, driving forces of fashion. Role of fashion designers and institutes for development of fashion industry. Study of creation of leading Indian fashion designers. Career in fashion industry.

**Suggested readings:**

1. Diamond, J and Pinter, G. *Retail Buying*, Prentice Hall of India Pvt. Ltd., New Delhi. 1997
2. Donnellan, J., *Merchandise Buying and Management*. Fairchild Publications, New York. 1999
3. Greenwood, K.M. and Murphy, M.F., *Fashion Innovation and Marketing*. Macmillan Publishing Co. Inc., New York. 1978

**SEMESTER II**  
**FAD-202**  
**TRADITIONAL TEXTILES & EMBROIDERIES OF INDIA**

**DURATION: 3 HOURS**

**M.M 40+10(IA)**

**Instructions for the examiners:** The examiner will set seven questions in all. All the questions will carry equal marks. Question No. 1 will be compulsory consisting of 5-10 short type questions and will be spread over the entire syllabus. The remaining six questions will be set from Unit I and II, three questions from each unit will be set.

**Instructions for the candidates:** The candidates are required to attempt five questions. Question No.-1 will be compulsory, remaining four questions will be attempted by selecting two questions from each unit.

**UNIT I**

**Traditional textiles:** Importance, history of hand woven, dyed, printed and painted textiles of India. Woven textiles- brocades, jamavar, jamdani, chanderi, maheshwari, kanjivaram, kota and baluchari.

**Resist printed textiles:** Bandhani, patola, Ikat and pochampalli. Painted textile: kalamkari. Regional variations in symbolic motifs.

**UNIT II**

**Traditional embroideries of India:** Introduction, stitches, motifs, base fabrics, thread, techniques and colour combination used in embroideries of Kutch, Kathiawar, Sindhi, Phulkari, Kantha, Kasuti, Chamba Rumal, Mainpuri, Kashida, Chikankari and Zardozi. Changing trends in traditional embroideries and their contemporary application through simple and computerized embroidery machine.

***Suggested Readings:***

1. Shailaja D. Naik. *Traditional Embroideries of India*, API Pub Corp. New Delhi. 1996
2. Sheila, Paine, *Embroidered Textiles*, Thames and Hudson Ltd. 1990
3. Usha, Srikant. *Ethnic Embroideries of India*
4. Savithri, Pandit. *Indian Embroidery*
5. Gail, Lawther, *Inspirational Ideas for Embroidery on Clothes and Accessories*, Search Press Ltd., 1993
6. Barbara, Snook, *Creative Art of Embroidery*, Numbly Pub. Group Ltd., London, 1972
7. Anne Mathew. *Vogue Dictionary of Crochet Stitches*, David and Charles, London, 1989

**SEMESTER II**  
**FAD-203**  
**DRESS DESIGNING & PATTERN MAKING-I**

**DURATION: 3 HOURS**

**M.M 40+10(IA)**

**Instructions for the examiners:** The examiner will set seven questions in all. All the questions will carry equal marks. Question No. 1 will be compulsory consisting of 5-10 short type questions and will be spread over the entire syllabus. The remaining six questions will be set from Unit I and II, three questions from each unit will be set.

**Instructions for the candidates:** The candidates are required to attempt five questions. Question No.-1 will be compulsory, remaining four questions will be attempted by selecting two questions from each unit.

**UNIT I**

Garment construction terminology. Importance of clothes. Appropriate clothing for different age groups: infants, toddlers, pre and elementary school age, teenagers, adults and old age. Wardrobe planning: Age, occupation, season, occasion etc.

Dress designing: Importance, scope and attributes of dress designer. Design types and use of constructional features in design.

**UNIT II**

Pattern making: importance, terminology. Body measurements: importance, standardization and size charts of children and adult body measurements. Techniques of pattern making: principles, applications and limitations, pattern sizes.

Preparation of basic blocks for front, back, sleeve, skirt for children and adult. Pattern alterations.

**Suggested Readings:**

1. Goulbourn, Margaitha. Introducing Fashion Cutting, Grading & Modelling, Batsford Pub. UK Bane, Allyne, Flat pattern design, Mc GrawHill Pub., USA
2. Winfred, Aldrich. Metric Pattern Cutting, Blackwell Science, UK
3. Bane A. Creative Clothing Construction. MC Graw-Hill. 1996.
4. Natalie Bray. Dress Fitting. Blackwell. 1994.
5. Harold C. & Barbara, L. The Technology of Clothing manufacture, Oxford Pub., USA, 1994
6. Gerry, Cooklon, Introduction to Clothing manufacture, Blackwell Science, UK, 1991

**SEMESTER II**  
**FAD-204**  
**FABRIC STUDIES**

**DURATION: 3 HOURS**

**M.M 40+10(IA)**

**Instructions for the examiners:** The examiner will set seven questions in all. All the questions will carry equal marks. Question No. 1 will be compulsory consisting of 5-10 short type questions and will be spread over the entire syllabus. The remaining six questions will be set from Unit I and II, three questions from each unit will be set.

**Instructions for the candidates:** The candidates are required to attempt five questions. Question No.-1 will be compulsory, remaining four questions will be attempted by selecting two questions from each unit.

**UNIT I**

Fancy weaves: dobby, jacquard, pile, leno and surface figure. Influences on weaves on fabric characteristics. Techniques and process used for production fancy woven fabrics. Knitting terminology. Difference between woven and knitted fabrics. Knitted structures: plain jersey, double jersey, purl, rib and interlock. Knitting techniques: loop formation, gauge, weft knits, wrap knits and their comparison. Knitting stitches: knit, tuck, float/miss stitch.

**UNIT II**

Other forms of fabric production: Non-woven, lace-making, knotting, braiding, crocheting, netting, felting, tatting, tufting etc. Machines for fabric formation, different types of looms, knitting machines and tools used for other forms of fabric construction.

**Suggested readings:**

1. Gohl. E.P.G. and Vilensky L.D. *Textile Science*, CBS Publishers, New Delhi, 1999
2. Mishra S.P. *A Text Book of Fibre Science and Technology*, New Age Int., Delhi, 2000
3. Goswami B.C. *Textile yarns: Technology, Structure and Applications*, Wiley –Interscience, New York, 1978
4. Andrea Wynne. *Textiles*. Macmillian. 1997
5. Bernard P Corbman. *Textiles- Fiber to Fabric*. McGraw-Hill. 1983
6. Lyle DS. *Modern Textiles*. John Wiley & Sons. 1976

**SEMESTER II**  
**FAD-205**  
**ENVIRONMENTAL SCIENCE**

**DURATION: 3 HOURS**

**MM: 100**  
**(EXT: 75, INT: 25)**

The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (15 marks) covering two units of the syllabus, an assignment (05 marks) and class attendance (05 marks). The external evaluation includes end-term examination of 75 marks covering the whole syllabus.

For end-term examination, the examiner is required to set SEVEN questions in all. Each question carries equal marks (15 marks). The distribution of marks will be as under: The first question will be compulsory consisting of 5 short-answer questions (3 marks each) covering the entire syllabus. In addition, SIX questions will be set unit-wise comprising three questions from each unit.

The student shall be required to attempt FOUR questions in all selecting TWO questions from each unit including the compulsory question.

**UNIT I**

**Introduction to environmental studies:** Multidisciplinary nature of environmental studies; Scope and importance; Concept of sustainability and sustainable development.

**Ecosystems:** What is an ecosystem? Structure and function of ecosystem; Energy flow in an ecosystem: food chains, food webs and ecological succession. Case studies of the following ecosystems: Forest ecosystem, Grassland ecosystem, Desert ecosystem, Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)

**UNIT II**

**Natural Resources:** Renewable and Non-renewable Resources. Land resources and land use change; Land degradation, soil erosion and desertification. Deforestation: Causes and impacts due to mining, dam building on environment, forests, biodiversity and tribal populations.

**Water:** Use and over-exploitation of surface and ground water, floods, droughts, conflicts over water (international & inter-state).

**Energy resources:** Renewable and non-renewable energy sources, use of alternate energy sources, growing energy needs, case studies.

*Suggested Readings:*

1. Agarwal, K.C. 2001 *Environmental Biology*, Nidhi Publ. Ltd. Bikaner.
2. BharuchaErach, *The Biodiversity of India*, Mapin Publishing Pvt. Ltd., Ahmedabad- 380013, India.
3. Clerk RS., *Marine Pollution*; Clanderson Press Oxford.
4. *Down to Earth*, Centre for Science and Environment.
5. Hawkins R.E., *Encyclopedia of Indian Natural History*, Bombay Natural History Society, Bombay.

**SEMESTER II  
FAD-206  
FASHION ART –II (Practical)**

**DURATION: 3 HOURS**

**M.M = 50**

**Scheme of Practical:** Practical file-10 marks, worksheet-05 marks, Practical classroom work-10 marks, viva-voce-05 marks, practical work-20 marks.

Introduction to garment details: Necklines, Collars, Sleeves, Cuffs, Silhouettes, Skirts, Pants, Coats, Pockets, Gathers, frills, pleats etc.

Style-lines: Principles of Draping of all kinds of garments on croquis.

Stylization of croquis (different kinds of paper and media used for different assignments)  
Each student is encouraged to explore his/her own individual style of illustration.

The aim of the following exercises is to explain the characteristics of the fabric for example drapability, weight, stretch, transparency/ opacity etc. Color rendering of the following are introduced-

- Denim, Jeans ,Ikat
- Pants/Jump suit Cotton Solid and print
- Lycra Spandex (Active sport-wear) Chiffon and lace evening wear)

**SEMESTER II**  
**FAD-207**  
**TRADITIONAL INDIAN EMBROIDERIES**  
**Practical**

**DURATION: 3 HOURS**

**M.M = 50**

**Scheme of Practical:** Practical file-10 marks, worksheet-05 marks, Practical classroom work-10 marks, viva-voce-05 marks, practical work-20 marks.

Preparation of samples of traditional embroideries in trend:

- Chikankari
- Kantha,
- Kashida,
- Phulkari,
- Kutch and Zardozi.

Develop following articles using different embroidery stitches:

- Bag
- Kurti
- Scarf

Develop a collection of (5 articles) from any one of the following and do a exhibition of the same at college level

- Kurtis
- Stole / scarfs
- handkerchiefs

**SEMESTER II**  
**FAD-208**  
**PATTERN MAKING-I(Practical)**

**DURATION: 3 HOURS**

**M.M = 50**

**Scheme of Practical:** Practical file-10 marks, worksheet-05 marks, Practical classroom work-10 marks, viva-voce-05 marks, practical work-20 marks.

**Methodology:** The exercises are variations of basic slopers and their common variations. The students are given demonstrations for each and are required to make paper patterns along with muslin test fits. Design possibilities/variations of each should be explored and towards the end of the semester a complete term garment in suitable fabric is made.

1. Develop accurate slopers for Skirts.
2. Become familiar with tools of pattern making.
3. Understand the language of pattern making.
4. Develop the ability to create designs through the flat pattern method.
  - (a) Introduction to PM.
  - (b) How to take body measurements.
  - (c) Developing the first bodice block (dartless).
  - (d) Making a prototype for e.g. A 'tank top' with the help of basic block.
  - (e) Developing the 2nd bodice block (with darts).
  - (f) Test fit the garment on the dress form.
  - (g) Dart manipulation.
    - Single dart series.
    - Double dart series.
    - Multiple dart series.
    - Darts away from bust point.
    - Darts in the form of gathers.
    - Stylized darts.

**References:**

1. "Pattern making for fashion design", Helen Joseph Armstrong, Harper Collins, LA.
2. "Metric Pattern Cutting for Menswear"; Winfred Aldrich, BSP Professional book Oxford.
3. "Pattern making and making up-the professional approach"; Marten Shoben and Janet P.Ward, Butterworth Heinman,Oxford.
4. "Modern sizing for women and children"; P.Kunick, Philip Kunik Publication London.
5. "Dress Fitting"; Natalie Bray, Black well science Ltd London.
6. "Dress Patten Designing" Natalie Bray, Black well science Ltd London.

**SEMESTER III**  
**FAD-301**  
**HISTORY OF INDIAN COSTUMES**

**DURATION: 3 HOURS**

**M M: 40+10(IA)**

**Instructions for the examiners:** The examiner will set seven questions in all. All the questions will carry equal marks. Question No. 1 will be compulsory consisting of 5-10 short type questions and will be spread over the entire syllabus. The remaining six questions will be set from Unit I and II, three questions from each unit will be set.

**Instructions for the candidates:** The candidates are required to attempt five questions. Question No.-1 will be compulsory, remaining four questions will be attempted by selecting two questions from each unit.

**UNIT I**

Male and female costumes, their specification, jewellery and accessories used.

Ancient Indian Civilization

- Indus Valley
- Vedic Period
- Gupta Period
- Mughal period: Costumes of Pre-Mughal, Mughal and Post-Mughal period.
- British period: Costumes of Pre-independence and Post-independence period.
- Evolution of Khadi movement.

**UNIT II**

Traditional costumes of India:

- Costumes of Jammu & Kashmir
- Costumes of Punjab
- Costumes of Haryana
- Costumes of Rajasthan
- Costumes of Madhya-Pradesh
- Costumes of West Bengal
- Costumes of Assam
- Costumes of Maharashtra
- Costumes of Tamil Nadu
- Costumes of Kerala
- Costumes of Karnataka

**References:**

1. "Traditional Indian Costumes & Textiles" by Parul Bhatnagar
2. "Indian Costumes" By Gurey G. S, Publisher Popular Book.
3. "Ancient Indian Costumes" By Roshan Alkazi.
4. "Periods of Centralization and Development of Dressing in India" By WlexA

**SEMESTER III**  
**FAD-302**  
**FASHION MARKETING & MERCHANDISING**

**DURATION: 3 HOURS**

**M M: 40+10(IA)**

**Instructions for the examiners:** The examiner will set seven questions in all. All the questions will carry equal marks. Question No. 1 will be compulsory consisting of 5-10 short type questions and will be spread over the entire syllabus. The remaining six questions will be set from Unit I and II, three questions from each unit will be set.

**Instructions for the candidates:** The candidates are required to attempt five questions. Question No.-1 will be compulsory, remaining four questions will be attempted by selecting two questions from each unit.

**UNIT I**

**PRINCIPLES OF FASHION MARKETING:** Introduction, Meaning, nature, functions, importance, marketing environment. Definitions of Marketing, Concept of Marketing, Marketing Mix, Segmentation, Targeting, Positioning. Analysis of consumer markets and buyer behavior. Public relations, Promotions and Advertising. Fashion and entertainment industry. Fashion e-commerce, study of different fashion ecommerce platforms.

**UNIT II**

Merchandising—introduction, role of merchandiser, Export documentation – export marketing, global scenario, Export and import policies, Importance of textile industry in Indian economy.

**Suggested Readings:**

1. Sodhia M., Marketing and merchandising
2. Doris H. Kincade, Merchandising of fashion products
3. Clark, Fashion Merchandising

**SEMESTER III**  
**FAD-303**  
**FUNDAMENTALS OF APPAREL PRODUCTION**

**DURATION: 3 HOURS**

**M M: 40+10(IA)**

**Instructions for the examiners:** The examiner will set seven questions in all. All the questions will carry equal marks. Question No. 1 will be compulsory consisting of 5-10 short type questions and will be spread over the entire syllabus. The remaining six questions will be set from Unit I and II, three questions from each unit will be set.

**Instructions for the candidates:** The candidates are required to attempt five questions. Question No.-1 will be compulsory, remaining four questions will be attempted by selecting two questions from each unit.

**UNIT I**

Apparel Industry: Introduction to apparel industry. Organization of apparel industry. Overview of apparel manufacturing technology. Overview of cutting department spreading, Types of lay- single ply, multiply, stepped ply. Forms of Spreading- One way face to face, two way. Spreading methods-manual spreading, Spreading carriage, automatic spreading machine.

**UNIT II**

Marker making- Types of markers making, types of lay plan, marker efficiency, Position marking, drill marker, notches, thread marker, Fusing machines & their applications. Grading –Definition, principles of grading, types of grading, even & uneven grading.

Importance of Grading.

**References:**

Apparel Production Terms and Processes - 2nd ed. by Janace E.  
The A to Z of the Fashion Industry by Francesca Sterlacci; Joanne Arbuckle.  
Rajesh Bheda "Managing Productivity in the Apparel Industry" CBS Publishers & Distributors (2006)

**SEMESTER III**  
**FAD-304**  
**SURFACE ORNAMENTATION**  
**Practical**

**DURATION: 3HOURS** **M.M:100**

**Scheme of Practical:** Practical file-20 marks, worksheet-20 marks, Practical classroom work-20marks, viva-voce-10 marks, practical work-30marks.

**Preparation of Samples:**

1. Embroidery (minimum 5)
2. Tie and dye using various traditional techniques (minimum 6)
3. Batik Printing / Block Printing (minimum 3)
4. Fabric painting using stencil/ screen printing (minimum 3)
5. Quilting / patch works
6. Mirror Work
7. Sequin Work
8. Digital Printing

Students are required to prepare an article using any two of the above-mentioned techniques

**Reference Book:**

Ginistepersfrings, *Fashion- From concept to consumer*- 6<sup>th</sup> edition, Prentice Hall(1999)

Benneet, *Inside the fashion Business*, Coleman and co Mumbai (1998)

Horriet T, Jimsey MC, *Art and fashion in clothing selection*, Thelawa state university press ames, lawa(1973)

Heannette A Jarnowet, *Inside the fashion business* –Macmilan publishing company New York.

Jimsey MC and Harriet, *Art and fashion in clothing selection*- Lawa state university press, lawa

### SEMESTER III

FAD-305

**PATTERN MAKING & DRAPING**

**Practical**

**DURATION: 3HOURS**

**M.M: 50**

**Scheme of Practical:** Practical file-10 marks, worksheet-05 marks, Practical classroom work-10 marks, viva-voce-05 marks, practical work-20 marks.

#### **Methodology:**

The exercises are variations of basic slopers and their common variations. The students are given demonstrations for each and are required to make paper patterns along with muslin testfits. Design possibilities/variations of each should be explored and towards the end of the semester a complete term garment in suitable fabric is made.

#### **Collars**

1. Band collar and variations.
2. Peter pan collar-raised and flat.
3. Shirt collar. A-One piece collar B .Two piece collar
4. Sailors collar.
5. Cape collar.

#### **Sleeves**

1. Basic sleeve block.
2. Sleeve variations.

1. Puff sleeve. 2-Lantern sleeve. 3-Leg-o-mutton sleeve. 4-Petal sleeve.  
5-Shirt sleeve.

#### **Draping:**

After the students learn the basic principles of draping, they are taught advanced techniques of draping.

1. BODICE VARIATION
2. STYLE LINES- Princess, shoulders/ armhole and plumb lines
3. COWLS – Neck, armhole and back
4. SKIRT – cowls, side seam and back
5. YOKES

6 COLLARS – Mandarin, Convertible and peter pan.

**SEMESTER III**  
**FAD-306**  
**DESIGN PROCESS**  
**Practical**

**DURATION: 3HOURS**

**M.M: 50**

**Scheme of Practical:** Practical file-10 marks, worksheet-05 marks, Practical classroom work-10 marks, viva-voce-05 marks, practical work-20 marks.

The main objective of this course is to make the students understand the different stages of process involved from the 'concept' stage to the 'finished garment'. It is interactive and constant fee back is given after each student presents their work after each stage of the design process.

- To provide students a sound foundation for any design work based on Creativity and technical knowledge.
- Steps in the design process.
- To develop a particular theme and demonstrate this understanding in the form of a 3 dimensional theme board, initial concepts and a final design of a garment
- Design skills like the dye, embroidery etc for creating fabric ideas for the final garment.
- Colour palette from the theme or source of inspiration.

To develop their own work/designs to clients during class hours in mock presentation every week.

**SEMESTER III**  
**FAD-307**  
**FASHION PHOTOGRAPHY**  
**Practical**

**DURATION: 3HOURS**

**M.M: 50**

**Scheme of Practical:** Practical file-10 marks, worksheet-05 marks, Practical classroom work-10 marks, viva-voce-05 marks, practical work-20 marks.

The course is designed to train professionals to design an image, build a set for a photo shoot, and manage the post-production of photographs. This course leading to a specialization in Fashion Photography is targeted at anyone interested in acquiring the professional training necessary to become immediately competitive in the job market. The professional fashion photographer must be competent in every creative process of fashion photography, whether photographs are taken in the studio or outdoors or are still-life compositions. Students will learn to present their work in digital and printed portfolios, important means of showing all of their professional skills.

Introduction of Camera & its functioning. Various types of cameras and various camera lenses, Different type of image storage methods. Different types of photography techniques. Rules, Compositions, and Framing in Photography. Different clicked Angles and Shots. White Balance and Color Theory.

**Functioning of Camera:** Various Lighting Techniques and effects Camera Accessories

**Assignment:**

Students are required to undertake following assignments during the course:  
Capture different types of fabric textures and textiles

Produce a video of any Product/ Garment by using different techniques. Shoot various dresses and accessories on outdoor locations.

Photo shoot of a model for the cover page of a Magazine.

**Suggested Readings/ Books:**

All about SLR 35 mm camera

“Video Production” by Vasuki Belavadi. “A Different Vision” by Peter Lindbergh

**Note:**This is a seven day module conducted during the working days of the semester

**SEMESTER III  
FAD-308  
INTERNSHIP**

**DURATION: Vacation Project**

**M.M: 50**

The credits will be accrued in the 3<sup>rd</sup> Semester. There will be four-weeks internship training during the break after the 2<sup>nd</sup> Semester. The students will be required to be apprentice under the mentorship of a faculty to undergo training in a fashion/garments/textile industry/boutique/ fashion house/ buying houses etc. This training will be of two credits. The students will submit their reports online on day-to-day basis to the mentor. They will submit internship report, Swatch file and photocopy of the certificate duly signed by the authorized person of the industry/house. Evaluation will be done after the completion of apprenticeship through PPT before a committee consisting of internal examiner, external examiner and Principal.

Scheme of Practical: Practical file-10 marks, PPT-20, Viva-voce-20 marks

**SEMESTER IV**  
**FAD-401**  
**FASHION COMMUNICATION**

**DURATION: 3 HOUR**

**M.M 40+10(IA),**

**Instructions for the examiners:** The examiner will set seven questions in all. All the questions will carry equal marks. Question No. 1 will be compulsory consisting of 5-10 short type questions and will be spread over the entire syllabus. The remaining six questions will be set from Unit I and II, three questions from each unit will be set.

**Instructions for the candidates:** The candidates are required to attempt five questions. Question No.-1 will be compulsory, remaining four questions will be attempted by selecting two questions from each unit.

**UNIT I**

Communication - Definition, types, communication process, 7Cs of communication, forms of communication - interpersonal, intrapersonal, grapevine, channels of communication. Barriers to communication - semantic barriers, physical barriers, organizational barriers, psychological barriers. Kinesics - Definition, body language, posture, gesture and eye contact in communication. Semiotics - Introduction, importance, types (icon, index, symbol) semiotics in media, fashion, day to day life. Semiotics of clothing - Social views, symbolism, ideas, value, self-perception. Fashion photography - Introduction, types (catalogue, editorial, high-fashion) selection criteria for perfect camera, lens, aperture, speed and pixels, settings, lighting - lighting patterns, light reflectors for photoshoot and video making

**UNIT II**

Advertisement and public relation - Introduction, types, outdoor, magazines, online ads, and brand promotion (print media, online media, broadcast media). Public relation - Objectives, functions, types - media, investor, Government, community, internal, customer, marketing communication. Fashion journalism - Introduction, purpose, types (5 Ws and 1 H), fashion writing - introduction, key elements of writing (purpose, audience, clarity, unity, coherence) journal writing, blog writing, creative writing, paper presentation, proof reading and plagiarism.

**Suggested readings**

1. Jay & Ellen Diamond, "Fashion Advertising & Promotion", Fairchild, 1999.
2. Kristen K Swanson, "Writing for Fashion Business", Fairchild Books Publishers, 2008.

**SEMESTER IV**  
**FAD-402**  
**HISTORY OF WESTERN COSTUMES**

**DURATION: 3 HOUR**

**M.M 40+10(IA),**

**Instructions for the examiners:** The examiner will set seven questions in all. All the questions will carry equal marks. Question No. 1 will be compulsory consisting of 5-10 short type questions and will be spread over the entire syllabus. The remaining six questions will be set from Unit I and II, three questions from each unit will be set.

**Instructions for the candidates:** The candidates are required to attempt five questions. Question No. 1 will be compulsory, remaining four questions will be attempted by selecting two questions from each unit.

**UNIT II**

Study of World Costume during following periods- Babylonia, Assyria, Crete Egyptian, Greek, Roman, Byzantine.

French – Middle Ages, Renaissance, French Revolution, Romantic Period, Art Novean.

**UNIT II**

To study the changes happened in clothing styles of the 20th Century- The Twenties, The Thirties, The Forties, The Fifties, The Sixties.

To study the changes happened in clothing styles of- The Seventies, The Eighties, The Nineties. Theme Presentation.

**References:**

1. "A History of Western Dress" By Phyllis G. Tortora.
2. "Western World Costumes" By Carolyn.
3. "Western European Costume 13th-17th Century and Relation to the Theatre" By Iris Brooke.
4. "Chronicle of Western Fashion" By John Peacock.
5. "History of Costumes in the West" By F. Boucher, Publisher Thames and Hudson

**SEMESTER IV**  
**FAD-403**  
**VISUAL MERCHANDISING**

**DURATION: 3 HOUR**

**M.M 40+10(IA),**

**Instructions for the examiners:** The examiner will set seven questions in all. All the questions will carry equal marks. Question No. 1 will be compulsory consisting of 5-10 short type questions and will be spread over the entire syllabus. The remaining six questions will be set from Unit I and II, three questions from each unit will be set.

**Instructions for the candidates:** The candidates are required to attempt five questions. Question No.-1 will be compulsory, remaining four questions will be attempted by selecting two questions from each unit.

**UNIT I**

Introduction to visual merchandising - History of VM, elements of VM, techniques of VM (end caps, micro merchandising, theme display, technology) Importance of visual merchandising in fashion - Creating display for target customers, story, signage, window display, foot traffic, sales team knowledge, sales analysis. Mannequins - Introduction, types (realistic, abstract, headless, plus size, children, sports), functional mannequins (dress forms, flexible mannequins, torso mannequins, standalone mannequin and parts). Importance of mannequins, role of mannequins in retail industry, selection criteria to mannequin, dressing a mannequin and grouping mannequins.

**UNIT II**

Store design - Definition, its importance, study about props (lights, table and surface, figures, signs and lettering) decorative, signage (outdoor, informational, persuasive, mats), windows (open window, closed window, island window, corner, elevated and shadow box).

Retail store - Instore visual merchandising - Floor layouts, store study, fixtures and fittings, wall fixtures, point of sale and ticketing, lighting, virtual visual merchandising (proscenia, masking, layouts, types of display, fixtures).

***Suggested Readings:***

1. Castelino M, "Fashion Kaleidoscope", Rupa and Co. Publishers, 1994.
2. Judith Bell & Kate Ternus, "Silent Selling, Best Practice & Effective Strategies in Visual Merchandising", Fairchild Books, 5th edition, 2017.
3. Luura L Bliss, "Study Guide Visual Merchandising and Display", Fairchild Publications, 3rd edition, 1995.
4. Swathi Bhalla, Anuraag S, "Visual Merchandising", Tata McGraw Hill Publishers, 2010.
5. Tony Morgan, "Visual Merchandising", Laurence King Publishing, 3rd edition, 2016

## **SEMESTER IV**

### **FAD-404 KIDS WEAR Practical**

**DURATION: 3HOURS**

**M.M: 100**

To understand the domestic market and to design for a wide segment of children's garments geared towards an up market international look.

- Selection of any one category of clothing per group namely playwear, holiday/resort Wear, formalwear, outwear, sleepwear.
- Selection of any one age group.

0-2 yrs

2-4 yrs

4-7 yrs

#### **Methodology:**

- The class will be divided into groups comprising of 4 students only.
- Each group should survey the main up-market children wear stores in Delhi e.g. L'II Tornatoes, Balloons, Petals, Mama's Pet,
- Under Stand the market segments where design intervention is needed to extend and existing range or to create a new line.
- Formulate client/customer profiles with special emphasis on taste preferences, season and prince range.

#### **Design Process:**

- Fabric sourcing as per the requirements of the occasion and season.
- Motif/print development and surface ornamentation techniques must be applied to introduce an innovative yet practical design element.
- Design development sheets.
- Finalization of design on child croquis
- Specification sheets with fabric consumption.

## **SEMESTER IV**

**FAD-405**  
**CAD-I**  
**Practical**

**DURATION: 3HOURS**

**M.M: 100**

**Scheme of Practical:** Practical file-20 marks, Worksheet-10 marks, Practical class room work- 20 marks, viva-voce-10 marks, Practical work-40 marks.

### **UNIT I**

Working knowledge of PowerPoint and learn making presentation in PPT. Corel Draw - Tool Introduction and usage. Functions of tools and its usage. Figure Drawing - Block figure and Flesh figure. Working with layouts. Creating Prints and textures

### **UNIT II**

Adobe photoshop / Illustrator: Study in detail different tools. Create composition of Stripes, Checks in various textures and colours, Black and white effect. • Creating Effects -Mixing photographs, Photo mosaic effect, Text effect, 3D effect, Frames • Designing business cards , Logo design and posters in Photoshop • Creating theme related mood boards in Photoshop

**Suggested Readings:**

References Resources: • R.K. Taxali: “Introduction to Software Packages” Galgotia Publications. MS – Office 2003, BPB Publications. • M.Kathleen Coulussy & Sterve, “Rendering Fashion Fabric & Print with Adobe Photoshop”.

**SEMESTER IV**  
**FAD-406**  
**VISUAL DISPLAY**  
**Practical**

**DURATION: 3HOURS**

**M.M: 100**

Sketching of store layouts (using adobe illustrator) - Grid Layout, loop layout, freeform layout, racetrack layout, spine layout. Props - Lights, table and surface, figures, signs and lettering. Windows - Open window, closed window, island window, corner, elevated and shadow box. Signage - Outdoor, informational, persuasive, mats. Collection of pictures and store visits. Design and develop a window based on theme/season/festivities/product/brand/customer (3D model) for display. file of above-mentioned topics: 20 marks, window display project will be given by examiner which students have to do in 1 hour time (30 marks)

**Project:**

Do a window display for designer boutique or Fashion Store and make a small project (MM: 50)

**SEMESTER V**  
**FAD-501**  
**APPAREL MANUFACTURING & MANAGEMENT**

**DURATION: 3 HOURS**

**M.M –40+10(IA)**

**Instructions for the examiners:** The examiner will set seven questions in all. All the questions will carry equal marks. Question No. 1 will be compulsory consisting of 5-10 short type questions and will be spread over the entire syllabus. The remaining six questions will be set from Unit I and II, three questions from each unit will be set.

**Instructions for the candidates:** The candidates are required to attempt five questions. Question No.-1 will be compulsory, remaining four questions will be attempted by selecting two questions from each unit.

**UNIT I**

Garment Industry: importance, type of garment industry, organizational structure. Functions of different departments: merchandising, designing, purchasing, cutting, production, finishing and packaging.

**UNIT II**

Management: concept, functions and importance; management areas: marketing, finance, human resource management, Production, maintenance and logistics.

Production and operations of garment business: production selection, site and layout decisions, machinery and equipment, production processes, capacity planning, garment engineering- time calculations, balancing, costing.

*Suggested Readings:*

1. Chutler A. J. *Introduction to Clothing Production Management.* Blackwell science, UK, 1998
2. Harold C. & Barbara Latham. *The Technology of Clothing Manufacture,* Oxford Pub. USA, 1994
3. Bheda R., *Managing Productivity in the Apparel industry.* CBS Publications. New Delhi, 2003
4. Cooklin G., *Introduction to Clothing Manufacturer.* Blackwell, 1991
5. Cooklin G., *Garment Technology for Fashion Designer's.* Blackwell, 1997

Solinger J., *Apparel Manufacturer.* Van Nostrand Reilfold. 1980

**SEMESTER V**  
**FAD-502**  
**QUALITY ASSURANCE IN TEXTILE & APPAREL INDUSTRY**

**DURATION: 3 HOURS**

**M.M –40+10(IA)**

**Instructions for the examiners:** The examiner will set seven questions in all. All the questions will carry equal marks. Question No. 1 will be compulsory consisting of 5-10 short type questions and will be spread over the entire syllabus. The remaining six questions will be set from Unit I and II, three questions from each unit will be set.

**Instructions for the candidates:** The candidates are required to attempt five questions. Question No.-1 will be compulsory, remaining four questions will be attempted by selecting two questions from each unit.

**UNIT I**

Quality control: importance, definitions, terminology; Quality control through physical testing.

Quality control from fabric to garment; raw material inspection in process inspection, final inspection.

**UNIT II**

Tools for quality assurance: care labels, international care labeling system; Quality and its cost in apparel production. Apparel performance standards; standards on apparel manufacturing; Indian, British, ISO and ASTM; tests for non-textile accessories; statistical quality control.

*Suggested Readings:*

1. Mehta P., *Quality Control in Apparel Industry*, NIFT Pub., New Delhi, 2001
2. Carr H. & LathamB., *The Technology of Clothing Manufacture*, Oxford Pub. USA, 1994.
3. Cooklin G., *Introduction to Clothing Production Management*, Blackwell science, UK ,1998
4. Ruth E.C. *Apparel Manufacturing & Sewn Product Analysis*.
5. Mehta P., *Introduction to Quality Control*, ASCQ quality Press , Marcel Dekker Inc, New York,1992.
6. Mehta P., *Managing Quality in Apparel Industry*, New Age International,1998.

**SEMESTER V**  
**FAD-503**  
**FASHION STYLING**

**DURATION: 3 HOURS**

**M.M –40+10(IA)**

**Instructions for the examiners:** The examiner will set seven questions in all. All the questions will carry equal marks. Question No. 1 will be compulsory consisting of 5-10 short type questions and will be spread over the entire syllabus. The remaining six questions will be set from Unit I and II, three questions from each unit will be set.

**Instructions for the candidates:** The candidates are required to attempt five questions. Question No.-1 will be compulsory, remaining four questions will be attempted by selecting two questions from each unit.

**UNIT I**

Introduction to fashion styling, definition, study of body types for styling and figure types of men, women, kids, influences of stylist, misconceptions about styling, stylist knowledge, trend interpretation, professional maintenance, stylist kit and personality traits of stylist. Styling for corporate, entertainment, commercial, professional industry - Introduction, definition, wardrobe styling for corporate, TV and films, chain of command for stylist, pre-production preparation - green room, buying vs renting wardrobe, rack dividers, costume details based on script

**UNIT II**

Image management - Introduction, definition, personal stylist - personal shoppers for celebrities. Celebrity stylist - Concierge service and the stylist, definition, availability, retail/showroom designer connections, versatility, anticipation. Stylist - client relation, line direction in clothing, clothing suitable for different body types, understanding personal styles - interpretation of style categories. Makeover - Introduction to makeup, types of makeup based on skin type, shape of the face, eyes, nose, lips. Choice of colours based on skin colour, makeup for corporate, outing, swimming, beach, special occasions - wedding, party, award ceremony. Study on different fashion stylists and their styles - National and International

*Suggested Readings:*

1. Gillian Armour, "Fashion Stylist - A how to guide", Create Space, 2012.
2. Jo Dingemans, "Mastering Fashion Styling", Palgrave, 1999.
3. Kathleen Fifield, "Instyle Instant style - your season by season guide for work and weekends", Style books, 2006.

**SEMESTER V**  
**FAD-504**  
**FASHION STYLING & IMAGE MAKING**  
**Practical**

**DURATION: 3 HOURS**

**M.M – 50**

**Scheme of Practical:** Practical file-10 marks, worksheet-05 marks, Practical class room work-10 marks, viva-voce-05 marks, practical work-20 marks.

1. Do a styling for editorial for Men or women for following categories : (10 Marks)
  - High fashion magazine
  - Advertisement of beauty product
  - Photo-shoot for jewelry product
2. Do a styling project for e-commerce shoots for month men and women in following categories- ( 10 Marks)
  - Ethnic wear
  - Casual wear
  - Corporate wear
3. Do a styling project for outdoor shoot for a fashion brand or music video( 10 marks)

Note: students have to present digital formats of above mentioned projects ( all 3) during exams ( 10 Marks)

Examiner can ask for live demonstration of styling a model in any scenario ( 10 Marks)

## SEMESTER V

**FAD-505**  
**CAD-II**  
**Practical**

**DURATION: 3 HOURS**

**M.M – 50**

**Scheme of Practical:** Practical file-10 marks, worksheet-05 marks, Practical class room work-10 marks, viva-voce-05 marks, practical work-20 marks.

**Introduction to Adobe Illustrator** Study about tools of Adobe Illustrator. Colour and motif: - traditional, floral and geometric. Figure and profile: profile of male and female silhouettes. Accessories: party, casual and formal. Project board: - logo, label, brochure and Business cards.

**Digital Prints:** Creating Motifs, creating patterns: checks, stripes, floral, abstract, Making

**Digitalization of Art work:** converting hand drawn pictures into digital artwork

Suggested Text books &References:

1. Ireland Patrick John. Fashion Design Drawing and Presentation. Batsford. 2005.
2. MckelvyKathrynanad Munslow Janine. Illustrating Fashion. Blackwell Publishing. 2004.
3. Books on Adobe Illustrator Software.
4. Rebecca Bridges Altman, Rich Ailman, Mastering page maker 6 for Windows 95
5. Rick Altman, Corel Draw 9

## **SEMESTER V**

### **FAD-506 MEN'S WEAR Practical**

**DURATION: 3 HOURS**

**M.M – 100**

It is a project in which students survey the market, identify their buyer and get the brief. They select a company and design their range based on the company brief and image.

1. The student's workout the measurement charts for the company and the minimum size

Range which would be sold in the market.

2. Create mood boards and do fabric sourcing, keeping forecast colours and company profile in mind.

3. Develop a range of Men's wear

- Formal
- Casual
- Sports wear

4. Pattern Making – A shirt block, Trouser block, jacket block and its variations.

5. At the same time make specification sheets, design development sheets and illustration also would be worked at.

6. Constructing a structured jacket in suitable fabric (since the students do a shirt and trouser in construction with a final presentation to a jury.

**SEMESTER V**  
**FAD-507**  
**DRESS MAKING**  
**Practical**

**DURATION: 3 HOURS**

**M.M – 100**

**Indian wear:** ( 40)

- Kalidar Kurta.
- Churidar.
- Salwar.
- Kameez-straight/A-Line or any other variation.
- Plain saree blouse.

**Western wear:** (40)

- Evening Gown
- Bodycone dress
- Jump suit
- Different variation in skirts (3types)
- Tops (3 types)
- Trousers (3 types)
- Kaftans

**Presentation of above all garments in front of examiner and viva carries 20 marks**

## **SEMESTER V**

### **FAD-508 INTERNSHIP Practical**

**DURATION: Vacation Project** **M.M – 50**

The credits will be accrued in the 5<sup>th</sup> Semester. There will be four-week internship training during the break after the 4<sup>th</sup> Semester. The students will be required to be apprentice under the mentorship of a faculty to undergo training in a fashion/garments/textile industry/boutique/ fashion house/buying houses etc. This training will be of two credits. The students will submit their reports online on day-to-day basis to the mentor. They will submit internship report, Swatch file and photocopy of the certificate duly signed by the authorized person of the industry/house. Evaluation will be done after the completion of apprenticeship through PPT before a committee consisting of internal examiner, external examiner and Principal.

**Scheme of Practical:** Practical file-10 marks, PPT-20, Viva-voce-20 marks

**SEMESTER VI**  
**FAD-601**  
**PORTFOLIO DEVELOPMENT**  
**Practical**

**DURATION: 3 HOURS**

**M.M. – 100 (80+20)**

The Design portfolio is an expression of a graduating student's creativity, design/ability, technical expertise and illustration and presentation skills. It should exhibit students' inclination towards particular segment of the industry by identifying the target customers, design requirements and pricing. It should ideally comprise of 30-35 sheets keeping the following points in mind.

**UNIFORM FORMAT:** It is important to keep all the sheets of the same size to maintain visual continuity. Sheets should be grouped separately and systematically either horizontally or vertically. This ensures uniformity of presentation. The presentation of the portfolio depends on the contents and also on your layouts. (Too much of fragmentation of a single sheet can be distracting) The end result should look very neat and professional befitting the graduates.

- Statement of your design philosophy to clarify your attitude towards fashion.
- Bio-data
- The portfolio must include.
- Page of contents
- Each separate project should include inspiration sheet/story board and colour chart with appropriate swatches.
- Client profile and indication of the market /country.
- Give a name/theme to each projects.
- Flat working drawings, detailed magnification and specification sheets showing your technical strength are vitally important. Line planning, fabric indications, fabric Consumption, detailed measurement charts etc are all essential. These are to be used in conjunction with croquis.
- Design development sheets/design journal to show the creative process and /or commercial feasibility.
- Stylised illustration may be included as a separate segment.

There should be inclusion of designs for men, women and children. However your natural creative bent of mind should find expression through specific design and market orientation. At least one collection should have a touch of the Indian ethos. This is to be based on innovative fabric combinations, surface texture and ornamentation. It is very important that the designs and embroidery motifs be original.

- 2 sheets each on your craft documentation and internship project is absolutely mandatory. It is very important to show your design applicability for the craft.
- Any other creative graphic work, photography done by you, should be included.

- In addition to this, photographs and /or slides of other creative design activities should be included so to exhibit your versatility. These may include photographs of:-

Prototype development in the case of term garment, freelance assignments or competitive shows like Air France, Smirnoff etc. You could leave space for the final design collection photographs, which would be included later. Any publications in newspapers or magazines may be included in original.

- The expression of computer application is very important.

## SEMESTER VI

### FAD-602 DESIGN COLLECTION Practical

DURATION: 3 HOURS

MAX. M – 500 (200+300)

**Orientation of the design collection at various platforms:**

Industry/design house/In house

Concept Development and Finalization of Theme, category of clothing  
(inspiration can be taken from forecast)

**Research for the concept:** research will include the area of inspiration, detail, origin/history, motifs/textures,

**Development of Mood board:** depiction of the mood for the collection, occasion /season for which the collection will be prepared.

**Color board:** selection of the pantone shades for the collection based on concept or inspiration from forecast can be taken.

**Fabric sourcing:** Various number of 8\*8 swatches for the collection to be collected from market, which are expected to use for the development of design collection.

**Doodling:** Rough doodling on the concept

**Illustrations:** Rendered 100 illustrations for the design collection including fabric and color details and the finalized 25 sketches to be developed as stylized illustrations/croque.

**Measurements/specs:** measurements of the garments to be specified & taken along with spec sheets

**5 Muslin fits:** The selected silhouettes of the garment to be developed into muslin fits **Presentation:** the muslin test fits to be presented along with complete research file to the internal mentors.

Final fabrication of the design collection after approval of test fits Submission of five garments along with accessories

**Internal jury presentation:** Out of 300

**External jury presentation:** Out of 200

**Outcome:** The course will end in a final Design Collection Ramp presentation

**DEPARTMENT OF LIBRARY & INFORMATION SCIENCE**  
**(FACULTY OF ARTS AND LANGUAGES)**  
**KURUKSHETRA UNIVERSITY KURUKSHETRA**  
 (Established by the State Legislature Act XII of 1956)  
 (“A+” Grade, NAAC Accredited)

**SCHEME OF EXAMINATION & SYLLABUS FOR: MASTER OF LIBRARY AND INFORMATION SCIENCE (M.Lib.I.Sc.)**

**CBCS (Choice Based Credit System)/LOCF with Mapping Matrix**

**1. About the Program**

Master of Library & Information Science (**M.Lib.I.Sc.**) is a one year professional degree program spread over two semesters. Anyone having Bachelor's degree in Library & Information Science (**M.Lib.I.Sc.**) or equivalent degree from any recognized University/Institution, with atleast 55% marks or equivalent grade in aggregate is eligible for admission to this program. After completing this programme, a candidate will become eligible for the positions of Librarian in colleges, Assistant Librarian in universities and other higher educational institutions and various professional positions in public and special libraries.

**2. Program Outcomes (Faculty of Arts & Languages)**

**Table-1: Program Outcomes**

PO1	Depth and Breadth of Knowledge	A systematic understanding of knowledge within the discipline and in related discipline/s, and a critical awareness of current problems and/or new insights informed by the forefront of their academic discipline.
PO2	Research and scholarship	<p>a) A working comprehension of how established techniques of research and inquiry are used to create and interpret knowledge in the discipline.</p> <p>b) A treatment of complex issues and judgments based on established principles and techniques.</p>
PO3	Level of application of knowledge	<p>a) Knowledge of Information available in diverse media and formats, their access mechanism, retrieval techniques and evaluation for lifelong learning.</p> <p>b) Competence in applying an existing body of knowledge in the critical analysis of a new question or of a specific problem or issue.</p>

PO4	Awareness of limits of knowledge	Cognizance of the complexity of knowledge and of the potential contributions of other interpretations, methods, and disciplines
PO5	Professional capacity/autonomy	Acquiring and showing qualities and transferable skills necessary for employment: exercise of initiative, personal responsibility, intellectual independence, ethical behavior and academic integrity.
PO6	Level of Communication Skills	Ability to communicate effectively in presenting ideas orally and in writing (oral communication; written communication).
PO7	Information Literate & Lifelong Learner	Knowledge of Information resources available in diverse media and formats, their access mechanism, retrieval techniques, evaluation and ethical use to solve specific problems so as to develop into a lifelong learner.

### 3. PROGRAM SPECIFIC OUTCOMES (PSOs)

After completing the **M.Lib.I.Sc.** program, the students will be able to:

**Table-2: Program Specific Outcomes (PSOs)**

PSO1	Understand the philosophy of Librarianship incorporating ideas related to purpose of libraries and Information Centres in diverse areas of scholarship.
PSO2	Critically analyse and restructure information, products and research data using ICT tools to provide services to suit the requirements of specific user groups.
PSO3	Apply the principles and techniques of information processing & retrieval in planning and designing databases information systems and services.
PSO4	Independently plan and manage college libraries, individual sections in University libraries and special libraries in various professional capacities.
PSO5	Use and apply state-of-the-art technology for managing libraries and providing user services within and beyond four walls of the library in the light of changing user requirements in the digital era.
PSO6	Identify current problems in different types of libraries and other information institutions and investigate those issues using standard methods, techniques, tools and technologies for arriving at satisfactory solutions.
PSO7	Demonstrate critical thinking, vision and innovation for understanding, researching and solving ethical, technological and other real world problems in changing information landscapes.

#### 4. Duration and Credits for M.Lib.I.Sc.

- a. The **M.Lib.I.Sc.** program is of one year duration spread over into 2 Semesters.
- b. Every Student of **M.Lib.I.Sc.** program has to earn 42 credits as described under:

**Table-3: Duration and Credits for M.Lib.I.Sc.**

<b>CORE COURSES- CREDITS</b>	<b>32</b>	<b>Semester I = 14</b> <b>Semester II = 18</b>
<b>ELECTIVE COURSE-CREDITS</b>	<b>08</b>	<b>Semester I = 04</b> <b>Semester II = 04</b>
<b>OE COURSE- CREDITS</b>	<b>02</b>	<b>Semester I = 02</b>
<b>TOTAL</b>	<b>42</b>	<b>42</b>

#### 5. Course Outcomes and Mapping Matrix

1. Each course of the **M.Lib.I.Sc.** program has two/four Course Outcomes (COs) which are mapped or associated with POs as well as PSOs.
2. Mapping of correlation between COs and POs, COs and PSOs in the scale of 1 to 3 has been done as per Table 1:

**Table 4: Scale of Mapping between COs and POs & COs and PSOs**

Scale 1	If the contents of course have Low correlation (i.e. in agreement with the particular PO/PSO to a small extent) with the particular Programme/Programme Specific outcome
Scale 2	If the contents of course have Medium correlation (i.e. in agreement with the particular PO/PSO to a reasonable extent) with the particular Programme/Programme Specific outcome
Scale 3	If the contents of course have Strong correlation (i.e. in agreement with the particular PO/PSO to a large extent) with the particular Programme /Programme Specific outcome

**Scheme of Examination and Syllabus of Master of Library & Information Science w.e.f. 2022-23**

**6. Semester Wise Scheme of Teaching and Examination**

**SEMESTER-I**

Paper Code	Nomenclature of Course	Total Credits			Teaching Work Load per week per group in Hours	IA Theory	Max. Marks Theory	IA Practical	Max. Marks Practical	Total Marks	Duration of Theory Exam	Duration of Practical Exam
		L	P	Total								
<b>CORE COURSES</b>												
<b>MLIS-101</b>	Information Analysis, Consolidation and Repackaging (Theory and Practice)	2	2	4	6*	10	50	10	30	100	3 Hours	2 Hours
<b>MLIS-102</b>	Information Systems Management	4	0	4	4	20	80	--	--	100	3 Hours	--
<b>MLIS-103</b>	Advanced ICT Applications in LIS (Theory & Practice) – I	2	2	4	6*	10	40	10	40	100	2 Hours	2 Hours
<b>MLIS-104</b>	Literature Survey	0	2	2	4	--	--	--	50	50	--	--
<b>MLIS-105</b>	Library Classification Practice: UDC	0	2	2	4*	--	--	10	40	50	--	2 Hours
<b>ELECTIVE COURSES: Select any one Course</b>												
<b>MLIS-106</b>	University & College Library System	4	0	4	4	20	80	--	--	100	3 Hours	--
<b>MLIS-107</b>	Public Library System	4	0	4	4	20	80	--	--	100	3 Hours	--
<b>MLIS-108</b>	Research & Technical Library System	4	0	4	4	20	80	--	--	100	3 Hours	--
<b>Open Elective Course</b> (Inter-Disciplinary Paper for the students of other Departments)												
<b>LIS-OE-2</b>	Information Literacy	2	0	2	2	10	40	--	--	50	2 Hours	--

**Core Courses Credits:** 16

**Elective Course Credits:** 04

**Open Elective Course Credits:** 02

\* Groups will be formed on the basis of student strength

## SEMESTER - II

Paper Code	Nomenclature of Course	Total Credits			Teaching Work Load per week per group per group in Hours	IA Theory	Max. Marks Theory	IA Practical	Max. Marks Practical	Total Marks	Duration of Theory Exam	Duration of Practical Exam
		L	P	Total								
<b>CORE COURSES</b>												
<b>MLIS-109</b>	Research Methods and Statistical Techniques	4	0	4	4	20	80	--	--	100	3 Hours	--
<b>MLIS-110</b>	Advanced ICT Applications in LIS (Theory &Practice) – II	2	2	4	6*	10	40	10	40	100	2 Hours	2 Hours
<b>MLIS-111</b>	Information Retrieval (Theory and Practice)	2	2	4	6*	10	50	10	30	100	3 Hours	2 Hours
<b>MLIS-112</b>	Project Report	0	4	4	--	--	--	--	--	100	--	--
<b>ELECTIVE COURSES – Select any one Course</b>												
<b>MLIS-113</b>	Social Science Information System	4	0	4	4	20	80	--	--	100	3 Hours	--
<b>MLIS-114</b>	Business Information System	2	2	4	6*	10	50	10	30	100	3 Hours	2 Hours
<b>MLIS-115</b>	Health Science Information System	2	2	4	6*	10	50	10	30	100	3 Hours	2 Hours

**Note:** Assignments, case studies, seminars, discussions and round tables, all shall be covered under Tutorials.

**Core Courses Credits:** 16

**Elective Course Credits:** 04

\* Groups will be formed on the basis of student strength

Conversion of Marks obtained in each Course/Semester to Letter Grade and Grade Points shall be as following:

<b>Letter Grade</b>	<b>Grade Point</b>	<b>Marks</b>
O (Outstanding)	10	85-100
A+ (Excellent)	9	75-84
A (Very Good)	8	65-74
B+ (Good)	7	55-64
B (Above Average)	6	50-54
C (Average)	5	41-49
P (Pass)	4	40
F (Fail)	0	Less than 40
Ab	0	Absent

## 7. Detailed Syllabi and Mapping Matrix.

### SEMESTER-I

#### CORE COURSES

<b>MLIS-101: INFORMATION ANALYSIS, CONSOLIDATION AND REPACKAGING (THEORY AND PRACTICE)</b>	<b>Total Credit: 4</b> <b>Total Marks: 100</b> <b>Max. Marks ET Theory : 50</b> <b>Max. Marks IA Theory : 10</b> <b>Duration of Theory Exam: 3 Hrs.</b> <b>Max. Marks ET Practical : 30</b> <b>Max. Marks IA Practical : 10</b> <b>Duration of Practical Exam: 2 Hrs.</b>
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#### Objectives

- To orient students on how to critically analyze, evaluate and repackaging of information and to get awareness about presentation of information.
- To train the students with practical skills in preparing information consolidation products.
- To familiarize with Information Analysis and Consolidation Centre and the Marketing of Information Products and Services.

**Course Outcomes:** After completing this course, the students will be able to:

<b>MLIS-101.1</b>	Understand the concept of Information Analysis, Consolidation and Repackaging (IACR).
<b>MLIS-101.2</b>	Acquaint with different products and services and methodology of their preparation.
<b>MLIS-101.3</b>	Acquaint with managing IAC Centres and marketing of information products and services.
<b>MLIS-101.4</b>	Develop practical skills in preparation of specific information products.

#### Part-I: Theory

**Internal Assessment: 10 Marks (Attendance– 5 (Includes attendance of practical classes also) + Class Test/ Assignment – 5).**

#### Note for the Paper Setter

The paper is divided into 3 Units. The examinees will be required to attempt *Four* questions in all, including Question 1, which is compulsory and selecting *One* question from each Unit (I – III). Question 1 will consist of 7 short answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set *Two* questions from each Unit.

#### Unit – I: **Information Analysis, Consolidation and Repackaging (IACR).**

- Information Analysis, Consolidation and Repackaging: Need, Purpose and Advantages.
- IACR Processes: Pre-requisites and Steps.
- Packaging and Repackaging of Information.
- Modes of Presentation: Textual and Non-Textual Presentation.
- Technical Writing: Characteristics, pre-requisites and guiding principles.

**Unit – II: Processing Methods of IACR Products and Services.**

- IACR Products: Types and Steps for preparation.
- Role of various specialists in design and development of IACR Products.
- Methodology for the preparation of: State-of-the-art Reports, Trend Reports, House Journals, Newsletters, Technical Digest, Abstract and Directory.

**Unit – III: Organization and Management of Information Analysis and Consolidation Centers (IAC).**

- Information Analysis and Consolidation Center (IAC): Need, Characteristics and Functions.
- Organization and management of IAC Centre.
- Marketing: Definitions, scope and importance.
- Marketing of Information Products and Services.

**Part – II: Practice****Section-A****Total: 40 Marks****Credit: 02****Internal Assessment: 10 Marks (Presentation/ Class Test – 5 + Class test/Assignment – 5 Marks)****Syllabus:**

Preparation of Indicative and Informative Abstract, Directory and Book Review.

**Section-B****Practical Examination: 30 Marks****Time: 2 Hours****Note:** There will be **two** questions for each examinee from the following:

1. The examinees will be required to prepare Abstracts (Indicative and Informative) of Research Article given by the Examiner.
2. The examinees will be required to prepare Directory of Educational Institutions (10 Entries).
3. The examinees will be required to prepare a Book Review on Specified Subject.

**Recommended Books**

1. Atherton, Pauline. (1977). Handbook for Information Systems and Services. Paris: UNESCO.
2. Basu, B. N. (2007). Technical writing. New Delhi: Prentice Hall of India.
3. Chatterjee, Amitabha (2013). Elements of Information Analysis, Consolidation and Repackaging (IACR). Kolkata: Prova Prakashani.
4. Chopra, H.S. (1996). Information Marketing. Jaipur: Rawat Publications.
5. Cooper, B. M. (1986). Writing Technical Reports. New York: Penguin.
6. Kotler, P. and Armstrong, G. Principles of Marketing, Ed.10, New Jersey.
7. Kumar, P.S.G. (2003). Information Analysis, Repackaging consolidation & Information retrieval (Paper

X and XI of UGC Model Curriculum). Delhi: B.R. Pub.

8. Rowley, J.E (1982). Abstracting and Indexing. London: Clive Bingley.
9. Rowley, J E (1996). The Basics of Information Systems. London: Facet Publishing.
10. Saracevic, T. and Wood, J. S. (1981).Consolidation of Information: A Handbook of Evaluation, Restructuring and Repackaging of Scientific and Technical Information. Paris: Unesco.
11. Seetharama, S. (1997). Information Consolidation and Repackaging: Framework, Methodology, Planning. New Delhi: Ess Ess Pub.
12. Seetharama, S. Modes of Presentation of Information in Information Consolidation Products. *Library Science with a Slant to Document*, 22; 1985; Paper E.
13. Sewa Singh. (2014).Information Analysis, Consolidation and Repackaging. New Delhi: Atlantic.

### Mapping Matrix of Course MLIS-101

**Table 101.1: CO-PO Matrix**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6	PO7
<b>MLIS-101.1</b>	3	3	3	3	3	3	3
<b>MLIS-101.2</b>	3	3	3	3	3	3	3
<b>MLIS-101.3</b>	3	3	3	3	3	3	3
<b>MLIS-101.4</b>	3	3	3	3	3	3	3
<b>Average</b>	<b>3</b>						

**Table 101.2: CO-PSO Matrix**

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>MLIS-101.1</b>	3	3	3	2	3	3	3
<b>MLIS -101.2</b>	2	3	3	3	3	3	3
<b>MLIS -101.3</b>	3	3	3	3	3	3	3
<b>MLIS 101.4</b>	2	3	3	3	3	3	3
<b>Average</b>	<b>2.5</b>	<b>3</b>	<b>3</b>	<b>2.75</b>	<b>3</b>	<b>3</b>	<b>3</b>

<b>MLIS-102: INFORMATION SYSTEMS MANAGEMENT</b>	<b>Total Credit: 4</b> <b>Marks: 100</b> <b>Max. Marks ET Theory : 80</b> <b>Max. Marks IA Theory : 20</b> <b>Duration of Theory Exam: 3 Hrs.</b>
<b>Objectives</b>	
<ul style="list-style-type: none"> <li>• To develop an understanding of modern Principles of Management.</li> <li>• To familiarise with the process of Planning and Various Types of Plans.</li> <li>• To develop an understanding of various Organisational Positions and Techniques of Managing Human Resources.</li> </ul>	
<b>Course Outcomes:</b> After completing this course, the students will be able to:	
<b>MLIS-102.1</b>	Understand the different school of Management and their relevance in Library and Information Centres.
<b>MLIS-102.2</b>	Assess the Human Resource requirements and related issues in libraries.
<b>MLIS-102.3</b>	Learn the theories of motivation and employee assessment.
<b>MLIS-102.4</b>	Understand the quality management approaches and their application to Library & Information Centres
<b>Internal Assessment: 20 Marks (Presentation/Test-10 + Class Test/Assignment-5 + Attendance – 5)</b>	
<b>Note for the Paper Setter</b>	
<p>The paper is divided into 4 Units. The examinees will be required to attempt <i>Five</i> questions in all, including Question 1, which is compulsory and selecting <i>One</i> question from each Unit (I – IV). Question 1 will consist of 8 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set <i>Two</i> questions from each Unit.</p>	
<b>Unit-I: Management Perspectives</b>	
<ul style="list-style-type: none"> <li>- Concept, Definition and Scope.</li> <li>- Principles of Scientific Management.</li> <li>- Management Schools of Thought: Classical School, Human Behaviour and Human Relation.</li> </ul>	
<b>Unit-II: Human Resource Management-I</b>	
<ul style="list-style-type: none"> <li>- Meaning, Functions and Objectives of HRM.</li> <li>- Job Description, Job Analysis and Job Evaluation.</li> <li>- Recruitment and Selection Procedure.</li> <li>- Training and Development.</li> </ul>	
<b>Unit-III: Human Resource Management-II</b>	
<ul style="list-style-type: none"> <li>- Motivation: Meaning, Definition and Types.</li> <li>- Motivational Theories: Maslow's Need Hierarchy. Herzberg's Two Factor Theory. McGregor's Theory X and Y.</li> <li>- Performance Appraisal: Objectives, Problems in Rating, Methods of Performance Appraisal.</li> </ul>	
<b>Unit-IV: Library Planning and Total Quality Management (TQM)</b>	
<ul style="list-style-type: none"> <li>- Library Planning: Types of Plans, Factors and Techniques of Library Planning.</li> <li>- MBO: Definition Process and Advantages.</li> </ul>	

- TQM: Definition, Principles and Benefits.
- Quality Standards: ISO 9000 Series.

### Recommended Books

1. EVANS (G E). Management techniques for libraries. Ed.2. 1983. Academic Press, New York.
2. STEUART (Robert) and EASTLICK (John T). Library management Ed. 2. 1991. Libraries Unlimited, Cotorado.
3. BROPHY (Peter) and COULLING (Kate). Quality management for information and library managers. 1996. Aslib Gover, Hampshire.
4. JONES (Noragh) and JORDAN (Peter). Case studies in library management. 1988. Clive Bingley, London.

### Mapping Matrix of Course MLIS-102

**Table 102.1: CO-PO Matrix**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6	PO7
<b>MLIS-102.1</b>	3	3	3	3	3	3	3
<b>MLIS-102.2</b>	3	3	3	3	3	2	3
<b>MLIS-102.3</b>	3	3	3	3	3	3	3
<b>MLIS-102.4</b>	3	3	3	3	3	3	3
<b>Average</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2.75</b>	<b>3</b>

**Table 102.2: CO-PSO Matrix**

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>MLIS -102.1</b>	3	1	1	3	1	1	2
<b>MLIS -102.2</b>	3	1	1	3	3	3	3
<b>MLIS -102.3</b>	3	3	3	3	3	3	3
<b>MLIS -102.4</b>	3	3	3	3	3	3	2
<b>Average</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>

<b>MLIS-103: ADVANCED ICT APPLICATIONS IN LIS (THEORY AND PRACTICE) – I</b>	<b>Total Credit: 4</b> <b>Total Marks: 100</b> <b>Max. Marks ET Theory : 40</b> <b>Max. Marks IA Theory : 10</b> <b>Duration of Theory Exam: 2 Hrs.</b> <b>Max. Marks ET Practical : 40</b> <b>Max. Marks IA Practical : 10</b> <b>Duration of Practical Exam: 2 Hrs.</b>
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### **Objectives**

- To familiarise students with major Applications of ICT in Libraries and Information Centers and issues affecting their implementation.
- To familiarise with the Internet and Databases concepts.
- To enable student to understand the concepts of Database and Social Media.
- To enable student to understand the elements of MS Excel and Web Designing.

**Course Outcomes:** After completing this course, the students will be able to:

<b>MLIS-103.1</b>	Understand the concept of automation and computerization and areas & process of library automation.
<b>MLIS-103.2</b>	Understand different features and concepts related to internet and variety of E-resources available on Internet.
<b>MLIS-103.3</b>	Acquaint with the concepts of database and Social Media.
<b>MLIS-103.4</b>	Have practical skills in MS-Excel and designing and creating websites.

### **Part-I: Theory**

**Internal Assessment: 10 Marks (Attendance– 5 (Includes attendance of practical classes also) + Class Test Assignment – 5).**

### **Note for the Paper Setter:**

The paper is divided into 3 Units. The examinees will be required to attempt *Four* questions in all, including Question 1, which is compulsory and selecting *One* question from each Unit (I – III). Question 1 will consist of 5 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set *Two* questions from each Unit

### **Unit-I: Library Automation**

- ***Library Automation:*** Concept, Need and Purpose.
- ***Use of computers for In-house Operations:*** Acquisition, Cataloguing, Circulation, Serials Control, OPAC and Information Storage & Retrieval.
- ***Retrospective Conversion:*** Concept, Issues, Solutions and Techniques.

### **Unit-II: INTERNET: Basic Feature and Tools**

- Genesis and Utility.
- ***Web Browsers:*** Chrome, Firefox, Edge.
- ***World Wide Web (WWW):*** Origin and Development.
- World Wide Web and E-Resources

- Subject Directories.
- Online Journals.
- Online Books.
- Electronic Theses and Dissertation.
- Open Access Resources.
- Search Engines.
- Invisible Web: Brief concept and Tools.

### **Unit-III: Database: Types and other Concepts**

- Bibliographic, Full Text and Multimedia Databases.
- Federated Search and Multimedia Database Search.
- Blog and Social Media: Concept and Application in libraries.
- 

### **Part II: Practice**

**Total Marks: 50**

**Credit: 2**

**Internal Assessment: 10 Marks (Presentation/ Class Test – 5 + Class Test/ Assignment – 5 Marks)**

**Practical Examination Marks: 40**

**Time: 2 Hours**

### **MS OFFICE**

- **MS EXCEL:** Toolbars, Formatting Formulas, Database Management, Charts and Additional Functions.

### **Web Designing with WordPress or Dream Weaver**

- **Web Design:** Methods and Steps.
- Introduction to WordPress/ Dream Weaver.
- Designing and Creation of Web Sites.

### **Recommended Books**

1. Adobe. Dreamweaver tutorials. <https://www.adobe.com/in/search.html#q=dreamweaver%20tutorials&sort=relevancy&start=1>
2. ALEXANDER (Michael) and KUSLEIKA (Richard). Excel 2016 Formulas. Wiley Publishing, Inc. NJ, 2016. <http://file.allitebooks.com/20160903/Excel%202016%20Formulas.pdf>  
WALKENBACH (John), ALEXANDER (Michael) and KUSLEIKA (Richard). Excel 2019 Bible. Wiley Publishing, Inc. NJ, 2019. <http://file.allitebooks.com/20181005/Excel%202019%20Bible.pdf>
3. ASSIST (Sista). WordPress Basics: A step by step guide for beginners. <http://file.allitebooks.com/20151115/WordPress%20Basics.pdf>
4. CROWDER (David). Building a Web Site for Dummies. 3<sup>rd</sup> Ed. Wiley Publishing, Inc., Wiley Publishing, Inc. 2007. <http://file.allitebooks.com/20150627/Building%20a%20Web%20Site%20For%20Dummies.pdf>
5. BROWN (Christopher) & Bell (Suzanne). Librarian's guide to online searching: cultivating database skills for research and instruction. 5th ed. 2018. Libraries Unlimited, London.
6. CLAYTON (Marlene). Managing library automation. 2nd ed. 2018. Routledge, London.
7. HARVEY (Greg). Excel 2019 For Dummies. Wiley Publishing, Inc. NJ, 2018.
8. JENKINS (Sue), DAVIS (Michele E.) and PHILLIPS (Jon A). Dreamweaver 8 All-in-One Desk Reference

for Dummies. Wiley Publishing, Inc. NJ, 2006. <https://the-eye.eu/public/Books/For%20Dummies/Dreamweaver%208%20All-in-One%20Desk%20Reference%20for%20Dummies%20%28ISBN%20-%200471781428%29.pdf>

9. LANCASTER (F W) and SANDORE (Beth). Technology and management in library and information services. 1997. Library Association, London.

10. LYNCH (P. J.) and HORTON (S.). Web style guide: basic design principles for creating web sites. Ed.3. London: Yale University Press, 2009.

11. MARKEY (Karen). Online searching: A guide to finding quality information efficiently and effectively. 2<sup>nd</sup> ed. 2019. Rowman& Littlefield Publishers, Maryland.

12. MARMEL (Elaine). Office 2016 Simplified. Hoboken. 2015. John Wiley & Sons, New Jersey.

13. PLUMLEY (George). WordPress 24-Hour Trainer, 3<sup>rd</sup> Ed. John Wiley & Sons, Inc. NJ, 2016. <https://www.allitebooks.in/wordpress-24-hour-trainer-3rd-edition/>

14. SABIN-WILSON (Lisa). WordPress All-in-One for Dummies, 3<sup>rd</sup> Ed. John Wiley & Sons, Inc. NJ, 2017. <http://file.allitebooks.com/20181013/WordPress%20All-in-One%20For%20Dummies,%203rd%20Edition.pdf>

15. SABIN-WILSON (Lisa). WordPress for Dummies, 8<sup>th</sup> Ed. John Wiley & Sons, Inc. NJ, 2017. <http://file.allitebooks.com/20170927/WordPress%20For%20Dummies,%208th%20Edition.pdf>

16. SABIN-WILSON (Lisa). WordPress Web Design for Dummies, 3<sup>rd</sup> Ed. John Wiley & Sons, Inc. NJ, 2016. <http://file.allitebooks.com/20180213/WordPress%20Web%20Design%20For%20Dummies,%203rd%20Edition.pdf>

17. WARNER (Janine). Dreamweaver 8 For Dummies. Wiley Publishing, Inc. NJ, 2006. <https://the-eye.eu/public/Books/For%20Dummies/Dreamweaver%208%20for%20Dummies%20%28ISBN%20-%200764596497%29.pdf>

18. WILSON (Kevin). Fundamentals of Excel 2016, 2nd Ed. Elluminet Press. 2018.  
SLAGER (David). Essential Excel 2016: A Step-by-Step Guide. 2016. <http://file.allitebooks.com/20161205/Essential%20Excel%202016.pdf>

## Mapping Matrix of Course MLIS-103

Table 103.1: CO-PO Matrix

Course Code	PO1	PO2	PO3	PO4	PO5	PO6	PO7
MLIS-103.1	3	3	3	3	3	3	3
MLIS-103.2	3	3	3	3	3	3	3
MLIS-103.3	3	3	3	3	3	3	3
MLIS-103.4	3	3	3	3	3	3	3
Average	<b>3</b>						

Table 103.2: CO-PSO Matrix

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
MLIS -103.1	2	2	3	3	3	3	3
MLIS -103.2	2	3	3	3	3	3	3
MLIS -103.3	3	2	3	3	3	3	3
MLIS -103.4	3	3	3	3	3	3	3
Average	<b>2.5</b>	<b>2.5</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**MLIS-104: LITERATURE SURVEY****Total Credit: 2**  
**Total Marks: 50****Objectives:**

- To familiarise with the techniques of literature search.
- To understand the critical analysis of the literature on contemporary topics.
- To impart the practical skills in writing literature review.

**Course Outcomes:** After conducting the survey, the students will be able to:**MLIS-104.1** | Search, analysis and synthesis of Literature.**MLIS-104.2** | Write Literature review.*For literature survey, every student shall be assigned to a teacher in the Department.**Every student shall conduct literature survey on an assigned topic of contemporary relevance. The teacher supervisor shall evaluate the survey report and submit in the Department.***Mapping Matrix of Course MLIS-104****Table 104.1: CO-PO Matrix**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6	PO7
<b>MLIS-104.1</b>	3	3	3	3	3	3	3
<b>MLIS-104.2</b>	3	3	3	3	3	3	3
<b>Average</b>	<b>3</b>						

**Table 104.2: CO-PSO Matrix**

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>MLIS -104.1</b>	3	3	1	1	3	3	3
<b>MLIS -104.2</b>	1	3	1	1	1	3	2
<b>Average</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>2.5</b>

<b>MLIS-105: LIBRARY CLASSIFICATION PRACTICE: UNIVERSAL DECIMAL CLASSIFICATION</b>	<b>Total Credit: 2</b> <b>Total Marks: 50</b> <b>Max. Marks ET Practical: 40</b> <b>Max. Marks IA Practical : 10</b> <b>Duration of Exam: 2 Hrs.</b>
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### **Objectives**

- To acquaint with various provisions of Universal Decimal Classification scheme.
- To develop the ability to classify simple, compound and complex subjects using UDC.

**Course Outcomes:** After completing this course, the students will be able to:

**MLIS-105.1** Do subject analysis and classify compound subjects.

**MLIS-105.2** Do subject analysis and classify complex subjects.

### **Internal Assessment: 10 Marks (Class Test-5 + Attendance-5)**

#### **Note for the Paper Setter**

The question paper will be divided into Two Sections: Section – A and B. Distribution of Marks and scheme of examination will be as follows:

#### **Section - A**

- *Six* Titles will be given in this Section and the examinees will be required to attempt all the Titles.
- Each Title will carry 4 Marks.

#### **Section - B**

- *Three* Titles will be given in this Section and the examinees will be required to attempt *Two* Title.
- Each Title will carry 8 Marks.

**Syllabus: Classification of Complex Titles of Monographs and Articles by Universal Decimal Classification.**

### **Mapping Matrix of Course MLIS-105**

**Table 105.1: CO-PO Matrix**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6	PO7
<b>MLIS-105.1</b>	3	3	3	3	3	3	3
<b>MLIS-105.2</b>	3	3	3	3	3	3	3
<b>Average</b>	<b>3</b>						

**Table 105.2: CO-PSO Matrix**

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>MLIS -105.1</b>	3	1	2	2	3	1	3
<b>MLIS -105.2</b>	3	1	2	2	3	1	3
<b>Average</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>3</b>

## ELECTIVE COURSES

<b>MLIS-106: UNIVERSITY &amp; COLLEGE LIBRARY SYSTEM</b>	<b>Total Credit: 4</b> <b>Total Marks: 100</b> <b>Max. Marks ET Theory: 80</b> <b>Max. Marks IA Theory: 20</b> <b>Duration of Theory Exam: 3 Hrs.</b>
<b>Objectives</b> <ul style="list-style-type: none"><li>• To familiarise with the development of University &amp; College Library System.</li><li>• To develop an understanding of collection &amp; services of University &amp; College libraries.</li><li>• To familiarize with different aspects of management practices followed in University &amp; College libraries.</li></ul>	
<b>Course Outcomes:</b> After completing this course, the students will be able to:	
<b>MLIS-106.1</b>	Understand the development of University Libraries and recommendations of different Committees and Commissions.
<b>MLIS-106.2</b>	Understand the collection development and its management in University Libraries.
<b>MLIS-106.3</b>	Understand the organizational structure and management issues of University Libraries.
<b>MLIS-106.4</b>	Know the various information services provided by University Libraries.
<b>Internal Assessment: 20 Marks (Presentation/Test-10 + Class Test/Assignment-5 + Attendance – 5)</b>	
<b>Note for the Paper Setter</b> <p>The paper is divided into 4 Units. The examinees will be required to attempt <i>Five</i> questions in all, including Question 1, which is compulsory and selecting <i>One</i> question from each Unit (I – IV). Question 1 will consist of 8 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set <i>Two</i> questions from each Unit</p>	
<b>Unit-I: Academic Libraries and their Development</b> <ul style="list-style-type: none"><li>- Recommendations of NKC.</li><li>- Role of UGC and distance education.</li></ul>	
<b>Unit-II: Collection Development and Management</b> <ul style="list-style-type: none"><li>- Periodicals, Conference Literature, Grey Literature and Government Publications.</li><li>- Electronic Resources.</li></ul>	
<b>Unit-III: Library Organization and Administration</b> <ul style="list-style-type: none"><li>- Organization structure</li><li>- Competency Development of library staff.</li><li>- Staff Manual.</li><li>- Determination of Finance &amp; Budget.</li></ul>	
<b>Unit-IV: Information Services</b> <ul style="list-style-type: none"><li>- CAS, SDI, Abstracting and Indexing Services.</li><li>- Library Bulletin, Newspaper Clipping Services.</li><li>- Resource Sharing.</li></ul>	
10(1983)	

## Recommended Books

1. BAKER (David), Ed. Resource management in academic libraries.1997. Library Associations, London.
2. BROUGH (Peter). The academic library. 2000. Library Association, London.
3. BUDD (J M). The academic library: the context, its purpose and its operation. 1988. Libraries Unlimited, London.
4. CHAPMAN (Liz). Managing acquisitions in library and information services 2001. Library Association, London.
5. DOWLER (L) Ed. Gateways to knowledge: the role of academic libraries in teaching, learning and research.1998. The MIT Press, London.
6. JORDON (Peter). The academic library and its users.1998. Gower Publishing Limited, London.
7. LINE (Maurice B), Ed. Academic library management. 1990. Library Association, London.
8. RANGANATHAN (S R). School and college libraries. 1942. Madras Library Association, Madras.
9. WEBB (Sylvia P). Personal development in information work. Ed 2. 1991. Aslib, London.
10. WHITE (Carl M). Survey of university of Delhi. 1965. Planning Unit, University of Delhi, Delhi.

## Mapping Matrix of Course MLIS-106

**Table 106.1: CO-PO Matrix**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6	PO7
<b>MLIS-106.1</b>	3	2	3	2	3	3	3
<b>MLIS-106.2</b>	3	3	3	3	3	3	3
<b>MLIS-106.3</b>	2	2	3	2	3	3	3
<b>MLIS-106.4</b>	3	3	3	3	3	3	3
<b>Average</b>	<b>2.75</b>	<b>2.5</b>	<b>3</b>	<b>2.5</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Table 106.2: CO-PSO Matrix**

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>MLIS-106.1</b>	3	1	1	2	1	1	1
<b>MLIS-106.2</b>	3	3	3	3	3	3	3
<b>MLIS-106.3</b>	3	1	1	3	2	2	2
<b>MLIS-106.4</b>	2	3	3	3	3	3	2
<b>Average</b>	<b>2.75</b>	<b>2</b>	<b>2</b>	<b>2.75</b>	<b>2.25</b>	<b>2.25</b>	<b>2</b>

<b>MLIS-107: PUBLIC LIBRARY SYSTEM</b>	<b>Total Credit: 4</b> <b>Total Marks: 100</b> <b>Max. Marks ET Theory: 80</b> <b>Max. Marks IA Theory: 20</b> <b>Duration of Theory Exam: 3 Hrs.</b>
<b>Objectives</b>	
<ul style="list-style-type: none"> <li>• To familiarise with the development of Public Library System.</li> <li>• To develop an understanding of collection &amp; services of Public Library.</li> <li>• To familiarize with different aspects of management practices followed in Public Libraries.</li> </ul>	
<b>Course Outcomes:</b> After completing this course, the students will be able to:	
<b>MLIS-107.1</b>	Understand the importance and development of public libraries.
<b>MLIS-107.2</b>	Know the different type of collection and procedure of its management.
<b>MLIS-107.3</b>	Know the different management practices used in public libraries.
<b>MLIS-107.4</b>	Know different Services provided in public Libraries.
<b>Internal Assessment: 20 Marks (Presentation/Test-10 + Class Test/Assignment-5 + Attendance - 5)</b>	
<b>Note for the Paper Setter</b>	
<p>The paper is divided into 4 Units. The examinees will be required to attempt <i>Five</i> questions in all, including Question 1, which is compulsory and selecting <i>One</i> question from each Unit (I – IV). Question 1 will consist of 8 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set <i>Two</i> questions from each Unit.</p>	
<p><b>Unit-I: Public Libraries and their Development</b></p> <ul style="list-style-type: none"> <li>- History and Development of Libraries with Special Reference to India.</li> <li>- Role of Public Libraries in Society; Public Libraries as Community Information Centres.</li> <li>- Agencies and their Role in Promotion and Development of Public Libraries in India.</li> </ul>	
<p><b>Unit-II: Collection Development and Management</b></p> <ul style="list-style-type: none"> <li>- Periodicals, Conference Literature, Grey Literature and Government Publications.</li> <li>- Non-Book Materials.</li> <li>- Electronic Sources and Online Databases.</li> </ul>	
<p><b>Unit-III: Library Organization and Administration</b></p> <ul style="list-style-type: none"> <li>- Organizational Structure. Human Resources- Nature, Size, Selection, Recruitment, Qualification and Training, Responsibilities and Duties, Competency Development.</li> <li>- Staff Manual, Library Surveys, Statistics and Standards, etc.</li> <li>- Determination of Finance, Sources of Finance, Types of Budget.</li> </ul>	
<p><b>Unit-IV: Information Services</b></p> <ul style="list-style-type: none"> <li>- Public Libraries Extension Services, Abstracting and Indexing Services.</li> <li>- Library Bulletin, Newspaper Clipping Services.</li> <li>- Computerized Services.</li> <li>- Resource Sharing and Networking.</li> </ul>	
<b>Recommended Books</b>	

1. BARUA (B P). National policy on library and information systems and services for India: perspectives and projections. 1992. Popular, Bombay.
2. BATT (Chris). Information technology in public libraries. 1998. London Library Association Publishing, London.
3. BHATT (R K). Unesco: development of libraries and documentation centres in developing countries. 2004. K K Publications, New Delhi.
4. HIGGINS (S E). Youth services and public libraries. 2007. Chandos Publishing, Oxford.
5. IFLA. IFLA guidelines for public libraries (revised). 2000. The Hague, IFLA.
6. INDIA. Advising committee for libraries. Ed. 2. 1958. Manager of Publications, Delhi.
7. JAGANAYAK (S S). Role of libraries in socio-economic, cultural, and educational development. 1997. Classical Publication, New Delhi.
8. PATEL (Jashu) and KRISHAN KUMAR. Libraries and librarianship in India. 2001. Greenwood Press, Westport, Connecticut.
9. THOMAS (V K). Public libraries in India: development and finance. 1997. Vikas. Publication, New Delhi.
10. WOODRUM (Pat), Ed. Managing public libraries in 21st century. 1989. The Hawork Press, New York.

### Mapping Matrix of Course MLIS-107

**Table 107.1: CO-PO Matrix**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6	PO7
<b>MLIS-107.1</b>	3	2	3	2	3	3	3
<b>MLIS-107.2</b>	3	3	3	3	3	3	3
<b>MLIS-107.3</b>	2	2	3	2	3	3	3
<b>MLIS-107.4</b>	3	3	3	3	3	3	3
<b>Average</b>	<b>2.75</b>	<b>2.5</b>	<b>3</b>	<b>2.5</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Table 107.2: CO-PSO Matrix**

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>MLIS-107.1</b>	3	1	1	2	1	1	1
<b>MLIS-107.2</b>	3	3	3	3	3	3	3
<b>MLIS-107.3</b>	3	1	1	3	2	2	2
<b>MLIS-107.4</b>	2	3	3	3	3	3	2
<b>Average</b>	<b>2.75</b>	<b>2</b>	<b>2</b>	<b>2.75</b>	<b>2.25</b>	<b>2.25</b>	<b>2</b>

<b>MLIS-108: RESEARCH &amp; TECHNICAL LIBRARY SYSTEM</b>	<b>Total Credit: 4</b> <b>Total Marks: 100</b> <b>Max. Marks ET Theory: 80</b> <b>Max. Marks IA Theory: 20</b> <b>Duration of Theory Exam: 3 Hrs.</b>
<b>Objectives</b>	
<ul style="list-style-type: none"> <li>• To familiarize with the development of Research &amp; Technical Library System.</li> <li>• To develop an understanding of collection &amp; services of Research &amp; Technical Library.</li> <li>• To familiarize with different aspects of management practices followed in Research &amp; Technical libraries.</li> </ul>	
<b>Course Outcomes:</b> After completing this course, the students will be able to:	
<b>MLIS-108.1</b>	Understand the importance and development of Research & Technical libraries.
<b>MLIS-108.2</b>	Know the different type of collection and procedure of its management.
<b>MLIS-108.3</b>	Know the different management practices used in Research & Technical Libraries.
<b>MLIS-108.4</b>	Know different Services provided in Research & Technical Libraries.
<b>Internal Assessment: 20 Marks (Presentation/Test-10 + Class Test/Assignment-5 + Attendance – 5)</b>	
<b>Note for the Paper Setter</b>	
<p>The paper is divided into 4 Units. The examinees will be required to attempt <i>Five</i> questions in all, including Question 1, which is compulsory and selecting <i>One</i> question from each Unit (I – IV). Question 1 will consist of 8 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set <i>Two</i> questions from each Unit.</p>	
<b>Unit-I: Research and Technical Libraries and their Development</b>	
<ul style="list-style-type: none"> <li>- History and Development of Libraries with Special Reference to India.</li> <li>- Role of Special Libraries and its Relationship with Parent Organization.</li> <li>- Types and Functions of Special Libraries.</li> <li>- Agencies and their Role in the Promotion and Development of Research and Technical Libraries.</li> </ul>	
<b>Unit-II: Collection Development and Management</b>	
<ul style="list-style-type: none"> <li>- Periodicals, Conference Literature, Grey Literature, Patents, Standards, Specifications and Government Publications.</li> <li>- Non-Book Materials.</li> <li>- Electronic Resources and Online Databases.</li> </ul>	
<b>Unit-III: Library Organization and Administration</b>	
<ul style="list-style-type: none"> <li>- Organizational Structure. Human Resources- Nature, Size, Selection, Recruitment, Qualification and Training, Responsibilities and Duties, Competency Development.</li> <li>- Staff Manual, Library Surveys, Statistics and Standards, etc.</li> <li>- Determination of Finance, Sources of Finance. Types of Budget.</li> </ul>	
<b>Unit-IV: Information Services</b>	
<ul style="list-style-type: none"> <li>- CAS, SDI, Abstracting and Indexing Services.</li> <li>- Library Bulletin, Newspaper Clipping Services.</li> <li>- Computerized Services.</li> <li>- Resource Sharing and Networks: RLIN, OCLC, etc.</li> </ul>	

### **Recommended Books**

1. AUGER (C P). Information sources in grey literature. Ed. 3. 1994. Bowker, London.
2. CHAPMAN (Liz). Managing acquisitions in library and information services. 2001. Library Associations, London.
3. GROGAN (N). Science and technology: an introduction to the literature. Ed. 4. 1982. Clive Bingley, London.
4. HERNON (Peter) and WHITMAN (John R). Delivering satisfaction and service quality: a customer-based approach for libraries. 2001. American Library Association, Chicago.
5. LAWES (Ann), Ed. Management skills for the information manager. 1993. Gower Publishing, London.
6. RAITT (David), Ed. Libraries for the new millennium. 1997. Library Association, London.
7. SAHA (J). Special libraries and information services in India and the USA. 1969. Scarecrow, New York.
8. SCAMMELL (A W), Ed. Handbook of special librarianship and information work. Rev. Ed. 7. 1997. Aslib, London.
9. SINGH (S P). Special libraries in the electronic environment. 2005. Bookwell, New Delhi.
10. STRAUSS (L J). Scientific and technical libraries: their organization and administration. Ed. 2. 1972. Beckey and Hayes, New York.

### **Mapping Matrix of Course MLIS-108**

**Table 108.1: CO-PO Matrix**

<b>Course Code</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>	<b>PO6</b>	<b>PO7</b>
<b>MLIS-108.1</b>	3	2	3	2	3	3	3
<b>MLIS-108.2</b>	3	3	3	3	3	3	3
<b>MLIS-108.3</b>	2	2	3	2	3	3	3
<b>MLIS-108.4</b>	3	3	3	3	3	3	3
<b>Average</b>	<b>2.75</b>	<b>2.5</b>	<b>3</b>	<b>2.5</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Table 108.2: CO-PSO Matrix**

<b>Course Code</b>	<b>PSO1</b>	<b>PSO2</b>	<b>PSO3</b>	<b>PSO4</b>	<b>PSO5</b>	<b>PSO6</b>	<b>PSO7</b>
<b>MLIS-108.1</b>	3	1	1	2	1	1	1
<b>MLIS-108.2</b>	3	3	3	3	3	3	3
<b>MLIS-108.3</b>	3	1	1	3	2	2	2
<b>MLIS-108.4</b>	2	3	3	3	3	3	2
<b>Total</b>	<b>2.75</b>	<b>2</b>	<b>2</b>	<b>2.75</b>	<b>2.25</b>	<b>2.25</b>	<b>2</b>

## OPEN ELECTIVE COURSE FOR OTHER FACULTY STUDENTS

<b>LIS-OE-2 INFORMATION LITERACY</b>	<b>Total Credit: 2</b> <b>Total Marks: 50</b> <b>Max. Marks ET Theory: 40</b> <b>Max. Marks IA Theory: 10</b> <b>Duration of Theory Exam: 2 Hrs.</b>
<b>Objectives</b> <ul style="list-style-type: none"><li>• To Introduce the students with the concept of information literacy and its importance</li><li>• To Introduce the students with main characteristics of various types of information sources</li><li>• To introduce the students with literature search process and techniques</li><li>• To acquaint the students with techniques of evaluation and ethical use of information</li></ul>	
<b>Course Outcomes:</b> After completing this course, the students will be able to:	
<b>LIS-OE-2.1</b>	The student will be able to understand the concept of information literacy and its importance
<b>LIS-OE-2.2</b>	The student will be able to distinguish among different types of information sources
<b>LIS-OE-2.3</b>	The student will be able to search, evaluate and ethically use information sources
<b>Internal Assessment: 10 Marks (Assignment-10)</b>	
<b>Note for the Paper Setter</b> <p>The paper is divided into 4 Units. The examinees will be required to attempt <i>One</i> question from each Unit (I – IV). The Examiner will set <i>Two</i> questions from each Unit.</p>	
<b>Unit-I: Information Literacy and Information Needs</b> <ul style="list-style-type: none"><li>- Information and its need, importance</li><li>- Information literacy: Concept, definition, types</li><li>- Information literacy and lifelong learning</li><li>- Information needs and their expression</li></ul>	
<b>Unit-II: Information Sources</b> <ul style="list-style-type: none"><li>- Information sources- documentary and non-documentary</li><li>- Human and institutional information sources-Sahitya Academi, IGNCA</li><li>- Primary, secondary and tertiary information sources</li><li>- E-resources- e-books, e-journals, databases-full text and bibliographic. DOAJ, DOAB, OpenDOAR</li></ul>	
<b>Unit-III: Information Search Process and Technique</b> <ul style="list-style-type: none"><li>- Library networks: INFLIBNET, DELNET</li><li>- Literature search process and search statement.</li><li>- Search in print and electronic sources</li><li>- Literature search techniques: Boolean search, truncation, phrase search, etc.</li></ul>	
<b>Unit-IV: Information Evaluation and Information Ethics</b> <ul style="list-style-type: none"><li>- Evaluation of information sources</li><li>- Ethical use of information</li></ul>	

- Plagiarism- concept,types
- Citation styles- MLA style

### **Recommended Books**

List will be provided by the concerned Teacher.

### **Mapping Matrix of Course LIS-OE-2**

**Table LIS-OE-2.1: CO-PO Matrix**

<b>Course Code</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>	<b>PO6</b>	<b>PO7</b>
<b>LIS-OE-2.1</b>	3	3	3	3	3	3	3
<b>LIS-OE-2.2</b>	3	3	3	3	3	3	3
<b>LIS-OE-2.3</b>	3	3	3	3	3	3	3
<b>Average</b>	3	3	3	3	3	3	3

**Table LIS-OE-2.2: CO-PSO Matrix**

<b>Course Code</b>	<b>PSO1</b>	<b>PSO2</b>	<b>PSO3</b>	<b>PSO4</b>	<b>PSO5</b>	<b>PSO6</b>	<b>PSO7</b>
<b>LIS-OE-2.1</b>	3	3	3	3	3	3	3
<b>LIS-OE-2.2</b>	3	3	3	3	3	3	3
<b>LIS-OE-2.3</b>	3	3	3	3	3	3	3
<b>Average</b>	3	3	3	3	3	3	3

## SEMESTER - II

### CORE COURSES

<b>MLIS-109: RESEARCH METHODS AND STATISTICAL TECHNIQUES</b>	<b>Total Credit: 4</b> <b>Total Marks: 100</b> <b>Max. Marks ET Theory: 80</b> <b>Max. Marks IA Theory: 20</b> <b>Duration of Theory Exam: 3 Hrs.</b>
<b>Objectives</b> <ul style="list-style-type: none"><li>• To introduce students to the concept of the Research.</li><li>• To provide an insight into the Research Methods in Library and Information Science.</li><li>• To provide an overall understanding of Statistical Techniques in Research Operations.</li></ul>	
<b>Course Outcomes:</b> After completing this course, the students will be able to:	
<b>MLIS-109.1</b>	Understand the various concepts related to research and its types.
<b>MLIS-109.2</b>	Know the different methods used to conduct research.
<b>MLIS-109.3</b>	Understand the importance of significant tools and techniques used in conducting research.
<b>MLIS-109.4</b>	Understand the basic concept of statistical techniques.
<b>Internal Assessment: 20 Marks (Presentation/Test-10 + Class Test/Assignment-5 + Attendance – 5)</b>	
<b>Note for the Paper Setter</b> <p>The paper is divided into 4 Units. The examinees will be required to attempt <i>Five</i> questions in all, including Question 1, which is compulsory and selecting <i>One</i> question from each Unit (I – IV). Question 1 will consist of 8 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set <i>Two</i> questions from each Unit.</p>	
<b>Unit-I: Research</b> <ul style="list-style-type: none"><li>- Meaning, Need and Process of Research.</li><li>- Types of Research – Fundamental and Applied.</li><li>- Hypothesis: Definitions, Functions and Types</li><li>- Designing Research Proposal.</li><li>- Literature Search – Print, Non-Print and Electronic Sources.</li><li>- Research Reporting: Types, Structure and Contents.</li><li>- Ethical aspects of research.</li></ul>	
<b>Unit-II: Research Methods</b> <ul style="list-style-type: none"><li>- Spiral of Scientific Method. (S. R. Ranganathan).</li><li>- Historical Method.</li><li>- Experimental Method.</li><li>- Descriptive Method.</li><li>- Survey Method and Case Study Method.</li><li>- Bibliometrics: Concept and Definition, Bibliometrics Laws: Bradford, Zipf. Lotka, Bibliographic Coupling and Citation Analysis, Webometrics, Impact factors</li></ul>	

### **Unit-III: Research Techniques and Tools**

- Questionnaire
- Interview
- Observation
- Sampling Techniques

### **Unit-IV: Descriptive Analysis and Interpretation**

- Descriptive Statistics – Measures of Central Tendency – Mean, Mode, Median.
- Chi – Square test.
- Introduction to SPSS statistical software.
- Tabulation.
- Graphical presentation of data: Bar, Pie, Line graphs, Histograms
- Sociometry.

### **Recommended Books**

1. CHARLES (H) and others. Research Methods in librarianship: Techniques and Interpretations. 1980.
2. KRISHAN KUMAR. Research Methods in Library and Information Science, New Delhi, Vikas Publishing House. 1992.
3. POWELL (Ronald R). Basic Research Methods for Librarians. 1985.
4. RAVI CHANDRA RAO (I K). Quantitative methods in Library and Information Science. New Delhi. Wiley Eastern Limited, 1983.
5. SARAVANAVEL (P). Research and Report Writing. 1993.

## Mapping Matrix of Course MLIS-109

Table 109.1: CO-PO Matrix

Course Code	PO1	PO2	PO3	PO4	PO5	PO6	PO7
<b>MLIS-109.1</b>	3	3	3	3	3	3	3
<b>MLIS-109.2</b>	3	3	3	3	3	3	3
<b>MLIS-109.3</b>	3	3	3	3	3	3	3
<b>MLIS-109.4</b>	3	3	3	3	3	3	3
<b>Average</b>	<b>3</b>						

Table 109.2: CO-PSO Matrix

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>MLIS-109.1</b>	2	1	1	1	1	3	2
<b>MLIS-109.2</b>	2	1	1	1	1	3	2
<b>MLIS-109.3</b>	2	1	1	1	1	3	2
<b>MLIS-109.4</b>	2	1	1	1	1	3	2
<b>Average</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>2</b>

<b>MLIS-110: ADVANCED ICT APPLICATIONS IN LIS (THEORY AND PRACTICE) – II</b>	<b>Total Credit: 4</b> <b>Marks: 100</b> <b>Max. Marks ET Theory : 40</b> <b>Max. Marks IA Theory : 10</b> <b>Duration of Theory Exam: 2 Hrs.</b> <b>Max. Marks ET Practical : 40</b> <b>Max. Marks IA Practical : 10</b> <b>Duration of Practical Exam: 2 Hrs.</b>
<b>Objectives</b>	
<ul style="list-style-type: none"> <li>• To familiarise students with major Applications of ICT in Libraries and Information Centers and issues affecting their implementation.</li> <li>• To enable students to understand the features and use of Library Application Software.</li> <li>• To familiarise with the emerging technologies and their applications in Libraries.</li> <li>• To enable students to implement KOHA software and create Digital libraries.</li> </ul>	
<b>Course Outcomes:</b> After completing this course, the students will be able to:	
<b>MLIS-110.1</b>	Learn to select Library software and features of different library automation softwares.
<b>MLIS-110.2</b>	Understand the concepts of digital library.
<b>MLIS-110.3</b>	Understand the emerging technologies and their applications in Libraries.
<b>MLIS-110.4</b>	Learn KOHA software and create digital libraries using an open source digital library software.
<b>Part-I: Theory</b>	
<b>Internal Assessment: 10 Marks (Attendance– 5 (Includes attendance of practical classes also) + Class Test/ Assignment – 5).</b>	
<b>Note for the Paper Setter</b>	
<p>The paper is divided into 3 Units. The examinees will be required to attempt <i>Four</i> questions in all, including Question 1, which is compulsory and selecting <i>One</i> question from each Unit (I – III). Question 1 will consist of 5 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set <i>Two</i> questions from each Unit.</p>	
<b>Unit-I: Library Application Software Packages</b>	
<ul style="list-style-type: none"> <li>- Basics of Library Automation Software.</li> <li>- Selection Criteria for Library Automation Software.</li> <li>- Salient features of SOUL, LIBSYS, Open Source Software: KOHA.</li> </ul>	
<b>Unit-II: Digital Libraries</b>	
<ul style="list-style-type: none"> <li>- <b>Digital Libraries:</b> Genesis, Definition, Objectives and Scope</li> <li>- <b>Digitisation:</b> Concept, Need, Problems and Significance</li> <li>- Process of Digitization.</li> <li>- Files and Formats of Documents, Images, Video, Audio, etc.</li> </ul>	
<b>Unit-III: Emerging/ latest Technologies</b>	
<ul style="list-style-type: none"> <li>- Audio Conferencing and Video Conferencing: Their Set Up and essentials (Google Meet, Webex etc.)</li> <li>- Virtual Reality</li> <li>- <b>Artificial Intelligence (AI):</b> Concept and Use in Libraries.</li> <li>- <b>Expert Systems:</b> Concept and Use in Libraries.</li> <li>- <b>Robotics:</b> Its application in Libraries and Information Centers.</li> </ul>	

## Part II: Practice

**Total Marks: 50**

**Credit: 02**

**Internal Assessment: 10 Marks (Presentation/ Class Test – 5 + Class Test/ Assignment – 5 Marks)**

**Practical Examination Marks: 40**

**Time: 2 Hours**

The candidates will be required to record the steps of database creation on the assigned area and steps in Digital Library creation.

### Library Automation Software

#### Unit-I: Open Source Library Application Software: KOHA

- Overview of KOHA.
- Installation and Configuration of KOHA.
- Acquisition and Cataloguing.
- Members Management and Circulation.
- Reports and Backups.

#### Unit-II: Digital Library Software

- Installation, Configuration and working in Greenstone or DSpace.

### Recommended Books

1. BAKER, D., &EVANS, W (2009). Digital Library Economics and Academic Perspective. Oxford: Chandos Pub.
2. BROWN, A. (2013). Practical digital preservation: A how-to guide for organizations of anysize. London: Facet Pub.
3. CALHOUN, K. (2014). Exploring digital libraries: Foundations, practice, prospects. Available at <http://www.facetpublishing.co.uk/downloads/file/calhoun-ch1.pdf/>
4. CANDELA (L), et al. The digital library manifesto. Available at [https://www.coar-repositories.org/files/booklet\\_21x21\\_manifesto\\_web.pdf/](https://www.coar-repositories.org/files/booklet_21x21_manifesto_web.pdf/)
5. DEEGAN, M., & Tanner, S. (2006). Digital preservation. London: Facet.
6. Digital Libraries and Multimedia. Boston: Kluwer, Academic Publishers. 2000.
7. Digital Libraries and use. Cambridge: MIT Press, 2003.
8. Digital Libraries from technology to culture. New Delhi: Kanishka Publications. 2006.
9. Digital Libraries: Policy, planning and practice. Hants: Ashgate. 2004.
10. DOBREVA, M., O'DWYER, A., &FELICIATI, P. (2012). User studies for digital library development. London: Facet.
11. DSpace Manual, Release 1.6.2. [http://www.dspace.org/1\\_6\\_2Documentation/DSpace-Manual.pdf/](http://www.dspace.org/1_6_2Documentation/DSpace-Manual.pdf/)
12. [DSpace Release 1.6.2 Notes](#).
13. GOPAL KRISHNAN. Digital Libraries in electronic information era. Delhi: Authors press. 2001.
14. GORMAN, G. E., &Shep, S. J (2006). Preservation Management for Libraries, Archives and Museums. London: Facet Pub.
15. Greenstein, D. (n.d.). Digital Libraries and Their Challenges. Graduate School of Library and Information Science. University of Illinois at Urbana-Champaign. Available at [https://www.ideals.illinois.edu/bitstream/handle/2142/8339/librarytrends49i2f\\_opt.pdf?sequence=1](https://www.ideals.illinois.edu/bitstream/handle/2142/8339/librarytrends49i2f_opt.pdf?sequence=1)
16. Greenstone Home page. <http://www.greenstone.org/greenstone3-home>

17. Greenstone Manual. <http://www.greenstone.org/manuals/gsdl2/>
18. <http://koha.org/>
19. <https://wiki.duraspace.org/display/DSPACE/DSpace+Release+1.6.2+Notes>
20. HUGHES (Loma M). Digitizing collection: strategic issues for the information manager. 2004.
21. HUGHES. L. M (2012). Evaluating and Measuring the value, use and impact of Digital Collections. London: Facet Pub. IFLA/UNESCO Manifesto for Digital Libraries. Available at <http://www.ifla.org/files/assets/digital-libraries/documents/ifla-unesco-digital-libraries-manifesto.pdf/>
22. JEEVAN (V K J). Digital Libraries. 2003.
23. KOHA Documentation. <http://www.kohadocs.org/>
24. KOHA on Windows. <http://cid-6ac4b4f2fe0a3144.office.live.com/self.aspx/Public/Koha%20on%20Windows.pdf>
25. KOHA on Windows. [http://www.koha.rwjr.com/Koha\\_on\\_Windows.html/](http://www.koha.rwjr.com/Koha_on_Windows.html)
26. MISHRA (Vinod Kumar). Basics of library automation, Koha library management software and data migration: Challenges with case studies. 2016. EssEss Publications, New Delhi.
27. WITTEN (Ian H), BODDIE (Stefan) and THOMPSON(John): Greenstone digital library user's guide (2006). New Zealand Digital Library Project, New Zealand.

### Mapping Matrix of Course MLIS-110

**Table 110.1: CO-PO Matrix**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6	PO7
<b>MLIS-110.1</b>	3	3	3	3	3	3	3
<b>MLIS-110.2</b>	3	3	3	3	3	3	3
<b>MLIS-110.3</b>	3	3	3	3	3	3	3
<b>MLIS-110.4</b>	3	3	3	3	3	3	3
<b>Average</b>	<b>3</b>						

**Table 110.2: CO-PSO Matrix**

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>MLIS-110.1</b>	2	3	3	3	3	3	2
<b>MLIS-110.2</b>	1	3	3	2	3	3	2
<b>MLIS-110.3</b>	3	2	3	3	3	2	2
<b>MLIS-110.4</b>	3	3	3	3	3	3	3
<b>Average</b>	<b>2.25</b>	<b>2.75</b>	<b>3</b>	<b>2.75</b>	<b>3</b>	<b>2.75</b>	<b>2.25</b>

<b>MLIS-111: INFORMATION RETRIEVAL (THEORY AND PRACTICE)</b>	<b>Total Credit: 4</b> <b>Marks: 100</b> <b>Max. Marks ET Theory : 50</b> <b>Max. Marks IA Theory : 10</b> <b>Duration of Theory Exam: 3 Hrs.</b> <b>Max. Marks ET Practical : 30</b> <b>Max. Marks IA Practical : 10</b> <b>Duration of Practical Exam: 2 Hrs.</b>
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### **Objectives**

- To introduce the Concept and Principles of Indexing;
- To acquaint with the Role and Types of Indexing Languages; and
- To familiarize with the Advanced Information Processing and Retrieval Techniques.

**Course Outcomes:** After completing this course, the students will be able to:

<b>MLIS-111.1</b>	Understand the concepts and techniques of Subject Cataloguing and Indexing.
<b>MLIS-111.2</b>	Understand different indexing languages and tools of vocabulary control.
<b>MLIS-111.3</b>	Acquaint with formulation of search strategies and IR Models.
<b>MLIS-111.4</b>	Prepare Thesaurus and assign/ derive Subject Headings.

### **Part-I: Theory**

**Internal Assessment: 10 Marks (Attendance– 5 (Includes attendance of practical classes also) + Class Test/ Assignment – 5)**

### **Note For the paper Setter**

The paper is divided into 3 Units. The examinees will be required to attempt *Four* questions in all, including Question 1, which is compulsory and selecting *One* question from each Unit (I – III). Question 1 will consist of 7 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set *Two* questions from each Unit.

### **Unit-I: Subject Cataloguing and Indexing: Principles and Practices**

- Principles of Subject Cataloguing.
- Library of Congress Subject Headings (LCSH),
- Sears List of Subject Headings (SLSH)
- Pre coordinate indexing: Chain indexing, PRECIS, POPSI
- Post Co-ordinate indexing: UNITERM.

### **Unit-II: Indexing Languages and Vocabulary Control**

- Indexing Languages: Types and Characteristics.
- Vocabulary Control: Concept, Meaning and Tools.
- IR thesauri: Structure and Construction.
- Concept of Keyword indexing and Automatic Indexing.

### **Unit-III: Information Retrieval**

- Search strategies: Manual/ Machine, Feedback and Refining.
- Evaluation of IR Systems.
- IR Models.

## Part – II: Practice

**Total Marks: 40**

**Internal Assessment: 10 marks (Assignments)**

**Time: 2 Hours**

**Practical Examination Marks: 30**

**Credit: 02**

The Distribution of Marks and scheme of examination will be as follows:

### Section – A

- Thesaurus Construction on an assigned topic: **Marks: 10**

### Section – B

- Viva-voce: **Marks: 10**

### Section – C

- There will be *Three* titles from Chain Procedure & Three titles from PRECIS. The examinees will be required to attempt any *Five* titles. **Marks: 10**

### **Recommended Books**

1. FOSKETT (A C). Subject approach to information. Ed.5. 1996. Bingley, London.
2. CHOUDHURY (G G). Introduction to modern information retrieval. 1999. Library Association, London.
3. AUSTIN (Derek). PRECIS: A manual of concept analysis. 1984. British Library, London.
4. RAJAN (T N). Indexing systems: Concepts methods and techniques. 1981. IASLIC, Calcutta.
5. GILCHRIST (Alan). Thesaurus construction and design.

### **Mapping Matrix of Course MLIS-111**

**Table 111.1: CO-PO Matrix**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6	PO7
<b>MLIS-111.1</b>	3	3	3	3	3	3	3
<b>MLIS-111.2</b>	3	3	3	3	3	3	3
<b>MLIS-111.3</b>	3	3	3	3	3	3	3
<b>MLIS-111.4</b>	3	3	3	3	3	3	3
<b>Average</b>	<b>3</b>						

**Table 111.2: CO-PSO Matrix**

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>MLIS-111.1</b>	3	3	3	1	2	3	3
<b>MLIS-111.2</b>	3	3	3	2	2	2	3
<b>MLIS-111.3</b>	2	3	3	1	2	1	2
<b>MLIS-111.4</b>	2	3	3	2	2	2	2
<b>Average</b>	<b>2.5</b>	<b>3</b>	<b>3</b>	<b>1.5</b>	<b>2</b>	<b>2</b>	<b>2.5</b>

<b>MLIS-112: PROJECT REPORT</b>		<b>Total Credit: 4</b> <b>Total Marks: 100</b>		
<b>Objectives</b>				
<ul style="list-style-type: none"> <li>• To identify a contemporary problem for investigation in the field of Library &amp; Information Science.</li> <li>• To train the students in the use of specific research methodology.</li> <li>• To train the students in the writing of research report.</li> </ul>				
<b>Course Outcomes:</b> After completing this course, the students will be able to:				
<b>MLIS-112.1</b>	Identify specific problem and its facets for investigation.			
<b>MLIS-112.2</b>	Prepare research proposal.			
<b>MLIS-112.3</b>	Apply specific research methodology appropriate to the selected problem.			
<b>MLIS-112.4</b>	Write a report of the investigation.			
<b>Method of Instruction</b>				
<p>Each student will be required to submit a project report on an approved topic of current research and application. The report is to be submitted both in hard and soft format. Each student will work under one guide from the Department for successful completion of the project. The areas and topics will be finalized and approved by the Departmental Staff Council. Each report will be evaluated by a committee consisting of all the regular faculty members of the Department and marks/grades for evaluation will be on presentation, methodology and inputs put in the work. The viva voce will also be conducted by the same committee comprising of the guide of the candidate and external examiner. The project will be of 100 marks out of which 80 marks will be awarded to project report evaluation and 20 marks will be for viva-voce by the said committee. There will be no internal assessment. The project report is to be submitted before the commencement of the 2<sup>nd</sup> semester examinations.</p>				

## Mapping Matrix of Course MLIS-112

**Table 112.1: CO-PO Matrix**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6	PO7
<b>MLIS-112.1</b>	3	3	3	3	3	3	3
<b>MLIS-112.2</b>	3	3	3	3	3	3	3
<b>MLIS-112.3</b>	3	3	3	3	3	3	3
<b>MLIS-112.4</b>	3	3	3	3	3	3	3
<b>Average</b>	<b>3</b>						

**Table 112.2: CO-PSO Matrix**

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>MLIS-112.1</b>	3	2	3	1	1	3	3
<b>MLIS-112.2</b>	2	1	2	1	1	3	3
<b>MLIS-112.3</b>	1	2	2	1	1	3	3
<b>MLIS-112.4</b>	1	1	1	1	1	3	3
<b>Average</b>	<b>1.75</b>	<b>1.5</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>3</b>

## ELECTIVE COURSES

<b>MLIS-113: SOCIAL SCIENCE INFORMATION SYSTEM</b>	<b>Total Credit: 4</b> <b>Total Marks: 100</b> <b>Max. Marks ET Theory: 80</b> <b>Max. Marks IA Theory: 20</b> <b>Duration of Theory Exam: 3 Hrs.</b>
<b>Objectives</b> <ul style="list-style-type: none"><li>• To acquaint with the major disciplines of Social Sciences.</li><li>• To develop an understanding of Social Science Information System and its Components.</li><li>• To know the various systems and networks in the field of Social Sciences.</li></ul>	
<b>Course Outcomes:</b> After completing this course, the students will be able to:	
<b>MLIS-113.1</b>	Understand the development, main concepts and significant contributors of major disciplines of Social Sciences.
<b>MLIS-113.2</b>	Know components of Social Science information system and various electronic information sources.
<b>MLIS-113.3</b>	Understand the role of national and international institutions related to social science information and research.
<b>MLIS-113.4</b>	Know the overview of information systems and networks at national and international level.
<b>Internal Assessment: 20 Marks (Presentation/Test-10 + Class Test/Assignment-5 + Attendance – 5)</b>	
<b>Note for the Paper Setter</b> <p>The paper is divided into 4 Units. The examinees will be required to attempt <i>Five</i> questions in all, including Question 1, which is compulsory and selecting <i>One</i> question from each Unit (I – IV). Question 1 will consist of 10 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set <i>Two</i> questions from each Unit.</p>	
<b>Unit-I: Structure and Development of Social Sciences</b> <ul style="list-style-type: none"><li>- Growth and Development of Social Sciences.</li><li>- Definition, Scope, Landmarks and Research Trends in the disciplines of:<ul style="list-style-type: none"><li>- Political Science</li><li>- Economics</li><li>- History</li><li>- Sociology</li></ul></li><li>- Study of the contributions of significant social scientists.</li></ul>	
<b>Unit-II: Documentary Sources</b> <ul style="list-style-type: none"><li>- Social Science Information System: Components.</li><li>- Information Behavior of Social Scientists: General Trends.</li><li>- Social Science Literature- Format, popular and scholarly literature, derived and bibliographical literature.</li><li>- Web based Information Sources: E-journals, Databases- Bibliographic and Full-text Subject Gateways, Institutional Repositories, Digital Libraries.</li><li>- International Encyclopaedia of Social and Behavioural Sciences, International Bibliography of the Social Sciences, PsycINFO, Indian Citation Index, ProQuest, Web of Science, Scopus.</li></ul>	

### **Unit-III: Institutional Sources**

- Institution connected with Social Science information generation to dissemination.
- Study of the activities of: ICSSR, ICWA, National Council for Applied Economic Research, TISS, ICHR, United Nations- ECOSOC, UNESCO.

### **Unit-IV: Information Systems and Networks**

- Planning of Social Science Research Libraries.
- Study of existing Information Systems and Networks in Social Sciences at National and International level: INFLIBNET, DELNET, DEVSIS, NASSDOC, DESIDOC, SENDOC, DEVINSA, APINESS.

### **Recommended Books**

1. WEBB (William H), *Ed.* Sources of information in social sciences 1986. ALA, Chicago.
2. HERRON (Nancy), *Ed.* Social Sciences: A Cross disciplinary guide to selected sources. 1996. Libraries Unlimited.
3. HUNT (Elgin F) and COLANDER (David L). Social sciences: An Introduction to the study of society. Ed. 9. 1995. Allyn.
4. LI (Tze Chung). Social science reference sources: A Practical guide. Rev and enlarged ed 2. 1990. Greenwood.
5. VYAS (S D). Social science information in India: Efforts toward bibliographic control. 1992. Concept, New Delhi.
6. NADKARNI (MV), *Ed.* Landmarks in the development of social sciences during the Twentieth century 2002 Allied Publishers, New Delhi.
7. FISHER (David), PRICE (Sandra P) and HANSTOCK (Terry), *Eds.* Information sources in the social science. 2002. K.G. Saur, Munchen.

### **Mapping Matrix of Course MLIS-113**

**Table 113.1: CO-PO Matrix**

<b>Course Code</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>	<b>PO6</b>	<b>PO7</b>
<b>MLIS-113.1</b>	3	3	3	3	3	3	3
<b>MLIS-113.2</b>	3	3	3	3	3	3	3
<b>MLIS-113.3</b>	3	3	3	3	3	3	3
<b>MLIS-113.4</b>	2	2	3	3	3	2	3
<b>Average</b>	<b>2.75</b>	<b>2.75</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2.75</b>	<b>3</b>

**Table 113.2: CO-PSO Matrix**

<b>Course Code</b>	<b>PSO1</b>	<b>PSO2</b>	<b>PSO3</b>	<b>PSO4</b>	<b>PSO5</b>	<b>PSO6</b>	<b>PSO7</b>
<b>MLIS-113.1</b>	1	1	1	1	1	1	2
<b>MLIS-113.2</b>	3	3	3	2	2	3	3
<b>MLIS-113.3</b>	3	3	2	3	3	3	3
<b>MLIS-113.4</b>	1	3	2	1	2	2	2
<b>Average</b>	<b>2</b>	<b>2.5</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2.25</b>	<b>2.5</b>

<b>MLIS-114: BUSINESS INFORMATION SYSTEM (THEORY AND PRACTICE)</b>	<b>Total Credit: 4</b> <b>Marks: 100</b> <b>Max. Marks ET Theory : 50</b> <b>Max. Marks IA Theory : 10</b> <b>Duration of Theory Exam: 3 Hrs.</b> <b>Max. Marks ET Practical : 30</b> <b>Max. Marks IA Practical : 10</b> <b>Duration of Practical Exam: 2 Hrs.</b>
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### **Objectives**

- To know the important of Business Information System and different component of Business Information System.
- To know different documentary & institutional information sources related to Business Information System.
- To acquaint with different types of Information system of Business.

**Course Outcomes:** After completing this course, the students will be able to:

<b>MLIS -114.1</b>	Understand the nature of Business Information and components of Business Information System.
<b>MLIS -114.2</b>	Know various business information sources.
<b>MLIS -114.3</b>	Know the different categories of Business Information System.
<b>MLIS -114.4</b>	Evaluate select documentary & Institutional sources.

### **Part – I: Theory**

**Internal assessment: 10 Marks (Attendance/Assignment – 5 (Includes attendance of practical classes also) + Class test/assignment – 5)**

**Note:** The paper is divided into 3 Units. The examinees will be required to attempt *Four* questions in all, including Question 1, which is compulsory and selecting *One* question from each Unit (I – III). Question 1 will consist of 7 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set *Two* questions from each Unit.

#### **Unit-I: Business Information**

- Nature and Characteristics: Its Role, Generation and Utilisation.
- Systems View of Business Information
- Components of Business Information Systems: Resources, Centres, Consultants, Suppliers, Financial Organisations, Industrial Promoters, etc.
- Users of Business Information: Categories, Role, Functions and needs.

#### **Unit-II: Business Information Sources, Products and Services**

- *Sources of Information:* Documentary: Types with particular reference to Directories, Digests, Market Research Reports, Trade Literature, Technical Notes, Company Profiles, Patent, Design & Trade marks, Standards, Databases.
- *Institutional:* National & International: Studies related to the activities of:
- NIDCS, IIFT, ITPO, CII, FICCI, etc.
- UNIDO, UNCTAD, etc.

- *Information Services and Networks:*
- CAS, SDI, Technical Enquiry Service, other Computerised Services.
- Overview of Business Information Networks.

### **Unit-III: Organising Business Information for end user support**

- Database System: Business Measurement System; Business Planning System.
- Text Management System: Text Retrieval Systems; Office Systems.
- Management Support Systems: Decision Support Systems; Information Centres.

### **Part – II: Practice**

**Internal Assessment: 10 marks (Assignments)**

**Max. Marks: 40**

**Practical Examination: 30 Marks**

**Credit: 02**

**Time: 02**

- Evaluation of *One* Documentary Information Source. Marks: 15
- Evaluation of *One* Institutional Source. Marks: 10
- Viva-voce: Marks: 5

### **Syllabus: Evaluation of Information Sources.**

#### **Recommended Books**

1. AHITUV (N I V). Principles of Information System for Management. USA Business & Educational Technologies, 1994.
2. ATHERTON (Pauline). Handbook for information systems and services, 1977.
3. CAMPBELL (M J), ed. Manual of business library practice, 1975.
4. CURTIS (GRAHAM). Business information systems: Analysis, design & practice, 1989.
5. DOSSETT (PATTI), ed. Handbook of special librarianship & information services, 6<sup>th</sup> ed.1992.
6. GARLAND (John L). How to develop Business information systems for End User. 1986.
7. NEELAMEGHAM (A). Comp: DRTC reference course on information services for business and industry, 1974.
8. WASSERMAN, et al: Encyclopaedia of business information sources, 1983.

### Mapping Matrix of Course MLIS-114

**Table 114.1: CO-PO Matrix**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6	PO7
<b>MLIS -114.1</b>	3	3	3	3	3	3	3
<b>MLIS -114.2</b>	3	3	3	3	3	3	3
<b>MLIS -114.3</b>	3	3	3	3	3	3	3
<b>MLIS -114.4</b>	2	2	3	3	3	2	3
<b>Average</b>	<b>2.75</b>	<b>2.75</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2.75</b>	<b>3</b>

**Table 114.2: CO-PSO Matrix**

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>MLIS -114.1</b>	1	1	1	1	1	1	2
<b>MLIS -114.2</b>	3	3	3	2	2	3	3
<b>MLIS -114.3</b>	3	3	2	3	3	3	3
<b>MLIS -114.4</b>	1	3	2	1	2	2	2
<b>Average</b>	<b>2</b>	<b>2.5</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2.25</b>	<b>2.5</b>

<b>MLIS-115: HEALTH SCIENCE INFORMATION SYSTEM (THEORY &amp; PRACTICE)</b>	<b>Total Credit: 4</b> <b>Marks: 100</b> <b>Max. Marks ET Theory : 50</b> <b>Max. Marks IA Theory : 10</b> <b>Duration of Theory Exam: 3 Hrs.</b> <b>Max. Marks ET Practical : 30</b> <b>Max. Marks IA Practical : 10</b> <b>Duration of Practical Exam: 2 Hrs.</b>
<b>Objectives</b> <ul style="list-style-type: none"> <li>• To familiarise with the Concept and Scope.</li> <li>• To develop an understanding of Health Science Information System and its Components.</li> <li>• To develop an understanding of Health Science Information systems and networks.</li> </ul>	
<b>Course Outcomes:</b> After completing this course, the students will be able to:	
<b>MLIS-115.1</b>	Understand the development of Health Science and main concepts and Health Science Library.
<b>MLIS-115.2</b>	Know various print and electronic information sources.
<b>MLIS-115.3</b>	Know the overview of information systems and networks at national and international level.
<b>MLIS-115.4</b>	Evaluate select documentary & Institutional sources.
<b>Part-I: Theory</b>	
<b>Internal assessment: 10 Marks (Attendance/Assignment – 5 (Includes attendance of practical classes also) + Class test/assignment – 5)</b>	
<b>Note:</b> The paper is divided into 3 Units. The examinees will be required to attempt <i>Four</i> questions in all, including Question 1, which is compulsory and selecting <i>One</i> question from each Unit (I – III). Question 1 will consist of 7 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set <i>Two</i> questions from each Unit.	
<b>Unit-I: Health Science Information</b>	
<ul style="list-style-type: none"> <li>- Growth and developments of Health Science.</li> <li>- Types of Health Science Libraries/Information Centres</li> <li>- Users of Health Science information</li> </ul>	
<b>Unit-II: Health Science Information and Global Issues</b>	
<ul style="list-style-type: none"> <li>- <i>Sources of Information:</i> Documentary: Printed and Non-print.</li> <li>- <i>Institutional:</i> National &amp; International: Studies related to the activities of:</li> <li>- The role and functions of National Medical Library.</li> <li>- The role and function of other National and International Organisations delivering Health Science Information: WHO, ICMR, Department of Biotechnology, Council of Ayurveda and Siddha, Council of Homeopathy, Unani System, National Institute of Health and Family Welfare, CDRI, CFTRI, NIN, NII, NIC, etc.</li> <li>- <i>Information Services:</i> Current Awareness Services: SDI Services, Indexing and Abstracting Services, Literature Search.</li> </ul>	

### **Unit-III: Information Systems and Networks**

- HELLIS, MEDLARS, BIOSIS
- Trends in Health Science Information System
- Application of Hypertext, Hypermedia, Multimedia, Expert system and Artificial Intelligence.

**Part – II: Practice      Credit-2**

**Section – A**

**Assignments: 10 marks**

**Section – B**

**Practical Examination: 30 Marks**

**Time: 2 Hours**

- Evaluation of <i>One</i> Documentary Information Source.	Marks: 15
- Evaluation of <i>One</i> Institutional Source.	Marks: 10
- Viva-voce: Marks: 5	

**Syllabus: Evaluation of Information Sources.**

**Recommended Books**

1. DIXIT (R P). Information management in Indian medical libraries, 1995, pp 1-423.
2. R P KUMAR, SRIVASTAVA (Divya) and GUPTA (S P), eds. Education for librarianship in information age, MLAI sp. Pub. 1995, pp.1-287.
3. GUPTA(S P) et al. Information technology and health science libraries, MLAI sp. Pub. 1993, pp.1-279.
4. CARMEL (Michael), ed.: Health care librarianship and Information work 22<sup>nd</sup> ed, 1995.
5. PICKEN (Fiona Mackay) and KAHN (Ann M C). Medical librarianship in the eighties and beyond: A world perspective, 1986.
6. JOURNAL OF American Society for Information Science: Perspectives on medical informatics: information technology in health care, 1995, 46 (10), 723 – 800.
7. VARALAXSHMI (R S R). Information services in medical college libraries. 1993.

## Mapping Matrix of Course MLIS-115

**Table 115.1: CO-PO Matrix**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6	PO7
<b>MLIS-115.1</b>	3	3	3	3	3	3	3
<b>MLIS-115.2</b>	3	3	3	3	3	3	3
<b>MLIS-115.3</b>	3	3	3	3	3	3	3
<b>MLIS-115.4</b>	2	2	3	3	3	2	3
<b>Average</b>	<b>2.75</b>	<b>2.75</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2.75</b>	<b>3</b>

**Table 115.2: CO-PSO Matrix**

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>MLIS-115.1</b>	1	1	1	1	1	1	2
<b>MLIS-115.2</b>	3	3	3	2	2	3	3
<b>MLIS-115.3</b>	3	3	2	3	3	3	3
<b>MLIS-115.4</b>	1	3	2	1	2	2	2
<b>Average</b>	<b>2</b>	<b>2.5</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2.25</b>	<b>2.5</b>

**Table 5: CO-PO MAPPING: M.LIB.I.SC.**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6	PO7
MLIS-101	3	3	3	3	3	3	3
MLIS-102	3	3	3	3	3	2.75	3
MLIS-103	3	3	3	3	3	3	3
MLIS-104	3	3	3	3	3	3	3
MLIS-105	3	3	3	3	3	3	3
MLIS-106-A	2.75	2.5	3	2.5	3	3	3
MLIS-106-B	2.75	2.5	3	2.5	3	3	3
MLIS-106-C	2.75	2.5	3	2.5	3	3	3
MLIS-107	3	3	3	3	3	3	3
MLIS-108	3	3	3	3	3	3	3
MLIS-109	3	3	3	3	3	3	3
MLIS-110	3	3	3	3	3	3	3
MLIS-111-A	2.75	2.75	3	3	3	2.75	3
MLIS-111-B	2.75	2.75	3	3	3	2.75	3
MLIS-111-C	2.75	2.75	3	3	3	2.75	3

**Table 6: CO-PSO MAPPING: M.LIB.I.SC.**

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
MLIS-101	2.5	3	3	2.75	3	3	3
MLIS-102	3	2	2	3	2.5	2.5	2.5
MLIS-103	2.5	2.5	3	3	3	3	3
MLIS-104	2	3	1	1	2	3	2.5
MLIS-105	3	1	2	2	3	1	3
MLIS-106-A	2.75	2	2	2.75	2.25	2.25	2
MLIS-106-B	2.75	2	2	2.75	2.25	2.25	2
MLIS-106-C	2.75	2	2	2.75	2.25	2.25	2
MLIS-107	2	1	1	1	1	3	2
MLIS-108	2.25	2.75	3	2.75	3	2.75	2.25
MLIS-109	2.5	3	3	1.5	2	2	2.5
MLIS-110	1.75	1.5	2	1	1	3	3
MLIS-111-A	2	2.5	2	2	2	2.25	2.5
MLIS-111-B	2	2.5	2	2	2	2.25	2.5
MLIS-111-C	2	2.5	2	2	2	2.25	2.5

**Table 7: CO-PO-PSO MAPPING: M.LIB.I.SC.**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
MLIS-101	3	3	3	3	3	3	2.5	3	3	2.75	3	3	3
MLIS-102	3	3	3	3	3	2.75	3	2	2	3	2.5	2.5	2.5
MLIS-103	3	3	3	3	3	3	2.5	2.5	3	3	3	3	3

MLIS-104	3	3	3	3	3	3	2	3	1	1	2	3	2.5
MLIS-105	3	3	3	3	3	3	3	1	2	2	3	1	3
MLIS-106-A	2.75	2.5	3	2.5	3	3	2.75	2	2	2.75	2.25	2.25	2
MLIS-106-B	2.75	2.5	3	2.5	3	3	2.75	2	2	2.75	2.25	2.25	2
MLIS-106-C	2.75	2.5	3	2.5	3	3	2.75	2	2	2.75	2.25	2.25	2
MLIS-107	3	3	3	3	3	3	2	1	1	1	1	3	2
MLIS-108	3	3	3	3	3	3	2.25	2.75	3	2.75	3	2.75	2.25
MLIS-109	3	3	3	3	3	3	2.5	3	3	1.5	2	2	2.5
MLIS-110	3	3	3	3	3	3	1.75	1.5	2	1	1	3	3
MLIS-111-A	2.75	2.75	3	3	3	2.75	2	2.5	2	2	2	2.25	2.5
MLIS-111-B	2.75	2.75	3	3	3	2.75	2	2.5	2	2	2	2.25	2.5
MLIS-111-C	2.75	2.75	3	3	3	2.75	2	2.5	2	2	2	2.25	2.5

### Attainment of COs:

The attainment of COs will be measured on the basis of the results of Internal Assessment and end Semester Examination. The attainment is measured on scale of 3 as per the target for COs attainment.

**Following table** shows the CO attainment levels at the set target of 60%.

**Table-8: CO Attainment Levels for Internal Assessment**

Attainment Level	
1 (low level of attainment)	60% of students score more than 60% or higher grade in Class Tests/ Assignments of <b>M.Lib.I.Sc.</b> course.
2 (Medium level of attainment)	70% of students score more than 60% or higher grade in Class Tests/ Assignments of <b>M.Lib.I.Sc.</b> course.
3 (High level of attainment)	80% of students score more than 60% or higher grade in Class Tests/ Assignments of <b>M.Lib.I.Sc.</b> course.

The questions in tests/assignments for Internal Assessment will be based on COs. Class Test-I/Assignment-I will be based on first two COs (**e.g. MLIS - 101.1 and MLIS -101.2 in case of Information Analysis, Consolidation and Repackaging**) with equal weightage given to both COs. Similarly, Class Test-II/Assignment-II will be based on next two COs (**e.g. MLIS-101.3 and MLIS-101.4 in case of Information Analysis, Consolidation and Repackaging**) with equal weightage given to these two COs. For each Internal Assessment Test/Assignment, the percentage of students attaining the target level of CO will be estimated and averaged percentage will decide the attainment level of COs. Following steps will be followed for determining the attainment level in Internal Assessment of **M.Lib.I.Sc.** course:

- (i) The %age of students scoring set target i.e. 60% marks or more in the question(s) of Test-I/Assignment-I will be estimated based on first CO e.g. **MLIS-101.1**.
- (ii) The %age of students scoring set target i.e. 60% marks or more in the question(s) of Test-I/Assignment-I will be estimated based on second CO e.g. **MLIS -101.2**.
- (iii) The %age of students scoring set target i.e. 60% marks or more in the question(s) of Test-II/Assignment-II will be estimated based on third CO e.g. **MLIS -101.3**.
- (iv) The %age of students scoring set target i.e. 60% marks or more in the question(s) of Test-II/Assignment-II will be estimated based on fourth CO e.g. **MLIS -101.4**.
- (v) The average of the percentages obtained above will be calculated.
- (vi) The attainment level i.e. 3, 2 or 1 will be determined as per scale defined in **the above table**.

The attainment levels for End Semester Examination, the questions in the End Term Examination will be based on all COs of **M.Lib.I.Sc.** course. Attainment levels for End Semester Examination of **M.Lib.I.Sc.** will be determined after the declaration of the results. The CO attainment levels for End Semester Examination are given **in the following Table-9:**

**Table-9: CO Attainment Levels for End Semester Examination (ESE)**

Attainment Level	
1 (Low level of attainment)	60% of students obtained letter grade of B+ or above.
2 (Medium level of attainment)	70% of students obtained letter grade of B+ or above.
3 (High level of attainment)	80% of students obtained letter grade of B+ or above.

### **Overall CO Attainment level of M.Lib.I.Sc. Course:**

The overall CO attainment level of the course will be obtained as:

Overall CO attainment level = 50% of CO attainment level in Internal Assessment + 50% of CO attainment level in End Semester Examination.

The overall COs attainment level will be obtained for all the courses of the programme in a similar manner.

### **Attainment of POs:**

The overall attainment level of POs will be based on the values obtained using direct and indirect methods in the ratio of 80:20. The direct attainment of POs is obtained through the attainment of COs. The overall CO attainment value as estimated above and CO-PO mapping value as shown in **Table 3** will be used to compute the attainment of POs. PO attainment values obtained using direct method will be written as shown **in the following Table:**

**Table-10: PO Attainment Values using Direct Method**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6	PO7
MLIS-101							
MLIS-102							
MLIS-103							
MLIS-104							
MLIS-105							
MLIS-106							
MLIS-107							
MLIS-108							
MLIS-109							
MLIS-110							
MLIS-111							
MLIS-112							
MLIS-113							
MLIS-114							
MLIS-115							

The PO attainment values to be filled in above table can be obtained as follows:

**For MLIS -101-PO1 Cell:**

PO1 attainment value = (Mapping factor of **MLIS -101**-PO1 from **Table 7** × Overall CO attainment value for the course **MLIS -101**)/3

**For MLIS -101-PO1 Cell:**

PO1 attainment value = (Mapping factor of **MLIS -101**-PO1 from **Table 7** × Overall CO attainment value for the course **MLIS -101**)/3

Similarly, values for each cell **of the above table** can be obtained. The direct attainment of POs is average of individual PO attainment values.

In order to obtain the PO attainment using indirect method, a student exit survey based on the questionnaire of POs will be conducted at end of last semester of the program. The format for the same is given **in the following table-11**. Average of the responses from the outgoing students for each PO will be estimated. The overall PO attainment values are obtained by adding attainment values estimated using direct and indirect methods in the proportion of 80:20 as follows:

Overall attainment value for PO1 =

$0.8 \times \text{average attainment value for PO1 using direct method (from Table 5)} +$

$0.2 \times \text{average response of outgoing students for PO1}$

Similarly, overall attainment value can be obtained for each PO.

**Table-11: Questionnaire for indirect measurement of PO attainment (For outgoing students)**

At the end of my degree programme I am able to do:

Programme Outcome			Please tick any one		
PO1	Depth and Breadth of Knowledge	A systematic understanding of knowledge within the discipline and in related discipline/s, and a critical awareness of current problems and/or new insights informed by the forefront of their academic discipline.	3	2	1
PO2	Research and scholarship	a) A working comprehension of how established techniques of research and inquiry are used to create and interpret knowledge in the discipline. b) A treatment of complex issues and judgments based on established principles and techniques.	3	2	1
PO3	Level of application knowledge of of	a) Knowledge of Information available in diverse media and formats, their access mechanism, retrieval techniques and evaluation for lifelong learning. b) Competence in applying an existing body of knowledge in the critical analysis of a new question or of a specific problem or issue.	3	2	1
PO4	Awareness limits of of knowledge	Cognizance of the complexity of knowledge and of the potential contributions of other interpretations, methods, and disciplines.	3	2	1
PO5	Professional capacity/ autonomy	Acquiring and showing qualities and transferable skills necessary for employment: exercise of initiative, personal responsibility, intellectual independence, ethical behavior and academic integrity.	3	2	1
PO6	Level of Communication Skills	Ability to communicate effectively in presenting ideas orally and in writing (oral communication; written communication).	3	2	1
PO7	Information Literate & Lifelong Learner	Knowledge of Information resources available in diverse media and formats, their access mechanism, retrieval techniques, evaluation and ethical use to solve specific problems so as to develop into a lifelong learner.	3	2	1
	3: Strongly Agree; 2: Agree; 1: Average				

Overall PO attainment values can be written as shown **in the following Table-12.**

**Table-12: Overall PO attainment Values**

	PO1	PO2	PO3	PO4	PO5	PO6	PO7
Direct PO attainment							
Indirect PO attainment							
Overall PO attainment							
Target	2	2	2	2	2	2	2

The overall PO attainment values obtained above are compared with set target. The set target for each PO may be different and will be finalized by the staff councils of the departments/institutes. If overall PO attainment value is less than the set target value then an action plan may be prepared for improvement in the subsequent academic session.

The overall PSO attainment level based on CO-PSO mapping values and overall CO attainment values will be obtained in a similar manner.

**DEPARTMENT OF LIBRARY & INFORMATION SCIENCE**  
**(FACULTY OF ARTS AND LANGUAGES)**  
**KURUKSHETRA UNIVERSITY KURUKSHETRA**  
 (Established by the State Legislature Act XII of 1956)  
 (“A+” Grade, NAAC Accredited)

**SCHEME OF EXAMINATION & SYLLABUS FOR: BACHELOR OF LIBRARY & INFORMATION SCIENCE (B.Lib.I.Sc.)**

**CBCS (Choice Based Credit System)/LOCF with Mapping Matrix**

## **1. About the Program**

Bachelor of Library & Information Science (**B.Lib.I.Sc.**) is a one year professional degree program spread over two semesters. Anyone having Bachelor's or Master's degree in any discipline from any recognized University/Institution, with atleast 50% marks or equivalent grade in aggregate is eligible for admission to this program. This program is intended to prepare professional workforce for all types of libraries at junior professional level. After completing this program, a candidate will become eligible for the positions of Librarian in public libraries and school libraries; Assistant Librarian in different types of college libraries; Library Assistant / Technical Assistant in university libraries and other libraries of higher education institutions; Librarian and/or Assistant Librarian in corporate and industrial libraries, libraries of research institutes, etc.

## **2. Program Outcomes (Faculty of Arts & Languages)**

**Table-1: Program Outcomes**

PO1	Depth and Breadth of Knowledge	A systematic understanding of knowledge within the discipline and in related discipline/s, and a critical awareness of current problems and/or new insights informed by the forefront of their academic discipline.
PO2	Research and scholarship	<ul style="list-style-type: none"> <li>a) A working comprehension of how established techniques of research and inquiry are used to create and interpret knowledge in the discipline.</li> <li>b) A treatment of complex issues and judgments based on established principles and techniques.</li> </ul>

PO3	Level of application of knowledge	<ul style="list-style-type: none"> <li>a) Knowledge of Information available in diverse media and formats, their access mechanism, retrieval techniques and evaluation for lifelong learning.</li> <li>b) Competence in applying an existing body of knowledge in the critical analysis of a new question or of a specific problem or issue.</li> </ul>
PO4	Awareness of limits of knowledge	Cognizance of the complexity of knowledge and of the potential contributions of other interpretations, methods, and disciplines
PO5	Professional capacity/autonomy	Acquiring and showing qualities and transferable skills necessary for employment: exercise of initiative, personal responsibility, intellectual independence, ethical behavior and academic integrity.
PO6	Level of Communication Skills	Ability to communicate effectively in presenting ideas orally and in writing (oral communication; written communication).

### 3. Program Specific Outcomes (PSOs)

After completing the **B.Lib.I.Sc.** program, the students will be able to:

**Table-2: Program Specific Outcomes (PSOs)**

PSO1	Demonstrate knowledge of the basic concepts, principles, theories and laws related with the broad field of Library and Information Science and its sub-fields such as types of libraries, types of information sources, library management, reference and information services.
PSO2	Demonstrate understanding of rationality and procedures of (i) selection, acquisition, classification, cataloguing and physical processing of documents; (ii) using Information and Communication Technologies in Libraries and Information Centers; (iii) providing library and information services and managing other library routine activities.
PSO3	Apply skills in carrying out professional activities such as (i) acquisition, accessioning, classification, cataloguing, and physical processing of documents; (ii) housekeeping operations using library management software and Information and Communication Technologies; (iii) maintaining library collection; and (iv) educating users.
PSO4	Demonstrate skills in providing various library services such as document circulation, reference and information services, Internet and database searching.
PSO5	Demonstrate knowledge, understanding and skills that offer job opportunities as librarians in public libraries and school libraries; as assistant librarians in different types of college libraries, as library assistants / technical assistants in university libraries and other libraries of higher education institutes, as librarians and/or assistant librarians in corporate and industrial libraries, libraries of research institutes, etc.
PSO6	Demonstrate professional attitude through commitment for providing every user his/her document/information; ensuring every document/information its user; saving time of the user and enhancing use of reading material and user satisfaction through effective and efficient library services.
PSO7	Demonstrate core values by honouring diversity and ensuring inclusion by treating all students and colleagues with respect and dignity, showing respect for and sensitivity to gender, culture and religious differences; and challenging prejudice, biases and intolerance at the workplace etc. and displaying ethical integrity which involves honest behaviour.

#### 4. Duration and Credits for B.Lib.I.Sc.

- a. The **B.Lib.I.Sc.** program is of one year duration spread over into 2 Semesters.
- b. Every student of **B.Lib.I.Sc.** program has to earn 42 Credits as described under:

**Table-3: Duration and Credits for B.Lib.I.Sc.**

<b>CORE COURSES- CREDITS</b>	<b>32</b>	<b>Semester I = 14</b> <b>Semester II = 18</b>
<b>ELECTIVE COURSE-CREDITS</b>	<b>08</b>	<b>Semester I = 04</b> <b>Semester II = 04</b>
<b>OE COURSE- CREDITS</b>	<b>02</b>	<b>Semester II = 02</b>
<b>TOTAL</b>	<b>42</b>	<b>42</b>

#### 5. Course Outcomes and Mapping Matrix

1. Each course of the **B.Lib.I.Sc.** program has two/four Course Outcomes (COs) which are mapped or associated with POs as well as PSOs.
2. Mapping of correlation between COs and POs, COs and PSOs in the scale of 1 to 3 has been done as per Table 7.

**Table 4: Scale of Mapping between COs and POs & COs and PSOs**

Scale 1	If the contents of course have Low correlation (i.e. in agreement with the particular PO/PSO to a small extent) with the particular Programme/Programme Specific outcome
Scale 2	If the contents of course have Medium correlation (i.e. in agreement with the particular PO/PSO to a reasonable extent) with the particular Programme/Programme Specific outcome
Scale 3	If the contents of course have Strong correlation (i.e. in agreement with the particular PO/PSO to a large extent) with the particular Programme /Programme Specific outcome

**Scheme of Examination and Syllabus of B.Lib.I.Sc. w.e.f. 2022-23**

**6. Semester Wise Scheme of Teaching and Examination**

**SEMESTER - I**

Paper Code	Nomenclature of Course	Total Credits			Teaching Work Load per week per group in Hours	IA Theory	Max. Marks Theory	IA Practical	Max. Marks Practical	Total Marks	Duration of Theory Exam	Duration of Practical Exam
		L	P	Total								
<b>CORE COURSES</b>												
<b>BLIS-101</b>	Library and Information Society	4	0	4	4	20	80	--	--	100	3 Hours	--
<b>BLIS-102</b>	Library Classification (Theory and Practice)	2	2	4	6*	10	40	10	40	100	2 Hours	2 Hours
<b>BLIS-103</b>	Information Sources (Theory and Practice)	2	2	4	6*	10	50	10	30	100	3 Hours	2 Hours
<b>BLIS-104</b>	Information Systems and Networks	2	0	2	2	10	40	--	--	50	2 Hours	--
<b>ELECTIVE COURSES: Select any One Course</b>												
<b>BLIS-105</b>	Information Literacy	4	0	4	4	20	80	--	--	100	3 Hours	--
<b>BLIS-106</b>	Community Information Services (CIS)	4	0	4	4	20	80	--	--	100	3 Hours	--

**Core Courses Credits:** 14

**Elective Course Credits:** 04

\* Groups will be formed on the basis of student strength.

## SEMESTER - II

Paper Code	Nomenclature of Course	Total Credits			Teaching Work Load per week per group in Hours	IA Theory	Max. Marks Theory	IA Practical	Max. Marks Practical	Total Marks	Duration of Theory Exam	Duration of Practical Exam
		L	P	Total								
<b>CORE COURSES</b>												
<b>BLIS-107</b>	Management of Libraries and Information Centers	4	0	4	4	20	80	--	--	100	3 Hours	--
<b>BLIS-108</b>	Users and Information Services (Theory and Practice)	2	2	4	6*	10	50	10	30	100	3 Hours	2 Hours
<b>BLIS-109</b>	ICT Applications in LIS (Theory and Practice)	2	2	4	6*	10	50	10	30	100	3 Hours	2 Hours
<b>BLIS-110</b>	Library Cataloguing (Theory and Practice)	2	2	4	6*	10	40	10	40	100	2 Hours	2 Hours
<b>BLIS-111</b>	Library Training/Internship	2	0	2	--	--	--	--	--	50	--	--
<b>ELECTIVE COURSES: Select any One Course</b>												
<b>BLIS-112</b>	School Library System	4	0	4	4	20	80	--	--	100	3 Hours	--
<b>BLIS-113</b>	E-Resource Management	4	0	4	4	20	80	--	--	100	3 Hours	--

**Note:** Assignments, case studies, seminars, discussions and round tables, all shall be covered under Tutorials.

### OPEN ELECTIVE COURSE (Inter-Disciplinary Course for the students of other Departments)

<b>LIS-OE-1</b>	Introduction to Library and Information Services	2	0	2	2	10	40	--	--	50	2 Hours	--
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**Core Courses Credits:** 18  
**Elective Course Credits:** 04  
**Open Elective Course Credits:** 02

\* Groups will be formed on the basis of student strength

Conversion of Marks obtained in each Paper/Semester to Letter Grade and Grade Points shall be as following:

<b>Letter Grade</b>	<b>Grade Point</b>	<b>Marks</b>
O (Outstanding)	10	85-100
A+ (Excellent)	9	75-84
A (Very Good)	8	65-74
B+ (Good)	7	55-64
B (Above Average)	6	50-54
C (Average)	5	41-49
P (Pass)	4	40
F (Fail)	0	Less than 40
Ab	0	Absent

## 7. Detailed Syllabi and Mapping Matrix

### SEMESTER - I

#### CORE COURSES

<b>BLIS-101: LIBRARY AND INFORMATION SOCIETY</b>	<b>Total Credit: 4</b> <b>Total Marks: 100</b> <b>Max. Marks ET Theory: 80</b> <b>Max. Marks IA Theory: 20</b> <b>Duration of Theory Exam: 3 Hrs.</b>
<b>Objectives</b> <ul style="list-style-type: none"><li>• To introduce students to the role of Libraries in the Society.</li><li>• To introduce students to the Laws of Library Science.</li><li>• To provide an overview of Professional Associations.</li><li>• To introduce students to Library Legislations in India.</li></ul>	
<b>Course Outcomes:</b> After completing this course, students shall be able to:	
<b>BLIS-101.1</b>	Understand the roles of Libraries in Society.
<b>BLIS-101.2</b>	Understand the implications of Five Laws of Library & Information Science.
<b>BLIS-101.3</b>	Familiarize with Professional Associations and extension services.
<b>BLIS-101.4</b>	Familiarise with Library Legislation in India.
<b>Internal Assessment: 20 Marks (Presentation/Assignment/Test - 10 + Attendance - 5+ Class test/Assignment - 5)</b>	
<b>Note for the Paper Setter</b> <p>The paper is divided into <b>4</b> Units. The examinees will be required to attempt <b>Five</b> questions in all, including Question 1, which is compulsory and selecting <b>One</b> question from each Unit (I – IV). Question 1 will consist of <b>8</b> short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set <b>Two</b> questions from each Unit.</p>	
<b>Unit – I: Concept of Library in Society</b> <ul style="list-style-type: none"><li>- Social and historical foundations of library</li><li>- Development of libraries with special reference to India</li><li>- Different types of libraries - their distinguishing features and functions</li></ul>	
<b>Unit – II: Normative Principles of Library and Information Science</b> <ul style="list-style-type: none"><li>- Five Laws of Library Science and their Implications on Library and Information Activities</li></ul>	
<b>Unit – III: Laws relating to Libraries and Information Centres</b> <ul style="list-style-type: none"><li>- Library Legislation in India: Need and essential features</li><li>- Copyright Act and Delivery of Books (Public Libraries) Act</li><li>- Librarianship as a Profession</li><li>- Professional ethics</li></ul>	

**Unit – IV: Professional Association, Public Relations, Extension Activities and Resource Sharing**

- Professional Associations and their role with particular reference to ILA, IASLIC, IFLA and UNESCO
- Definition: Facets and programmes of PR and Extension Services
- Resource Sharing and Library Networking

**Recommended Books**

1. GARDENER (Frank M). Public Library Legislation: A Comparative Study.1971. Paris, UNESCO.
2. HARRISON (Colin) and BEENHAM (Rosernary). The Basic of Librarianship.1987. London. Clive-Bengley.
3. INDIA MINISTRY OF EDUCATION, Report of the Advisory Committee for Libraries.1959.Delhi, Manager of Publications.
4. JEFFERSON (G). Libraries and Society.1969. London, James Clarks and Co.
5. KHANNA (J K). Fundamentals of Library Organisation.
6. KHANNA (J K). Library and Society.1987.Kurukshetra; Research Publication.
7. SAINI (O P). Pustakālaya aura Samāja. (Hindi medium)

**Mapping Matrix of Course BLIS-101****Table 101.1: CO-PO Matrix**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6
<b>BLIS-101.1</b>	3	1	3	3	2	1
<b>BLIS -101.2</b>	3	1	3	3	3	3
<b>BLIS -101.3</b>	2	2	3	2	3	3
<b>BLIS 101.4</b>	3	1	3	2	1	1
<b>Average</b>	<b>2.75</b>	<b>1.25</b>	<b>3</b>	<b>2.5</b>	<b>2.25</b>	<b>2</b>

**Table 101.2: CO-PSO Matrix**

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>BLIS-101.1</b>	3	1	1	1	3	3	3
<b>BLIS -101.2</b>	3	1	1	1	3	3	3
<b>BLIS -101.3</b>	3	1	1	2	3	3	3
<b>BLIS 101.4</b>	2	1	1	1	1	2	1
<b>Average</b>	<b>2.75</b>	<b>1</b>	<b>1</b>	<b>2.25</b>	<b>2.5</b>	<b>2.75</b>	<b>2.5</b>

<b>BLIS-102: LIBRARY CLASSIFICATION (THEORY AND PRACTICE)</b>	<b>Total Credit: 4</b> <b>Total Marks: 100</b> <b>Max. Marks ET Theory : 40</b> <b>Max. Marks IA Theory : 10</b> <b>Duration of Theory Exam: 2 Hrs.</b> <b>Max. Marks ET Practical : 40</b> <b>Max. Marks IA Practical : 10</b> <b>Duration of Practical Exam: 2 Hrs.</b>
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### Objectives

- To introduce the structure and attributes of Universe of Knowledge.
- To familiarize with the process of Library Classification.
- To familiarize with various provisions of major Classification Schemes.
- To introduce the provisions of classifying books using CC and DDC.

**Course Outcomes:** After completing this course, students shall be able to:

<b>BLIS-102.1</b>	Understand the nature and attributes of Universe of Knowledge.
<b>BLIS-102.2</b>	Understand the various aspects of Library Classification.
<b>BLIS-102.3</b>	Understand salient features of major Classification Schemes and Current Trends in Classification.
<b>BLIS-102.4</b>	Develop skills of Subject Analysis and classifying the documents using Classification Schemes.

### Part-I: Theory

**Internal Assessment: 10 Marks (Attendance - 5 (includes attendance of Practical Classes also) + Assignment/Class test - 5)**

### Note for the Paper Setter

The paper is divided into **3** Units. The examinees will be required to attempt **Four** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I – III). Question 1 will consist of **5** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

#### **Unit – I: Library Classification Theory - I**

- Library Classification: Definition, Need and Purpose
- Subjects: Basic, Compound and Complex
- Modes of Formation of Subjects
- Planes of Work
- Notation: Need, Type and Quality

#### **Unit – II: Library Classification Theory - II**

- Species of Classification Schemes
- Overview of Colon Classification: Postulates of Facet Analysis and Facet Sequence, Fundamental Categories, Principles of Helpful Sequence and Facet Sequence, Phase Relations, Devices
- Call Number: Class Number, Book Number and Collection Number

**Unit-III: Classification Schemes & Current Trends**

- Overview of Colon Classification.
- Main features of latest editions of DDC and UDC.
- Current Trends: Web Dewey, OCLC Classify and Folksonomy.

**Part – II: Practice****Total Marks: 50****Credit: 02****Internal Assessment: 10 Marks (Assignment/Test- 5 + Test- 5)****Time: 2 Hours****Practical Examination Marks: 40****Unit-I: Colon Classification (6<sup>th</sup> Rev. ed.)****Marks: 10**

**Note:** There will be *Seven* Titles and the examinees will be required to classify any *Five* titles only.

**Syllabus**

- Simple Subject.
- Fundamental Categories.
- Facet Analysis and Facet Sequence.
- Devices.
- Common Isolates.
- Phase Relations.

**Unit-II: Dewey Decimal Classification (23<sup>rd</sup> ed.)****Marks: 30**

**Note:** There will be *Fifteen* Titles and the examinees will be required to classify any *Ten* titles only.

**Syllabus**

- Simple Subject (Summaries).
- Introduction to Schedules.
- Use of Tables.
- Relative Index.

**Recommended Books**

1. DEWEY (Melvil). Dewy Decimal Classification and Relative Index. 23<sup>rd</sup> Ed. 2011. OCLC Online Computer Library Centre, Ohio.
2. DHYANI (Pushpa). Theory of Library Classification. 2000. VishwaPrakashan, Delhi.
3. KRISHAN KUMAR. Theory of Library Classification. 1985. Vikas, Delhi.
4. RANGANATHAN (SR). Colon Classification. Revised ed. 6. 1963. Ess Ess Publications.
5. RANGANATHAN (S R) Prolegomena to library classification. 3<sup>rd</sup> ed. 1967. Sarda Ranganathan Endowment, Bombay.
6. TRIPATHI (S M) and SHOKEEN (N S). Fundamentals of Library Classification (Hindi Medium). 1988. Y.K., Agra.

## Mapping Matrix of Course BLIS-102

**Table 102.1: CO-PO Matrix**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6
<b>BLIS -102.1</b>	3	3	2	3	2	1
<b>BLIS -102.2</b>	3	2	3	3	2	1
<b>BLIS -102.3</b>	3	1	3	3	3	3
<b>BLIS -102.4</b>	3	3	3	3	3	3
<b>Average</b>	<b>3</b>	<b>2.25</b>	<b>2.75</b>	<b>3</b>	<b>2.5</b>	<b>2</b>

**Table 102.2: CO-PSO Matrix**

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>BLIS -102.1</b>	3	3	3	1	2	1	1
<b>BLIS -102.2</b>	3	3	3	1	3	3	1
<b>BLIS -102.3</b>	2	3	3	1	3	3	1
<b>BLIS -102.4</b>	3	3	3	1	3	3	1
<b>Average</b>	<b>2.75</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>2.75</b>	<b>2.5</b>	<b>1</b>

<b>BLIS-103: INFORMATION SOURCES (THEORY AND PRACTICE)</b>	<b>Total Credit: 4</b> <b>Total Marks: 100</b> <b>Max. Marks ET Theory : 50</b> <b>Max. Marks IA Theory : 10</b> <b>Duration of Theory Exam: 3 Hrs.</b> <b>Max. Marks ET Practical : 30</b> <b>Max. Marks IA Practical : 10</b> <b>Duration of Practical Exam: 2 Hrs.</b>
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### **Objectives**

- To acquaint with various types of Information Sources.
- To familiarize with different types of Reference Books.
- To develop evaluative and practical skills in evaluating Information Sources.

**Course Outcomes:** After completing this course, students shall be able to:

<b>BLIS-103.1</b>	Know different categories of Information Sources.
<b>BLIS-103.2</b>	Understand different types of Reference Sources & criteria for their evaluation.
<b>BLIS-103.3</b>	Develop practical skills in evaluating Information Sources.
<b>BLIS-103.4</b>	Inculcate practical skills in responding to different Reference Queries.

### **Part-I: Theory**

**Internal Assessment: 10 Marks (Attendance – 5 (includes attendance of Practical classes also) + Assignment/Class test - 5)**

#### **Note for the Paper Setter**

The paper is divided into **3** Units. The examinees will be required to attempt **Four** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I – III).

Question 1 will consist of **7** short answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

#### **Unit-I: Reference and Information Sources**

- Documentary Sources of Information: Print, Non-print and Electronic Resources.
- Categories: Primary, Secondary and Tertiary Sources.
- Human and Institutional: Nature, Types, Characteristics and Utility.
- Internet as a Source of Information.

#### **Unit-II: Types and Evaluation of Reference Sources**

- Different types of Reference Books and Criteria for their Evaluation of Encyclopaedias, Dictionaries, Geographical Sources, Biographical Sources, Reference Sources for Current Events and Ready Reference Sources.

#### **Unit-III: Bibliographical Sources**

- Bibliographical Sources: Functions and Types and Branches.  
Uses and Criteria for Evaluation of National Bibliography, Trade Bibliography, Subject Bibliography, Indexing and Abstracting Sources.

## Part-II: Practice

**Total Marks: 40**

**Internal Assessment (Assignment- 10 Marks)**

**Credit: 02**

**Time: 2 Hours**

**Practical Examination Marks: 30**

The Distribution of Marks and Scheme of Examination will be as follows:

1. The examinees will be required to evaluate ***One*** Information Source as given by the examiner. **Marks: 10**
2. This part will consist of **10** reference Queries. The examinees must give only ***one*** Standard Source of Information (which according to the examinee is the most appropriate) along with Complete Bibliographical Details. **Marks: 20**

### **Syllabus:**

#### **Study and Evaluation of following Information Sources:**

1. ***Bibliographical Sources:*** Indian National Bibliography, Indian Books-in-Print, Books-in-Print (Bowker), Whitaker's Books-in-Print.
2. ***Indexing and Abstracting:*** Guide to Indian Periodical Literature, Library and Information Science Abstracts (LISA), Indian Science Abstracts.
3. ***Encyclopaedias:*** New Encyclopaedia Britannica, Encyclopaedia Americana, Encyclopaedia of Library and Information Science, International Encyclopaedia of Social Sciences, McGraw Hill Encyclopaedia of Science and Technology.
4. ***Dictionaries:*** Oxford English Dictionary, Webster's Third New International Dictionary, SamantarKosh: Hindi Thesaurus, Rogets International Thesaurus.
5. ***Geographical Sources:*** Gazetteer of India, World Geographical Encyclopaedia, Times Atlas of the World, Fodor's India.
6. ***Biographical Sources:*** India Who's Who, International Who's Who, Dictionary of National Biography (India).Chamber's Biographical Dictionary.
7. ***Reference Sources for Current Events:*** Asian News Digest, Keesing's Record of World Events.
8. ***Year Books:*** Europa World Yearbook, Statesman's Yearbook, India: A Reference Annual.
9. ***Directories:*** Universities Handbook India, Commonwealth Universities Yearbook, World of Learning.
10. ***Statistical Sources:*** Statistical Abstracts of India, Census of India, UNESCO Statistical Yearbook.
11. ***Handbooks:*** Limca Book of Records, Guinness Book of World Records.
12. ***Almanacs:*** Whitaker's Almanac.

### **Recommended Books**

1. BUNCH (Allan). Basics of information work, 1995. Clive Bingley. London.
2. CHANDLER (G) How to find out: A guide to sources of information for all, Ed. 4. 1971. Pergamon, Oxford.

3. KATZ (William A). Introduction to reference work, Ed. 7 2V, 1996. McGraw Hill, New York.  
 4. KRISHAN KUMAR, Reference Service.1969.Vikas, New Delhi.  
 5. TRIPATHI (S M). Modern bibliographical control, Bibliography and documentation. 1992. Y.K., Agra.  
 6. USHA PAWAN and GUPTA (Pawan Kumar) Sandarbh Sewa: Saidhantik avom Kriyatmak. 1994. RBSA, Jaipur. (Hindi Medium).

### Mapping Matrix of Course BLIS-103

**Table 103.1: CO-PO Matrix**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6
<b>BLIS -103.1</b>	3	2	3	3	3	3
<b>BLIS -103.2</b>	3	2	3	3	3	3
<b>BLIS -103.3</b>	3	2	3	3	3	3
<b>BLIS -103.4</b>	3	3	3	3	3	3
<b>Average</b>	<b>3</b>	<b>2.25</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Table 103.2: CO-PSO Matrix**

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>BLIS -103.1</b>	3	2	3	2	3	3	1
<b>BLIS -103.2</b>	3	3	3	3	3	2	2
<b>BLIS -103.3</b>	2	3	3	3	3	3	1
<b>BLIS -103.4</b>	3	3	3	3	3	3	3
<b>Average</b>	<b>2.75</b>	<b>2.75</b>	<b>3</b>	<b>2.75</b>	<b>3</b>	<b>2.75</b>	<b>1.75</b>

<b>BLIS-104: INFORMATION SYSTEMS AND NETWORKS</b>	<b>Total Credit: 2</b> <b>Total Marks: 50</b> <b>Max. Marks ET Theory: 40</b> <b>Max. Marks IA Theory: 10</b> <b>Duration of Theory Exam: 2 Hrs.</b>
<b>Objectives</b> <ul style="list-style-type: none"> <li>• To know the Services and Products of Information Systems.</li> <li>• To know the Techniques and Products of Library and Information Networks.</li> </ul>	
<b>Course Outcomes:</b> After completing this course, students shall be able to:	
<b>BLIS -104.1</b>	Acquaint with the products and services of Information Systems.
<b>BLIS -104.2</b>	Understand the products and services of Library and Information Networks.
<b>Internal Assessment: 10 Marks (Attendance - 5 + Assignment/Class test - 5)</b>	
<b>Note for the Paper Setter</b>	
The paper is divided into 2 Units. The examinees will be required to attempt <b>three</b> questions in all, including Question 1, which is compulsory and selecting <b>One</b> question from each Unit (I – II). Question 1 will consist of 5 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set <b>Two</b> questions from each Unit.	
<b>Unit-I: Information Systems</b>	
<ul style="list-style-type: none"> <li>- Definitions, Types and Overview of Information Systems.</li> <li>- Services and Products of Information Systems: AGRIS, INIS, ENVIS, BTIS and MEDLARS.</li> </ul>	
<b>Unit-II: Library and Information Networks</b>	
<ul style="list-style-type: none"> <li>- Definitions, types and overview of Information Networks.</li> <li>- Description of Library and Information Networks: INFLIBNET, DELNET, CALIBNET, NICNET, MALIBNET.</li> </ul>	
<b>Recommended Books</b>	
<ol style="list-style-type: none"> <li>1. Aswal, R. S., ed. (2003). Information Network in India. New Delhi: Ess Ess Publication.</li> <li>2. Kaul, H. K. (1999). Library Resource Sharing Networks. New Delhi : Virgo Publications.</li> <li>3. Khanna, J.K. (1996). Handbook of Information Systems and Services. New Delhi: Beacon Books.</li> <li>4. Khanna, J.K. (2000). Documentation and Information Services, Systems and Techniques. Agra: Y.K. Publishers.</li> <li>5. Lithikar, Shalini R. (2012). Information Systems and Networks in India. New Delhi: Today and Tomorrow's Printers and Publishers.</li> <li>6. Neelameghan, A. and Prasad, K. N. (1998). Information Systems, Networks and Services in India: Developments and Trends. 2 vols. New Delhi: Indian Bibliographic Center.</li> <li>7. Rowley, J. E. (1996). The Basics of Information Systems. London : Facet Publishing.</li> <li>8. Sewa Singh. (1999). "Library and Information networks in India." In Vistas in Library, Information Systems and Networks. Eds. M. V. Venugopal and others. Agra: Y. K. Publisher.</li> </ol>	

## WEBSITES

- AGRIS: [www.fao.org/agris](http://www.fao.org/agris)
- BTIS: [www.bjisnet.in](http://www.bjisnet.in)
- CALIBNET: [www.calibnet.org](http://www.calibnet.org)
- DELNET: [www.delnet.nic.in](http://www.delnet.nic.in)
- ENVIS: [www.envis.org](http://www.envis.org)
- INFLIBNET: [www.inflibnet.ac.in](http://www.inflibnet.ac.in)
- INIS: [www.iaea.org/inis](http://www.iaea.org/inis)
- MALIBNET: [www.angelfire.com/in/malibnet](http://www.angelfire.com/in/malibnet)
- MEDLARS: [www.nlm.nih.gov](http://www.nlm.nih.gov)
- NICNET: [www.home.in](http://www.home.in)

### Mapping Matrix of Course BLIS-104

**Table 104.1: CO-PO Matrix**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6
<b>BLIS -104.1</b>	3	2	3	3	2	1
<b>BLIS -104.2</b>	3	2	3	3	2	1
<b>Average</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>1</b>

**Table 104.2: CO-PSO Matrix**

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>BLIS -104.1</b>	3	3	3	3	2	3	2
<b>BLIS -104.2</b>	3	3	3	3	2	3	2
<b>Average</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>2</b>

## ELECTIVE COURSES

<b>BLIS-105: INFORMATION LITERACY</b>	<b>Total Credit: 4</b> <b>Total Marks: 100</b> <b>Max. Marks ET Theory : 80</b> <b>Max. Marks IA Theory : 20</b> <b>Duration of Theory Exam: 3 Hrs.</b>
<b>Objectives</b> <ul style="list-style-type: none"><li>• To understand the concept and scope of Information Literacy.</li><li>• To acquaint with the theoretical framework of Information Literacy.</li><li>• To enable to plan and implement Information Literacy Programmes in different types of libraries.</li><li>• To know the suitable techniques and products for Information Literacy.</li></ul>	
<b>Course Outcomes:</b> After completing this course, students shall be able to:	
<b>BLIS -105.1</b>	Understand the concept of Information Literacy and its importance for lifelong learning.
<b>BLIS -105.2</b>	Know the different models, standards and framework of Information Literacy.
<b>BLIS -105.3</b>	Know the information literacy programmes in different types of libraries.
<b>BLIS -105.4</b>	Impart Information Literacy instructions and prepare significant Information Literacy products.
<b>Internal Assessment: 20 Marks (Presentation/Assignment/Test - 10 + Attendance - 5+ Class test/Assignment - 5)</b>	
<b>Note for the Paper Setter</b> <p>The paper is divided into <b>4</b> Units. The examinees will be required to attempt <b>Five</b> questions in all, including Question 1, which is compulsory and selecting <b>One</b> question from each Unit (I – IV). Question 1 will consist of <b>8</b> short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set <b>Two</b> questions from each Unit.</p>	
<b>Unit-I: Concept, Types and Importance of Information Literacy</b> <ul style="list-style-type: none"><li>- Information Literacy: Concept, Definition, Need and Importance</li><li>- Types of Information Literacy –Technology Literacy, Media Literacy, Computer Literacy &amp; Digital Literacy</li><li>- Information Literacy and Lifelong Learning</li></ul>	
<b>Unit-II: Theoretical Framework and Initiatives of Information Literacy</b> <ul style="list-style-type: none"><li>- Models, Standards, Framework &amp; Guidelines of Information Literacy: SCONUL, ACRL, UNESCO, IFLA</li><li>- Information Literacy competencies</li><li>- Information Literacy: Initiatives and Forums in India</li></ul>	
<b>Unit-III: Information Literacy Courses and Implementation</b> <ul style="list-style-type: none"><li>- Information Literacy and LIS Education</li><li>- Role of libraries in Information Literacy: School, College and University Libraries, Public Libraries, Special Libraries</li></ul>	

## **Unit-IV: Information Literacy Instruction Methods**

- Library Induction
- Lecture, Demonstration, Practicals, Assignments

Information Literacy Products: Library Brochure, Web based Access Instruction

### **Recommended Books**

1. ANDRETTA (S).Ways of experiencing information literacy: Making the case for a relational approach. 2012. Oxford, Chandos.
2. GODWIN(P) and PARKER(J). Information literacy meets library 2.0.2009. Santa Barbara, Facet.
3. MACKEY(TP) and JACOBSON(TE). (2011). Teaching information literacy online. 2011. London, Neal- Schuman.
4. ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES (ACRL). Information Literacy Competency Standards for Higher Education. 2000. Chicago, American Library Association.<http://www.ala.org/ala/acrl/acrlstandards/informationliteracycompetency.htm>
5. BAWDEN (David). Information and Digital Literacy: a review of concepts. *Journal of Documentation* 57, 2; 2001; 218-259.
6. BRUCE (Christine).The Seven Faces of Information Literacy. 1997. Adelaide,Auslib Press.
7. COUNCIL OF AUSTRALIAN UNIVERSITY LIBRARIANS. Information Literacy Standards. 2001. Canberra ,Council of Australian University Librarians.
8. PRESIDENTIAL COMMITTEE ON INFORMATION LITERACY, AMERICAN LIBRARY ASSOCIATION. Final Report. 1989. Chicago: American Library Association.<http://www.ala.org/ala/acrl/acrlpubs/whitepapers/presidential.htm>
9. SOCIETY OF COLLEGE, NATIONAL AND UNIVERSITY LIBRARIES (SCONUL). Information skills in higher education: a SCONUL Position Paper.1999. London, SCONUL.  
[http://www.sconul.ac.uk/activities/inf\\_lit/papers/Seven\\_pillars.html](http://www.sconul.ac.uk/activities/inf_lit/papers/Seven_pillars.html)
10. TORRAS (MC)and SAETRE (T P). (2009). Information Literacy Education. 2009. Oxford, Chandos Publishing.
11. CARDIFF UNIVERSITY LIBRARY SERVICES.2016. Handbook for Information Literacy Teaching.  
<http://sites.cardiff.ac.uk/ilrb/handbook/>

## Mapping Matrix of Course BLIS-105

Table 105.1: CO-PO Matrix

Course Code	PO1	PO2	PO3	PO4	PO5	PO6
<b>BLIS -105.1</b>	3	2	3	3	3	3
<b>BLIS -105.2</b>	3	3	3	3	3	3
<b>BLIS -105.3</b>	3	2	3	3	3	2
<b>BLIS -105.4</b>	3	3	3	3	3	3
<b>Average</b>	<b>3</b>	<b>2.5</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2.75</b>

Table 105.2: CO-PSO Matrix

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>BLIS -105.1</b>	3	2	2	3	3	3	3
<b>BLIS -105.2</b>	3	2	2	3	2	3	3
<b>BLIS -105.3</b>	3	1	1	3	3	3	3
<b>BLIS -105.4</b>	3	3	3	3	3	3	3
<b>Average</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>2.75</b>	<b>3</b>	<b>3</b>

<b>BLIS-106: COMMUNITY INFORMATION SERVICES (CIS)</b>	<b>Total Credit: 4</b> <b>Total Marks: 100</b> <b>Max. Marks ET Theory: 80</b> <b>Max. Marks IA Theory: 20</b> <b>Duration of Theory Exam: 3 Hrs.</b>
<b>Objectives</b> <ul style="list-style-type: none"> <li>• To acquaint with basic concepts related to Community Information System and Services.</li> <li>• To develop an understanding of information needs of different users group.</li> <li>• To acquaint with the various types of information sources used by the community.</li> <li>• To develop an awareness of various initiatives for social development.</li> </ul>	
<b>Course Outcomes:</b> After completing this course, students shall be able to:	
<b>BLIS -106.1</b>	Understand the basic concepts of Community Information System and Services.
<b>BLIS -106.2</b>	Understand the information needs of different user groups.
<b>BLIS -106.3</b>	Familiarize with the different types of Community Information Sources.
<b>BLIS -106.4</b>	Become aware of various Govt./Non-Governmental initiatives for social development.
<b>Internal Assessment: 20 Marks (Presentation/Test - 10 + Attendance - 5+ Class test/Assignment - 5)</b>	
<b>Note for the Paper Setter</b>	
The paper is divided into <b>4</b> Units. The examinees will be required to attempt <b>Five</b> questions in all, including Question 1, which is compulsory and selecting <b>One</b> question from each Unit (I – IV). Question 1 will consist of <b>8</b> short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set <b>Two</b> questions from each Unit.	
<b>Unit-I: Community Information Services (CIS)</b>	
<ul style="list-style-type: none"> <li>- Community Information Services – Definition, Need, Features and Objectives.</li> <li>- Libraries as Community Information Centres and their role in Social Development.</li> </ul>	
<b>Unit-II: User Groups and their information needs</b>	
<ul style="list-style-type: none"> <li>- Information needs and Information Services:           <ul style="list-style-type: none"> <li>- Rural Community</li> <li>- Urban Community</li> <li>- Women Empowerment</li> <li>- Weaker Sections of Society</li> </ul> </li> </ul>	
<b>Unit-III: Community Information Resources</b>	
<ul style="list-style-type: none"> <li>- Community Information Sources: Documentary Sources; Institutional Sources; Human sources and Electronic Resources</li> <li>- Social Media as a means of Information Communication.</li> </ul>	
<b>Unit-IV: Initiatives for Social Development</b>	
<ul style="list-style-type: none"> <li>- Role of NGOs in the Community Information</li> <li>- E-Governance: Meaning, Scope and Purposes</li> </ul>	

- E-Governance Initiatives in India
- Right to Information: Concept and RTI Act, 2005 (Introduction only)

### Recommended Books

1. AINLEY (P). Basics of community information: an action handbook for librarians. 1980. London, Association of Assistant Librarians.
2. CHILDERS (Thomas) and POST (Jyoti A). The Information Poor in America. 1975. Metuchen N.J , Scarecrow Press.
3. MUKHOPADHYAY (P). Digital community information system: a framework for India. 2011. Germany, LAP Lambert Academic Publishing.
4. SARADA (K). Rural Library Services in India. 1986. New Delhi, ESS ESS Publications.
5. VASHISHTH (CP). Ed. Libraries as Rural Community Resource Centers. 2004. New Delhi, B.R.
6. WARNER (E S), MURRAY (A D) and PALMOR (V E). Information Needs of Urban Residents. 1973. Baltimore, MD, Regional Planning Council.

### Mapping Matrix of Course BLIS-106

**Table 106.1: CO-PO Matrix**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6
<b>BLIS -106.1</b>	3	2	2	3	1	1
<b>BLIS -106.2</b>	3	3	3	2	3	1
<b>BLIS -106.3</b>	3	2	3	3	3	2
<b>BLIS -106.4</b>	3	1	3	3	2	1
<b>Average</b>	<b>3</b>	<b>2</b>	<b>2.75</b>	<b>2.75</b>	<b>2.25</b>	<b>1.25</b>

**Table 106.2: CO-PSO Matrix**

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>BLIS -106.1</b>	3	1	1	2	3	3	3
<b>BLIS -106.2</b>	1	1	1	1	2	2	3
<b>BLIS -106.3</b>	2	3	3	3	3	3	1
<b>BLIS -106.4</b>	1	1	1	1	2	2	3
<b>Average</b>	<b>1.75</b>	<b>1.5</b>	<b>1.5</b>	<b>1.75</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>

## SEMESTER - II

### CORE COURSES

<b>BLIS-107: MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES</b>	<b>Total Credit: 4</b> <b>Total Marks: 100</b> <b>Max. Marks ET Theory: 80</b> <b>Max. Marks IA Theory: 20</b> <b>Duration of Theory Exam: 3 Hrs.</b>
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#### Objectives

- To introduce Environmental Factors of Libraries and Information Centres.
- To understand Organizational Structure of libraries.
- To study Functions and Routines of different Sections of libraries.

**Course Outcomes:** After completing this course, students shall be able to:

<b>BLIS -107.1</b>	Understand the Management aspects of Library & Information Centres.
<b>BLIS -107.2</b>	Understand Library Finance and Budgeting.
<b>BLIS -107.3</b>	Familiarize with the different Sections of the Library & Information Centres.
<b>BLIS -107.4</b>	Understand different aspects of Library maintenance and Space Management.

**Internal Assessment: 20 Marks (Library Tour reports - 10 + Attendance - 5+ Class test/Assignment - 5)**

#### Note for the Paper Setter

The paper is divided into **4** Units. The examinees will be required to attempt **Five** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I – IV). Question 1 will consist of **8** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

#### Unit – I: Library Environment

- Organisation, Management and Administration: A Conceptual Framework.
- Library Organisational Structure, Ranganathan's Staff Formula
- Library Committee: Types, functions and powers.

#### Unit – II: Library Finance and Budgeting

- Sources of Finance.
- Methods of Estimating Library Finance.
- Budget Preparation for different types of Libraries.
- General Administration: Annual Report, Library Statistics, Library Rules.

#### Unit – III: Sections of the Library

- Book Selection and Procurement: Principles, Policy, Committee, Tools and Procedure.
- Technical Processing Section.
- Periodicals Section.
- Circulation Section.
- Reference Section

## **Unit – IV: Maintenance, Building and Space Management**

- Maintenance Section: Stacking, Shelving, Shelf Rectification, Stock Verification, Binding etc.
- Basic elements in designing library building.
- Furniture and Equipments.

### **Recommended Books**

1. Application of Management Techniques to Library and Information Systems, 12th IASLIC Conference, Roorkee, 1979.
2. MITTAL (R L). Library Administration: Theory and Practice. 5<sup>th</sup> ed. 1983. New Delhi, Metropolitan.
3. MOOKERJEE (Subodh Kumar) and SENGUPTA (Benoyendra). Library Organization and Library Administration. 1972. Calcutta, World Press.
4. PANWAR (B S) and VYAS (S D). Library Management. 1986. Delhi; R.R. Publishing Corporation.
5. RANGANATHAN (S R) Library Manual for Authorities, Librarians and Honorary Library Workers. 2nd ed. 1967. Bombay, Asia.
6. SINGH (M). Library and Information Management: Theory and Practice. 1983. Delhi, IBT.
7. SINGH (R S P). Fundamentals of Library Administration and Management. 1990. Delhi, Prabha.
8. STEUART (Robert) and EASTILICK (John T). Libraries Management. 2nd ed. 1991. Colorado, Libraries Unlimited.
9. TRIPATHI (S M). Granthalyaprabandh (Hindi medium).

### **Mapping Matrix of Course BLIS-107**

**Table 107.1: CO-PO Matrix**

<b>Course Code</b>	<b>PSO1</b>	<b>PSO2</b>	<b>PSO3</b>	<b>PSO4</b>	<b>PSO5</b>	<b>PSO6</b>	<b>PSO7</b>
<b>BLIS -107.1</b>	3	3	2	2	3	3	3
<b>BLIS -107.2</b>	3	3	1	1	3	2	2
<b>BLIS -107.3</b>	3	3	3	3	3	3	2
<b>BLIS -107.4</b>	2	3	3	2	3	3	3
<b>Average</b>	<b>2.75</b>	<b>3</b>	<b>2.25</b>	<b>2</b>	<b>3</b>	<b>2.75</b>	<b>2.5</b>

**Table 107.2: CO-PSO Matrix**

<b>Course Code</b>	<b>PSO1</b>	<b>PSO2</b>	<b>PSO3</b>	<b>PSO4</b>	<b>PSO5</b>	<b>PSO6</b>	<b>PSO7</b>
<b>BLIS -107.1</b>	3	3	2	2	3	3	3
<b>BLIS -107.2</b>	3	3	1	1	3	2	2
<b>BLIS -107.3</b>	3	3	3	3	3	3	2
<b>BLIS -107.4</b>	2	3	3	2	3	3	3
<b>Average</b>	<b>2.75</b>	<b>3</b>	<b>2.25</b>	<b>2</b>	<b>3</b>	<b>2.75</b>	<b>2.5</b>

<b>BLIS-108: USERS AND INFORMATION SERVICES (THEORY AND PRACTICE)</b>	<b>Total Credit: 4</b> <b>Total Marks: 100</b> <b>Max. Marks ET Theory: 50</b> <b>Max. Marks IA Theory: 10</b> <b>Duration of Theory Exam: 3 Hrs.</b> <b>Max. Marks ET Practical: 30</b> <b>Max. Marks IA Practical: 10</b> <b>Duration of Practical Exam: 2 Hrs.</b>
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**Objectives:**

- To familiarize with various categories of Users and their Information Needs.
- To get acquainted with different types of Information Services.
- To develop practical skills in offering selected Information Services.

**Course Outcomes:** After completing this course, students shall be able to:

<b>BLIS -108.1</b>	Familiarize with different types of Users and their information needs.
<b>BLIS -108.2</b>	Know the types and purpose of Reference services.
<b>BLIS -108.3</b>	Understand the current information services.
<b>BLIS -108.4</b>	Prepare Bibliography and Current Information Services.

**Part-I: Theory**

**Internal Assessment: 10 Marks (Attendance – 5 (includes attendance of Practical Classes also) + Class test/Assignment – 5)**

**Note for the Paper Setter**

The paper is divided into **3** Units. The examinees will be required to attempt **Four** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I-III). Question 1 will consist of **7** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

**Unit – I: Information Users and their Information Needs**

- Conceptual Definitions of Data, Information, Knowledge and Wisdom.
- Information: Types and Characteristics.
- Categories of Information Users and their Characteristics.
- Information Need and Seeking Behavior: Concept and Models.
- User Studies: Need, Objectives, Plan and Methods.
- User Education: Concept, Need and Methods.

**Unit – II: Information Services-I**

- Information Services: An overview.
- Reference Service: Definition, Need, Types and Functions.
- Reference Process: Reference Question; Reference Interview.
- Referral Service
- Document Delivery Service
- Translation Services.

### **Unit – III: Information Services-II**

- Current Awareness type of Service (CAS).
- Selective Dissemination of Information (SDI).
- Press Clipping Service.
- Indexing & Abstracting Service,
- Web-based or Internet-based Service.

### **Part-II: Practice**

**Total Marks: 40**

**Internal Assessment (Assignment: 10 Marks)**

**Practical Examination Marks: 30**

**Credit: 02**

**Time: 2 Hours**

#### **Syllabus:**

Preparation of Current Contents List, Newspaper Clippings, Arrangement of Bibliographic Information according to Modern Languages Association (MLA Citation Style).

**Note:** There will be **Two** questions (10 entries each) from the following for each examinee:

1. Preparation of Current Contents List. (Broad Subject Headings Arrangement) on a specified subject.
2. Arrange Bibliographic Information (MLA Citation Style).
3. Preparation of Newspaper Clippings on a specified area.

#### **Recommended Books**

1. ATHERTON (Pauline). Handbook for information systems and services. 1977. UNESCO, Paris.
2. BOPP (Richard E) and SMITH (Linda C), *Ed.* Reference and information services: An Introduction. Rev. ed. 1995. Libraries Un., USA.
3. CHOWDHURY (GG). Information users and usability in the digital age. 2011. Neal- Schuman Publishers, Inc., New York.
4. GUHA (B) Documentation and information. Rev. ed. 2. 1983. World Press, Calcutta. K.G. Saur, Michigan.
5. KATZ (William A). Introduction to reference work. Ed. 7. 2 V. 1996. Mc Graw Hill, New York.
6. KAWATRA (PS). Fundamentals of Documentation. 983. Sterling Pub., New Delhi.
7. KRISHAN KUMAR. Reference Service. Rev.ed.3.1987. Vikas, New Delhi.
8. LALOO (Bikka Tariang). Information Needs, Information Seeking Behavior and Users. 2002. Ess Ess, New Delhi.
9. PRASAD (HN). Information needs and users. Rev.ed.2. 1991. BR Publications, New Delhi.
10. RANGANATHAN(S R). Reference Service. (1991). Sarada Ranganathan Endowment, Bangalore.
11. ROWLEY (J E). The Basics of Information Systems. 1996. Facet Publishing, London.
12. SINGH, S. Handbook on International Sources on Reference and Information. 2001. CREST Publishing, New Delhi
13. TRIPATHI (S.M.). New Dimensions on Reference and Information Services. (Hindi Medium) 1998. Y.K., Agra.
14. USHA PAWAN and GUPTA (Pawan Kumar). Sandarbh Sewa: Saidhantikavom Kriyatmak 1994. RBSA, Jaipur. (Hindi Medium).

## Mapping Matrix of Course BLIS-108

**Table 108.1: CO-PO Matrix**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6
<b>BLIS -108.1</b>	3	3	3	3	3	3
<b>BLIS -108.2</b>	3	3	3	3	3	3
<b>BLIS -108.3</b>	3	3	3	3	3	3
<b>BLIS -108.4</b>	3	3	3	3	3	3
<b>Average</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Table 108.2: CO-PSO Matrix**

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>BLIS -108.1</b>	3	2	2	3	2	3	3
<b>BLIS -108.2</b>	3	2	3	3	2	3	3
<b>BLIS -108.3</b>	3	3	3	3	3	3	3
<b>BLIS -108.4</b>	3	3	3	3	3	3	3
<b>Average</b>	<b>3</b>	<b>2.5</b>	<b>2.75</b>	<b>3</b>	<b>2.5</b>	<b>3</b>	<b>3</b>

<b>BLIS-109: ICT APPLICATIONS IN LIS (THEORY AND PRACTICE)</b>	<b>Total Credit: 4</b> <b>Total Marks: 100</b> <b>Max. Marks ET Theory : 50</b> <b>Max. Marks IA Theory: 10</b> <b>Duration of Theory Exam: 3 Hrs.</b> <b>Max. Marks ET Practical: 30</b> <b>Max. Marks IA Practical: 10</b> <b>Duration of Practical Exam: 2 Hrs.</b>
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### **Objectives**

- To acquaint with students with the basic concepts of Computers and Networking.
- To acquaint students with various aspects of Computer Technologies.
- To develop skills in using computers and MS Office Software.

**Course Outcomes:** After completing this course, students shall be able to:

<b>BLIS -109.1</b>	Familiarize with classification of Computers and Hardware components.
<b>BLIS -109.2</b>	Understand the concept of Computer Software.
<b>BLIS -109.3</b>	Familiarize with different communication technologies.
<b>BLIS -109.4</b>	Learn practical use of MS Word, Power Point and Web Searching.

### **Part-I: Theory**

**Internal Assessment: 10 Marks (Attendance – 5 (includes attendance of Practical Classes also  
+ Class test/Assignment – 5)**

### **Note for the Paper Setter**

The paper is divided into **3** Units. The examinees will be required to attempt **Four** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I-III). Question 1 will consist of 7 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

### **Unit-I: Computer Hardware**

- The Evolution of Computers.
- Characteristics of Computers.
- Classification of Computers: Super Computer, Mainframe Computer, Mini Computer and Micro Computer. Digital vs. Analog Computers.
- *Computer Architecture:* Input Devices, Output Devices, Central Processing Unit. Memory (Auxiliary).

### **Unit-II: Computer Software**

- System and Application Software.
- Operating Systems: Single and Multiuser.
- Basics Features of MS Windows and Linux.
- Application Software: Concept and Types.

### **Unit-III: Communication Technology (Networking)**

- *Communication:* An Overview
- *Networks:* Concept and Components

- **Network Media:** Wire and Wireless.
- **Network Types:** PAN, LAN, MAN and WAN.
- **Topologies:** Bus, Star, Ring, Token Ring, Tree and Mesh.

### Part-II: Practice

**Total Marks: 40**

**Credit: 02**

**Internal Assessment: 10 Marks (Assignment – 5 + Class test/Assignment – 5)**

**Practical Examination Marks: 30**

**Time: 2 Hours**

**Note:** There will be Three Questions and the examinees will be required to attempt **Two** questions.

#### **MS Office**

- **MS WORD:** Standard Toolbars, Creating a Document, Editing a Document, Formatting a Document, Maintaining Mailing List.
- **MS POWER POINT:** Creating Presentation Slides, Formatting/ Adding Graphics. Animation and Slide Transition, Slide Show. Customizing and Printing.

#### **Online Searching**

- Basic Web Searching
- E-mail

#### **Recommended Books**

1. Bharathiar University. Introduction to Information Technology.  
[http://buc.edu.in/sde\\_book/bcom\\_ca.pdf](http://buc.edu.in/sde_book/bcom_ca.pdf)
2. BHARIHOKE (Deepak). Fundamentals of Information Technology. 4<sup>th</sup> Ed. Excel Books. New Delhi, 2012.
3. BOTT, Ed. Introducing Windows 10 for IT Professionals. Microsoft Press. Washington, 2015.
4. GILL (Nasib Singh). Handbook of Computer Fundamentals. Jain Book Agency. Delhi, 2016.
5. GOOKIN (Dan). Word 2016 For Dummies. Wiley & Sons, Inc., 2013.
6. Introducing Windows 10. Microsoft Press, Preview eBook.  
[http://download.microsoft.com/download/D/2/B/D2B18586-8C4F-4F40-828D-99D96489152A/Microsoft\\_Press\\_eBook\\_Introducing\\_Windows\\_10\\_Preview\\_PDF.pdf](http://download.microsoft.com/download/D/2/B/D2B18586-8C4F-4F40-828D-99D96489152A/Microsoft_Press_eBook_Introducing_Windows_10_Preview_PDF.pdf)
7. LAMBERT (Joan) and FRYE (Curtis). Microsoft Office 2016 Step by Step. Microsoft Press. Washington.2015.<https://ptgmedia.pearsoncmg.com/images/9780735699236/samplepages/9780735699236.pdf>
8. LAMBERT (Joan) and LAMBERT (Steve). Windows 10 Step by Step. Microsoft Press, Washington,2015. <https://ptgmedia.pearsoncmg.com/images/9780735697959/samplepages/9780735697959.pdf>
9. LEON (Alexis) and LEON (Mathews). Fundamentals of Information Technology. 2<sup>nd</sup> Ed. Vikas Publishing House Pvt. Ltd. New Delhi. 2009.
10. LEON-GARCIA (Alberto) and WIDJAJA (Indra). Communication Networks: Fundamental concepts and key architectures. 2<sup>nd</sup> Ed. McGraw-Hill, 2006.
11. LOWE (Doug). PowerPoint 2013 For Dummies. Wiley & Sons, Inc., 2013.
12. LOWE (Doug). PowerPoint 2016 For Dummies. Wiley & Sons, Inc., 2015.
13. McFedries (Paul). Teach Yourself Visually Windows 10. Wiley, 2015.

14. Nagpal (D P). Computer Fundamentals. S. Chand. New Delhi. 2008.

15. NORTON (Peter). Introduction to Computers. Tata McGraw-Hill. New York. 6<sup>th</sup> Edition. 2008. <https://onlinestudy4u.files.wordpress.com/2012/10/introduction-to-computers-by-peter-norton-6th-ed.pdf>

16. ROWLEY (Jennifer). Computers for libraries. 3<sup>rd</sup> ed. Library Association. London. 1993.

17. SALARIA (R S), Computer Fundamentals. Jain Book Agency. Delhi, 2015.

18. SINHA (P K) and Sinha (P). Foundations of computing. BPB Publications. 2008. <http://www.edutechlearners.com/computer-fundamentals-p-k-sinha-free-pdf/>

19. TANENBAUM (Andrew S) and WETHERALL (David J.). Computer networks. 5<sup>th</sup> Ed. Prentice Hall of India Pvt. Ltd. 2011. <https://inspirit.net.in/books/networking/Computer%20Networks%20-%20A%20 Tanenbaum.pdf>  
<https://montcs.bloomu.edu/Readings/Computer%20Networks%20-%20A%20 Tanenbaum%20-%205th%20edition.pdf>

20. Umesh Kumar Singh. Fundamentals of Computer and Information Technology. Jain Book Agency. Delhi, 2013.

21. WANG (Wallace). Office 2013 For Dummies. Wiley & Sons, Inc., 2013.

22. WEVERKA (Peter). Microsoft Office Home and Student Edition 2013 All-in-One for Dummies. John Wiley & Sons, Inc., 2013.

23. WEVERKA (Peter). Windows 10 For Seniors For Dummies. Wiley & Sons, Inc., 2015.

### Mapping Matrix of Course BLIS-109

**Table 109.1: CO-PO Matrix**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6
<b>BLIS -109.1</b>	2	2	3	3	3	3
<b>BLIS -109.2</b>	2	2	3	3	3	3
<b>BLIS -109.3</b>	3	3	3	3	3	3
<b>BLIS -109.4</b>	3	3	3	3	3	3
<b>Average</b>	<b>2.5</b>	<b>2.5</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Table 109.2: CO-PSO Matrix**

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>BLIS -109.1</b>	2	3	2	2	3	2	2
<b>BLIS -109.2</b>	2	3	2	2	3	2	2
<b>BLIS -109.3</b>	2	2	3	2	3	2	2
<b>BLIS -109.4</b>	3	3	3	3	3	3	3
<b>Average</b>	<b>2.25</b>	<b>2.75</b>	<b>2.5</b>	<b>2.25</b>	<b>3</b>	<b>2.25</b>	<b>2.25</b>

<b>BLIS-110: LIBRARY CATALOGUING (THEORY AND PRACTICE)</b>	<b>Total Credit: 4</b> <b>Total Marks: 100</b> <b>Max. Marks ET Theory : 40</b> <b>Max. Marks IA Theory: 10</b> <b>Duration of Theory Exam: 2 Hrs.</b> <b>Max. Marks ET Practical : 40</b> <b>Max. Marks IA Practical: 10</b> <b>Duration of Practical Exam: 2 Hrs.</b>
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### **Objectives**

- To understand the process of Cataloguing.
- To know various provisions of CCC and AACR - II.
- To learn preparation of Entries according to CCC and AACR - II.

**Course Outcomes:** After completing this course, students shall be able to:

<b>BLIS -110.1</b>	Know different types of Catalogue and understand the process of Library Cataloguing.
<b>BLIS -110.2</b>	Understand the concept of Subject Cataloguing and the process of deriving/assigning Subject Headings.
<b>BLIS -110.3</b>	Understand various provisions of CCC and AACR - II.
<b>BLIS -110.4</b>	Prepare Entries according to AACR – II.

### **Part-I: Theory**

**Internal Assessment: 10 Marks (Attendance – 5 (includes attendance of Practical Classes also) + Class test/Assignment – 5)**

### **Note for the Paper Setter**

The paper is divided into **3** Units. The examinees will be required to attempt **Four** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I – III). Question 1 will consist of **5** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

### **Unit-I: Bibliographic Description-I**

- Catalogue – Definition, Need and Purpose, Types of Library Catalogue.
- Physical Forms: Conventional and Non-conventional

### **Unit-II: Bibliographic Description-II**

- Kinds of Entries and their functioning according to CCC and AACR-II.

### **Unit-III: Subject Cataloguing**

- Definition, Need, Purpose and problems of Subject Cataloguing, Methods of Subject Cataloguing. Chain Procedure and Sears List of Subject Headings. Latest trends in Library Cataloguing

## Part – II: Practice: AACR-II

**Total Marks: 50**

**Credit: 02**

**Internal Assessment: 10 Marks (Preparation of Cataloguing Copy)**

**Practical Examination Marks: 40**

**Time: 2 Hours**

**Note:** There will be *Five* Titles and the examinees will be required to attempt any *Three* Titles. All titles carry equal marks.

### **Syllabus:**

- Sections and Skeleton Card of Main and Added entries.
- Basic features, Personal Author(s), Shared Authorship, Collaborator (s).
- Cataloguing of Pseudonym Work.
- Cataloguing of Multivolume documents.
- Cataloguing of Periodical Publications (Simple Periodical Publications)

### **Books Recommended**

1. ALA and others. Anglo American Cataloguing Rules. Revised ed. 2. 1998.
2. Ranganathan (SR). Classified Catalogue Code.
3. Ranganathan (SR). Colon Classification. Revised ed. 6. 1963. Ess Ess Publications.
4. SEARS (ME). Sears List of Subject Headings. Latest edition.

### **Mapping Matrix of Course BLIS-110**

**Table 110.1: CO-PO Matrix**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6
<b>BLIS -110.1</b>	3	2	3	3	3	3
<b>BLIS -110.2</b>	3	2	3	3	3	3
<b>BLIS -110.3</b>	2	2	3	3	3	3
<b>BLIS -110.4</b>	2	2	3	3	3	3
<b>Average</b>	<b>2.5</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Table 110.2: CO-PSO Matrix**

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>BLIS -110.1</b>	3	3	3	3	3	3	3
<b>BLIS -110.2</b>	3	3	3	3	2	2	2
<b>BLIS -110.3</b>	3	3	3	3	2	2	2
<b>BLIS -110.4</b>	2	3	3	3	3	2	2
<b>Average</b>	<b>2.75</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2.5</b>	<b>2.25</b>	<b>2.25</b>

<b>BLIS-111: Library Training/Internship</b>	<b>Total Credit: 2</b> <b>Total Marks: 50</b>
<b>Objectives</b>	
<ul style="list-style-type: none"> <li>• To acquaint students with working of Libraries.</li> <li>• To perform various library operations.</li> <li>• To enable the students to provide information services in real life environment.</li> </ul>	
<b>Course Outcomes:</b> After completing this course, students shall be able to:	
<b>BLIS -111.1</b>	Perform various library operations.
<b>BLIS -111.2</b>	Provide various information services.
<b>Total Marks: 50</b>	<b>Credit: 02</b>
<b>Library Training/Internship for one month</b>	
(i) Report of the Librarian	<b>(10 Marks)</b>
(ii) Report of Training	<b>(25 Marks)</b>
(iii) Presentation of Report	<b>(15 Marks)</b>
<p>Every student will be required to undergo training/internship in a university/institute library assigned by the Department. All the students will inform the Department their preferred choice of institution for Internship; however, they will be assigned the institution on the basis of merit in the 1st Semester examination and their preference. Every student shall maintain a diary of his/her daily activities performed in the library. After completion of internship, he/she shall prepare and submit a report in the Department. He/she shall also make a presentation on the internship experiences and work performed before the Committee consisting of all the regular teachers of the Department. The librarian of the concerned institution will send a report on the working of the student directly to the Department, which shall be evaluated by the same Committee. The Department shall devise a standard format for presentation of report by the librarian. During the internship period each student shall be assigned to a teacher of the Department who will provide guidance to the student and maintain liaison with the librarian of the concerned institution.</p>	

## Mapping Matrix of Course BLIS-111

**Table 111.1: CO-PO Matrix**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6
<b>BLIS -111.1</b>	3	3	3	3	3	3
<b>BLIS -111.2</b>	3	3	3	3	3	3
<b>Average</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Table 111.2: CO-PSO Matrix**

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>BLIS -111.1</b>	3	3	3	3	3	3	3
<b>BLIS -111.2</b>	3	3	3	3	3	3	3
<b>Average</b>	<b>3</b>						

## ELECTIVE COURSES

<b>BLIS-112: SCHOOL LIBRARY SYSTEM</b>	<b>Total Credit: 4</b> <b>Total Marks: 100</b> <b>Max. Marks ET Theory: 80</b> <b>Max. Marks IA Theory: 20</b> <b>Duration of Theory Exam: 3 Hrs.</b>
<b>Objectives</b> <ul style="list-style-type: none"><li>• To provide an overview of School Library System.</li><li>• To familiarize with the role of school library in elementary and secondary education.</li><li>• To familiarize with the sources and services provided by school library.</li></ul>	
<b>Course Outcomes:</b> After completing this course, students shall be able to:	
<b>BLIS -112.1</b>	Know the role and functioning of school libraries in elementary and secondary education.
<b>BLIS -112.2</b>	Understand the collection development and different types of sources in school libraries.
<b>BLIS -112.3</b>	Familiarize with different information services provided in school libraries.
<b>BLIS -112.4</b>	Familiarize with the policies and guidelines of various regulatory agencies for school libraries.
<b>Internal Assessment: 20 Marks (Presentation/Assignment/Test - 10 + Attendance - 5+ Class test/Assignment - 5)</b>	
<b>Note for the Paper Setter</b> The paper is divided into <b>4</b> Units. The examinees will be required to attempt <b>Five</b> questions in all, including Question 1, which is compulsory and selecting <b>One</b> question from each Unit (I – IV). Question 1 will consist of <b>8</b> short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set <b>Two</b> questions from each Unit.	
<b>Unit- I:</b>	<b>School Library System: Basic Concept</b> <ul style="list-style-type: none"><li>- Definition, scope &amp; objectives</li><li>- Components: Mobile Library, Cluster Library, Classroom Library, Centralized school library, School Community Library</li><li>- Role of School libraries in Elementary and Secondary Education</li></ul>
<b>Unit- II:</b>	<b>Information Sources and Collection Development</b> <ul style="list-style-type: none"><li>- Information sources for children: Illustrated books, Reference books, Newspapers and magazines, Audio-video collection, Digital resources.</li><li>- Collection Development: Selection, Acquisition &amp; Maintenance.</li></ul>
<b>Unit- III:</b>	<b>Users and Information Services</b> <ul style="list-style-type: none"><li>- Users of school library and their information needs</li><li>- Information services in school libraries: Reference Service, Circulation Service, Library hours, Internet-based services.</li><li>- Promotion of reading habits among children</li></ul>
<b>Unit- IV:</b>	<b>Initiatives for School Libraries</b> <ul style="list-style-type: none"><li>- Recommendations of Commissions and Committees on school library development</li></ul>

- Guidelines of Educational Boards and National Bodies for School Libraries.
- Role of School Librarian
- Role of Professional Associations

## Recommended Books

1. AL-MISFE (AM). A combined public/school library system for the educational district of Riyadh. 1989. Saudi Arabia: A model for planning.
2. AMUCHEAZI (ON). The need for community oriented school library services for the effective implementation of the universal Basic Education Programme. *Nigeria School Library Journal*. 4, 182; 2001; 39-44.
3. BROUGH (P). The academic library. 2005. London, Facet Pub.
4. BUDD (J). The changing academic library: Operations, cultures, environments. 2005. Chicago, Association of College and Research Libraries.
5. CANAVOR (N) and KROLL (C). NASSAU School Library System & American Association of School Librarians. 2000. The school library: Where learning meets the future. New York, Nassau School Library System.
6. CHRISTIAN (A R). (2013). Academic library management: Universities, colleges and institutions. 2013. Jaipur, Vista Publishers.
7. COHEN (LB). Library 2.0 initiatives in academic libraries. 2007. Chicago, Association of College and Research Libraries.
8. DANIEL (CI). 2001. The school libraries and the librarians: making a difference in the knowledge age. Being a compendium of papers presented at the 39th National conference and AGM of the NLA held at Owerri, 2001; 109-104.
9. DIKE (VW). The role of the school library in reading promotion. Nigerian School Librarianship: Yesterday, Today and Tomorrow. 1998. D.F Elaturoti. Ed. Ibadan, Nigerian School Library Association.
10. DUTCHES COUNTY BOCES SCHOOL LIBRARY SYSTEM (N.Y.). School library system notes.1986. Red Hook, N.Y: The System.
11. ELATUROTI (DF). Learning resources and development for Nigerian school libraries. In: Elaturoti, D.F. (Ed). Nigerian school Librarianship: Yesterday, Today and Tomorrow. 1998. Ibadan, Nigerian school library Association.
12. ELGUINDI. Electronic resource management. Practical perspectives in a new technical services model. 2013. Stanton Harcourt, Chandos Publishing Ltd.
13. FAYOSE (PO). School Library Resource centres for Educational Excellence. 1995. Ibadan, AENL publishers.
14. FREEMAN (P). Pathfinder: An operational guide for the school librarian. 1975. New York, Haper& Row Publishers.
15. IFLA/UNESCO. The school libraries and learning for all: IFLA/UNESCO school library manifesto. 2000. IFLANET.
16. IFLA/UNESCO. IFLA/UNESCO school library manifesto: the school library in teaching and learning for all. 2002. Retrieved from <http://www.ifla.org>. 22/06/08
17. Islam, M.A. School libraries in Bangladesh: A state-of-the-art report. *School libraries Worldwide*. 4, 2; 1998; 37-38.
18. LIBRARY AND INFORMATION TECHNOLOGY ASSOCIATION (U.S.). Open source software for libraries: An open source for libraries collaboration. 2002. Chicago: LITA.
19. MORRIS (FO). Schools Library Services 1990-2000. *School Librarian*. 49, 1; 2004; 12-13.

20. PATRICK(R J). *Guidelines for library cooperation: Development of academic library consortia*. 1972. Santa Monica, Calif, System Development Corp.

21. PECK (P). Crash course in children's services. 2006. Westport, Conn: Libraries Unlimited.

22. RADFORD (M L) and SNELSON (P). Academic library research: Perspectives and current trends. 2008. Chicago, Association of College and Research Libraries.

23. RANGANATHAN (S.R.). New Education and School Library. 2006. New Delhi, Ess Ess Publication.

24. THANUSKODI (S). Challenges of academic library management in developing countries. 2013. Hershey PA, Information Science Reference.

### Mapping Matrix of Course BLIS-112

**Table 112.1: CO-PO Matrix**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6
<b>BLIS -112.1</b>	3	2	2	2	2	2
<b>BLIS -112.2</b>	3	2	3	2	3	2
<b>BLIS -112.3</b>	3	3	3	3	3	3
<b>BLIS -112.4</b>	2	2	3	2	2	2
<b>Average</b>	<b>2.5</b>	<b>2.25</b>	<b>2.75</b>	<b>2.25</b>	<b>2.5</b>	<b>2.25</b>

**Table 112.2: CO-PSO Matrix**

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>BLIS -112.1</b>	3	3	2	2	1	1	1
<b>BLIS -112.2</b>	3	3	3	2	2	3	2
<b>BLIS -112.3</b>	3	3	3	2	2	3	2
<b>BLIS -112.4</b>	1	1	1	1	1	3	2
<b>Average</b>	<b>2.5</b>	<b>2.5</b>	<b>2.25</b>	<b>1.75</b>	<b>1.5</b>	<b>2.5</b>	<b>1.75</b>

<b>BLIS-113: E-RESOURCE MANAGEMENT</b>	<b>Total Credit: 4</b> <b>Total Marks: 100</b> <b>Max. Marks ET Theory 80</b> <b>Max. Marks IA Theory:20</b> <b>Duration of Theory Exam: 3 Hrs.</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• To understand the meaning, definition and types of Electronic Resources.</li> <li>• To aware about Collection development of e-resources.</li> <li>• To know the activities involved in Developing Collection and Providing access to electronic resources.</li> </ul>
<b>Course Outcomes:</b> After completing this course, students shall be able to:	
<b>BLIS -113.1</b>	Understand the concept and types of E-resources.
<b>BLIS -113.2</b>	Know the various issues related to collection development and managing E-resources.
<b>BLIS -113.3</b>	Understand access management issues related to E-resources.
<b>BLIS -113.4</b>	Aware of the standard and guidelines related to usage statistics of E-resources.
<b>Internal Assessment: 20 Marks (Presentation/Assignment/Test - 10 + Attendance/Assignment - 5+ Class test/Assignment - 5)</b>	
<b>Note for the Paper Setter</b> The paper is divided into <b>4</b> Units. The examinees will be required to attempt <b>Five</b> questions in all, including Question 1, which is compulsory and selecting <b>One</b> question from each Unit (I – IV). Question 1 will consist of <b>8</b> short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set <b>Two</b> questions from each Unit.	
<b>Unit-I: Electronic Resources</b> <ul style="list-style-type: none"> <li>- Concept, Need, Characteristics, Benefits and Drawbacks.</li> <li>- E-Resource Life Cycle.</li> <li>- Types of e-resources</li> </ul>	
<b>Unit-II: Collection Development</b> <ul style="list-style-type: none"> <li>- Collection Building Process: Formulating policy, Budgeting, Evaluation of e-resources.</li> <li>- Subscription Models: Licenses and Negotiation.</li> <li>- Consortia: Concept, Need , Purpose &amp; Limitations; E- shodhsindhu.</li> <li>- Preservation and Perpetual Access.</li> </ul>	
<b>Unit-III: Access Management</b> <ul style="list-style-type: none"> <li>- Access management of e-resources, Channels.</li> <li>- Authentication and Authorization.</li> <li>- Organization &amp; description of resources. Metadata: Basis Concept.</li> <li>- User training and awareness.</li> </ul>	
<b>Unit-IV: Usage Statistics and ERMS</b> <ul style="list-style-type: none"> <li>- Usage Statistics of E-resources.</li> <li>- Standards and Guidelines (COUNTER,SUSHI).</li> <li>- ERMS: Concept, Need &amp; Features.</li> <li>- Salient features of some ERMS (Exlibris VERDE)</li> </ul>	

## Recommended Books

1. BRYNJOLFSSON (ERIC) and KAHIN (BRIAN), Ed. Understanding the digital economy: data, tools and research. 2002. Massachusetts: MIT Press.
2. COLE (JIM) and others. E-serials Collection Management: Transition, Trends and Technicalities. 2003. London, CRC Press.
3. CONGER (JOAN E). Collaborative electronic resource management: From acquisitions to Assessment. 2004. Westport, Libraries Unlimited.
4. CURTIS (DONNELYN). E-journals: How to do it Manual for Building, Managing and Supporting Electronic. Journal Collection. 2005. London, Facet Publishing.
5. FECKO (MARY BETH). Electronic Resources: Access and Issues. 1997. London: Bowker-Saur.
6. HANSON (ARDIS) and LEVIN (BL). Building a Virtual Library. 2002. Hershey, P.A.: Information Science Publishing.
7. JONES(WAYNE), ed. E-Journal Access and Management. 2009. New York, Routledge.
8. KASDORF (WILLIUM E), Ed. The Columbia Guide to Digital Publishing. 2003. New York, Columbia University Press.
9. KATZ (LINDA S). Collection Development Policies: New Dimension for Changing Collections. 2003. London, Roulledge Kegan Paul.
10. KATZ (LINDA S). Managing Digital Resources in Libraries. 2005. London: Routledge Kegan Paul.
11. KEMP (REBECCA). E-resource Evaluation and Usage Statistics: Selector's Choices.2008. Saarbrücken, VDM Verlag.
12. KUMBAR (TS) and KARISIDDAPPA (CR). Electronic Journals. *In: Information Technology Application in Libraries: a text book for beginners*. Edited by M.Mahapatra and D.B.Ramesh. 2004. Bhubaneswar, Reproprint.
13. LEE (STUART D.) and BOYLE (FRANCES). Building an Electronic Resource Collection: A Practical Guide (2nd ed). 2004. London, Facet Publishing.
14. LEE (SUL H). Electronic Resources and Collection Development. 2003. London, Routlege Kegan Paul.
15. MAHAPATRA (M) and RAMESH (DB). Electronics Publishing and media. *In: Information Technology Application in Libraries: a text book for beginners*. Edited by M. Mahapatra and D.B. Ramesh. 2004. Bhubaneswar, Reproprint.
16. MITCHELL (ANNE M) and SURRAT (BRAIN E). Cataloguing and Organizing Digital Resources: A How to do it. Manual for Librarians. 2005. London, Facet Publishing.
17. YU (HOLLY) and BREIVOLD (SCOTT). Electronic Resource Management in Libraries: Research and Practice. 2008. Information Science Reference.

## Mapping Matrix of Course BLIS-113

**Table 113.1: CO-PO Matrix**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6
<b>BLIS -113.1</b>	3	1	3	3	3	2
<b>BLIS -113.2</b>	3	1	3	3	3	2
<b>BLIS -113.3</b>	2	2	3	3	3	2
<b>BLIS -113.4</b>	1	1	3	2	3	2
<b>Average</b>	<b>2.25</b>	<b>1.25</b>	<b>3</b>	<b>2.75</b>	<b>3</b>	<b>2</b>

**Table 113.2: CO-PSO Matrix**

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>BLIS -113.1</b>	1	2	3	3	2	3	2
<b>BLIS -113.2</b>	3	3	3	3	3	3	2
<b>BLIS -113.3</b>	3	3	3	3	3	3	2
<b>BLIS -113.4</b>	1	1	2	2	2	2	2
<b>Average</b>	<b>2</b>	<b>2.5</b>	<b>2.75</b>	<b>2.75</b>	<b>2.5</b>	<b>2.75</b>	<b>2</b>

## OPEN ELECTIVE COURSE

<b>LIS-OE-1: INTRODUCTION TO LIBRARY AND INFORMATION SERVICES</b>	<b>Total Credit: 2</b> <b>Total Marks: 50</b> <b>Max. Marks ET Theory: 40</b> <b>Max. Marks IA Theory: 10</b> <b>Duration of Theory Exam: 2 Hrs.</b>
<b>Objectives</b>	
<ul style="list-style-type: none"><li>• To introduce the students with different types of Libraries and other similar institutions.</li><li>• To introduce the students with information organization and retrieval systems of Libraries.</li><li>• To introduce the students with Library Collection in print as well as electronic form.</li><li>• To introduce the students with Library Services</li></ul>	
<b>Course Outcomes:</b> After completing this course, students shall be able to:	
<b>LIS-OE-1.1</b>	Understand the functioning of Libraries.
<b>LIS-OE-1.2</b>	Use different types of Information Sources and services.
<b>Internal Assessment: 10 Marks (Presentation/Assignment - 10)</b>	
<b>Unit-I: Introduction to Library and other Institutions</b>	
<ul style="list-style-type: none"><li>- Memory Institutions and their roles: Libraries, Archives, Museums</li><li>- Types of Libraries: Public, Academic, and Special.</li><li>- Digital Library.</li></ul>	
<b>Unit-II: Information Organisation and Retrieval Systems in Library</b>	
<ul style="list-style-type: none"><li>- Introduction to the working of a University Library.</li><li>- Library catalogue and Classification. Brief introduction to CC and DDC.</li><li>- Call Number- Class Number, Book Number, Collection Number</li><li>- OPAC and its features, Union Catalogue</li></ul>	
<b>Unit-III: Information Sources</b>	
<ul style="list-style-type: none"><li>- Introduction to Periodicals, Books. Encyclopedias, Dictionaries, Gazetteers, Yearbooks, Directories, Bibliographies.</li><li>- E-Resources: e-Book, e-Journal, e-Thesis. Database: Full-text, Bibliographic.</li></ul>	
<b>Unit-IV: Library and information services</b>	
<ul style="list-style-type: none"><li>- Library and Information Services: Reference Service- face to face and Digital, Database Search, Inter Library Loan and Document Delivery Service</li><li>- Institutional Repository, Library Portal, Subject Gateway, Information Literacy Instructions, etc.</li></ul>	
<b>Recommended Books</b> (Updated List of recommended books/documents will be provided by the concerned Teacher)	

**Table LIS-OE-1.1: CO-PO Matrix**

<b>Course Code</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>	<b>PO6</b>
<b>LIS-OE-1.1</b>	3	3	3	2	3	2
<b>LIS-OE-1.2</b>	3	3	3	2	3	2
<b>Average</b>	3	3	3	2	3	2

**Table LIS-OE-1.2: CO-PSO Matrix**

<b>Course Code</b>	<b>PSO1</b>	<b>PSO2</b>	<b>PSO3</b>	<b>PSO4</b>	<b>PSO5</b>	<b>PSO6</b>	<b>PSO7</b>
<b>LIS-OE-1.1</b>	3	3	3	3	1	2	1
<b>LIS-OE-1.2</b>	3	3	3	3	1	2	1
<b>Average</b>	3	3	3	3	1	2	1

**Table-5: CO-PO MAPPING**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6
<b>BLIS-101</b>	2.75	1.25	3	2.5	2.25	2
<b>BLIS-102</b>	3	2.25	2.75	3	2.5	2
<b>BLIS-103</b>	3	2.25	3	3	3	3
<b>BLIS-104</b>	3	2	3	3	2	1
<b>BLIS-105</b>	3	2.5	3	3	3	2.75
<b>BLIS-106</b>	3	2	2.75	2.75	2.25	1.25
<b>BLIS-107</b>	2.5	2.5	3	3	3	2.75
<b>BLIS-108</b>	3	3	3	3	3	3
<b>BLIS-109</b>	2.5	2.5	3	3	3	3
<b>BLIS-110</b>	2.5	2	3	3	3	3
<b>BLIS-111</b>	3	3	3	3	3	3
<b>BLIS-112</b>	2.5	2.25	2.75	2.25	2.5	2.25
<b>BLIS-113</b>	2.25	1.25	3	2.75	3	2

**Table-6: CO-PSO MAPPING**

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>BLIS-101</b>	2.75	1	1	2.25	2.5	2.75	2.5
<b>BLIS-102</b>	2.75	3	3	1	2.75	2.5	1
<b>BLIS-103</b>	2.75	2.75	3	2.75	3	2.75	1.75
<b>BLIS-104</b>	3	3	3	3	2	3	2
<b>BLIS-105</b>	3	2	2	3	2.75	3	3
<b>BLIS-106</b>	1.75	1.5	1.5	1.75	2.5	2.5	2.5
<b>BLIS-107</b>	2.75	3	2.25	2	3	2.75	2.5
<b>BLIS-108</b>	3	2.5	2.75	3	2.5	3	3
<b>BLIS-109</b>	2.25	2.75	2.5	2.25	3	2.25	2.25
<b>BLIS-110</b>	2.75	3	3	3	2.5	2.25	2.25
<b>BLIS-111</b>	3	3	3	3	3	3	3
<b>BLIS-112</b>	2.5	2.5	2.25	1.75	1.5	2.5	1.75
<b>BLIS-113</b>	2	2.5	2.75	2.75	2.5	2.75	2

**Table-7: CO-PO-PSO MAPPING**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>BLIS-101</b>	2.75	1.25	3	2.5	2.25	2	2.75	1	1	1.25	2.5	2.75	2.5
<b>BLIS-102</b>	3	2.25	2.75	3	2.5	2	2.75	3	3	1	2.75	2.5	1
<b>BLIS-103</b>	3	2.25	3	3	3	3	2.75	2.75	3	2.75	3	2.75	1.75
<b>BLIS-104</b>	3	2	3	3	2	1	3	3	3	3	2	3	2
<b>BLIS-105</b>	3	2.5	3	3	3	2.75	3	2	2	3	2.75	3	3
<b>BLIS-106</b>	3	2	2.75	2.75	2.25	1.25	1.75	1.5	1.5	1.75	2.5	2.5	2.5
<b>BLIS-107</b>	2.5	2.5	3	3	3	2.75	2.75	3	2.25	2	3	2.75	2.5
<b>BLIS-108</b>	3	3	3	3	3	3	3	2.5	2.75	3	2.5	3	3
<b>BLIS-109</b>	2.5	2.5	3	3	3	3	2.25	2.75	2.5	2.25	3	2.25	2.25
<b>BLIS-110</b>	2.5	2	3	3	3	3	2.75	3	3	3	2.5	2.25	2.25
<b>BLIS-111</b>	3	3	3	3	3	3	3	3	3	3	3	3	3
<b>BLIS-112</b>	2.5	2.25	2.75	2.25	2.5	2.25	2.5	2.5	2.25	1.75	1.5	2.5	1.75
<b>BLIS-113</b>	2.25	1.25	3	2.75	3	2	2	2.5	2.75	2.75	2.5	2.75	2

## Attainment of COs:

The attainment of COs will be measured on the basis of the results of Internal Assessment and end Semester Examination. The attainment is measured on scale of 3 as per the target for COs attainment.

**Following table** shows the CO attainment levels at the set target of 60%.

**Table-8: CO Attainment Levels for Internal Assessment**

Attainment Level	
1 (low level of attainment)	60% of students score more than 60% or higher grade in Class Tests/ Assignments of <b>B.Lib.I.Sc.</b> course.
2 (Medium level of attainment)	70% of students score more than 60% or higher grade in Class Tests/ Assignments of <b>B.Lib.I.Sc.</b> course.
3 (High level of attainment)	80% of students score more than 60% or higher grade in Class Tests/ Assignments of <b>B.Lib.I.Sc.</b> course.

The questions in tests/assignments for Internal Assessment will be based on COs. Class Test-I/Assignment-I will be based on first two COs (**e.g. BLIS-101.1 and BLIS -101.2 in case of Library and Information Society**) with equal weightage given to both COs. Similarly, Class Test-II/Assignment-II will be based on next two COs (**e.g. BLIS-101.3 and BLIS-101.4 in case of Library and Information Society**) with equal weightage given to these two COs. For each Internal Assessment Test/Assignment, the percentage of students attaining the target level of CO will be estimated and averaged percentage will decide the attainment level of COs. Following steps will be taken for determining the attainment level in Internal Assessment of **B.Lib.I.Sc.** course:

- (i) The %age of students scoring set target i.e. 60% marks or more in the question(s) of Test-I/Assignment-I will be estimated based on first CO e.g. **BLIS-101.1**.
- (ii) The %age of students scoring set target i.e. 60% marks or more in the question(s) of Test-I/Assignment-I will be estimated based on second CO e.g. **BLIS -101.2**.
- (iii) The %age of students scoring set target i.e. 60% marks or more in the question(s) of Test-II/Assignment-II will be estimated based on third CO e.g. **BLIS -101.3**.
- (iv) The %age of students scoring set target i.e. 60% marks or more in the question(s) of Test-II/Assignment-II will be estimated based on fourth CO e.g. **BLIS -101.4**.
- (v) The average of the percentages obtained above will be calculated.
- (vi) The attainment level i.e. 3, 2 or 1 will be determined as per scale defined in **the above table**.

For determination of attainment levels for End Semester Examination, it is considered that the questions in the End Term Examination will be based on all COs of BLIS courses. Attainment levels for End Semester

Examination of BLIS will be determined after the declaration of the results. The CO attainment levels for End Semester Examination are given **in the following Table-9:**

**Table-9: CO Attainment Levels for End Semester Examination (ESE)**

Attainment Level	
1 (Low level of attainment)	60% of students obtained letter grade of B+ or above.
2 (Medium level of attainment)	70% of students obtained letter grade of B+ or above.
3 (High level of attainment)	80% of students obtained letter grade of B+ or above.

### **Overall CO Attainment level of B.Lib.I.Sc. Course:**

The overall CO attainment level of the course will be obtained as:

Overall CO attainment level = 50% of CO attainment level in Internal Assessment + 50% of CO attainment level in End Semester Examination.

The overall COs attainment level will be obtained for all the courses of the programme in a similar manner.

### **Attainment of POs:**

The overall attainment level of POs will be based on the values obtained using direct and indirect methods in the ratio of 80:20. The direct attainment of POs is obtained through the attainment of COs. The overall CO attainment value as estimated above and CO-PO mapping value as shown in **Table 7** will be used to compute the attainment of POs. PO attainment values obtained using direct method will be written as shown **in the following Table-10:**

**Table-10: PO Attainment Values using Direct Method**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6
BLIS-101						
BLIS-102						
BLIS-103						
BLIS-104						
BLIS-105						
BLIS-106						
BLIS-107						
BLIS-108						
BLIS-109						
BLIS-110						
BLIS-111						
BLIS-112						
BLIS-113						
<i>Average of Direct PO Attainment</i>						

The PO attainment values to be filled in above table can be obtained as follows:

**For BLIS -101-PO1 Cell:**

PO1 attainment value = (Mapping factor of **BLIS -101**-PO1 from **Table 7** × Overall CO attainment value for the course **BLIS -101**)/3

**For BLIS -101-PO1 Cell:**

PO1 attainment value = (Mapping factor of **BLIS -101**-PO1 from **Table 7** × Overall CO attainment value for the course **BLIS -101**)/3

Similarly, values for each cell **of the above Table-10** can be obtained. The direct attainment of POs is average of individual PO attainment values.

In order to obtain the PO attainment using indirect method, a student exit survey based on the questionnaire of POs will be conducted at end of last semester of the program. The format for the same is given **in the following Table-11**. Average of the responses from the outgoing students for each PO will be estimated. The

overall PO attainment values are obtained by adding attainment values estimated using direct and indirect methods in the proportion of 80:20 as follows:

Overall attainment value for PO1 =

$0.8 \times \text{average attainment value for PO1 using direct method (from Table 5)} +$

$0.2 \times \text{average response of outgoing students for PO1}$

Similarly, overall attainment value can be obtained for each PO.

**Table-11: Questionnaire for indirect measurement of PO attainment (For outgoing students)**

At the end of my degree programme I am able to do:

Programme Outcome			Please tick any one		
PO1	Depth and Breadth of Knowledge	A systematic understanding of knowledge within the discipline and in related discipline/s, and a critical awareness of current problems and/or new insights informed by the forefront of their academic discipline.	3	2	1
PO2	Research and scholarship	a) A working comprehension of how established techniques of research and inquiry are used to create and interpret knowledge in the discipline. b) A treatment of complex issues and judgments based on established principles and techniques.	3	2	1
PO3	Level of application of knowledge	a) Knowledge of Information available in diverse media and formats, their access mechanism, retrieval techniques and evaluation for lifelong learning. b) Competence in applying an existing body of knowledge in the critical analysis of a new question or of a specific problem or issue.	3	2	1
PO4	Awareness of limits of knowledge	Cognizance of the complexity of knowledge and of the potential contributions of other interpretations, methods, and disciplines.	3	2	1
PO5	Professional capacity/autonomy	Acquiring and showing qualities and transferable skills necessary for employment: exercise of initiative, personal responsibility, intellectual independence, ethical behavior and academic integrity.	3	2	1
PO6	Level of Communication Skills	Ability to communicate effectively in presenting ideas orally and in writing (oral communication; written communication).			
	3: Strongly Agree; 2: Agree; 1: Average				

Overall PO attainment values can be written as shown **in the following Table-12:**

**Table-12: Overall PO attainment Values**

	PO1	PO2	PO3	PO4	PO5	PO6
Direct PO attainment						
Indirect PO attainment						
Overall PO attainment						
Target	2	2	2	2	2	2

The overall PO attainment values obtained above are compared with set target. The set target for each PO may be different and will be finalized by the staff councils of the departments/institutes. If overall PO attainment value is less than the set target value then an action plan may be prepared for improvement in the subsequent academic session.

The overall PSO attainment level based on CO-PSO mapping values and overall CO attainment values will be obtained in a similar manner.

**Approved in UGBOS meeting held on 16.06.2022.**

**Scheme of Examination (Sem.-I-VIII) & Syllabus for Undergraduate Program (Sem.I-II), course: - Library & Information Science with Multiple Entry-Exit, Internship and CBCS-LOCF in accordance to NEP-2020, w.e.f. the session 2022-23 (in phased manner) initially at IIHS**

**2022**

## **Library & Information Science as a discipline**

Library & Information Science as a discipline deals with information provision for those who have diverse information needs. Since, no person can fulfill all of his/her information requirements himself/herself, there is need for specialized information institutions that endeavor to provide the required information. Libraries have traditionally played this role in society. With the advent of information and communication technologies, the forms and shape of information sources as well as the requirements of persons who are likely to use these information sources have drastically changed. Therefore, the institutions dealing with information have also undergone significant changes. Information institutions like libraries, information centers, documentation centre, information analysis centers, clearing houses and document supply centers have proliferated to cater to the specialized information needs of diverse categories of users. In order to supply manpower to these specialized institutions, Library & Information Science Education has also been regularly revising and updating its curriculum.

The present endeavor to introduce Library and Information Science at undergraduate level is an attempt to address the growing demand for trained information professionals with competencies in handling information in print as well as Electronic format.

## **Programme outcomes (PO)**

**PO 1:** Demonstrate a detailed knowledge and understanding of selected fields of study in core disciplines in the humanities, social sciences and languages;

**PO 2:** Apply critical and analytical skills and methods to the identification and resolution of problems within complex changing social contexts.

**PO 3:** Demonstrate a general understanding of the concepts and principles of selected areas of study outside core disciplines of the humanities, social sciences and languages;

**PO 4:** Apply an independent approach to knowledge that uses rigorous methods of inquiry and appropriate theories;

**PO 5:** Articulate the relationship between diverse forms of knowledge and the social, historical and cultural contexts that produced them;

**PO 6:** Communicate effectively and show ability to read, write, listen to and speak in a chosen language/s with fluency;

**PO 7:** Act as informed and critically discerning participants within the community of scholars, as citizens and in the work force;

**PO 8:** Work with independence, self-reflection and creativity to meet goals and challenges in the workplace and personal life.

## 1. Program Specific Outcomes (PSOs)

After completing the B.Lib.I.S. program, the students will be able to:

**Table-2: Program Specific Outcomes (PSOs)**

PSO1	Demonstrate knowledge of the basic concepts, principles, theories and laws related with the broad field of Library and Information Science and its sub-fields such as types of libraries, types of information sources, library management, reference and information services.
PSO2	Demonstrate understanding of rationality and procedures of (i) selection, acquisition, classification, cataloguing and physical processing of documents; (ii) using Information and Communication Technologies in Libraries and Information Centers; (iii) providing library and information services and managing other library routine activities.
PSO3	Apply skills in carrying out professional activities such as (i) acquisition, accessioning, classification, cataloguing, and physical processing of documents; (ii) housekeeping operations using library management software and Information and Communication Technologies; (iii) maintaining library collection; and (iv) educating users.
PSO4	Demonstrate skills in providing various library services such as document circulation, reference and information services, Internet and database searching.
PSO5	Demonstrate knowledge, understanding and skills that offer job opportunities as librarians in public libraries and school libraries; as assistant librarians in different types of college libraries, as library assistants / technical assistants in university libraries and other libraries of higher education institutes, as librarians and/or assistant librarians in corporate and industrial libraries, libraries of research institutes, etc.
PSO6	Demonstrate professional attitude through commitment for providing every user his/her document/information; ensuring every document/information its user; saving time of the user and enhancing use of reading material and user satisfaction through effective and efficient library services.
PSO7	Demonstrate core values by honouring diversity and ensuring inclusion by treating all students and colleagues with respect and dignity, showing respect for and sensitivity to gender, culture and religious differences; and challenging prejudice, biases and intolerance at the workplace etc. and displaying ethical integrity which involves honest behaviour.

Scheme of Examination and Syllabus for Undergraduate Program course: Library & Information Science with multiple Entry Exist. Internship and CBCS-LOCF in accordance to NEP-2020 w.e.f. the session 2022-23 (in phased manner).

**Scheme of Courses in Library and Information Science** as per Choice Based Credit System (CBCS-LOCF) in accordance to NEP-2020 w.e.f. 2022-23 (in phases manner).

Semester	Course	Paper	Nomenclature of paper	Credits (4+2)	Internal	External	Total Marks	Duration of Exam. (Hrs)
1	CC-I	B-LIS-N101	Fundamentals of Library and Information Science (Theory)	4	50	50	100	3
		B-LIS-N102	Fundamentals of Library and Information Science (Practice)	2	25	25	50	3
2	CC-2	B-LIS-N201	Basics of Library Operations (Theory)	4	50	50	100	3
		B-LIS-N202	Basics of Library Operations (Practice)	2	25	25	50	3
3	CC-3	B-LIS-N301	Information Sources and Services (Theory)	4	50	50	100	3
		B-LIS-N302	Information Sources and Services (Practice)	2	25	25	50	3
4	CC-4	B-LIS-N401	Introduction to Library Automation and Digital Library (Theory)	4	50	50	100	3
		B-LIS-N402	Introduction to Library Automation and Digital Library (Practice)	2	25	25	50	3
5	CC-5	B-LIS-N501	Knowledge Organisation	6	75	75	150	3
	DSE	B-LIS-N502	School Library System	6	75	75	150	3
		B-LIS-N503	College Library System	6	75	75	150	3
		B-LIS-N504	Public Library System	6	75	75	150	3
		B-LIS-	MOOC* (From Swayam)	*			*	

		N505	Portal)					
	SEC-1	B-LIS-NS1	Information Search Techniques	6	75	75	150	3
6	CC-6	B-LIS-N601	Information storage and Retrieval	6	75	75	150	3
	DSE	B-LIS-N602	Information Literacy	6	75	75	150	3
		B-LIS-N603	Disaster Management in Libraries	6	75	75	150	3
		B-LIS-N604	Preservation and Conservation of Library Resources	6	75	75	150	3
	SEC-1	B-LIS-S1	Citation and Reference Management Software	6	75	75	150	3
7	CC-1H1 (for without Honors)	RAEC	Research ethics	4	50	50	100	3
			Research Methodology	4	50	50	100	3
		RPS	Review of Literature	4			100	
			Synopsis Writing and Seminar (s)	4			100	
		RAEC	Dissertation/Thesis preparation /writing	20			500	
8	CC-1H2 (for without Honors)	RPS	Mid-term Seminars	2			50	
			pre-submission seminar	2			50	

## Semester-I

<b>CC-1</b> <b>B-LIS-N101: Fundamentals of Library and Information Science (Theory)</b>	<b>Total Credit: 4</b> <b>Total Marks: 100</b> <b>Internal: 50</b> <b>External: 50</b> <b>Duration of Exam: 3 Hrs.</b>
<b>Objectives</b>	
101.1 To introduce students to the concept of libraries and similar institutions, types of libraries and laws of Library Science. 101.2 To acquaint the students with various types of information sources. 101.3 To introduce students to various sections of libraries and their functions. 101.4 To introduce students to the concept of classification and call number and to familiarize them with basic features of CC and DDC.	
<b>Course Outcomes (CO):</b> After studying this course, students shall be able to:	
<b>B-LIS-N101.1</b>	Distinguish, library from other similar institutions and among different types of libraries. Understand the theoretical foundations of different library activities.
<b>B-LIS-N101.2</b>	Identify different information sources on the basis of their characteristics.
<b>B-LIS-N101.3</b>	Perform the routine Library activities in different sections of the libraries.
<b>B-LIS-N101.4</b>	Understand the importance of library classification and interpret different components of call number and salient features of CC and DDC.
<b>Internal Assessment : 50 Marks (Attendance-10/Assignment-10 + Midterm test-30)</b> <b>Midterm test will consist of the following:</b> (i) Five MCQ-01 Mark each (ii) Two out of three short answer type questions-2.5 marks each. (iii) Two descriptive questions-10 marks each	
<b>Note for the Paper Setter</b> The paper is divided into 4 Units. The examinees will be required to attempt <b>Five</b> questions in all, including Question 1, which is compulsory and selecting <b>One</b> question from each Unit (I – IV). Question 1 will consist of 5 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set <b>Two</b> questions from each Unit.	
<b>Unit-I</b> <ul style="list-style-type: none"> <li>- Introduction to libraries, museums and archives. Library: Definitions, aims, objective, functions and services.</li> <li>- Types of libraries: Objectives and functions of public library, academic library, special library.</li> <li>- Five Laws of library science and their implications on libraries</li> </ul>	

**Unit-II**

- Reference and information sources: Definitions and characteristics. Primary, secondary and tertiary sources; print and digital. Institutional and human sources. Classification of Information sources.
- Introduction to conventional primary sources: Monographs, periodicals, conference proceedings, theses and dissertations, patents etc.
- Introduction to conventional secondary and tertiary Sources: Dictionaries, encyclopedias, yearbooks and almanacs, geographical sources, directories, union catalogues.

**Unit-III**

- Introduction to acquisition, technical processing, maintenance, circulation and serials control.
- Acquisitions section: Selection procedure in libraries from recommendation to procurement, for conventional documents.
- Book selection tools, maintenance of records in acquisitions section: book recommendation files, purchase order files, accession register, payment files etc.

**Unit-IV**

- Classification: definition, need and purpose.
- Introduction to CC & DDC.
- Call number: Class number, book number and collection number

**Books Recommended**

- Husain, Sabahat. (2004). Library Classification: Facets and Analysis. Delhi: B.R. Publishing.
- Khanna, J.K. (2009). Library & society. India: Neha Publishers & Distributors. ISBN: 8170001714
- Krishna Kumar (1987). Library Administration and Management. Delhi: Vikas
- Kumar, Kumar (2007). Library management in electronic environment. Har-Anand Publications.
- Mittal, R.L. (1987). Library administration. Ed 5. New Delhi: Ess Ess Publications.
- Ranganathan, S.R.(1988). The Five Laws of Library Science. New Delhi: Sarada Ranganathan Endowment for Library Science.
- Saini (O.P.) Pustakalaya aura Samaja. (Hindi Medium).
- Singh. G. (2013). Information sources, services and systems. India: Prentice Hall India Learning Private Limited.
- Taylor, A.G.(2007). Introduction to cataloguing and classification (10<sup>th</sup> ed.). New Delhi: Atlantic.
- Usha Pawan and Gupta (Pawan Kumar). Sandarbh Sewa: Saidhantik avom Kriyatmak. 1994. RBSA, Jaipur. (Hindi Medium)

## **Open Educational Resources**

### **Unit 1:**

Five Laws of Library Science (Lesson 4). NIOS. <https://nios.ac.in/media/documents/SrSecLibrary/LCh-004.pdf>

Satyanarayana, R. (2017). Laws of Library Science (Unit-4). Library and Information Social Perspective (Block-1). IGNOU. <https://egyankosh.ac.in/bitstream/123456789/35226/5/Unit-4.pdf> and <https://egyankosh.ac.in/bitstream/123456789/58325/1/Unit4.pdf> (Hindi Medium).

Satyanarayana, R. (2017). Types of Libraries (Unit-2). Library and Information Social Perspective (Block-1). IGNOU. <https://egyankosh.ac.in/bitstream/123456789/35223/5/Unit-2.pdf> and <https://egyankosh.ac.in/bitstream/123456789/58321/1/Unit2.pdf> (Hindi Medium)

Types of Libraries and information Centres: Public, Academic, Special and National (Lesson 2). NIOS. <https://nios.ac.in/media/documents/SrSecLibrary/LCh-002.pdf>

ग्रंथालय और सूचना केन्द्रों के प्रकार ([पाठ 2](#)). NIOS. <https://nios.ac.in/media/documents/SrSecLibrary/LCh-002H.pdf>

ग्रंथालय विज्ञान के पांच सूत्र ([पाठ 4](#)). NIOS. <https://nios.ac.in/media/documents/SrSecLibrary/LCh-11H.pdf>

### **Unit 2:**

Reference and Information Access Tools : An Overview (Unit-1). Study of Reference Sources (Block-1). IGNOU. <https://egyankosh.ac.in/bitstream/123456789/33141/1/Unit-1.pdf>

Types of Reference and Information Access Tools (Unit-2). Study of Reference Sources (Block-1). IGNOU. <https://egyankosh.ac.in/bitstream/123456789/33140/1/Unit-2.pdf>

### **Unit 3:**

Ansari,S.(2017). Basic Housekeeping Operations Part-1 (Unit-5). Library Function and Operation (Block-2). IGNOU. <https://egyankosh.ac.in/bitstream/123456789/35881/5/Unit-5.pdf>

Ansari,S.(2017). Basic Housekeeping Operations Part-2 (Unit-6). Library Function and Operation (Block-2). IGNOU. <https://www.egyankosh.ac.in/bitstream/123456789/35882/5/Unit-6.pdf>

Patainak R. Selection and acquisition (Module 09). Management of Libraries and Information Centres and Knowledge Centres (Paper No 06). *e-PG Pathshala*.

### **Unit 4:**

Colon Classification (CC) (Unit-13). Study of Selected Schemes of Library Classification (Block-4). IGNOU. <https://egyankosh.ac.in/bitstream/123456789/33085/1/Unit-13.pdf>

Dewey Decimal Classification (DDC) (Unit-10). Study of Selected Schemes of Library Classification (Block-4). IGNOU. <https://egyankosh.ac.in/bitstream/123456789/33088/1/Unit-10.pdf>

Need and Purpose of Library Classification (Unit-2). Elements of Library Classification (Block-1). IGNOU. <https://egyankosh.ac.in/bitstream/123456789/33074/1/Unit-2.pdf>

Satija, M.P. Colon Classification (Module 12(2)). KO & Processing: Classification (Paper No. 02). *e-PG Pathshala*.

### Mapping Matrix

#### CO-PO Matrix

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
<b>B-LIS-N101.1</b>	3	3	2	1	2	1	3	2
<b>B-LIS-N101.2</b>	3	3	3	3	3	2	3	2
<b>B-LIS-N101.3</b>	2	3	1	2	3	1	2	3
<b>B-LIS-N101.4</b>	3	3	3	3	3	3	3	2
<b>Average</b>	<b>2.75</b>	<b>3</b>	<b>2.25</b>	<b>2.25</b>	<b>2.75</b>	<b>1.75</b>	<b>2.75</b>	<b>2.25</b>

#### CO-PSO Matrix

CO	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>B-LIS-N101.1</b>	3	1	1	2	2	3	2
<b>B-LIS-N101.2</b>	3	2	2	3	2	3	1
<b>B-LIS-N101.3</b>	3	3	3	1	2	3	2
<b>B-LIS-N101.4</b>	3	2	3	2	1	3	3
<b>Average</b>	<b>3</b>	<b>2</b>	<b>2.25</b>	<b>2</b>	<b>1.75</b>	<b>3</b>	<b>2</b>

## Semester-I

<b>CC-1</b>	<b>Total Credit: 2</b> <b>Total Marks: 50</b> <b>Internal: 25</b> <b>External: 25</b> <b>Duration of Exam: 3 Hrs.</b>
<b>B-LIS-N102: Fundamental of Library and Information Science (Practice)</b>	
<b>Objectives</b>	
<b>102.1</b>	To familiarize with the process of classification.
<b>102.2</b>	To acquaint with various provisions of Colon Classification scheme.
<b>103.3</b>	To acquaint with various provisions of Dewey Decimal Classification scheme.
<b>Course Outcomes (CO):</b> After studying this course, students shall be able to:	
<b>B-LIS-N102.1</b>	Classify the documents using Colon Classification scheme.
<b>B-LIS-N102.2</b>	Classify the documents using Dewey Decimal Classification and assign book number using Cutter Table.
<b>Internal Assessment: 25 Marks (Attendance-05 + Assignment-05 + Midterm test-15)</b>	
<b>Midterm test will consist of following:</b>	
(i) Two titles (out of three) from CC: 03 marks each	
(ii) Two titles (out of three) from DDC: 03 marks each	
(iii) Three titles of Book number: 01 mark each	
<b>Note for the Paper Setter</b>	
<p>The paper is divided into 2 Units. Unit-I on CC will consist of 2 parts. In <b>Part A</b>, there will be <b>seven titles</b>, consisting of <b>one mark</b> each and examinees will be required to attempt <b>five titles</b>. <b>Part-B</b> will consist of <b>three titles</b>, consisting of <b>2.5 marks</b> each and the examinees will be required to attempt <b>two titles</b>.</p> <p>Unit-II on DDC will also consist of 2 parts. In <b>Part A</b>, there will be <b>seven titles</b>, consisting of <b>one mark</b> each and examinees will be required to attempt <b>five titles</b>. <b>Part-B</b> will consist of <b>three titles</b>, consisting of <b>2.5 marks</b> each and the examinees will be required to attempt <b>two titles</b>.</p> <p>The examinees will be required to assign Book Numbers to attempted <b>five titles</b> in <b>Unit-II, Part-A</b> by using Cutter Table.</p>	
<p><b>Unit-I</b></p> <p>Introduction to Colon Classification.</p> <ul style="list-style-type: none"> <li>- Classification of simple subjects.</li> <li>- Classification of compound subjects.</li> <li>- Use of Common Isolates.</li> </ul> <p><b>Unit-II</b></p> <p>Introduction to Dewey Decimal Classification.</p> <ul style="list-style-type: none"> <li>- Classification of simple subjects.</li> <li>- Classification of compound subjects.</li> <li>- Use of Table-1 and 2.</li> </ul> <p>Use of Cutter Table for assigning book number.</p>	

## **Books Recommended**

- Dewey, Melvil. Dewey Decimal Classification. Latest available edition.
- Ranganathan, SR. Colon Classification. 6<sup>th</sup> revised edition.

## **Open Educational Resources**

### **Unit: 1**

Biological Sciences (Unit-12). Colon Classification (6th Edition) (Block-4). IGNOU.

<https://egyankosh.ac.in/bitstream/123456789/33100/1/Unit-12.pdf>

Humanities and Social Sciences (Unit-11). Colon Classification (6th Edition) (Block-4). IGNOU.

<https://egyankosh.ac.in/bitstream/123456789/33101/1/Unit-11.pdf>

Introduction, Structures and Organisation (Unit-8). Colon Classification (6th Edition): Preliminaries (Block-3). IGNOU. <https://egyankosh.ac.in/bitstream/123456789/33098/1/Unit-8.pdf>

Physical Sciences and Generalia (Unit-13). Colon Classification (6th Edition) (Block-4). IGNOU.

<https://egyankosh.ac.in/bitstream/123456789/33099/1/Unit-13.pdf>

Satija, M.P. Subjects: Basic, Compound and Complex: Phase relations (Module 08). KO & Processing: Classification (Paper No. 02). *e-PG Pathshala*.

Schedules and Techniques (Unit-9). Colon Classification (6th Edition): Preliminaries (Block-3). IGNOU.

<https://egyankosh.ac.in/bitstream/123456789/33097/1/Unit-9.pdf>

### **Unit: 2**

Auxiliary Tables and Devices (Unit-6). Dewey Decimal Classification (19th Edition) - Part 2 (Block-2). IGNOU. <https://egyankosh.ac.in/bitstream/123456789/33094/1/Unit-6.pdf>

Introduction, Structure and Organisation (Unit-1). Dewey Decimal Classification (19th Edition) - Part 1 (Block-1). IGNOU. <https://egyankosh.ac.in/bitstream/123456789/33092/1/Unit-1.pdf>

Practical Classification (Unit-7). Dewey Decimal Classification (19th Edition) - Part 2 (Block-2). IGNOU. <https://egyankosh.ac.in/bitstream/123456789/33093/1/Unit-7.pdf>

Satija, M.P. Subjects: Call, Book and Collection Numbers: Use of Cutter Author Tables (Module 13(1)). KO & Processing: Classification (Paper No. 02). *e-PG Pathshala*.

Study of Tables and Schedules (Unit-5). Dewey Decimal Classification (19th Edition) - Part 2 (Block-2). IGNOU. <https://egyankosh.ac.in/bitstream/123456789/33095/1/Unit-5.pdf>

### Mapping Matrix

#### CO-PO Matrix

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
<b>B-LIS-N102.1</b>	3	3	3	3	2	3	1	1
<b>B-LIS-N102.2</b>	3	3	3	3	2	3	1	1
<b>B-LIS-N102.3</b>	3	3	3	3	2	3	1	1
<b>Average</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>1</b>

#### CO-PSO Matrix

CO	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>B-LIS-N101.1</b>	1	3	3	1	2	3	1
<b>B-LIS-N101.2</b>	1	3	3	1	2	3	1
<b>B-LIS-N101.3</b>	1	3	3	1	2	3	1
<b>Average</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>1</b>

## Semester-II

<b>CC-2</b> <b>B-LIS-N201: Basics of Library Operations (Theory)</b>	<b>Total Credit: 4</b> <b>Total Marks: 100</b> <b>Internal: 50</b> <b>External: 50</b> <b>Duration of Exam: 3 Hrs.</b>
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### **Objectives**

**201.1** To enable the students to understand the concept, forms and types of Library Catalogue as Information Retrieval Tool and to understand the main features of MARC21 and RDA.

**202.2** To know the functions, routines and systems of Maintenance Section.

**203.3** To know the procedure of borrowing and returning of library materials and various related activities such as Overdue Charges, Loan Renewal and Inter Library Loan.

**203.4** To understand the characteristic features of Periodicals Management of print and online journals.

**Course Outcomes (CO):** After studying this course, students shall be able to:

<b>B-LIS-N201.1</b>	Use library catalogue in different forms for searching the library documents. Identify the entries prepared according to MARC21 and RDA.
<b>B-LIS-N201.2</b>	Perform various activities such as care and maintenance of collection, use of shelving furniture and other tools and preparation of list for binding and withdrawal.
<b>B-LIS-N201.3</b>	Able to charge and discharge library material to users, maintain relevant records and renewal as well as preservation of documents, calculate and collect fine.
<b>B-LIS-N01.4</b>	Perform routines of different functions of Periodicals Section such as recording, claims, shelving and binding of periodicals.

**Internal Assessment: 50 Marks (Attendance-10+Assignment-10 + Midterm test-30)**

**Midterm test will consist of the following:**

- (i) Five MCQ-01 Mark each
- (ii) Two out of three short answer type questions-2.5 marks each.
- (iii) Two descriptive questions-10 marks each

### **Note for the Paper Setter**

The paper is divided into **4** Units. The examinees will be required to attempt **Five** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I – IV). Question 1 will consist of **5** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

### **Unit-I**

- Cataloguing: Definition, need & functions.
- Introduction to MARC21 & RDA.
- Forms and types of library catalogue.
- Subject cataloguing.

**Unit-II**

- Maintenance: Book stacking/shelving methods – books, newspapers, print journals; shelf reading; shelf rectification, bookbinding; stock verification. Preservation of materials in libraries – the need for preservation, causes of deterioration of library materials, precautionary measures for preservation. Shelving furniture and tools. Withdrawal and weeding

**Unit-III**

- Circulation section: Functions of library circulation: Types of users; circulation privileges; registration of patrons for circulation; loan period; charging and discharging method; overdue charges; fine collection procedure; reservation of books; renewal of loan period; inter- library Loan; circulation statistics.

**Unit-IV**

- Serials control: Definition of periodicals; Types of periodicals; Selection of periodicals; Periodical Selection Tools; Pricing models: Subscription model and pay-per-view; annual subscription vs. perpetual access; ownership vs. access; big deals/subject bundles; licensing agreements. Receipt of periodicals. Claims generation—shelving of periodicals – current issues and bound volumes.

**Books Recommended**

- Krishan Kumar (1987). Library Administration and Management. Delhi: Vikas
- Krishan Kumar (2007). Library management in electronic environment. Har-Anand Publications.
- Mittal, R.L. (1987). Library administration. Ed 5. New Delhi: Ess Ess Publications.
- Tripathi, S.M. Granthalya Prabhandh (Hindi medium).
- Viswanathan, C.G. Cataloguing Theory and Practice.

**Open Educational Resources****Unit 1:**

Kanjilal, U. (2017). Marc-21 Cataloguing (Unit-11). Cataloguing - AACR II and MARC 21 (Block-2).IGNOU. <https://egyankosh.ac.in/handle/123456789/40122>

Library Catalogue: Objectives, Purposes and Functions (Unit-1). History, Purpose and Types of Library Catalogues (Block-1). IGNOU. <https://egyankosh.ac.in/bitstream/123456789/33105/1/Unit-1.pdf>

Physical Form of Library Catalogues (Unit-3). History, Purpose and Types of Library Catalogues (Block-1).IGNOU. <https://egyankosh.ac.in/bitstream/123456789/33103/1/Unit-3.pdf>

Subject Cataloguing – Problems (Unit-14). Subject Indexing, Vocabulary Control and Recent Developments in Cataloguing (Block-4). IGNOU.

<https://egyankosh.ac.in/bitstream/123456789/33119/1/Unit-14.pdf>

Types of Catalogue (Unit-4). History, Purpose and Types of Library Catalogues. IGNOU (Block-1).

<https://egyankosh.ac.in/bitstream/123456789/33102/1/Unit-4.pdf>

## **Unit 2:**

Anand, C.M. Shelving, maintenance and preservation (Module 11). Management of Libraries and Information Centres and Knowledge Centres (Paper No. 06). *e-PG Pathshala*.

Maintenance, Shelving and Stock Verification, Etc. (Unit-11). Use and Maintenance of the Library (Block-3). IGNOU. <https://egyankosh.ac.in/bitstream/123456789/33067/1/Unit-11.pdf>

## **Unit 3:**

Circulation Work (Unit-10). Use and Maintenance of the Library (Block-3). IGNOU.

<https://egyankosh.ac.in/bitstream/123456789/33068/1/Unit-10.pdf>

## **Unit 4:**

Acquisition of Periodicals and Serials (Unit-8). Information Resource Development (Block-2). IGNOU. <https://egyankosh.ac.in/bitstream/123456789/33062/1/Unit-8.pdf>

### Mapping Matrix

#### PO Matrix

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
<b>B-LIS-N201.1</b>	3	3	1	3	3	1	2	2
<b>B-LIS-N201.2</b>	1	2	1	2	1	1	2	2
<b>B-LIS-N201.3</b>	1	2	1	2	1	1	2	2
<b>B-LIS-N201.4</b>	1	2	1	2	1	1	2	2
<b>Average</b>	<b>1.5</b>	<b>2.25</b>	<b>1</b>	<b>2.25</b>	<b>1.5</b>	<b>1</b>	<b>2</b>	<b>2</b>

#### CO-PSO Matrix

CO	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>B-LIS-N201.1</b>	3	3	3	2	2	3	1
<b>B-LIS-N201.2</b>	3	3	3	3	3	3	2
<b>B-LIS-N201.3</b>	3	3	3	3	3	3	2
<b>B-LIS-N201.4</b>	3	3	3	3	3	3	2
<b>Average</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2.75</b>	<b>2.75</b>	<b>3</b>	<b>1.75</b>

## Semester-II

<b>CC-2</b> <b>B-LIS-N202: Basics of Library Operations (Practice)</b>	<b>Total Credit: 2</b> <b>Total Marks: 50</b> <b>Internal: 25</b> <b>External: 25</b> <b>Duration of Exam: 3 Hrs.</b>
<b>Objectives</b>	
<b>202.1</b> To familiarize with the process of Cataloguing. <b>202.3</b> To acquaint with the different kinds of entries prepared in CCC. <b>202.3</b> To acquaint with the different kinds of entries prepared to AACR-II. <b>202.4</b> To acquaint with the significant tags used in MARC 21. <b>202.5</b> To acquaint with the process of assigning/deriving subjects entries using Sear's List of Subject Headings and Chain Procedure.	
<b>Course Outcomes (CO):</b> After studying this course, students shall be able to:	
<b>B-LIS-N202.1</b>	Understand the process of cataloguing according to CC.
<b>B-LIS-N202.2</b>	Understand the process of cataloguing according to AACR-II.
<b>B-LIS-N202.3</b>	Understand the structure of MARC 21.
<b>Internal Assessment: 25 Marks (Attendance-05 + Preparation of Cataloguing copy-05 + Midterm test-15)</b> <b>Midterm test will consist of following:</b> (i) <b>One title from CCC (out of two): 01 mark each</b> (ii) <b>Two Titles from AACR-II (out of three): 05 marks each</b>	
<b>Note for the Paper Setter</b> The paper is divided into <b>2 Units</b> . Unit-I will be related to CCC in which there will be <b>three titles</b> consisting of <b>5 marks</b> each and the examinees will be required to attempt any <b>Two titles</b> . Unit-II will be related to AACR-II, in which there will be 2 parts. In <b>Part-A</b> , there will be <b>Three titles</b> consisting of <b>5 marks</b> each and the examinees will be required to attempt any <b>Two titles</b> . In <b>Part-B</b> , there will be <b>Two titles</b> consisting of <b>5 marks</b> each and the examinees will be required to attempt any one title.	
<b>Unit-I</b> <ul style="list-style-type: none"> <li>- Different kinds of entries according to CCC</li> <li>- Cataloguing of books with single and multiple authors.</li> <li>- Edited books with and without edition.</li> <li>- Introduction to chain procedure.</li> </ul>	
<b>Unit-II</b> <ul style="list-style-type: none"> <li>- Different kinds of entries according to AACR-II.</li> <li>- Cataloguing of books with single and multiple authors.</li> <li>- Edited books with and without edition.</li> <li>- Use of Sears List of Subject Headings.</li> </ul>	

## **Books Recommended**

- Anglo American Cataloguing Rules 2<sup>nd</sup> Revised Ed (1998). New Delhi: Oxford.
- Fritz, Devorah A. Cataloguing with AACR2 and US MARC records. Chicago: ALA.
- Ranganathan, SR. Classified Catalogue Code. 5<sup>th</sup> edition.
- Sear's List of subjects heading.
- Viswanathan, C.G. Cataloguing Theory and Practice.

### **Unit 1:**

Class Index Entry and Tracing (Unit-11). Classified Catalogue Code–Part 1 (Block-3).IGNOU.

<https://egyankosh.ac.in/bitstream/123456789/33101/1/Unit-11.pdf>

Corporate Authors (Unit-13). Classified Catalogue Code–Part 1 (Block-3).IGNOU.

<https://egyankosh.ac.in/handle/123456789/33129>

Personal Authors (Unit-12). Classified Catalogue Code–Part 1 (Block-3).IGNOU.

<https://egyankosh.ac.in/bitstream/123456789/33130/1/Unit-12.pdf>

Preliminaries to Classified Catalogue Code (Unit-10). Classified Catalogue Code – Part 1(Block-3).IGNOU.

<https://egyankosh.ac.in/bitstream/123456789/33132/1/Unit-10.pdf>

### **Unit 2:**

Preliminaries (Unit-1). AACR-2R-Part 1(Block-1). IGNOU.

<https://egyankosh.ac.in/bitstream/123456789/33124/1/Unit-1.pdf>

Shared Responsibility and Editorial Directions (Unit-3). AACR-2R-Part 1(Block-1). IGNOU.

<https://egyankosh.ac.in/bitstream/123456789/33122/1/Unit-3.pdf>

Single Personal Author (Unit-2). AACR-2R-Part 1(Block-1). IGNOU.

<https://egyankosh.ac.in/bitstream/123456789/33123/1/Unit-2.pdf>

### Mapping Matrix

#### CO-PO Matrix

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
<b>B-LIS-N201.1</b>	3	3	1	2	2	1	1	2
<b>B-LIS-N201.2</b>	3	3	1	2	2	1	1	2
<b>B-LIS-N201.3</b>	3	3	1	2	2	1	1	2
<b>Average</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>2</b>

#### CO-PSO Matrix

CO	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>B-LIS-N201.1</b>	2	3	3	3	3	3	1
<b>B-LIS-N201.2</b>	3	3	3	3	3	3	1
<b>B-LIS-N201.3</b>	2	3	3	3	3	3	1
<b>Average</b>	<b>2.33</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>1</b>

**KURUKSHETRA UNIVERSITY, KURUKSHETRA**  
**COURSE DISTRIBUTION (YEAR WISE) & SCHEME OF EXAMINATION (w.e.f.2020-21)**  
**B.Ed-1<sup>st</sup> Year**

Paper	Nomenclature	Maximum Marks			Periods per week	Exam Hour	Credits	Credit hours (per week)
		Total	External	Internal/Practicum				
801	Childhood and Growing Up	100	80	20	4	3hrs.	4	4
802	Contemporary India and Education	100	80	20	4	3hrs.	4	4
803	Learning and Teaching	100	80	20	4	3hrs.	4	4
804	Language across curriculum	50	40	10	2	1:30hrs	2	2
805	Understanding, Disciplines and subjects	50	40	10	2	1:30hrs	2	2
806	Gender, School and Society	50	40	10	2	1:30hrs	2	2
807-823	Pedagogy of a School Subjects- I	100	80	20	4	3hrs.	4	4
	Pedagogy of a School Subjects- II	100	80	20	4	3hrs.	4	4
831	Enhancing Professional Capacities (EPC)							
	(i) EPC-1 Reading and Reflection on Text	50*	25*	25*	4	1:30hrs	2	2
	(ii) EPC-3 Critical Understanding of ICT	50*	25*	25*	4	1:30hrs	2	2
837-853	School Internship Programme & Engagement with the Field (4 weeks)	...	...	...	...	...	...	
Course -14A OES S/ MOOCs** *	The students are required to opt any one OESS/ MOOCs Course (available during the ongoing session of B.Ed. Programme) being offered by any Department/ University.	--**	--**	---	0	---	---	
	<b>Total</b>	<b>650</b>	<b>520</b>	<b>130</b>	<b>26</b>		<b>26</b>	

\*External Exam for this course will be held at the end of 2<sup>nd</sup> Year.

\*\* Marks not added in the aggregate.

\*\*\*The students are required to opt one OESS in First Year and one MOOCs Courses (available on SWAYAM Portal) in Second Year (or as per the guidelines or directions issued by the regulatory bodies or university in this regard from time to time)

Note:-

- (a) Students can opt for any only two school subjects.
- (b) They have to opt for one school subject from each group except for Science, Commerce & Shastri/B.A. (Skt Hons)/M.A. (Skt) students.
- (c) Science students can opt for two school subject from Pedagogy of Sciences (Group-I).
- (d) Shastri / B.A. (Skt Hons)/ M.A. (Skt) student can opt for two school subjects i.e. Pedagogy of Hindi & Pedagogy of Skt. from Group-III.
- (e) Commerce students can opt for two school subjects from Pedagogy of Social Sciences (Group-II).

### **Group -I Pedagogy of Sciences:**

- (i) Pedagogy of Science (ii) Pedagogy of Biological Science
- (iii) Pedagogy of Computer Science (iv) Pedagogy of Home Science
- (v) Pedagogy of Physical Science

### **Group- II Pedagogy of Social Sciences:**

- (i) Pedagogy of Social Science (ii) Pedagogy of Commerce
- (iii) Pedagogy of Economics (iv) Pedagogy of History
- (v) Pedagogy of Geography (vi) Pedagogy of Art
- (vii) Pedagogy of Music

### **Group- III Pedagogy of Languages:**

- (i) Pedagogy of English (ii) Pedagogy of Hindi
- (iii) Pedagogy of Punjabi (iv) Pedagogy of Sanskrit

### **Group- IV Pedagogy of Mathematics:**

- (i) Pedagogy of Mathematics

## B.Ed-2 Year (Gen.) Syllabus / 2020-21/K.U.K

### B.Ed.- 2<sup>nd</sup> Year

Paper	Nomenclature	Maximum Marks			Periods per week	Exam Hour	Credits	Credit hours (per week)
		Total	External	Internal/ Practicum				
824	Knowledge and Curriculum	100	80	20	8	3hrs.	4	4
825	Assessment for Learning	100	80	20	8	3hrs.	4	4
826	Creating an Inclusive School	50	40	10	4	1:30hrs	2	2
	Optional Course							
827	(i) Environment Education	50	40	10	4	1:30hrs	2	2
828	(ii) Peace Education	50	40	10	4	1:30hrs	2	2
829	(iii) Health & Physical Education	50	40	10	4	1:30hrs	2	2
830	(iv) Guidance and Counselling	50	40	10	4	1:30hrs	2	2
	Enhancing Professional Capacities (EPC)							
831	I. Reading and Reflection on Text	50	25	25	4	1:30hrs	2	2
832	II.EPC-2 Drama & Art in Education	50	25	25	4	1:30hrs	2	2
833	III.EPC-3 Critical Understanding of ICT	50	25	25	4	1:30hrs	2	2
834	IV. Understanding the Self	50	25	25	4	1:30hrs	2	2
837-853	School Internship Programme & Engagement with the Field (16 weeks)							
	Pedagogy-I	175	100	75	...	...	16	16
	Pedagogy-II	175	100	75	...	...		
Course-14B OEES/ MOOCs ***	The students are required to opt any one OEES/ MOOCs Course (available during the ongoing session of B.Ed. Programme) being offered by any Department/ University.	--**	--**	---	0	---	---	---
	<b>Total</b>	<b>850</b>	<b>540</b>	<b>310</b>				

**DEPARTMENT OF SOCIOLOGY**  
**KURUKSHETRA UNIVERSITY, KURUKSHETRA**  
**(Established by the state Legislature Act –XII of 1956)**

**Scheme of Examination and Syllabus for**

**Undergraduate Program**

**Course: Sociology**

**Multiple Entry-Exit, Internship and CBCS-LOCF**

**in accordance to NEP-2020 w.e.f. the session 2022-23 in phased manner**

**Total Marks : -150 Marks**

**Internal Marks : -50% (75 Marks - Division of Marks as given below)**

<b>1. Attendance and Participation</b>	<b>:10% (15* marks)</b>
<b>2. Mid Term Exam of 2 Hours Duration after completion of 75% syllabus</b>	<b>:30% (45* Marks)</b>
<b>3. Assignments-Presentations</b>	<b>: 10% (15* marks)</b>

\* Evaluation Scale of Internal Assessment 1-4 i.e. (I; <30%, 2; 30-59%, 3; 60-70%, 4; >70%)

(% denotes marks on absolute scale)

**End term exam. : -50% (75 Marks)**

**Duration of End Term Exam: -3Hrs.**

**Scheme of examination of the Course alongwith POs, PSOs, COs and Mapping Matrix**

**PROGRAMME OUTCOMES (POs):-**

PO 1: Demonstrate a detailed knowledge and understanding of selected fields of study in core disciplines in the humanities, social sciences and languages;

PO 2: Apply critical and analytical skills and methods to the identification and resolution of problems within complex changing social contexts.

PO 3: Demonstrate a general understanding of the concepts and principles of selected areas of study outside core disciplines of the humanities, social sciences and languages;

PO 4: Apply an independent approach to knowledge that uses rigorous methods of inquiry and appropriate theories;

PO 5: Articulate the relationship between diverse forms of knowledge and the social, historical and cultural contexts that produced them;

PO 6: Communicate effectively and show ability to read, write, listen to and speak in a chosen language/s with fluency;

PO 7: Act as informed and critically discerning participants within the community of scholars, as citizens and in the work force;

PO 8: Work with independence, self-reflection and creativity to meet goals and challenges in the workplace and personal life.

**PROGRAMME SPECIFIC OUTCOMES (PSOs):-**

PSO 1: The student would be able to understand the basic concepts, growth and significance of the discipline.

PSO 2: The program would provide the critical reasoning and analysis of key issues alongwith different concepts of sociology.

PSO 3: The student would be able to apply the theoretical interpretations to society as well as they will acquire skill to identify social issues through scientific enquiry.

PSO 4: The students would be able to understand society, human behaviour and various social problems in the light of sociological perspectives.

**Choice Based Credit System (CBCS-LOCF) in accordance to NEP-2020  
w.e.f. 2022-23 (in phased manner) in II&HS**

Sem.	Course	Paper	Nomenclature of Paper	Credits (5+1)* (4+2)**	Time Contact hrs Theory+ Tutorial	Internal Marks	External Marks	Total Marks	Time of Exam
I	CC Sociology	B-SOC/ N101	Introduction to Sociology	6	5+1	75	75	150	3 Hrs
II	CC Sociology	B-SOC/ N201	Foundation of Sociological Thought	6	5+1	75	75	150	3 Hrs
III	CC Sociology	B-SOC/ N301	Indian Society	6	5+1	75	75	150	3 Hrs
IV	CC Sociology	B-SOC/ N401	Research Methodology	6	5+1	75	75	150	3 Hrs

**Note:** B-SOC/N101 for IIIrd Semester; B-SOC/N201 for IIId Semester; B-SOC/N301 for Vth Semester; B-SOC/N301 for VIth Semester; will consider for others programmes as General Elective Papers @ 6 Credits/ Papers

**\*Distribution of Credits of Course without Practical (Theory-5 Credits + Tutorial- 1 Credits)**

**\*\*Distribution of Credits of Course with Practical (Theory-4 Credits + Tutorial- 2 Credits)**

**Semester I**  
**Core Course (CC)**  
**Code: B-SOC/N101**

**Introduction to Sociology**

<b>Total Marks</b>	<b>:150</b>
<b>Internal Marks</b>	<b>: 75</b>
<b>External Marks</b>	<b>:75</b>
<b>Duration of Exam</b>	<b>: 3 Hrs.</b>
<b>L:T:FW</b>	
<b>Credit- 5:1:0=6</b>	

**Course Outcomes (COs):-**

B-SOC/N101.1 Students will be able to understand the nature, scope & development of sociology; relationship with other Social Sciences.

B-SOC/N101.2 Students will learn about the basic concepts of Sociology

B-SOC/N101.3 Students will acquire conceptual clarification regarding culture, socialisation & social control.

B-SOC/N101.4 Students will gain knowledge about the process of social change and allied concepts.

**Note:** - The Paper setter shall set 8 questions, 15 Marks each from all four units of the syllabus giving internal choice. However, one compulsory question in addition is to be set under fifth unit based on entire syllabus. This compulsory question would comprise four questions, 3.75 marks each. Such way, the examinees have to attempt five questions in all.

**Unit -I**

**Introduction to Sociology:** Meaning, Nature and Scope; Development of Sociology, Relationship of Sociology with History, Psychology and Economics.

**Unit- II**

**Basic concepts:** Society, Community, Institution, Association, Groups: Primary and Secondary; Reference Group, Social Structure, Status and Role.

**Unit-III**

**Culture and Society:** Culture and its types, Socialisation – Stages and Agencies; Social Control: Forms and Agencies, Religion-Meaning, forms, functions and dysfunctions; Concept of Religiosity.

**Unit-IV**

**Social Change:** Meaning and Types of Change, Factors of Social Change; Forms of Social Change: Evolution, Progress, Growth, Development, Revolution; Barriers to Social Change.

**Reference:**

Bottomore, T.B. (1972), *Sociology: A Guide to Problems and literature*. Bombay: George Allen and Unwin (India).

Harlambos, M. (1998), *Sociology: Themes and Perspectives*. New Delhi: Oxford University Press.

Jayaram, N. (1988), *Introductory Sociology*. Madras: Macmillan India.

Johnson, Harry M. (1995), *Sociology: A Systematic Introduction*. New Delhi: Allied Publishers.

Kingsley, Davis. (1981), *Human Society*, New Delhi: Surjeet Publications.

Gisbert. P. (2016), *Fundamentals of Sociology*, New Delhi, Orient Black Swan,

Nagla, Bhupender Kumar & Sheobahal Singh (2019), *Introducing Sociology*, Jaipur, Rawat Publication

Yadav, Ram Ganesh (2014), *Samajshastra Parichay*, New Delhi, Oriental Black Swan

Sachdeva, Bhushan (2012), *Fundamentals of Sociology*, Delhi: Pearson.

Sachdeva, Bhushan (2012), *Samajshastra*, Delhi: Pearson.

## **Mapping Matrix of Course B-SOC/N101**

**Mapping:** Mapping is a process of representing the correlation between COs and POs, COs and PSOs in the scale of 1 to 3 as follows (Table 1):

**Table 1: Scale of mapping between COs and POs**

Scale	
1	If the contents of course have low correlation (i.e. in agreement with the particular PO to a small extent) with the particular Programme outcome
2	If the contents of course have medium correlation (i.e. in agreement with the particular PO to a reasonable extent) with the particular Programme outcome
3	If the contents of course have strong correlation (i.e. in agreement with the particular PO to a large extent) with the particular Programme outcome

Same scale may be used to define the correlation between COs and PSOs

## **Mapping of Course Outcomes to Programme Outcomes :(CO-PO Mapping Matrix)**

Table 2 shows the CO-PO mapping matrix for a course (B-SOC/N101) assuming that there are 08 POs and 4 COs.

**Table 2: CO-PO Matrix for the Course B-SOC/N101**

CO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
B-SOC/N101.1	3	3	2	3	3	3	2	3
B-SOC/N101.2	3	3	2	3	3	3	2	3
B-SOC/N101.3	3	3	2	3	3	3	2	3
B-SOC/N101.4	3	3	2	3	3	3	2	3
Average	3	3	2	3	3	3	2	3

*Note: It is not necessary that each CO has a correlation with all the POs.*

## **Mapping of Course Outcomes to Programme Specific Outcomes :(CO-PSO Mapping Matrix)**

Table 3 shows the CO-PSO mapping matrix for a course (B-SOC/N101) assuming that there are 4 PSOs and 4 COs.

**Table 3: CO-PSO Matrix for the Course-SOC/N101**

CO	PSO 1	PSO 2	PSO 3	PSO 4
<b>B-SOC/N101.1</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>B-SOC/N101.2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>B-SOC/N101.3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>B-SOC/N101.4</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Average</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Semester II**  
**Core Course (CC)**  
**Code: B-SOC/N201**  
**Foundation of Sociological Thought**

<b>Total Marks</b>	<b>: 150</b>
<b>Internal Marks</b>	<b>: 75</b>
<b>External Marks</b>	<b>: 75</b>
<b>Duration of Exam</b>	<b>: 3 Hrs.</b>
<b>L:T:FW</b>	
<b>Credit- 5:1:0=6</b>	

**Course Outcomes (COs):-**

B-SOC/N201.1 The students would learn about various aspects and role of positivism in sociology as a discipline.

B-SOC/N201.2 The students would learn about the functionalist perspective in sociology in the opinion of its pioneers.

B-SOC/N201.3 It will help the students to understand conflict perspective to study social phenomenon.

B-SOC/N201.4 Students will acquire insight into interpretative understanding of society.

**Note:** - The Paper setter shall set 8 questions, 15 Marks each from all four units of the syllabus giving internal choice. However, one compulsory question in addition is to be set under fifth unit based on entire syllabus. This compulsory question would comprise four questions, 3.75 marks each. Such way, the examinees have to attempt five questions in all.

**Unit-I**

**Positivism & Interpretativism:** Comte's Law of Three Stages; Durkheim: Social Fact; Max Weber: Social Action; Karl Popper: Post-Positivism.

**Unit-II**

**Functionalism:** Radcliffe Brown's Structural Functional Approach; Malinowski's Individual Functionalism; Merton's Social Structure; Parson's Social System.

**Unit-III**

**Conflict:** Marx's Class Conflict; Simmel's Conflict Propositions; Coser's Approach of Social Conflict' Dahrendorf's Class and Class Conflict in Industrial Society.

**Unit-IV**

**Interactionism:** Mead: Mind, Self & Society; Herbert Blumer's Rational Interpretation; Alfred Schutz: Phenomenology; Erving Goffman: Dramaturgy.

## References:

Aron, Raymond (1967), *Main Currents in Sociological Thought*, London: Weidenfield and Nicholson, Vol.I and Vol.II.

Doshi, S.L and P.C. Jain (2001), *ParmukhSmajshastriyaVicharak: Kamte se Mertontak*, Jaipur, Rawat Publication

Hussain, Mujatba (2010), *SamajshastriyaVichar*, New Delhi, Oriental Blackswan

Jayapalan, N. (2001), *Sociological Theory*, New Delhi: Atlantic Publishers.

Judge, Paramjit Singh (2012), *Foundations of Classical Sociological Theory: Functionalism, Conflict and Action*, Delhi: Pearson.

Kundu, Abhijit (2010), *Sociological Theory*, New Delhi: Orient Black-swan.

## Mapping Matrix of Course B-SOC/N201

**Mapping:** Mapping is a process of representing the correlation between COs and POs, COs and PSOs in the scale of 1 to 3 as follows (Table 1):

**Table 1: Scale of mapping between COs and POs**

Scale	
1	If the contents of course have low correlation (i.e. in agreement with the particular PO to a small extent) with the particular Programme outcome
2	If the contents of course have medium correlation (i.e. in agreement with the particular PO to a reasonable extent) with the particular Programme outcome
3	If the contents of course have strong correlation (i.e. in agreement with the particular PO to a large extent) with the particular Programme outcome

Same scale may be used to define the correlation between COs and PSOs

## Mapping of Course Outcomes to Programme Outcomes:(CO-PO Mapping Matrix)

Table2 shows the CO-PO mapping matrix for a course (B-SOC/N201) assuming that there are 08 POs and 4COs.

**Table 2: CO-PO Matrix for the Course B-SOC/N201**

CO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
B-SOC/N201.1	3	3	2	3	3	3	2	3
B-SOC/N201.2	3	3	2	3	3	3	2	3
B-SOC/N201.3	3	3	2	3	3	3	2	3
B-SOC/N201.4	3	3	2	3	3	3	2	3

Average	3	3	2	3	3	3	2	3
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Note: It is not necessary that each CO has a correlation with all the POs.

### Mapping of Course Outcomes to Programme Specific Outcomes:(CO-PSO Mapping Matrix)

Table3 shows the CO-PSO mapping matrix for a course (B-SOC/N201) assuming that there are 4 PSOs and 4COs.

**Table 3: CO-PSO Matrix for the Course B-SOC/N201**

CO	PSO 1	PSO 2	PSO 3	PSO 4
<b>B-SOC/N201.1</b>	3	3	3	3
<b>B-SOC/N201.2</b>	3	3	3	3
<b>B-SOC/N201.3</b>	3	3	3	3
<b>B-SOC/N201.4</b>	3	3	3	3
<b>Average</b>	3	3	3	3

**Semester III**  
**Core Course (CC)**  
**Code: B-SOC/N301**  
**Indian Society**

<b>Total Marks</b>	<b>: 150</b>
<b>Internal Marks</b>	<b>: 75</b>
<b>External Marks</b>	<b>: 75</b>
<b>Duration of Exam</b>	<b>: 3 Hrs.</b>
<b>L:T:FW</b>	
<b>Credit- 5:1:0=6</b>	

### Course Outcomes (COs):-

B-SOC/N301.1 The Students would be familiarized with various socio-cultural dimensions of Indian society.  
 B-SOC/N301.2 It would enhance knowledge of the students about the structural inequalities in Indian society.  
 B-SOC/N301.3 The students will be acquainted with important familial issues.  
 B-SOC/N301.4 It would help students to have understanding of contemporary social issues as well as their remedial measures.

**Note:** - The Paper setter shall set 8 questions, 15 Marks each from all four units of the syllabus giving internal choice. However, one compulsory question in addition is to be set under fifth unit based on entire syllabus. This compulsory question would comprise four questions, 3.75 marks each. Such way, the examinees have to attempt five questions in all.

### UNIT – I

**Dimensions of Indian Society:** Evolution of Indian Society: Socio- Cultural Dimensions; Unity and Diversity in Indian Society; Multi-Ethnic; Multi-Religious; Cultural and Lingual

### UNIT – II

**Structural Issues:** Inequality of Caste, Class, Race and Gender; Backward Castes, Weaker Sections and Dalits, Minorities, Scheduled Tribes.

### UNIT – III

**Familial Issues:** Family Violence, Dowry, Divorce, Problems of the Aged, Women & Children, Women Property Right.

### UNIT – IV

**Contemporary Issues:** Poverty: Indicators, Causes & Alleviation Programmes, Unemployment, Development and Displacement; Population Explosion; Multi-Culturalism.

### References:

Beteille, Andre (1974), *Social Inequality*, New Delhi: OUP  
Dube, S.C. (1991), *Indian Society*, New Delhi: National Book Trust.  
Desai Neera&MathayeeKrishnaraj (1997), *Women and Society in India*, Ajanta Bombay  
Desai, Neera andUshaThakkar (2001), *Women in Indian Society*, National Book Trust, India  
Ahuja, Ram (1997), *Societyin India: Concept, Theories and Recent Trends*, Jaipur: Rawat Publication.  
Sharma K.L. (ed.) (1994), *Caste and Class*, Jaipur, Rawat Publication  
Sharma, K.L (2011), *Indian Social Structure and Change*, Rawat Publications  
Sharma, G.L (2015), *SamajikMudde*,Rawat Publication

## Mapping Matrix of Course B-SOC/301

**Mapping:** Mapping is a process of representing the correlation between COs and POs, COs and PSOs in the scale of 1 to 3 as follows (Table 1):

**Table 1: Scale of mapping between COs and POs**

Scale	
1	If the contents of course have low correlation (i.e. in agreement with the particular PO to a small extent) with the particular Programme outcome
2	If the contents of course have medium correlation (i.e. in agreement with the particular PO to a reasonable extent) with the particular Programme outcome
3	If the contents of course have strong correlation (i.e. in agreement with the particular PO to a large extent) with the particular Programme outcome

Same scale may be used to define the correlation between COs and PSOs

## Mapping of Course Outcomes to Programme Outcomes:(CO-PO Mapping Matrix)

Table2 shows the CO-PO mapping matrix for a course (B-SOC/N301) assuming that there are 08 POs and 4COs.

**Table 2: CO-PO Matrix for the Course B-SOC/N301**

CO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8

B-SOC/N301.1	3	3	2	3	3	3	2	3
B-SOC/N301.2	3	3	2	3	3	3	2	3
B-SOC/N301.3	3	3	2	3	3	3	2	3
B-SOC/N301.4	3	3	2	3	3	3	2	3
Average	3	3	2	3	3	3	2	3

Note: It is not necessary that each CO has a correlation with all the POs.

### Mapping of Course Outcomes to Programme Specific Outcomes:(CO-PSO Mapping Matrix)

Table3 shows the CO-PSO mapping matrix for a course (B-SOC/N301) assuming that there are 4 PSOs and 4COs.

**Table 3: CO-PSO Matrix for the CourseB-SOC/N301**

CO	PSO 1	PSO 2	PSO 3	PSO 4
B-SOC/N301.1	3	3	3	3
B-SOC/N301.2	3	3	3	3
B-SOC/N301.3	3	3	3	3
B-SOC/N301.4	3	3	3	3
Average	3	3	3	3

**Semester IV**  
**Core Course (CC)**  
**Code: B-SOC/N401**  
**Research Methodology**

<b>Total Marks</b>	<b>: 150</b>
<b>Internal Marks</b>	<b>: 75</b>
<b>External Marks</b>	<b>: 75</b>
<b>Duration of Exam</b>	<b>: 3 Hrs.</b>
<b>L:T:FW</b>	
<b>Credit- 5:1:0=6</b>	

#### Course Outcomes (COs):-

B-SOC/N401.1 Students would know about the basic understanding of social research and scientific methods.

B-SOC/N401.2 Students would be able to explain various methods and techniques of data collection & measure of central tendency.

B-SOC/N401.3 Students would be able to understand qualitative and quantitative methods of data collections.

B-SOC/N401.4 Students would acquire a skill in data analysis process in details.

**Note:** - The Paper setter shall set 8 questions, 15 Marks each from all four units of the syllabus giving internal choice. However, one compulsory question in addition is to be set under fifth unit based on entire syllabus. This compulsory question would comprise four questions, 3.75 marks each. Such way, the examinees have to attempt five questions in all.

## UNIT -I

**Social Research:** Meaning, Steps & Types; Fact&Theory; Concept & Variable; Scientific Method; Social Survey.

## UNIT - II

**Research Designing:** Research Design, Meaning & Types; Sampling: Types&Significance.

**Sources of Data:** Primary, Secondary.

## UNIT- III

**Qualitative Methods:** Content Analysis, Narrative Analysis, Ethnography and Observation.

**Quantitative Methods:** Interview, Questionnaire and Schedule

## UNIT - IV

**Data Analysis:** Editing, Coding, Classification and Tabulation.

**Graphic Presentation:** BarDiagram; Histogram; Pie Chart; Polygon.

**Measures of Central Tendency:** Mean, Mode, Median.

### References:

Ahuja, Ram (2001), **Research Methods**, New Delhi: Rawat Publication.

Ahuja, Ram (2003), **Samajik Servekshanavm Anusandhan**, Jaipur, Rawat Publication

Goode, W.J. and P.K. Hatt (1952), **Methods in Social Research**, New York: McGraw International.

Srivastava, Prakash G.N. (1994), **Advances Research Methodology**, Delhi: Radha Publication.

Thakur, Devender (2003), **Research Methodology in Social Science**, Delhi: Deep and Deep Publication.

Young, P.V. (1988), **Scientific Social Survey and Research**, New Delhi Prentice Hall.

Kumar, Ranjit (2006), **Research Methodology**, Australia: Pearson Education

Mahajan, Dharamveer and Kamlesh Mahajan (2019) **Samajik Anusandhanka Pranhali Vigyan**, Delhi: Vivek Publication.

## Mapping Matrix of Course B-SOC/N401

**Mapping:** Mapping is a process of representing the correlation between COs and POs, COs and PSOs in the scale of 1 to 3 as follows (Table 1):

**Table 1: Scale of mapping between COs and POs**

Scale	
1	If the contents of course have low correlation (i.e. in agreement with the particular PO to a small extent) with the particular Programme outcome
2	If the contents of course have medium correlation (i.e. in agreement with the particular PO to a reasonable extent) with the particular Programme outcome
3	If the contents of course have strong correlation (i.e. in agreement with the particular PO to a large extent) with the particular Programme outcome

Same scale may be used to define the correlation between COs and PSOs

## **Mapping of Course Outcomes to Programme Outcomes:(CO-PO Mapping Matrix)**

Table2 shows the CO-PO mapping matrix for a course (B-SOC/N401) assuming that there are 08 POs and 4COs.

**Table 2: CO-PO Matrix for the Course B-SOC/N401**

CO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
B-SOC/N401.1	3	3	2	3	2	3	2	3
B-SOC/N401.2	3	3	2	3	2	3	2	3
B-SOC/N401.3	3	3	2	3	2	3	2	3
B-SOC/N401.4	3	3	2	3	2	3	2	3
Average	3	3	2	3	2	3	2	3

*Note: It is not necessary that each CO has a correlation with all the POs.*

## **Mapping of Course Outcomes to Programme Specific Outcomes:(CO-PSO Mapping Matrix)**

Table3 shows the CO-PSO mapping matrix for a course (B-SOC/N401) assuming that there are 4 PSOs and 4COs.

**Table 3: CO-PSO Matrix for the Course B-SOC/N401**

CO	PSO 1	PSO 2	PSO 3	PSO 4
B-SOC/N401.1	3	2	3	3
B-SOC/N401.2	3	2	3	3
B-SOC/N401.3	3	2	3	3
B-SOC/N401.4	3	2	3	3
Average	3	2	3	3

## **Table 4: Mapping of COs, POs and PSOs (Sociology)**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4
B-SOC-N101	3	3	3	3	3	3	2	3	3	3	3	3
B-SOC-N201	3	3	3	3	3	3	2	3	3	3	3	3
B-SOC-N301	3	3	3	3	3	3	2	3	3	3	3	3
B-SOC-N401	3	3	2	3	3	3	2	3	3	2	3	3

**Note: - \*Course Code of Generic Elective Paper will be decided after opting the same by the student  
Attainment of COs:**

**\*\*MOOC Courses from Swayam Portal can opt only when University approved the same from time to time**

The attainment of COs can be measured on the basis of the results of internal assessment and semester examination. The attainment is measured on scale of 3 after setting the target for COs attainment. **Following table** shows the CO attainment levels assuming the set target of 60% marks:

### **CO Attainment Levels for internal assessment**

Attainment Level	
1 (low level of attainment)	60% of students score more than 60% of marks in class tests of a course.
2 (Medium level of attainment)	70% of students score more than 60% of marks in class tests of a course.
3 (High level of attainment)	80% of students score more than 60% of marks in class tests of a course.

*Note: In the above table, the set target is assumed as 60%. It may vary in different departments/institutes. The staff councils of the Departments/institutes may finalize the set target.*

A proper mapping of course outcomes with assessment methods should be defined before measuring the attainment level. The questions in tests for internal assessment are based on COs. Here it is assumed that class test-I is based on first two COs (i.e. **B-SOC-N101.1 and B-SOC-N101.2**) of a course with equal weightage given to both COs. Similarly, class test-II is based on next two COs (i.e. **B-SOC-N101.3 and B-SOC-N101.4**) of a course with equal weightage given to these two COs. For each internal assessment test, the percentage of students attaining the target level of CO is estimated and average percentage will decide the attainment level of COs. Following steps may be followed for determining the attainment level in internal assessment of a course.

- (i) Estimate the %age of students scoring set target (say 60%) or more in the question(s) of test -I based on first CO i.e. **B-SOC-N101.1**.
- (ii) Estimate the %age of students scoring set target (60%) or more in the question(s) of test-I based on second CO i.e. **B-SOC-N101.2**.
- (iii) Estimate the %age of students scoring set target (60%) or more in the question(s) of test-II based on third CO i.e. **B-SOC-N101.3**.
- (iv) Estimate the %age of students scoring set target (60%) or more in the question(s) of test-II based on the fourth CO i.e. **B-SOC-N101.4**.
- (v) Take average of the percentages obtained above.
- (vi) Determine the attainment level i.e. 3, 2 or 1 as per scale defined in **the above table**.

*Note: In the above steps, it is assumed that internal assessment is based on two tests only. However, if internal assessment is based on more than two tests and/or on assignments then same may be incorporated to determine the COs attainment level. There may be more than four COs for a course. The set target may also be different for different COs. These issues may be resolved by the staff councils of the departments/institutes.*

For determining the attainment levels for end semester examination, it is assumed that questions in the end term examination are based on all COs of the course. Attainment levels for end semester examination of a course can be determined after the declaration of the results. The CO attainment levels for end semester examination are given **in the following Table**.

## CO Attainment Levels for End Semester Examination (ESE)

Attainment Level	
1 (Low level of attainment)	60% of students obtained letter grade of A or above (for CBCS programmes) or score more than 60% of marks (for non-CBCS programmes) in ESE of a course.
2 (Medium level of attainment)	70% of students obtained letter grade of A or above (for CBCS programmes) or score more than 60% of marks (for non-CBCS programmes) in ESE of a course.
3 (High level of attainment)	80% of students obtained letter grade of A or above (for CBCS programmes) or score more than 60% of marks (for non-CBCS programmes) in ESE of a course.

**Note:** In the above table, the set target is assumed as grade A for CBCS courses and 60% for non-CBCS Courses. It may vary in different departments/institutes. The staff councils of the departments/institutes may finalize the set target.

### Overall CO Attainment level of a Course:

The overall CO attainment level of a course can be obtained as:

Overall CO attainment level = 50% of CO attainment level in internal assessment + 50% of CO attainment level in end semester examination.

The overall COs attainment level can be obtained for all the courses of the programme in a similar manner.

### Attainment of POs:

The overall attainment level of POs is based on the values obtained using direct and indirect methods in the ratio of 50:50. The direct attainment of POs is obtained through the attainment of COs. The overall CO attainment value as estimated above and CO-PO mapping value as shown in **Table 3** are used to compute the attainment of POs. PO attainment values obtained using direct method can be written as shown in the following Table.

**PO Attainment Values using Direct Method**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
B-SOC-N101								
B-SOC-N201								
B-SOC-N301								
B-SOC-N401								
Direct PO attainment	Average of above values	Average of above values	Average of above values	--	--	--	--	Average of above values

The PO attainment values to be filled in above table can be obtained as follows:

#### For B-SOC-N101-PO1 Cell:

PO1 attainment value = (Mapping factor of **B-SOC-N101**-PO1 from **Table 3** × Overall CO attainment value for the course **B-SOC-N101**)/3

#### For B-SOC-N201-PO1 Cell:

PO1 attainment value = (Mapping factor of **B-SOC-N201**-PO1 from **Table 3** × Overall CO attainment value for the course **B-SOC-N201**)/3

Similarly, values for each cell of the above table can be obtained. The direct attainment of POs is average of individual PO attainment values.

In order to obtain the PO attainment using indirect method, a student exit survey based on the questionnaire of POs may be conducted at end of last semester of the program. The format for the same is given **in the following table**. Average of the responses from the outgoing students for each PO is estimated.

The overall PO attainment values are obtained by adding attainment values estimated using direct and indirect methods in the proportion of 50:50 as follows:

Overall attainment value for PO1 =

$0.5 \times \text{average attainment value for PO1 using direct method (from above table)} +$

$0.5 \times \text{average response of outgoing students for PO1}$

Similarly, overall attainment value can be obtained for each PO.

### **Questionnaire for indirect measurement of PO attainment (For outgoing students)**

At the end of my degree programme I am able to do:

	Please tick any one		
Statement of PO1	3	2	1
Statement of PO2	3	2	1
Statement of PO3	3	2	1
Statement of PO4	3	2	1
Statement of PO5	3	2	1
Statement of PO6	3	2	1
Statement of PO7	3	2	1
Statement of PO8	3	2	1
3: Strongly Agree; 2: Agree; 1: Average			

Overall PO attainment values can be written as shown **in the following Table**.

**Overall PO attainment Values**

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
Direct PO attainment								
Indirect PO attainment								
Overall PO attainment								
Target	2	2	2	2	2	1.5	2	2

The overall PO attainment values obtained above are compared with set target. The set target for each PO may be different and can be finalized by the staff councils of the departments/institutes. If overall PO attainment value is less than the set target value then an action plan may be prepared for improvement in the subsequent academic session.

The overall PSO attainment level based on CO-PSO mapping values and overall CO attainment values can be obtained in a similar manner.

**Department of Tourism and Hotel Management  
Kurukshetra University, Kurukshetra**

**Under  
Faculty of Commerce and Management,  
Kurukshetra University, Kurukshetra**

**PROGRAMME TITLE**

**BACHELOR OF HOTEL MANAGEMENT  
&  
CATERING TECHNOLOGY  
(BHM&CT)  
(L.O.C.F / C.B.C.S)**

**w.e.f.  
Session: 2020-2024**

## **Program Outcomes for the Faculty of Commerce and Management**

On successful completion of a program under Faculty of Commerce and Management, students will be able to develop:

- PO1. Soft skills and Working Skills: To comprehend, communicate and execute effectively and efficiently in all of their dealings.
- PO2. Leadership: To develop abilities to both lead and respect the views, positions and beliefs of others and to plan and manage effectively
- PO3. Innovativeness and Entrepreneurship: To explore issues and problems that needs solutions with entrepreneurial orientation
- PO4. Ethics and Values: To recognize, appreciate and follow ethical standards in all walks of life
- PO5. Adaptability and Sociability: Ready to understand and adapt the changing environment.
- PO6. Research and Analytical abilities: To Explore, analyses and provide solutions on emerging issues concerning various fields including public policy.
- PO7. Practical exposure and Employability: Exposure to actual working environment leading to employability
- PO8. Environmental Consciousness: In every action, dealing, service and manifestation

## **Programme Specific Objectives (PSO) of BHM & CT Programme**

- To prepare students for entry level operational positions in hotels
- Knowledge of hotel functions
- Ability to work in different departments of the hotels
- Apply standard hotel management practices to operational work requirements.
- Becoming socially responsible hotel professional

**Bachelors in Hotel Management & Catering Technology Programme  
(BHM&CT Programme)**

**under**

**Learning Outcome Based Curriculum & Choice based credit system (LOCF / CBCS)**

An undergraduate degree in Bachelors in Hotel Management & Catering Technology Programme (BHMCT Programme) under Learning Outcome Based Curriculum & Choice based credit system (LOCF/CBCS) will be awarded if the student complete **22 Core courses / papers** in the discipline, **2 AECC courses, 6 SEC courses and 8 DSE courses / papers**.

**Proposed syllabus Structure of Bachelors in Hotel Management & Catering Technology Programme (BHMCT Programme) under Learning Outcome Based Curriculum & Choice based credit system (LOCF / CBCS)**

Semester	CORE COURSE(CC)	Ability Enhancement Compulsory Courses(AECC)	Skill Enhancement Courses (SEC)	Discipline Specific Elective (DSE)
1	CC-BHMCT-1	AECC-BHMCT-1 (English/MIL communication)/		DSE-BHMCT -1
	CC- BHMCT-2			
	CC- BHMCT-3			
	CC- BHMCT-4			
2	CC- BHMCT-5	AECC-BHMCT-2 Environmental & Ecological Practices in Hotels		DSE-BHMCT-2
	CC- BHMCT-6			
	CC- BHMCT-7			
	CC- BHMCT-8			
3	CC- BHMCT-9		SEC-BHMCT -1 Accounting skills for Hospitality	DSE-BHMCT-3
	CC- BHMCT-10			
	CC- BHMCT-11			
	CC- BHMCT-12			

4	CC-BHMCT-13 CC-BHMCT-14 CC-BHMCT-15		SEC-BHMCT-2 French for Hotels -I	DSE-BHMCT-4
5			SEC-BHMCT -3 Industrial Training	
6	CC-BHMCT-16 CC-BHMCT-17 CC-BHMCT-18		SEC- BHMCT-4 French for Hotels -II	DSE-BHMCT-6 DSE-BHMCT-7
7	CC-BHMCT-19 CC-BHMCT-20 CC-BHMCT-21 CC-BHMCT-22		SEC-BHMCT-5	DSE-BHMCT-8
8			SEC-BHMCT-6 On the Job Training	

AECC will be offered according to the time table adjustments in the Department /College.

\*MOOC Course from Swayam portal or from other online courses as approved by staff council

General instructions:

1. One credit equivalent to 1 hour of teaching/2 hours of Practical work
2. One credit (teaching /Practical) equivalent to 25 marks

**Total credit hours for Bachelors in Hotel Management & Catering Technology Programme (BHMCT Programme) under Learning Outcome Based Curriculum & Choice based credit system (CBCS)**

Course	Number of courses	Contact hrs	Credits
Core Course (CC)	22	124	124
Ability Enhancement compulsory course (AECC)	2	4	4
Skill Enhancement course (SEC)	6	8	8
Discipline Specific Elective Course (DSE)	8	34	34
<b>Total</b>	<b>38</b>	<b>170 hrs</b>	<b>170 credits</b>

**BHM & CT**  
**Under**  
**Learning Outcome Based Curriculum & Choice based credit system**  
**(LOCF / CBCS)**  
**(Course Structure & detail syllabus)**

**w.e.f.**

**Session: 2020-2024**

**Department of Tourism and Hotel Management**  
**Kurukshetra University, Kurukshetra**  
**Programme- BHM&CT**  
**Scheme of Examination and Syllabus**  
**w.e.f.**

**Session: 2020-2024**

## Semester I

Course Code	Course Title	Contact hrs Per week		Credit	Max Marks		Total Marks	Pass Marks
		Th.	P		Internal T	External P		
CC-BHMCT-1	Food Production Foundation -I	4	2	6	20 + 10	80 + 40	150	60
CC- BHMCT-2	Food & Beverage Service Foundation - I	4	2	6	20 + 10	80 + 40	150	60
CC-BHMCT-3	Front Office Operations – I	4	2	6	20 + 10	80 + 40	150	60
CC- BHMCT-4	Housekeeping Operations – I	4	2	6	20 + 10	80 + 40	150	60
DSE –BHMCT-1	Introduction to Hospitality & Tourism Industry	4	-	4	20	80	100	40
AECC- BHMCT-1	English / Communication Skills/in Hotels / MIL	2	0	2	10	40	50	20
		22	08	30			750	300

CC- Core, T-Theory, P- Practical, C-Credits, AECC - Ability Enhancement Compulsory Course, DSE – Discipline Specific Elective Course

## Semester II

Course Code	Course Title	Contact hrs Per week		Credit	Max Marks		Total Marks	Pass Marks
		Th.	P		Internal T	External P		
CC-BHMCT-5	Food Production Foundation -II	4	2	6	20 + 10	80 + 40	150	60
CC- BHMCT-6	Food & Beverage Service Foundation - II	4	2	6	20 + 10	80 + 40	150	60
CC-BHMCT-7	Front Office Operations – II	4	2	6	20 + 10	80 + 40	150	60
CC- BHMCT-8	Housekeeping Operations – II	4	2	6	20 + 10	80 + 40	150	60
DSE-BHMCT-2	Global Trends in Hospitality Industry	4	-	4	20	80	100	40
AECC- BHMCT-2	Environmental & Ecological Practices in Hotels	2	0	2	10	40	50	20
		22	08	30			750	300

CC- Core, T-Theory, P- Practical, C-Credits, DSE- Discipline Specific Elective Course, AECC - Ability Enhancement Compulsory Course

## Semester III

Course Code	Course Title	Contact hrs Per week		Credit	Max Marks		Total Marks	Pass Marks
		Th.	P		Internal T	External P		
CC-BHMCT-9	Introduction to Indian Cooking	4	2	6	20 + 10	80 + 40	150	60
CC- BHMCT-10	Food & Beverage Service operations	4	2	6	20 + 10	80 + 40	150	60
CC-BHMCT-11	Front Office Operations – III	4	2	6	20 + 10	80 + 40	150	60
CC- BHMCT-12	Housekeeping Operations – III	4	2	6	20 + 10	80 + 40	150	60
DSE-BHMCT-3	Hygiene & Sanitation in Hospitality Industry	4	-	4	20	80	100	40
SEC- BHMCT-1	Accountancy Skills for Hospitality	2	0	2	10	40	50	20
		22	08	30			750	300

CC- Core, T-Theory, P- Practical, C-Credits, DSC-Discipline Specific Elective, SEC-Skill Enhancement Course

## Semester IV

Course Code	Course Title	Contact hrs Per week		Credit	Max Marks		Total Marks	Pass Marks
		Th.	P		Internal T	External P		
CC-BHMCT-13	Regional Cuisine of India -I	4	2	6	20 + 10	80 + 40	150	60
CC-BHMCT-14	Food & Beverage Service Management -I	4	2	6	20 + 10	80 + 40	150	60
CC-BHMCT-15	Accommodation Management – I	4	2	6	20 + 10	80 + 40	150	60
SEC-BHMCT-2	French for Hotels – I	2	0	2	10	40	50	20
DSE-BHMCT-4	A	Researching in Hospitality & Tourism Management	4	-	4	20	80	100
	OR							
	B	Retail Management	4	-	4	20	80	100
DSE-BHMCT-5	A	Hospitality Law	4	-	4	20	80	100
	OR							
	B	Nutrition & Principles of Food Science	4	-	4	20	80	100
	OR							
	C	Any subject from MOOC/Online Course*	-	-	4	-		100
		22	06	28			700	280

DSE – Discipline specific Elective T-Theory, P- Practical, C-Credits, SEC – Skill Enhancement Course,

\* As approved by staff council

## Semester V

# 6 Months Hotel Industrial Training

(Duration of exposure: 20 – 22 weeks)

Course Code	Course Title	Duration	Credit		Total Marks	Pass Marks
SEC-BHMCT-3	Industrial Training Report & Viva-Voce	20-22 Weeks	20		500	200

SEC- Skill Enhancement Course

## Semester VI

Course Code	Course Title	Contact hrs Per week		Credit	Max Marks		Total Marks	Pass Marks	
		Th.	P		Internal T	External P			
CC-BHMCT-16	Regional Cuisine of India -II	4	2	6	20 + 10	80 + 40	150	60	
CC-BHMCT-17	Food & Beverage Service Management -II	4	2	6	20 + 10	80 + 40	150	60	
CC-BHMCT-18	Accommodation Management – II	4	2	6	20 + 10	80 + 40	150	60	
SEC-BHMCT-4	French for Hotels – II	2	-	2	10	40	50	20	
DSE-BHMCT-6	A	Application of Computers in Hospitality & Tourism	4	-	4	20	80	100	40
	OR								
	B	Event Management	4	-	4	20	80	100	40
DSE-BHMCT-7	A	Hospitality Marketing	4	-	4	20	80	100	40
	OR								
	B	Hotel Facility Planning	4	-	4	20	80	100	40
	OR								
	C	Any subject from MOOC/Online Course*	-	-	4	-		100	40
			22	06	28			700	280

DSE – Discipline specific Elective T-Theory, P- Practical, C-Credits, SEC – Skill Enhancement Course,

\* As approved by staff council

## Semester VII

Course Code	Course Title	Contact hrs Per week		Credit	Max Marks		Total Marks	Pass Marks
		Th.	P		Internal T	External P		
CC-BHMCT-19	Human Resource Management in Hotels (Theory)	4	-	4	20	80	100	40
CC-BHMCT-20	Front office Management (Theory)	4	-	4	20	80	100	40
CC-BHMCT-21	Laundry Management (Theory)	4	-	4	20	80	100	40
CC-BHMCT-22	Safety Security and Travel Documentation (Theory)	4	-	4	20	80	100	40
DSE-BHMCT-8	A Foreign Cuisine	4	2	6	20 + 10	80 + 40	150	60
	OR							
	B Bakery Management	4	2	6	20 + 10	80 + 40	150	60
SEC-BHMCT-5	A Skill Enhancement for Media & Journalism	2	-	2	10	40	50	20
	OR							
	B Web Application in Hospitality & Tourism	2	-	2	10	40	50	20
		22	02	24			600	240

DSE – Discipline specific Elective, T-Theory, P- Practical, C-Credits, SEC – Skill Enhancement Course

## Semester **VIII**

(Industry Exposure – On the job training, 15-18 weeks – 90-100 days)

Course Code	Course Title	Duration	Credits	Total Marks	Pass Marks
SEC - BHMCT -6	On-the-job training and Viva-Voce	20-22 Week	20	500	200

SEC – Skill Enhancement Course

## Total Semesters & Credits

<b>Marks Distribution</b>	<b>Sem 1</b>	<b>Sem 2</b>	<b>Sem 3</b>	<b>Sem 4</b>	<b>Sem 5</b>	<b>Sem 6</b>	<b>Sem 7</b>	<b>Sem 8</b>	<b>Total</b>
<b>Credits allocated</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>28</b>	<b>20</b>	<b>28</b>	<b>24</b>	<b>20</b>	<b>210</b>
<b>Marks in Each Sem</b>	<b>750</b>	<b>750</b>	<b>750</b>	<b>700</b>	<b>500</b>	<b>700</b>	<b>600</b>	<b>500</b>	<b>5250</b>
<b>Grand Total Marks</b>	<b>5250</b>								
<b>Grand Total credits</b>	<b>210 credits</b>								

**BHMCT COURSE W.E.F 2020 - 24**

**GENERAL INSTRUCTIONS FOR EXAMINERS / PAPER SETTERS / SUBJECT  
TEACHERS**

**EVALUATION:**

The performance of the students will be evaluated on the basic of:

- class participation
- house tests
- regularity and
- assignment

Carrying 20 percent of the credit and the rest through Terminal Examination (3 hours duration)

**MODE OF PAPER SETTING:**

**CORE PAPERS**

There will be nine questions in all. The candidate has to attempt five questions. Question No. 1, of 16 marks (4 short-answer type questions of 4 marks each) shall be compulsory. The candidate has to attempt four other questions selecting one question from each Unit. Each question shall be of 16 marks. The question No. 1 shall be covering all the four Units of the syllabus.

These questions shall judge both theoretical and applied knowledge of students. Case studies may also be given as questions

**AECC PAPERS**

There will be nine questions in all. The candidate has to attempt five questions. Question No. 1, of 8 marks (4 short-answer type questions of 2 marks each) shall be compulsory. The candidate has to attempt four other questions selecting one question from each Unit. Each question shall be of 8 marks. The question No. 1 shall be covering all the four Units of the syllabus.

These questions shall judge both theoretical and applied knowledge of students. Case studies may also be given as questions

## **SEC PAPERS**

There will be nine questions in all. The candidate has to attempt five questions. Question No. 1, of 8 marks (4 short-answer type questions of 2 marks each) shall be compulsory. The candidate has to attempt four other questions selecting one question from each Unit. Each question shall be of 8 marks. The question No. 1 shall be covering all the four Units of the syllabus.

These questions shall judge both theoretical and applied knowledge of students. Case studies may also be given as questions

## **DSE PAPERS**

There will be nine questions in all. The candidate has to attempt five questions. Question No. 1, of 16 marks (4 short-answer type questions of 4 marks each) shall be compulsory. The candidate has to attempt four other questions selecting one question from each Unit. Each question shall be of 16 marks. The question No. 1 shall be covering all the four Units of the syllabus.

These questions shall judge both theoretical and applied knowledge of students. Case studies may also be given as questions

# **BHM & CT**

**(Detail Syllabus)**

**w.e.f**

**Session: 2020-2024**

# **SEMESTER I**

**CC-BHMCT-1 FOOD PRODUCTION FOUNDATION –I (THEORY)**

**Credits – 04**

**External Marks - 80**

**Internal Marks - 20**

**Total marks – 100**

**COURSE OBJECTIVES:**

- Co 1 : Knowledge of Professional Kitchen & Cooking in Hotels
- Co 2 : familiarizing with Kitchen Equipments, Fuels & Safety
- Co 3 : Ability to identify different cooking Ingredients
- Co 4 : Knowledge of various cooking methods & food production system

<b>UNIT- I</b>	<b>Professional Kitchen &amp; Cooking:</b> <ul style="list-style-type: none"> <li>• Introduction, Definition, and its importance</li> <li>• Culinary History, Origin Of Modern Cookery</li> <li>• Aims and objectives of cooking food</li> <li>• Kitchen Layouts (Basic, Bulk and Show kitchens)</li> <li>• Hierarchy of Kitchen Department, Classical Kitchen Brigade,</li> <li>• Modern Staffing in various hotels, Duties &amp; Responsibilities of various chefs in kitchen, their attributes</li> <li>• Coordination of kitchen with other departments of hotels</li> </ul>	CO 1
<b>UNIT- II</b>	<b>Kitchen Equipments, Fuels &amp; Safety:</b> <ul style="list-style-type: none"> <li>• Kitchen Equipments, Classifications &amp; their usage</li> <li>• Knives- its types and Their Usage</li> <li>• Fuel – its Types and their Usage</li> <li>• Personal Hygiene, Uniform, Protective clothing</li> <li>• Kitchen Hygiene</li> <li>• Basic First Aid- Burns, Scalds, Cuts</li> </ul>	CO 2
<b>UNIT-III</b>	<b>Ingredients used in cooking : introduction , types ,uses in kitchen</b> <ul style="list-style-type: none"> <li>• Cereals</li> <li>• Pulses</li> <li>• Fruits</li> <li>• Vegetables &amp; their cuts</li> <li>• Nuts</li> <li>• Salt</li> <li>• Sweeteners</li> <li>• Fat &amp; oil</li> <li>• Milk and Milk Products</li> <li>• Herbs</li> <li>• spices</li> <li>• Condiments</li> </ul>	CO 3
<b>UNIT- IV</b>	<b>Various cooking methods &amp; food production system</b> <ul style="list-style-type: none"> <li>• Moist heat methods</li> <li>• Dry methods</li> </ul>	CO4

	<ul style="list-style-type: none"><li>• Modern &amp; advanced methods of cooking</li><li>• Cook chill</li><li>• Cook freeze</li><li>• Sous vide</li></ul>	
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**REFERENCE :**

- Food Production Operations: Parvinder S Bali, Oxford University Press
- Modern Cookery (Vol- I) By Philip E. Thangam, Publisher: Orient Longman
- Professional Cooking by Wayne Gislen, Publisher Le Cordon Bleu
- Theory of Cookery By K Arora, Publisher: Frank Brothers

<b>CC-BHMCT-1 FOOD PRODUCTION FOUNDATION –I (PRACTICAL)</b>	<b>Credits – 02</b>
<b>External Marks - 40</b>	<b>Internal Marks - 10</b>
<b>Total marks – 50</b>	
<ul style="list-style-type: none"><li>• Understanding Personal Hygiene &amp; Kitchen Hygiene</li><li>• Grooming for Professional Kitchen – Do's &amp; Don'ts</li><li>• Understanding kitchen Layouts.</li><li>• Familiarization with kitchen equipments and tools</li><li>• Kitchen First Aid</li><li>• Familiarization, identification of commonly used ingredients in kitchen</li><li>• Vegetables Varieties, Classifications</li><li>• Various Cuts Of Vegetables</li><li>• Methods Of Cooking Vegetables</li><li>• Vegetables –Their usage and cooking precautions</li><li>• Preparation of Various egg dishes like :Omelet's (Plain, Spanish, Stuffed)</li><li>• Preparation of Various evening snacks</li><li>• Preparations of various cookies</li><li>• Culinary Terms</li></ul>	

#### **MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE**

<b>Mapping: CO-PO</b>								
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8
Co 1	1	1	2	1	1	2	3	1
Co 2	1	1	2	1	1	2	3	1
Co 3	1	2	2	1	1	2	3	1
Co 4	1	1	2	1	1	1	3	2
	1.	1.25	2	1	1	1.75	3	1.25

**MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PSO</b>					
	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	3	3	1	2	2
Co 2	3	2	1	2	1
Co 3	3	3	2	3	3
Co 4	3	3	3	2	2
	3	2.75	1.75	2.25	2

**MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PO-PSO</b>														
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	
Co 1	1	1	2	1	1	2	3	1	3	3	1	2	2	
Co 2	1	1	2	1	1	2	3	1	3	2	1	2	1	
Co 3	1	2	2	1	1	2	3	1	3	3	2	3	3	
Co 4	1	1	2	1	1	1	3	2	3	3	3	2	2	
	1.	1.25	2	1	1	1.75	3	1.25	3	2.75	1.75	2.25	2	

**CC-BHMCT-2 FOOD & BEVERAGE SERVICE FOUNDATION -I (THEORY)**

**Credits – 04**

**External Marks - 80**

**Internal Marks - 20**

**Total marks – 100**

**COURSE OBJECTIVES:**

- Co 1 Gain the Knowledge of Food & beverage service department in Hotels.
- Co 2 Familiar with Food & Service equipment's.
- Co 3 Learn about different types of menu and their planning.
- Co 4 Remember the various food and beverage service methods.

<b>UNIT- I</b>	<b>Food and Beverage Services: -</b> Introduction, concept, and , their importance, Personal hygiene, Uniform & grooming standards, -food & beverage service outlet. Hierarchy of food & beverage service department, Duties & responsibilities of various employees in food & beverage service, their attributes; Coordination of food & beverage service with other departments. Classification of catering establishment- commercial and non commercial	<b>CO 1</b>
<b>UNIT- II</b>	<b>Food Service Equipments:</b> <ul style="list-style-type: none"> <li>• Food Service Equipments, criteria for selection,</li> <li>• Classification, ,</li> <li>• Usage,</li> <li>• Storage,</li> <li>• Care &amp; Maintenance,</li> <li>• Other equipments.</li> </ul>	<b>CO 2,</b>
<b>UNIT-III</b>	<b>Menu planning:</b> <ul style="list-style-type: none"> <li>• Menu planning concept,</li> <li>• Factors to be considered while planning a menu</li> <li>• Menu Types,</li> <li>• Salient Features,</li> <li>• Menu Designs,</li> <li>• Presenting of Menu, Layout of Table,</li> <li>• Napkin Folding (At least Ten Types)</li> </ul>	<b>CO 3</b>
<b>UNIT- IV</b>	<b>Food &amp; Beverage service Methods:</b> <ul style="list-style-type: none"> <li>• Introduction,</li> <li>• Classification of Services Methods, ,</li> <li>• Mise-en-place and Mise-en-scene,</li> <li>• arrangement and Setting up of station,</li> </ul>	<b>CO4</b>

	<ul style="list-style-type: none"><li>• procedure of taking a guest order.</li><li>• Par stocks maintained at each side station</li></ul>	
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**REFERENCES:**

**Text Book:**

Food & Beverage Service – Dennis R.Lillicrap. & John A. Cousins. Publisher: ELBS  
Food & beverage Service Training Manual – Sudhir Andrews, Tata Mc Graw Hill.  
Food & Beverage Service – R.Singaravelavan.  
Food & Beverage Service& Management -- Bobby George & Sandeep Chatterjee  
Food & Beverage Service- Anita Sharma & S N Bagchi.

**CC-BHMCT-2 FOOD & BEVERAGE SERVICE FOUNDATION -I (PRACTICAL)**

**Credits – 02**

**External Marks - 40**

**Internal Marks - 10**

**Total Marks – 50**

- Understanding Personal Hygiene & Food Service Hygiene
- Grooming for Professional Food Service – Do's & Don'ts
- Understanding Food Service Outlets.
- Familiarization with Food Service equipments:  
identification of crockery, cutlery, hollowware, flatware and tableware.
- Understanding Service Methods, Setting up of Side
- Station, Table Layouts, Presenting Menus.

**MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE**

<b>Mapping: CO-PO</b>								
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8
Co 1	2	2	2	1	3	1	2	2
Co 2	2	1	1	1	1	1	3	2
Co 3	2	2	2	2	2	2	1	1
Co 4	3	2	1	2	2	1	3	2
	2.75	1.75	1.5	1.5	2	1.25	2.25	1.75

**MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PSO</b>					
	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	3	3	1	2	2
Co 2	1	2	1	2	2
Co 3	3	1	1	3	2
Co 4	3	3	1	2	2
	2.5	2.25	1	2.25	2

**MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PO-PSO</b>														
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO 4	PSO 5	
Co 1	2	2	2	1	3	1	2	2	3	3	1	2	2	
Co 2	2	1	1	1	1	1	3	2	1	2	1	2	2	
Co 3	2	2	2	2	2	2	1	1	3	1	1	3	2	
Co 4	3	2	1	2	2	1	3	2	3	3	1	2	2	
	2.75	1.75	1.5	1.5	2	1.25	2.25	1.75	2.5	2.25	1	2.25	2	

**CC-BHMCT-3 FRONT OFFICE OPERATIONS-I (THEORY)**

**Credits – 04**

**External Marks - 80**

**Internal Marks - 20**

**Total marks – 100**

**COURSE OBJECTIVES:**

- Co 1: Examining hotel startup process and its classification.
- Co 2: Defining the basics of hotel front office and its sections.
- Co 3: Summarizing organizational structure of front office and its coordination.
- Co 4: Memorizing guestrooms, tariff and guest cycle.

<b>UNIT- I</b>	<b>Hotel and its classification:</b> Introduction, hotel approval and classification (HRACC), Classification of hotel on the basis of Star category, size of the hotel, clientele, Location, Ownership, Independent, Management Contract, Chains/Franchise/Affiliated hotels and Time share hotels.	<b>CO 1</b>
<b>UNIT- II</b>	<b>Hotel Front Office:</b> Introduction, Functions and its importance in hotel, Layout of the front office department, Different sections of the front office department– Reservation, Reception, Concierge, Bell desk, Lobby, Telephones, Cashier, Business Communication.	<b>CO 2</b>
<b>UNIT-III</b>	<b>Front Office Staff:</b> Organization structure and hierarchy of Front Office Department in a Small, Medium and Large Hotels.  <b>Front office Coordination:</b> Coordination of front office department (Inter and intra departmental).	<b>CO 3</b>
<b>UNIT- IV</b>	<b>Guestrooms and tariff:</b> Different types of rooms,	<b>CO 4</b>

	<p>Numbering of rooms, meal plans combined with room tariff, Tariff Card, Rates, Discounts, Allowance.</p> <p><b>Guest Cycle:</b> Pre-Arrival, Arrival, Occupancy, Departure, Post Departure.</p>	
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## SUGGESTED READINGS

### Reference books:

- Gonda, M. C. (2015). Handbook of Attire & Grooming. Embassy Books; First edition.
- Kasavana, L. M, Cahil, J. J (1992). Managing Computers in the Hospitality Industry. Educational Institute of the Amer Hotel; 2nd edition
- Smart Family (2018). All Countries, Capitals and Flags of the World!.CreateSpace Independent Publishing Platform.
- World Tourism Organization (2015). Hotel Classification Systems. WTO.

### Text Books:

- Andrews, S. (2017). Hotel Front Office: A Training Manual. McGraw Hill Education; Third edition.
- Bardi, A. J. (2012). Hotel Front Office Management. Wiley India Pvt Ltd; Fifth edition.
- Bhakta, A. (2011). Professional Hotel Front Office Management. McGraw Hill Education.
- Bhatnagar, S. K. (2011). Front Office Management. Frank Bros.
- Kasavana, L. M. (2000). Managing Front Office Operations. Educational Institute of the American Hotel & Motel Association; 5th edition edition
- Tewari, J. (2016). Hotel Front Office: Operations and Management. Oxford University Press; Second edition.
- Woods, H. R., Ninemeier, J. D., Hayes, D. K. and Austin, M. A (2013). Professional Front Office Management: Pearson New International Edition, Pearson Education Limited; illustrated.
- Yadav, M. K. (2014). Hotel Front Office- Management & Operations. Aman Publications; 2 edition.

**CC-BHMCT-3 FRONT OFFICE OPERATIONS-I (PRACTICAL)**

**Credits – 02**

**External Marks - 40**

**Internal Marks - 10**

**Total marks – 50**

- Preparation and study of countries, capitals, flags and currencies in terms of tourist arrival.
- Get familiarize with airports and airport codes, major airlines in terms of tourist arrivals.
- Understanding Personal Hygiene Grooming Standards
- Understanding Layouts of Front Office department.
- Identification of Front Office equipment and furniture.
- DO'S and Don'ts for new entrants/employees in the front office
- Basic front office terminology.
- Role play in reference to the theory syllabus
  - Check-in Procedure
  - Receiving at the porch
  - Bell Desk functions
  - Concierge
  - Reception

**MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE**

<b>Mapping: CO-PO</b>								
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
Co 1	2	2	3	1	2	1	1	2
Co 2	3	2	1	1	1	1	3	1
Co 3	3	3	1	2	1	1	3	2
Co 4	3	2	2	1	1	2	3	1
	2.75	2.25	1.75	1.25	1.25	1.25	2.5	1.5

## **MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PSO</b>					
	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	3	2	1	2	2
Co 2	3	3	2	3	1
Co 3	3	3	3	3	3
Co 4	3	3	3	3	3
	3	2.75	2.25	2.75	2.25

## **MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PO-PSO</b>														
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	
Co 1	2	2	3	1	2	1	1	2	3	2	1	2	2	
Co 2	3	2	1	1	1	1	3	1	3	3	2	3	1	
Co 3	3	3	1	2	1	1	3	2	3	3	3	3	3	
Co 4	3	2	2	1	1	2	3	1	3	3	3	3	3	
	2.75	2.25	1.75	1.25	1.25	1.25	2.5	1.5	3	2.75	2.25	2.75	2.25	

**CC-BHMCT-4 HOUSEKEEPING OPERATIONS-I (THEORY)**

**Credits – 04**

**External Marks - 80**

**Internal Marks - 20**

**Total Marks – 100**

**COURSE OBJECTIVES:**

- CO1 Developing an understanding of housekeeping department and its organizational structure.
- CO2 Acquire the skills about Housekeeping control desk procedures.
- CO3 Attain knowledge about hotel guest rooms and guest room features.
- CO4 Students able to understand the methods of cleaning.

<b>UNIT- I</b>	<b>MEANING, IMPORTANCE AND ORGANISATION CHART OF THE HOUSEKEEPING DEPARTMENT</b>  Introduction: Meaning and definition and Importance of Housekeeping department  Role of Housekeeping in Guest Satisfaction and Repeat Business  Hierarchy of Housekeeping Department in small, medium, large and chain hotels  Identifying Housekeeping Responsibilities  Personality Traits of housekeeping Management Personnel.  Duties and Responsibilities of Housekeeping staff  Layout of the Housekeeping Department	
<b>UNIT- II</b>	<b>ROUTINE SYSTEMS AND RECORDS OF HOUSE KEEPING DEPARTMENT</b>  Functions of Control Desk and its importance <ul style="list-style-type: none"><li>• Room Occupancy Report</li><li>• Guest Room Inspection</li><li>• Entering Checklists, Floor Register, Work Orders, Log Sheet.</li><li>• Lost and Found Register and Enquiry File</li><li>• Maid's Report and Housekeeper's Report</li></ul>	<b>CO 2,</b>

	<ul style="list-style-type: none"> <li>• Handover Records</li> <li>• Reporting Staff placement</li> <li>• Guest's Special Requests Register</li> <li>• Record of Special Cleaning Call Register</li> <li>• VIP Lists</li> </ul> <p>Interdepartmental relationship with Front Office, Maintenance, Security, Stores, Accounts, Personnel</p>	
<b>UNIT-III</b>	<b>ROOM LAYOUT</b> Types of Guest Room Layout of guest room Difference between Standard room and VIP Room Guest Room Supplies Use of Computers in House Keeping department Functions of Housekeeping in other industries Hospital, Airlines, Cruise, Multiplexes etc.	<b>CO 3</b>
<b>UNIT- IV</b>	<b>CLEANING ORGANISATION</b> Principles of cleaning, hygiene and safety factors in cleaning Methods of organising cleaning Frequency of cleaning daily, periodic, special, Deep Cleaning Design features that simplify cleaning Cleaning Equipment (Mechanical/Manual) Characteristics of Good equipment Care, Storage, and Maintenance and control of equipment	<b>CO4</b>

## **REFERENCES:**

### **Text book :**

- Hotel House Keeping – Sudhir Andrews Publisher: Tata Mc Graw Hill.
- Hotel Housekeeping Operations & Management – Raghulanan, Oxford University Press.

**CC-BHMCT-4 HOUSEKEEPING OPERATIONS-I (PRACTICAL)**

**Credits – 02**

**External Marks - 40**

**Internal Marks - 10**

**Total marks – 50**

- 1 Sample Layout of Guest Rooms Single room, Double room, Twin room, Suite
- 2 Guest Room Supplies and Position in Standard room, Suite, VIP room special amenities
- 3 Cleaning Equipment-(manual and mechanical) Familiarization, Different parts, Function, Care and maintenance
- 4 Maids Trolley: Set Up, Stocking and usage.
- 5 Daily Cleaning of Guest room and Bath Room
- 6 Control desk records and formats
  - Inspection checklist
  - Records Room occupancy report
  - Checklist
  - Floor register
  - Work/ maintenance order
  - Lost and found
  - Maid's report
  - Housekeeper's report
  - Log book
  - Floor linen book/ register
  - VIP list
  - Call register
  - Record of special cleaning
  - Guest special request register

### **MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE**

<b>Mapping: CO-PO</b>								
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8
Co 1	2	2	2	1	2	1	3	1
Co 2	3	2	1	1	1	1	2	1
Co 3	3	2	2	1	2	1	3	2
Co 4	2	2	2	1	2	1	3	1
	2.5	2	1.75	1	1.75	1	2.75	1.25

### **MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PSO</b>					
	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	3	3	2	2	2
Co 2	3	3	2	3	1
Co 3	3	3	1	2	2
Co 4	3	2	1	2	1
	3	2.75	1.5	2.25	1.5

### **MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PO-PSO</b>													
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	2	2	2	1	2	1	3	1	3	3	2	2	2
Co 2	3	2	1	1	1	1	2	1	3	3	2	3	1
Co 3	3	2	2	1	2	1	3	2	3	3	1	2	2
Co 4	2	2	2	1	2	1	3	1	3	2	1	2	1
	2.5	2	1.75	1	1.75	1	2.75	1.25	3	2.75	1.5	2.25	1.5

**DSE-BHMCT-1 INTRODUCTION TO HOSPITALITY & TOURISM INDUSTRY**

**Credits – 04**

**External Marks - 80**

**Internal Marks - 20**

**Total marks – 100**

**COURSE OBJECTIVES:**

- Co 1 : Knowledge of hospitality industry
- Co 2 : familiarizing with Ownership structure of hotels
- Co 3 : Knowledge of hotel organization
- Co 4 : Ability to identify different Hospitality sector

<b>UNIT- I</b>	<b>Hospitality Industry- An introduction :</b>  <ul style="list-style-type: none"> <li>• Concept, origin and growth overtime,</li> <li>• scope, current and future trends and developments in Industry</li> <li>• Hospitality industry &amp; linkages with other industries</li> <li>• Role in global and Indian economy.</li> <li>• External environment and hospitality industry</li> <li>• Major international &amp; Indian hotel chains</li> </ul>	<b>CO 1</b>
<b>UNIT- II</b>	<b>Ownership structure of hotels :</b>  <ul style="list-style-type: none"> <li>• Types- Sole proprietorship,</li> <li>• Partnership,</li> <li>• Management Contract,</li> <li>• Joint Venture,</li> <li>• Franchisee,</li> <li>• Public Sector,</li> <li>• Private Sector</li> <li>• Referral Groups/Consortium-Concept, Features, Advantages and Disadvantages.</li> </ul>	<b>CO 2</b>
<b>UNIT- III</b>	<b>Hotel Organization : Small ,Medium, Large</b>  <ul style="list-style-type: none"> <li>• Organization structure &amp; hierarchy of hotels</li> <li>• Departments in hotels Front office, Housekeeping, Food and Beverage (service &amp; production), Engineering &amp; Maintenance, Security, Human Resource depts., Sales &amp; Marketing, Purchase &amp; Stores, Accounts.</li> <li>• Inter relationship among various departments of hotels</li> <li>• Hotel management &amp; career opportunity</li> </ul>	<b>CO 3</b>

<b>UNIT- IV</b>	<b>Hospitality Sectors :</b> <ul style="list-style-type: none"> <li>• Accommodation: concept and types</li> <li>• Food &amp; Beverage sectors</li> <li>• Tourism- concept, types</li> <li>• Transportation: air, water &amp; land</li> <li>• Attraction, Recreation, Events and others.</li> </ul>	<b>CO4</b>
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**REFERENCES:**

- Introduction to Hospitality-John R.Walker University of South Florida Publisher: Prentice Hall
- Managing Front Office Operations – Kasavana & Brooks
- Introduction to Tourism & Hospitality Industry – Sudhir Andrews – TATA Mc Graw – Hill
- Hospitality World!: An Introduction- Harold E. Lane, Denise Dupré ; Wiley International
- Introduction to the Hospitality Industry, Study Guide, 7th Edition - Clayton W. Barrows, Wiley

**MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE**

Mapping: CO-PO								
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8
Co 1	1	2	1	1	1	1	1	1
Co 2	1	2	1	1	1	1	1	1
Co 3	3	2	2	1	2	2	3	1
Co 4	2	1	1	1	1	1	2	2
	1.75	1.75	1.25	1	1.25	1.25	1.75	1.25

**MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

Mapping: CO-PSO					
	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	3	2	1	1	2
Co 2	1	1	1	1	1
Co 3	3	3	3	3	3
Co 4	2	3	3	2	2
	2.25	2.25	2	1.75	2

**MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

Mapping: CO-PO-PSO														
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	
Co 1	1	2	1	1	1	1	1	1	3	2	1	1	2	
Co 2	1	2	1	1	1	1	1	1	1	1	1	1	1	
Co 3	3	2	2	1	2	2	3	1	3	3	3	3	3	
Co 4	2	1	1	1	1	1	2	2	2	3	3	2	2	
	1.75	1.75	1.25	1	1.25	1.25	1.75	1.25	2.25	2.25	2	1.75	2	

<b>AECC-BHMCT-1 COMMUNICATION SKILLS IN HOTELS</b>	
	<b>Credits – 02</b> <b>External Marks - 40</b> <b>Internal Marks - 10</b> <b>Total marks – 50</b>
<b>COURSE OBJECTIVES:</b> <ul style="list-style-type: none"><li>- Co 1 Knowledge of business communication in Hotels</li><li>- Co 2 Developing English speaking skills for day to day work</li><li>- Co 3 Ability to write business letters &amp; other documents.</li><li>- Co 4 Developing professional body language for work environment.</li></ul>	
<b>UNIT- I</b>	Meaning, Significance and Scope of Communication; Communication Process, Communication-types- upward, downward, horizontal, vertical and diagonal, verbal, nonverbal and oral and written. Flow of information in Hotel organizations and role of effective communication in improving it, Barriers to communication in hotels
<b>UNIT- II</b>	English communication skills Business Writing; Principles for Clear Business Writing; Adoption, Word Selection, Sentence Construction., Drafting effective letters- formats, styles of writing; writing Memos, , Email, Business Reports Different Types of Reports and their format. Curriculum Vitae.
<b>UNIT-III</b>	English oral communication: Telephonic conversation- protocol for mobile & landline ; Public speaking and presentation skills Participation in Meetings; Group Discussions, Interview
<b>UNIT- IV</b>	Body Language & grooming, Importance. Reading Body Language, professional Body Language for hotel work environment

#### **REFERENCES BOOKS:**

1. Carnegie, D. (1964). How to win friends and influence people. New York: Simon and Schuster.
2. Krohnert, G. (2010). Basic Presentation Skills. Sidney: McGraw Hill.
3. Schneider, W. J., Lichtenberger, E. O, Mather, N., Kaufman, N. L. (2018). Essentials of Assessment Report Writing. John Wiley & Sons.
4. Seal, P.P. (2015). How to Succeed in Hotel Management Job Interviews. Jaico Publishing House.

#### **TEXT BOOK**

1. Bovee, C. L. (2010). Business Communication Essentials. Pearson Education; 4 edition.
2. Kumar, S., Lata, P. (2015). Communication Skills. Oxford University Press.

3. Gupta, N., Jain, K., Mahajan, P. (2018). Business Communication. SahityaBhawan Publications.
4. Murphy, H., Hildebrandt, H., Thomas, J. (2017). Effective Business Communication. McGraw Hill Education; 7 edition
5. Taylor, S. (2015). Model Business Letters, Emails and Other Business Documents. Prentice Hall.

### **MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE**

<b>Mapping: CO-PO</b>								
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8
Co 1	2	2	1	1	1	1	1	1
Co 2	3	1	1	1	2	1	2	1
Co 3	3	1	2	1	1	1	1	1
Co 4	3	1	1	2	1	1	2	1
	2.75	1.25	1.25	1.25	1.25	1	1.50	1

### **MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PSO</b>					
	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	2	3	1	1	1
Co 2	1	2	1	1	1
Co 3	1	2	2	2	1
Co 4	1	1	1	2	1
	1.25	2	1.25	1.5	1

### **MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PO-PSO</b>													
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	2	2	1	1	1	1	1	1	2	3	1	1	1
Co 2	3	1	1	1	2	1	2	1	1	2	1	1	1
Co 3	3	1	2	1	1	1	1	1	2	2	2	2	1
Co 4	3	1	1	2	1	1	2	1	1	1	1	2	1
	2.75	1.25	1.25	1.25	1.25	1	1.50	1	1.25	2	1.25	1.5	1

# **SEMESTER II**

**CC-BHMCT-5 FOOD PRODUCTION FOUNDATION –II (THEORY)**

**Credits – 04**

**External Marks - 80**

**Internal Marks - 20**

**Total marks – 100**

**COURSE OBJECTIVES:**

- Co 1 : Knowledge of effects of heat on vegetables & chemical changes
- Co 2 : familiarizing with Preparation techniques
- Co 3 : Ability to understand stock ,soup, sauces , sausages & salad
- Co 4 : Knowledge of various eggs, fish's poultry, meat & offal's in cooking.

<b>UNIT- I</b>	<b>Vegetable Cookery : introduction</b> <ul style="list-style-type: none"> <li>• Pigments and color changes</li> <li>• Effects of heat on vegetables</li> <li>• Food Preservatives &amp; Additives-natural and chemical.</li> <li>• Various Flavoring agent</li> <li>• Thickening agents / binding agents</li> <li>• Souring agents</li> </ul>	<b>CO 1</b>
<b>UNIT- II</b>	<b>Preparation of ingredients:</b> <ul style="list-style-type: none"> <li>• Pre- Preparation techniques &amp; their types</li> <li>• Preparation techniques &amp; their types</li> <li>• Methods of mixing foods</li> </ul>	<b>CO 2</b>
<b>UNIT-III</b>	<b>Stock , soup , sauces ,salami , sausages &amp; salads :</b> <ul style="list-style-type: none"> <li>• Stocks, Types of Stock , Uses of Stocks,</li> <li>• Preparation of Stock, Recipes</li> <li>• Soups, types of soup ,uses of soup</li> <li>• Preparation of Soup, Recipes</li> <li>• Sauces, Classification of Sauces,</li> <li>• Preparation of sauces Recipes For Mother Sauces, their derivatives</li> <li>• Salads ,it composition &amp; types</li> <li>• salad dressings &amp; emerging trends in salad dressing</li> </ul>	<b>CO 3</b>
<b>UNIT- IV</b>	<b>Eggs, fish's, Poultry , Meat &amp; offal's :</b> <ul style="list-style-type: none"> <li>• Eggs – Introduction, Usage in Kitchen,</li> <li>• Structure of Egg,</li> <li>• Classification of Eggs, Types</li> <li>• Selection, Storage and preparation of breakfast dishes with eggs</li> <li>• Fish &amp; Shellfish, Their Classification , various cuts ,selection criterion,</li> <li>• Poultry and Game: Introduction, Classification, Selection Criterion, Cuts of Poultry</li> <li>• Meat: Characteristics, selection and Classification ( Bovines, Ovine's and Swine's)</li> </ul>	<b>CO4</b>

**TEXT BOOKS:**

- Food Production Operations: Parvinder S Bali, Oxford University Press
- Modern Cookery (Vol- I) By Philip E. Thangam, Publisher: Orient Longman
- Professional Cooking by Wayne Gislen, Publisher Le Cordon Bleu
- Theory of Cookery By K Arora, Publisher: Frank Brother

**CC-BHMCT-5 FOOD PRODUCTION FOUNDATION –II (PRACTICAL)**

**Credits – 02**

**External Marks - 40**

**Internal Marks - 10**

**Total marks – 50**

- Preparation of various Stocks
- Preparation of various Soups
- Preparation of mother sauces
- Preparation of various salads
- Familiarization with, Poultry, Meats & Fishes – Their Simple Cuts and Cooking
- Preparations of various Breakfast
- Preparation of various cup cakes & muffins

**MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE**

<b>Mapping: CO-PO</b>								
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8
Co 1	1	1	2	1	1	2	3	1
Co 2	1	1	2	1	1	2	3	1
Co 3	1	2	2	1	1	2	3	1
Co 4	1	1	2	1	1	1	3	2
	1.	1.25	2	1	1	1.75	3	1.25

**MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

Mapping: CO-PSO					
	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	3	3	1	2	2
Co 2	3	2	1	2	1
Co 3	3	3	2	3	3
Co 4	3	3	3	2	2
	3	2.75	1.75	2.25	2

**MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

Mapping: CO-PO-PSO														
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO 4	PSO 5	
Co 1	1	1	2	1	1	2	3	1	3	3	1	2	2	
Co 2	1	1	2	1	1	2	3	1	3	2	1	2	1	
Co 3	1	2	2	1	1	2	3	1	3	3	2	3	3	
Co 4	1	1	2	1	1	1	3	2	3	3	3	2	2	
	1.	1.25	2	1	1	1.75	3	1.25	3	2.75	1.75	2.25	2	

**CC-BHMCT-6 FOOD & BEVERAGE SERVICE FOUNDATION -II (THEORY)**

**Credits – 04**

**External Marks - 80**

**Internal Marks - 20**

**Total marks – 100**

**COURSE OBJECTIVES:**

- Co 1 Create awareness about different meals during the day.
- Co 2 Understanding of various food and beverage Restaurant & French Classical menu.
- Co 3 Remember the concept of room service/ In Room Dinning.
- Co 4 Analyze about Non- Alcoholic beverages and their control.

<b>UNIT- I</b>	<b>Meals during the day:-</b> <ul style="list-style-type: none"> <li>• Breakfast: Types &amp;classification, Preparation for Breakfast Services, arrangement and setting up of tables/ trays,</li> <li>• Brunch</li> <li>• Lunch</li> <li>• High tea</li> <li>• Dinner</li> <li>• Supper &amp;</li> <li>• Emerging trends in F&amp;B service.</li> </ul>	CO 1
<b>UNIT- II</b>	<b>Food and Beverage Services in Restaurants:</b> <ul style="list-style-type: none"> <li>• Concept of Restaurant, Types of Restaurants,</li> <li>• Set up of Restaurants and their Layouts,</li> <li>• Equipment, furniture and fixtures used in the restaurant and their use and maintenance,</li> <li>• Classical French menu &amp; its Accompaniments with cover.</li> </ul>	CO 2,
<b>UNIT-III</b>	<b>Room Service/ In Room Dinning:</b> <ul style="list-style-type: none"> <li>• Introduction, Concept of Room Service/ In Room Dinning</li> <li>• Room service staffing ,and Room service menu,</li> <li>• Room Service cycle,</li> <li>• Room Service Equipment's, Set up of Trays &amp; Trolleys,</li> <li>• Breakfast card,</li> <li>• Mini Bar Management in Guest Rooms.</li> </ul>	CO 3

<b>UNIT- IV</b>	<b>Non Alcoholic Beverages &amp; control methods:</b> <ul style="list-style-type: none"><li>• Introduction,</li><li>• Types - Hot &amp; cold Beverages, popular brands,</li><li>• Mocktails- Introduction, Types, Preparation and Service Techniques,</li><li>• Billing methods- duplicate &amp; Triplicate system,</li><li>• Computerized KOTs &amp; BOTs .</li></ul>	<b>CO4</b>
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**REFERENCES:**

**Text book :**

Food & Beverage Service – Dennis R.Lillicrap. & John A. Cousins. Publisher: ELBS  
Food & beverage Service Training Manual – Sudhir Andrews, Tata Mc Graw Hill.  
Food & Beverage Service – R. Singaravelavan.  
Food & Beverage Service & Management -- Bobby George & Sandeep Chatterjee  
Food & Beverage Service- Anita Sharma & S N Bagchi.

**CC-BHMCT-6 FOOD & BEVERAGE SERVICE FOUNDATION -II (PRACTICAL)**

**Credits – 02**

**External Marks - 40**

**Internal Marks - 10**

**Total marks – 50**

- Breakfast Services: Types, Breakfast Layouts, Menu Knowledge, Table Services, Clearance & Acknowledging guests.
- Familiarization with Food Service in Restaurants Receiving Guests, Table Layouts, Complimenting them, Presentation of Bills.
- Restaurant Services – Their salient features, Table Layouts, Presenting Menus, precautions while dealing with guests, Commitments with guests, Food Pickup Procedures,
- Clearance and Dishwashing Procedures.
- Room Service Practical, Taking of Orders, Delivery of Food Services, Identifying Room Service Equipment.
- Understanding Non Alcoholic Beverages, Types & Service Techniques.
- Guest Interactions while on Food Service – Do's & Don'ts.

**MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE**

<b>Mapping: CO-PO</b>								
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8
Co 1	2	2	2	1	2	1	2	1
Co 2	2	2	3	1	2	2	3	1
Co 3	2	1	1	1	2	1	3	1
Co 4	3	2	2	1	2	1	2	1
	2.25	1.75	2	1	2	1.25	2.5	1

**MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PSO</b>					
	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	3	2	2	2	2
Co 2	3	2	2	3	2
Co 3	3	2	1	2	3
Co 4	3	2	1	2	1
	3	2	1.5	2.25	2

**MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PO-PSO</b>													
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	2	2	2	1	2	1	2	1	3	2	2	2	2
Co 2	2	2	3	1	2	2	3	1	3	2	2	3	2
Co 3	2	1	1	1	2	1	3	1	3	2	1	2	3
Co 4	3	2	2	1	2	1	2	1	3	2	1	2	1
	2.25	1.75	2	1	2	1.25	2.5	1	3	2	1.5	2.25	2

**CC-BHMCT-7 FRONT OFFICE -II (THEORY)**

**Credits – 04**  
**External Marks - 80**  
**Internal Marks - 20**  
**Total marks -100**

**COURSE OBJECTIVES:**

- Co 1: Finding basic front office operations and role of lobby.
- Co 2: Building an understanding of hotel reservation.
- Co 3: Examining the various front office activities during guest stay in hotel.
- Co 4: Evaluation the role of keys, keys control and front office functions during guest departure and post departure.

<b>UNIT- I</b>	<b>Basic Front Office Operations:</b> Front desk operations & functions, Equipment used at front office, knowledge of basic hotel facilities.  <b>Lobby:</b> Description and layout, Role of lobby manager and Guest relationship executive, Common complaint/problem/ situations handling, handling VIPs, Uniform services provided by a hotel.	<b>CO 1</b>
<b>UNIT- II</b>	<b>Reservation:</b> Concept, importance, modes, types, channels, Sources, reservation form, Procedure of taking reservation and reservation confirmation, Overbooking, amendments and cancellations.  <b>Group Reservation:</b> Sources, types of groups, issues in handling groups.	<b>CO 2</b>
<b>UNIT-III</b>	<b>The Guest Stay with Hotel:</b> Registration: concept, procedure, Registration form and C Form, Method of payment, Issuing the room key, No Shows, Rooming of Guests, Message Handling, Dealing with Guests Requests and Complaints, Change of room, Fulfilling special requests.	<b>CO 3</b>

	Travel Desk and Concierge: functions; paging, foreign currency handling, Room selling techniques, Communicating with guests.	
<b>UNIT- IV</b>	<b>Keys and key control:</b> Types of keys, handling guestroom keys and its control, Handling Guestroom safe box.  <b>The Guest Departure and Post Departure Services at Front Desk:</b> The guest accounting, the guest ledgers, city ledger, front office cash sheet, paid out, over and shorts, settlement of bills, credit card handling, handling vouchers. Express check out, early and late check outs, group departures,  Post departure; message and left luggage handling procedure, post departure courtesy services.	<b>CO 4</b>

## SUGGESTED READINGS

### Reference books:

- Maheshwari S.N., Maheshwari S.K. (2018).Advanced Accountancy Volume-II. Vikas Publishing House; 11<sup>th</sup> Edition.
- Maniar, R. (2014). The 2014 Smart Decision Guide to Hotel Property Management Systems: Everything you need to know for selecting – and implementing – the right Hotel Property Management System for your business.
- Rogue plus Publishing (2018). Hotel Reservation Log Book: Booking Reservation System, Reservation Book Sheets, Hotel Reservation Confirmation Template, Reservation Sheet Template. CreateSpace Independent Publishing Platform; 6<sup>th</sup> volume.
- Singer, P. D. (2018). Concierge Services. Rocky Ridge Books.

**Text Books:**

- Andrews, S. (2017). Hotel Front Office: A Training Manual. McGraw Hill Education; Third edition.
- Bardi, A. J. (2012). Hotel Front Office Management. Wiley India Pvt Ltd; Fifth edition.
- Bhakta, A. (2011). Professional Hotel Front Office Management. McGraw Hill Education.
- Bhatnagar, S. K. (2011). Front Office Management. Frank Bros.
- Kasavana, L. M. (2000). Managing Front Office Operations. Educational Institute of the American Hotel & Motel Association; 5th edition edition
- Tewari, J. (2016). Hotel Front Office: Operations and Management. Oxford University Press; Second edition.
- Woods, H. R., Ninemeier, J. D., Hayes, D. K. and Austin, M. A (2013). Professional Front Office Management: Pearson New International Edition, Pearson Education Limited; illustrated.
- Yadav, M. K. (2014). Hotel Front Office- Management & Operations. Aman Publications; 2 edition.

**CC-BHMCT-7 FRONT OFFICE -II (PRACTICAL)**

**Credits – 02**

**External Marks - 40**

**Internal Marks - 10**

**Total marks -50**

- Identification and familiarization with front desk equipment and Performa's.
- Forms and Formats
  - Guest registration form
  - Reservation forms
  - Amended Reservation
  - Cancelled Reservation
  - Crew/Group
  - A&D Register
  - Bell desk registers
  - C-Form
- Skill to handle front desk operations i.e. guest reservations, guest arrival (FIT and groups) including baggage handling.
- Skills to handle to telephones at the reception- receive/ record messages.
- Skills to handle guest departure (fits and groups).
- Role play:
  - Reservation Procedure
  - Pre-registration and registration procedure
  - At the porch, Guest driving in Doorman opening the door and saluting guest; Calling bell boy.
  - At the Front Desk: Guest arriving; greeting & offering welcome drink and guest interactions.

### **MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE**

<b>Mapping: CO-PO</b>								
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
Co 1	3	2	2	2	2	2	3	2
Co 2	3	2	1	1	1	2	3	2
Co 3	3	3	2	2	2	1	3	2
Co 4	3	3	2	2	1	1	3	2
	3	2.5	1.75	1.75	1.5	1.5	2.75	2

### **MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PSO</b>					
	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	3	3	2	3	2
Co 2	3	3	2	3	2
Co 3	3	3	3	3	3
Co 4	3	3	2	3	2
	3	3	2.25	3	2.25

### **MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PO-PSO</b>														
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	
Co 1	3	2	2	2	2	2	3	2	3	3	2	3	2	
Co 2	3	2	1	1	1	2	3	2	3	3	2	3	2	
Co 3	3	3	2	2	2	1	3	2	3	3	3	3	3	
Co 4	3	3	2	2	1	1	3	2	3	3	2	3	2	
	3	2.5	1.75	1.75	1.5	1.5	2.75	2	3	3	2.25	3	2.25	

**CC-BHMCT-8 HOUSEKEEPING OPERATIONS -II (THEORY)**

**Credits -04**  
**External Marks -80**  
**Internal Marks -20**  
**Total marks -100**

**COURSE OBJECTIVES:**

- CO1 Gain the knowledge of different cleaning agents used in hotels.
- CO2 Acquire the skills about guest room cleaning procedure in hotel.
- CO3 Remember the concept of different surfaces cleaning.
- CO4 Attain knowledge about various keys and their control.

<b>UNIT- I</b>	<b>CLEANING AGENTS</b> General Criteria for selection Classification of cleaning Agents , Polishes and Floor seals Use, care and Storage of cleaning agents Distribution and Controls of cleaning Agents Use of Eco-friendly products in Housekeeping	CO 1
<b>UNIT- II</b>	<b>AREA CLEANING</b> Cleaning of Guest Rooms Daily cleaning of (Occupied/ Departure, vacant , VIP rooms Evening / Turn Down Service Second Service Bed Making <b>TYPES OF BEDS AND MATTRESSES</b> Front of the House area Cleaning Back of House Areas Cleaning Work routine and associated problems e.g. high traffic areas, Façade cleaning etc	CO 2,
<b>UNIT-III</b>	<b>COMPOSITION, CARE AND CLEANING OF DIFFERENT SURFACES:</b> Metals Glass Leather Leatherettes Rexines Plastic Ceramics Wood Wall finishes Floor finishes	CO 3
<b>UNIT- IV</b>	<b>CONTRACT HOUSEKEEPING &amp; KEY CONTROL</b> Types of keys Computerised key cards Key control Contract services in Housekeeping Department Types of contract services Advantages & disadvantages of contract services	CO4

**REFERENCES:**

**Text book:**

- Hotel House Keeping – Sudhir Andrews Publisher: Tata Mc Graw Hill.
- Hotel Housekeeping Operations & Management – Raghulanan, Oxford University Press.

**CC-BHMCT-8 HOUSEKEEPING OPERATIONS -II (PRACTICAL)**

**Credits -02**

**External Marks -40**

**Internal Marks -10**

**Total marks -50**

- 1 Cleaning Agent - Familiarization according to classification and Function
- 2 Daily Cleaning of guest room ( Vacant, Occupied, Departure)
- 3 Bath Room Cleaning
- 4 Bed Making ( Day and Night)
- 5 Public Area Cleaning (Cleaning Different Surface)  
WALL - care and maintenance of different types and parts Skirting, Dado  
Different types of paints(distemper Emulsion, oil paint etc)  
WOOD- polished, painted, Laminated SILVER/ EPNS-  
Plate powder method, Polivit method, Proprietary solution (Silvo)  
BRASS- Traditional/ domestic Method, Proprietary solution 1(brasso)  
GLASS - Glass cleanser, Economical method(newspaper)  
FLOOR - Cleaning and polishing of different types Wooden, Marble ,Terrazzo/ mosaic etc.
- 6 Minibar management • Issue • stock taking • checking expiry date

**MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE**

<b>Mapping: CO-PO</b>								
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8
Co 1	2	1	2	1	2	1	3	2
Co 2	3	2	2	1	2	1	3	2
Co 3	2	2	2	1	2	1	3	2
Co 4	2	2	1	1	2	1	2	1
	2.25	1.75	1.75	1	2	1	2.75	1.75

**MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PSO</b>					
	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	3	2	2	2	1
Co 2	3	3	2	3	1
Co 3	3	2	2	3	1
Co 4	3	2	2	3	1
	3	3	1.5	2.75	1.75

**MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PO-PSO</b>														
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO 4	PSO 5	
Co 1	2	1	2	1	2	1	3	2	3	2	2	2	1	
Co 2	3	2	2	1	2	1	3	2	3	3	2	3	1	
Co 3	2	2	2	1	2	1	3	2	3	2	2	3	1	
Co 4	2	2	1	1	2	1	2	1	3	2	2	3	1	
	2.25	1.75	1.75	1	2	1	2.75	1.75	3	3	1.5	2.75	1.75	

**DSE-BHMCT-2 GLOBAL TRENDS IN HOSPITALITY INDUSTRY**

**Credits -04**

**External Marks -80**

**Internal Marks -20**

**Total Marks -100**

**COURSE OBJECTIVES:**

- Co 1 : Knowledge About The Basic Of Accounting , Various Concept And Convention
- Co 2 : familiarizing with Basic Accounting Procedures
- Co 3 : Ability to identify different Subsidiary Books & Special Purpose Books
- Co 4 : Knowledge of final account

<b>UNIT- I</b>	<ul style="list-style-type: none"><li>• Latest Hygiene &amp; sanitation practices adopted in hospitality industry</li><li>• Artificial intelligence (AI) in hospitality industry</li><li>• Latest trends in f&amp; B services : plastic free , service robots &amp; restaurants digitalitization</li><li>• Latest trends in Hotels : Robot hotels ,capsule hotel ,space hotel ,eco hotels ,igloo hotels ,smart hotels ,tree hotel</li></ul>	<b>CO 1</b>
<b>UNIT- II</b>	<ul style="list-style-type: none"><li>• Tech savvy housekeeping practices</li><li>• Tech explosion in hospitality (various uses of software )</li></ul>	<b>CO 2</b>
<b>UNIT-III</b>	<ul style="list-style-type: none"><li>• Healthy and Organic Food &amp; Drinks</li><li>• Sustainability</li><li>• Personalization</li><li>• Robots</li><li>• Virtual Reality</li><li>• Augmented Reality</li><li>• Authentic Local Experiences</li></ul>	<b>CO 3</b>
<b>UNIT- IV</b>	<p><b>HEALTH &amp; WELLNESS:</b></p> <ul style="list-style-type: none"><li>• World-class health spas</li><li>• State-of-the-art fitness centers</li><li>• Yoga retreats</li><li>• Private saunas</li><li>• In-room fitness equipment</li></ul>	<b>CO4</b>

	<ul style="list-style-type: none"><li>• Air purification systems</li></ul> <p>Generations Y and Z</p> <p>These new generations have different requirements and needs compared to older generations. A respondent said “Older generations think about hotels and car rentals. Younger generations think about Airbnb and Uber.”</p>	
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### References :

- Introduction to Hospitality-John R. Walker
- Professional Management of Housekeeping Operations (II Edn. ) by Robert J. Martin & Thomas. J.A. Jones. Wiley Publications
- Food science and nutrition by Sunithra Roddy

### MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE

Mapping: CO-PO								
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8
Co 1	1	2	1	1	1	1	1	1
Co 2	1	2	1	1	1	1	1	1
Co 3	3	2	2	1	2	2	3	1
Co 4	2	1	1	1	1	1	2	2
	1.75	1.75	1.25	1	1.25	1.25	1.75	1.25

**MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PSO</b>					
	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	3	2	1	1	2
Co 2	1	1	1	1	1
Co 3	3	3	3	3	3
Co 4	2	3	3	2	2
	2.25	2.25	2	1.75	2

**MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	1	2	1	1	1	1	1	1	3	2	1	1	2
Co 2	1	2	1	1	1	1	1	1	1	1	1	1	1
Co 3	3	2	2	1	2	2	3	1	3	3	3	3	3
Co 4	2	1	1	1	1	1	2	2	2	3	3	2	2
	1.75	1.75	1.25	1	1.25	1.25	1.75	1.25	2.25	2.25	2	1.75	2

<b>AECC-BHMCT-2 ENVIRONMENTAL &amp; ECOLOGICAL PRACTICES IN HOTELS</b>		<b>Credits -02</b>
		<b>External Marks -40</b>
		<b>Internal Marks -10</b>
		<b>Total Marks -50</b>
<b>COURSE OBJECTIVES:</b>		
<ul style="list-style-type: none"> <li>- Co 1 Define the meaning, scope &amp; importance of environmental studies in hotel industry.</li> <li>- Co 2 Explain &amp; illustrate the importance of ecology &amp; ecosystems.</li> <li>- Co 3 Solve the problem of environment pollution.</li> <li>- Co 4 Create the awareness about impact of human population on environment.</li> </ul>		
<b>UNIT- I</b>	Environmental studies – meaning – scope – importance	CO 1
<b>UNIT- II</b>	Ecology and Ecosystems, Biodiversity and its Conservation, and Natural resources – meaning of ecology – structure and function of an ecosystem – producers – consumers – decomposers – energy flow in the ecosystem – ecological succession- food chain – food webs and ecological pyramids . Ecosystem – concept– types of ecosystems – structure and functions of forest ecosystem, grass land ecosystem- desert ecosystem, aquatic ecosystem. Natural resources- features- air resources, forest resources, water resources, mineral resources, food resources- energy resources, land resources- over exploitation of natural resources- consequences- conservation of natural resources- role of an individual in conservation of natural resources.	<b>CO 2, CO 3</b>
<b>UNIT-III</b>	Hotel Industry and environment pollution  Environmental pollution – soil pollution – air pollution – water pollution – thermal pollution – noise pollution – causes, effect and control measures –  Waste management in Hotels – waste minimization through cleaner technologies – reuse and recycling - solid waste management.	<b>CO 2, CO 3</b>
<b>UNIT- IV</b>	Human Population and environment – population growth – variation among nations – population explosion – environment and human health – human rights – value education – women and child welfare.	<b>CO4</b>

#### REFERENCE BOOKS

1. Misra. S.P and Pandey .S.N. Essential Environmental Studies, Ane Books India,New Delhi.
2. Kiran B. Chokkas and others. Understanding Environment, Sage Publications New Delhi.
3. Arumugam N. and Kumaresan V. Environmental Studies, Saras Publications, Kanyakumari.
4. Benny Joseph. Environmental Studies, Tata McGraw-Hill Publishing Co.Ltd.,New Delhi.

#### MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
CO1	1	1	1	1	1	1	1	3
CO2	1	2	1	2	1	1	1	3
CO3	1	2	2	2	2	1	1	1
CO4	1	1	1	1	2	1	1	3
	1	1.5	1.25	1.5	1.5	1	1	1.75

# **SEMESTER**

# **III**

**CC-BHMCT-9 INTRODUCTION TO INDIAN COOKING (THEORY)**

**Credits -04**

**External Marks -80**

**Internal Marks -20**

**Total marks -100**

**COURSE OBJECTIVES:**

**Co 1** : knowledge of Indian cooking to the beginners.

**Co 2** : familiarizing with Menu Planning & Purchasing ,Storing & issuing of food

**Co 3** : understand Indian gravies and uses of Dry and Wet masalas used in Indian cuisine.

**Co 4** : knowledge about Indian Food & Safety laws

<b>UNIT- I</b>	<b>Indian Cooking</b> <ul style="list-style-type: none"> <li>• Introduction to Indian Cuisine,</li> <li>• Heritage of Indian Cuisine,</li> <li>• Factors that affect eating habits in different parts of the country,</li> <li>• Cuisine and its highlights of different states/regions/communities To be discussed: Geographic location,</li> <li>• Historical background,</li> <li>• Seasonal availability,</li> <li>• Special equipment,</li> <li>• Staple diets,</li> <li>• Specialty cuisine for festivals and special occasions</li> </ul>	<b>CO 1</b>
<b>UNIT- II</b>	<b>Menu Planning &amp; Purchasing ,Storing &amp; issuing of food :</b> <ul style="list-style-type: none"> <li>• Definition &amp; Menu and its Types</li> <li>• Factor effecting menu planning and construction of menu</li> <li>• Purchasing &amp; purchasing procedure</li> <li>• The purchasing of food</li> <li>• Receiving of food</li> <li>• Storing of food</li> <li>• Issuing of food</li> </ul>	<b>CO 2</b>
<b>UNIT- III</b>	<b>Masalas, Pastes and Gravies in Indian cooking:</b> <ul style="list-style-type: none"> <li>• Masalas and Pastes: Introduction,</li> <li>• Types, Blending of Spices,</li> <li>• Concept of Dry and Wet Masalas,</li> <li>• Pastes used in Indian Cooking,</li> <li>• Purchasing, Storing Considerations.</li> <li>• Basic Indian Gravies: Introduction,</li> <li>• Gravies and Curries,</li> <li>• Regional Gravies, Gravy Preparations.</li> </ul>	<b>CO 3</b>
<b>UNIT- IV</b>	<b>Indian Food &amp; Safety laws:</b> <ul style="list-style-type: none"> <li>• The Prevention of Food Adulteration Act, 1954</li> <li>• The Fruit Products Order, 1955</li> <li>• The Meat Food Products Order, 1973</li> <li>• The Vegetable Oil Products (Control) Order, 1947</li> <li>• The Edible Oils Packaging (Regulation) Order, 1998</li> </ul>	<b>CO4</b>

	<ul style="list-style-type: none"><li>• The Solvent Extracted Oil, De oiled Meal, and Edible Flour (Control) Order, 1967</li><li>• The Milk and Milk Products Order, 1992</li><li>• Essential Commodities Act, 1955 (in relation to food).</li><li>• Bureau of Indian Standards</li><li>• A Hazard Analysis Critical Control Point (HACCP)</li></ul>	
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**TEXT BOOKS:**

- Food Production Operations: Parvinder S Bali, Oxford University Press
- Theory of Cookery By K Arora, Frank Brothers
- A Culinary Tour of India by Yogesh Singh, I.K. International Publishing House Pvt. Ltd.

**CC-BHMCT-9 INTRODUCTION TO INDIAN COOKING (PRACTICAL)**

**Credits -02**

**External Marks -40**

**Internal Marks -10**

**Total marks -50**

**COURSE OBJECTIVES:**

To impart practical knowledge of preparation of Indian cooking to the beginners, familiarizing with Condiments, Herbs and Spices used in India Cuisine. To be able to cook Indian gravies and uses of Dry and Wet masalas used in Indian cuisine.

1. Understanding Indian Cooking and Preparation of simple popular foods of India (At least one simple three course menu from each region of India , North, East, South, Seat and Central India its salient features and cooking).
2. Condiments, Herbs & Spices in Indian Kitchen – Do's & Don't's
3. Understanding Preparations of Masalas, Pastes and Gravies in Indian Kitchen Preparation of:
  - (i) Makhni Gravy
  - (ii) Green Gravy
  - (iii) White Gravy
  - (iv) Lababdar Gravy
  - (v) Kadhai Gravy
  - (vi) Achari Gravy
  - (vii) Malai Kofta Gravy
  - (viii) Yakhni Gravy
  - (ix) Yellow Gravy
  - (x) Korma Gravy
4. Familiarization with, commodities and their usage in Indian Kitchens with the help of simple dishes preparations indicating their usage.
5. preparation of various cakes & cake bases

**MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE**

<b>Mapping: CO-PO</b>								
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8
Co 1	1	1	2	1	1	2	3	1
Co 2	1	1	2	1	1	2	3	1
Co 3	1	2	2	1	1	2	3	1
Co 4	1	1	2	1	1	1	3	2
	1.	1.25	2	1	1	1.75	3	1.25

**MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PSO</b>					
	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	3	3	1	2	2
Co 2	3	2	1	2	1
Co 3	3	3	2	3	3
Co 4	3	3	3	2	2
	3	2.75	1.75	2.25	2

**MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PO-PSO</b>														
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO 4	PSO 5	
Co 1	1	1	2	1	1	2	3	1	3	3	1	2	2	
Co 2	1	1	2	1	1	2	3	1	3	2	1	2	1	
Co 3	1	2	2	1	1	2	3	1	3	3	2	3	3	
Co 4	1	1	2	1	1	1	3	2	3	3	3	2	2	
	1.	1.25	2	1	1	1.75	3	1.25	3	2.75	1.75	2.25	2	

**CC-BHMCT-10 FOOD & BEVERAGE SERVICE OPERATIONS  
(THEORY)**

**Credits -04**

**External Marks -80**

**Internal Marks -20**

**TotalMarks-100**

**COURSE OBJECTIVES:**

- Co 1 Creating awareness about how to handle different situation in Restaurant.
- Co2 Developing an Understanding about buffet management & catering establishment.
- Co 3 Analyze the various f & b control methods.
- Co 4 Remember about various budget and their control.

<b>UNIT- I</b>	<b>Planning of restaurant &amp; food service facilities &amp; Situation handling in food &amp; beverage outlets:</b> Introduction, Planning & Operating various food & beverage Outlets , ancillary areas, Factors-Concept, Menu, Space & Lighting , Colours and Restaurant Design team. Restaurant Problems and Guest Situation Handling (related to food, ambience, hygiene etc.)	<b>CO 1</b>
<b>UNIT- II</b>	<b>Buffet management:</b> Introduction, Types, Equipment's Used, Factors, Space requirements & Checklist, Buffet Presentation, menu planning, staff requirement . Function Catering: Introduction, Types of Function, Function Booking Procedure, Seating Arrangements. Other Catering Operations: Hospital Catering, Industrial & Institutional Catering, Airline & Railway catering, Home Delivery, Take away.	<b>CO 2</b>
<b>UNIT-III</b>	<b>F &amp; B Control:</b> Overview: Introduction, Objectives of F & B Control, Problems in F & B Control, Personnel Management in F & B Control. F&B control cycle & monitoring.	<b>CO 3</b>

<b>UNIT- IV</b>	<b>Budgetary Control:-</b> Introduction, Objectives, Kinds of Budget, Budgetary Control Process, Stages in the preparation of Budgets. Budgeting for F & B Operations. Menu Management- Menu Costing and Pricing, Menu Merchandising, Menu Engineering, Menu Fatigue.	<b>CO4</b>
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**REFERENCES:**

**Text book :**

Food & Beverage Service – Dennis R.Lillicrap. & John A. Cousins. Publisher: ELBS  
Food & beverage Service Training Manual – Sudhir Andrews, Tata Mc Graw Hill.  
Food & Beverage Service – R. Singaravelavan.  
Food & Beverage Service & Management -- Bobby George & Sandeep Chatterjee  
Food & Beverage Service- Anita Sharma & S N Bagchi.  
Financial & Cost control techniques in hotel & Catering Industry – Dr J.M.S.Negi  
Hotel & Catering Costing & Budgets, RD. Boardman,Heinemann

**CC-BHMCT-10 FOOD & BEVERAGE SERVICE OPERATIONS  
(PRACTICAL)**

**Credits -02**

**External Marks -40**

**Internal Marks -10**

**TotalMarks-50**

Restaurant Set –ups of different types & services.

Service of High tea.

Buffet Lay –up, theme Buffets set up

Theme Parties

Role Plays & Situation handling in Restaurant

**MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE**

<b>Mapping: CO-PO</b>								
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8
Co 1	3	3	2	1	2	1	2	2
Co 2	3	3	2	1	2	2	3	2
Co 3	2	2	1	1	2	1	3	1
Co 4	2	2	1	1	1	2	2	1
	2.5	2.5	1.5	1	1.75	1.5	2.5	1.5

**MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PSO</b>					
	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	3	3	2	2	2
Co 2	3	3	1	3	1
Co 3	3	2	1	2	1
Co 4	3	1	1	2	1
	3	2.25	1.25	2.25	1.25

**MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PO-PSO</b>														
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO 4	PSO 5	
Co 1	3	3	2	1	2	1	2	2	3	3	2	2	2	
Co 2	3	3	2	1	2	2	3	2	3	3	1	3	1	
Co 3	2	2	1	1	2	1	3	1	3	2	1	2	1	
Co 4	2	2	1	1	1	2	2	1	3	1	1	2	1	
	2.5	2.5	1.5	1	1.75	1.5	2.5	1.5	3	2.25	1.25	2.25	1.25	

**CC-BHMCT-11 FRONT OFFICE OPERATIONS -III**  
**(THEORY)**

**Credits -04**

**External Marks -80**

**Internal Marks -20**

**TotalMarks-100**

**COURSE OBJECTIVES:**

- Co 1: Managing cash and credit control.
- Co 2: Assessing the role of front office cashier and night auditor.
- Co 3: Validating security functions and dealing with emergencies.
- Co 4: Defining budget.

<b>UNIT- I</b>	<b>Cash and Credit Control</b>  Cash Control: Introduction, frauds & internal control, cash receipt control, physical control measures.  Credit Control: Meaning, objective and methods, Hotel credit policy, Control measures; during occupancy, checkout, after departure, Prevention of Skippers: on arrival/during stay/on departure day.	<b>CO 1</b>
<b>UNIT- II</b>	<b>Front Office Cashier</b>  Role of the Front desk cashier, Importance of front office cash, Duties and responsibilities of front desk cashier.  <b>Night Auditing:</b> Introduction, Objective, functions and job description of Night Auditor, Night Audit process, Preparing night audit reports.	<b>CO 2</b>
<b>UNIT-III</b>	<b>Security functions</b>  Front Office Security Functions; Guest security, hotel property security, Security measures taken by hotel.  <b>Dealing with emergencies:</b> Bomb threat, Sickness and death, fire, Guest and employee thefts, planning for emergency situations.	<b>CO 3</b>
<b>UNIT- IV</b>	<b>Budgeting:</b> Introduction, types, advantage and	<b>CO 4</b>

	disadvantages of budgeting, budgetary controls, The budgeting process, Planning capital budget, Planning operation budget, Operating budget – controlling expenses – income statement, Purchasing systems – methods of buying, Stock records – issuing and control.	
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## SUGGESTED READINGS

### Reference books:

- Deshmukh, S. (2011). Hotel Maintenance: Security, Safety & First Aid. Naman Publisher & Distributors.
- Kotas, R. (2014). Management Accounting for Hotels and Restaurants. Routledge, 2<sup>nd</sup> edition.
- Le, T., Bhushan, V., Sochat, M., Vaidyanathan, V. (2020). First Aid for the USMLE Step 1 2020. McGrawHill publication; 30<sup>th</sup> anniversary edition.
- Maheshwari S.N., Maheshwari S.K. (2018).Advanced Accountancy Volume-II. Vikas Publishing House; 11<sup>th</sup> Edition.
- McCrie, R. (2006). Security Operations Management. Butterworth-Heinemann.
- Singh, R. K. (2007). Safety and Security in Hotels and Restaurants. Aman Publications.

### Text Books:

- Andrews, S. (2017). Hotel Front Office: A Training Manual. McGraw Hill Education; Third edition.
- Bardi, A. J. (2012). Hotel Front Office Management. Wiley India Pvt Ltd; Fifth edition.
- Bhakta, A. (2011). Professional Hotel Front Office Management. McGraw Hill Education.
- Bhatnagar, S. K. (2011). Front Office Management. Frank Bros.
- Kasavana, L. M. (2000). Managing Front Office Operations. Educational Institute of the American Hotel & Motel Association; 5th edition edition
- Tewari, J. (2016). Hotel Front Office: Operations and Management. Oxford University Press; Second edition.

- Woods, H. R., Ninemeier, J. D., Hayes, D. K. and Austin, M. A (2013). Professional Front Office Management: Pearson New International Edition, Pearson Education Limited; illustrated.
- Yadav, M. K. (2014). Hotel Front Office- Management & Operations. Aman Publications; 2 edition.

**CC-BHMCT-11 FRONT OFFICE OPERATIONS -III  
(PRACTICAL)**

**Credits -02**

**External Marks -40**

**Internal Marks -10**

**TotalMarks-50**

- Hands on practical of computer application on software, students should be able to:
  - Register- in a reservation
  - Register an arrival
  - Amend a reservation
  - Cancel a reservation
  - Post a charge
  - Make a group reservation
  - Make a folio
  - Make a room change
  - Show a departure/ checkout
  - Print a folio
  - Print reports such as expected arrivals and departure for the day.
- Develop an understanding about requirements of different guests, with children, business travellers, single woman traveller, differently abled travellers and acquaint the learners with procedures like expression about sharing of hotel services and facilities to guests, employees as brand ambassadors of hotels, managing guest interactions effectively.
- Familiarization with first aid kit and its contents.
- Role play: In reference to the theory syllabus:
  - Problem handling on different problems/situations.
  - GRE
  - Lobby Manager
  - Bell Captain
  - Bell Boys- luggage handling

Concierge and Car Valet

### **MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE**

<b>Mapping: CO-PO</b>								
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
Co 1	2	3	1	2	2	2	2	1
Co 2	2	1	1	1	1	2	2	1
Co 3	2	3	2	3	2	2	2	3
Co 4	2	3	2	3	1	1	2	2
	2	2.5	1.5	2.25	1.5	1.75	2	1.75

### **MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PSO</b>					
	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	2	2	2	3	3
Co 2	3	2	2	3	1
Co 3	1	1	2	3	3
Co 4	2	2	2	3	3
	2	1.75	2	3	2.5

### **MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PO-PSO</b>													
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
Co 1	2	3	1	2	2	2	2	1	2	2	2	3	3
Co 2	2	1	1	1	1	2	2	1	3	2	2	3	1
Co 3	2	3	2	3	2	2	2	3	1	1	2	3	3
Co 4	2	3	2	3	1	1	2	2	2	2	2	3	3
	2	2.5	1.5	2.25	1.5	1.75	2	1.75	2	1.75	2	3	2.5

**CC-BHMCT-12 HOUSEKEEPING OPERATIONS -III  
(THEORY)**

**Credits -04**

**External Marks -80**

**Internal Marks -20**

**Total Marks -100**

**COURSE OBJECTIVES:**

CO1 Gain the knowledge of different types of Linen in hotels.

CO2 Remember the advantages of providing staff uniforms.

CO3 Acquire the knowledge of laundry section.

CO4 Understand the concept of safety and security procedure.

<b>UNIT- I</b>	<b>LINEN ROOM:</b> Activities of the Linen Room, Layout and equipment in the Linen Room, Selection criteria for various Linen Items & fabrics suitable for this purpose, Purchase of Linen, Calculation of Linen requirements, Linen control-procedures and records, Stocktaking-procedures and records Recycling of discarded linen, Linen Hire	CO 1
<b>UNIT- II</b>	<b>UNIFORMS:</b> Advantages of providing uniforms to staff Issuing and exchange of uniforms, type of uniforms Selection and designing of uniforms, Layout of the Uniform room, <b>SEWING ROOM</b> - Activities and areas to be provided, Equipment provided	CO 2,
<b>UNIT-III</b>	<b>LAUNDRY:</b> Commercial and On-site Laundry, Flow process of Industrial Laundering-OPL, Stages in the Wash Cycle, Laundry Equipment and Machines, Layout of the Laundry, Laundry Agents, Dry Cleaning, Guest Laundry/Valet service, Different types of stains and Stain removal.	CO 3
<b>UNIT- IV</b>	<b>SAFETY AND SECURITY:</b> Introduction, work environment safety and safety analysis, potential hazards in housekeeping operations, safety awareness and accident prevention, role of housekeeping in safety, Crime prevention and dealing with emergency situations. First Aid, first aid procedure, first aid box, first aid for common situations.	CO4

**REFERENCES:**

- Le, T., Bhushan, V., Sochat, M., Vaidyanathan, V. (2020). First Aid for the USMLE Step 1 2020. McGrawHill publication; 30<sup>th</sup> anniversary edition.
- Talawadekar, S. (2016). 5-S in 5 Days: For Lean-Clean Workplace. Kaizen Management Systems publication, Fourth edition.
- Tiwari, S. B. (2014). Current trends in hospitality and tourism. Generic books.
- Stiel, H., Ivice, L. (2011). The Art & Science of the Hotel Concierge. Amer Hotel & Motel Assn; First edition

**Text Books:**

- Andrews, S. (2017). Hotel Housekeeping: A Training Manual. McGraw Hill Education; Third edition.
- Andrews, S. (2017). Hotel Front Office: A Training Manual. McGraw Hill Education; Third edition.
- Bardi, A. J. (2012). Hotel Front Office Management. Wiley India Pvt Ltd; Fifth edition.
- Bhatnagar, S. K. (2011). Front Office Management. Frank Bros.
- Ganguly, P. (2019). Housekeeping Management in Hotel and Service Industry. Dreamtech Press.
- Jagmohan, N. (2013). Housekeeping (Theory and Practices). S Chand & Company.
- Raghulanan, G., Raghulanan, S. (2015). Hotel Housekeeping: Operations and Management. Oxford University Press India; 3 edition.
- Singh, M. (2012). Hotel Housekeeping. McGraw Hill Education; 1 edition
- Tewari, J. (2016). Hotel Front Office: Operations and Management. Oxford University Press; Second edition.
- Yadav, M. K. (2014). Hotel Front Office- Management & Operations. Aman Publications; 2 edition.

**CC-BHMCT-12 HOUSEKEEPING OPERATIONS -III  
(PRACTICAL)**

**Credits -02**

**External Marks -40**

**Internal Marks -10**

**Total Marks -50**

- 1 Guest room inspection
- 2 First aid, first aid kit, maintaining records
- 3 Dealing with emergency situation
- 4 Fire safety -firefighting, safety measures, fire drill (demo).
- 5 Guest handling, Guest request, Guest complaints
- 6 Handling room linen, guest supplies maintaining register and record replenishing floor pantry, stock taking, maintaining records
- 7 Stain Removal
- 8 Selection and Designing of Uniforms
- 9 Laundry Machinery and Equipment
- 10 Standard operating procedure- skill oriented task (e.g. cleaning and polishing glass, brass etc)

**MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE**

**Course Objectives (CO):**

<b>Mapping: CO-PO</b>								
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8
Co 1	2	2	2	1	2	1	2	1
Co 2	1	1	1	1	1	1	2	1
Co 3	2	2	2	1	2	1	3	2
Co 4	3	2	2	1	1	1	3	3
	2	1.75	1.75	1	1.5	1	2.5	1.75

**MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

Mapping: CO-PSO					
	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	3	2	2	2	1
Co 2	1	2	2	3	1
Co 3	3	2	1	3	1
Co 4	3	3	2	3	3
	2.5	2.25	1.75	2.75	1.5

**MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM  
SPECIFIC OBJECTIVE**

Mapping: CO-PO-PSO														
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO 4	PSO 5	
Co 1	2	2	2	1	2	1	2	1	3	2	2	2	1	
Co 2	1	1	1	1	1	1	2	1	1	2	2	3	1	
Co 3	2	2	2	1	2	1	3	2	3	2	1	3	1	
Co 4	3	2	2	1	1	1	3	3	3	3	2	3	3	
	2	1.75	1.75	1	1.5	1	2.5	1.75	2.5	2.25	1.75	2.75	1.5	

**DSE-BHMCT-3 HYGIENE & SANITATION IN HOSPITALITY INDUSTRY**

**Credits -04**

**External Marks -80**

**Internal Marks -20**

**Total Marks -100**

**Course Objectives (CO):**

Co 1: Creating awareness about Hygiene in catering Industry post Covid-19.

Co 2: Familiarizing the students regarding contaminated food, causes of contamination

Co 3 : Ability To Understand high risk food and Food hygiene regulations.

Co 4: Remember the basic concept Cleaning utensils and waste management

<b>Unit- I</b>	<b>Importance of Hygiene:</b> The place of hygiene in the catering industry; Personal hygiene for staff members in the food production areas and those coming in contact with the guest. Hygiene and Waste Management for Covid-19 WHO Guidelines.	<b>Co 1</b>
<b>Unit- 2</b>	<b>Food Poisoning</b> Food Poisoning, meaning in context of water and food Water and food borne diseases- roots of contamination Moulds, Yeasts, Bacteria, HACCP-Brief Introduction	<b>Co 2</b>
<b>Unit-3</b>	<b>Hygienic food handling:</b> High Risk Foods; Preventing Contamination; Temperatures Control; Storage of food; Food hygiene regulations (FSSAI, Agmark, BIS)	<b>Co 3</b>
<b>Unit- 4</b>	<b>Cleaning Methods</b> Design of premises and equipment in the kitchen Cleaning Agents, Water Detergents, Abrasives, Disinfectants Cleaning Schedules, Pest control, Indoors environment, air, water, waste disposal	<b>Co4</b>

**Text Books:**

- Food Science And Nutrition – Sunetra Roday
- Essentials Of Food And Nutritions – Swaminathan, M . S
- Nutrition And Dietics – Joshi, S.A

**Reference Books:**

- The Food We Eat – Warren, C. C
- Nutrition And Diet Therapy – Williams, S.R
- Introductory Nutrition – Guthrie, A. H
- Food Hygiene for Food Handlers – Trickett Jill.

**MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE**

Mapping: CO-PO									
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8	
Co 1	1	2	2	1	2	1	2	2	
Co 2	1	2	1	1	1	1	1	2	
Co 3	1	2	1	1	1	1	1	2	
Co 4	1	2	2	1	1	2	1	2	
	1	2	1.5	1	1.25	1.25	1.25	2	

### **MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PSO</b>					
	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	1	1	2	2	2
Co 2	1	1	2	1	1
Co 3	1	1	1	1	1
Co 4	1	1	1	1	2
	1	1	1.5	1.25	1.50

### **MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PO-PSO</b>														
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO 4	PSO 5	
Co 1	1	2	2	1	2	1	2	2	1	1	2	2	2	
Co 2	1	2	1	1	1	1	1	2	1	1	2	1	1	
Co 3	1	2	1	1	1	1	1	2	1	1	1	1	1	
Co 4	1	2	2	1	1	2	1	2	1	1	1	1	2	
	1	2	1.5	1	1.25	1.25	1.25	2	1	1	1.5	1.25	1.50	

### **SEC-BHMCT-1 ACCOUNTING SKILLS FOR HOSPITALITY**

**Credits -02**

**External Marks -40**

**Internal Marks -10**

**Total Marks-50**

#### **COURSE OBJECTIVES:**

- Co 1 : Knowledge About The Basic Of Accounting , Various Concept And Convention
- Co 2 : familiarizing with Basic Accounting Procedures
- Co 3 : Ability to identify different Subsidiary Books & Special Purpose Books
- Co 4 : Knowledge of final account

<b>UNIT- I</b>	<b>Introduction To Accounting &amp; Conceptual Frame Work Of Accounting</b> <ul style="list-style-type: none"><li>• Meaning &amp; Definition</li><li>• Various Objective &amp; functions of accounting</li><li>• Users of Accounting Information</li><li>• Accounting Cycles</li><li>• Basic accounting terms</li><li>• Accounting conventions and concepts.</li></ul>	<b>CO 1</b>
<b>UNIT- II</b>	<b>BASIC ACCOUNTING PROCEDURES</b> <ul style="list-style-type: none"><li>• Double entry system of accounting</li><li>• Types of account &amp; golden rule of accounting</li><li>• Journals its format and Steps in Journalizing</li><li>• Preparation of ledger accounts and trial balance.</li></ul>	<b>CO 2</b>
<b>UNIT-III</b>	<b>Subsidiary Books &amp; Special Purpose Books</b> <ul style="list-style-type: none"><li>• Meaning &amp; types of Subsidiary Books</li><li>• Advantage&amp; format of various Subsidiary books</li><li>• Cash Book – Its types &amp; advantages of Cash book,</li><li>• Imprest system with special reference to Cash Received Book used in Hotels.</li></ul>	<b>CO 3</b>
<b>UNIT- IV</b>	<b>FINAL ACCOUNTS:</b> reparation Of Trading Account, Preparation Profit And Loss Account Preparation Balance Sheet Practical Problems On Trading Account, Profit And Loss Account And Balance Sheet With Simple Adjustments	<b>CO4</b>

#### **References :-**

- Accounting for Management, S K Bhattacharya, Vikas Publishing House
- Hospitality Financial Accounting By Jerry J Weygandt, Publisher Wiley & sons
- Comprehensive Accountancy, SA Siddiqui
- A complete Course in Accounting Volume – I, N.D. Kappor
- Double – Entry Book- Keeping, Rc. Chawla & C. Juneja
- Introduction to Accountancy, T.S. Grewal

#### MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE

Mapping: CO-PO								
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8
Co 1	1	2	1	1	1	1	1	1
Co 2	1	2	1	1	1	1	1	1
Co 3	3	2	2	1	2	2	3	1
Co 4	2	1	1	1	1	1	2	2
	1.75	1.75	1.25	1	1.25	1.25	1.75	1.25

#### MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE

Mapping: CO-PSO					
	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	3	2	1	1	2
Co 2	1	1	1	1	1
Co 3	3	3	3	3	3
Co 4	2	3	3	2	2
	2.25	2.25	2	1.75	2

**MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC  
OBJECTIVE**

Mapping: CO-PO-PSO														
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO 4	PSO 5	
Co 1	1	2	1	1	1	1	1	1	3	2	1	1	2	
Co 2	1	2	1	1	1	1	1	1	1	1	1	1	1	
Co 3	3	2	2	1	2	2	3	1	3	3	3	3	3	
Co 4	2	1	1	1	1	1	2	2	2	3	3	2	2	
	1.75	1.75	1.25	1	1.25	1.25	1.75	1.25	2.25	2.25	2	1.75	2	

# **SEMESTER**

# **IV**

**CC-BHMCT-13 REGIONAL CUISINES OF INDIA –I (THEORY )**

**Credits –04**

**External Marks -80**

**Internal Marks -20**

**TotalMarks-100**

**Course Objectives:**

**Co 1 : Knowledge About The Cuisines of Kashmir, Himachal & Uttarakhand**

**Co 2 : Familiarizing With Punjab ,Haryana, Delhi Cuisine**

**Co 3 : Ability To Identify Different Food of Rajasthan & Gujarat**

**Co 4 : Knowledge of Maharashtra & Goa Cuisine**

<b>UNIT- I</b>	<b>Cuisines of Kashmir, Himachal &amp; Uttarakhand:</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Geographical Perspectives,</li> <li>• Brief Historical Background,</li> <li>• Characteristics &amp; Salient Features of Cuisine</li> <li>• Key Ingredients, Popular Foods</li> <li>• Seasonal Foods &amp; Special Equipments</li> <li>• Staple Diets, Specialties during Festivals and Other Occasions, Community Foods</li> </ul>	<b>CO 1</b>
<b>UNIT- II</b>	<b>Cuisines of Punjab, Haryana &amp; Delhi:</b> <ul style="list-style-type: none"> <li>• Introduction,</li> <li>• Geographical Perspectives,</li> <li>• Brief Historical Background,</li> <li>• Characteristics &amp; Salient Features of Cuisine ,</li> <li>• Key Ingredients, Popular Foods,</li> <li>• Seasonal Foods &amp; Special Equipments,</li> <li>• Staple Diets, Specialties during Festivals and Other Occasions, Community Foods</li> </ul>	<b>CO 2</b>
<b>UNIT-III</b>	<b>Cuisines of Rajasthan &amp; Gujarat:</b> <ul style="list-style-type: none"> <li>• Introduction,</li> <li>• Geographical Perspectives,</li> <li>• Brief Historical Background,</li> <li>• Characteristics &amp; Salient Features of Cuisine ,</li> <li>• Key Ingredients, Popular Foods,</li> <li>• Seasonal Foods &amp; Special Equipments</li> <li>• Staple Diets, Specialties during Festivals and Other Occasions, Community Foods</li> </ul>	<b>CO 3</b>
<b>UNIT- IV</b>	<b>Cuisines of Maharashtra &amp; Goa:</b> <ul style="list-style-type: none"> <li>• Introduction,</li> <li>• Geographical Perspectives,</li> <li>• Brief Historical Background,</li> <li>• Characteristics &amp; Salient Features of Cuisine ,</li> <li>• Key Ingredients, Popular Foods,</li> <li>• Seasonal Foods &amp; Special Equipments,</li> <li>• Staple Diets, Specialties during Festivals and Other Occasions, Community Foods</li> </ul>	<b>CO4</b>

**References:-**

- **Quantity Food Production Op. and Indian Cuisine – Parvinder S Bali, Oxford University Press**
- **A Taste of India By Madhur Jafferey - John Wiley & Sons**
- **Indian Gastronomy – Manjit Gill, DK Publishers**
- **Punjabi Cuisine – Manjit Gill**
- **My Great India Cook Book – Vikas Khanna**

**CC-BHMCT-13 REGIONAL CUISINES OF INDIA –I (PRACTICAL)**

**Credits –02**

**External Marks -40**

**Internal Marks -10**

<ul style="list-style-type: none"><li>• Popular Breakfast dishes the states</li><li>• Two or more lunch Menus about 3-5 dishes per state.</li><li>• Famous desserts of the states</li><li>• Famous regional dishes of states</li><li>• Preparation of various breads &amp; bun</li><li>• Note: For focused inputs Regional Theme Lunches/ Festivals may be organized as a part of activity based learning.</li></ul>
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#### **MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE**

<b>Mapping: CO-PO</b>								
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8
Co 1	1	1	2	1	1	2	3	1
Co 2	1	1	2	1	1	2	3	1
Co 3	1	2	2	1	1	2	3	1
Co 4	1	1	2	1	1	1	3	2
	1.	1.25	2	1	1	1.75	3	1.25

#### **MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

Mapping: CO-PSO					
	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	3	3	1	2	2
Co 2	3	2	1	2	1
Co 3	3	3	2	3	3
Co 4	3	3	3	2	2
	3	2.75	1.75	2.25	2

**MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

Mapping: CO-PO-PSO														
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO 4	PSO 5	
Co 1	1	1	2	1	1	2	3	1	3	3	1	2	2	
Co 2	1	1	2	1	1	2	3	1	3	2	1	2	1	
Co 3	1	2	2	1	1	2	3	1	3	3	2	3	3	
Co 4	1	1	2	1	1	1	3	2	3	3	3	2	2	
	1.	1.25	2	1	1	1.75	3	1.25	3	2.75	1.75	2.25	2	

**CC-BHMCT-14 FOOD & BEVERAGE SERVICE MANAGEMENT - I (THEORY)**

**Credits -04**

**External Marks -80**

**Internal Marks -20**

**TotalMarks-100**

**COURSE OBJECTIVES:**

- Co 1 Gain Knowledge of Bar, bar menu, & bar licenses.
- Co 2 Understanding about wines, wines service and their storage.
- Co 3 Creating awareness about beers, their production & other fermented alcoholic beverages.
- Co 4 Remember the concept various Distilled Alcoholic Beverages & cocktails.

<b>UNIT- I</b>	<b>Basics of Bar:</b>  Introduction to bar, bar types, Layout of bar area & bar counter, bar stocks maintenance, Equipment's Used in bar , bar Licenses, Staffing, job description, job specification, understanding Bar Menus.	CO 1
<b>UNIT- II</b>	<b>Alcoholic Beverages:</b> Wines – Introduction, Classification, Brief Description & manufacturing process, Major Indian and International Brands. glasses and equipment, Storage and service of wine	CO 2,
<b>UNIT-III</b>	<b>Beers:</b> Introduction, Ingredients Used, Production, Types And brands, Indian and International. Services, bottled, canned And drought beers. Other Fermented & Brewed Beverages: Sake, Cider, Perry. Tobacco: Types, Production, Brands & Service – Indian and International	CO 3
<b>UNIT- IV</b>	<b>Distilled Alcoholic Beverages:</b> Introduction to Spirits (Whisky, Brandy, Rum, Vodka, Gin & Tequila),  Spirits- Types, Production, Brands Indian and International & Service,  Introduction & history of Cocktails, Types & Preparation, Classic Cocktails recipes.	CO4

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**REFERENCES:**

**Text book :**

Food & Beverage Service – Dennis R.Lillicrap. & John A. Cousins. Publisher: ELBS  
Food & beverage Service Training Manual – Sudhir Andrews, Tata Mc Graw Hill.  
Food & Beverage Service – R. Singaravelavan.  
Food & Beverage Service & Management -- Bobby George & Sandeep Chatterjee  
Food & Beverage Service- Anita Sharma & S N Bagchi.  
Financial & Cost control techniques in hotel & Catering Industry – Dr J.M.S.Negi

**CC-BHMCT-14 FOOD & BEVERAGE SERVICE MANAGEMENT - I (PRACTICAL)**

**Credits -02**

**External Marks -40**

**Internal Marks -10**

**TotalMarks-50**

Service of Alcoholic Beverages: Wines, Spirits.  
Opening & closing of wines corks (Champagne, Red & White wines)  
Service of Spirits & Liqueurs  
Bar setup and operations  
Service of Cigars & cigarettes  
Service of Beer, Other Fermented & Brewed Beverages  
Service of Sparkling, Aromatized, Fortified, Still Wines.  
Set up a table with Prepared Menu with wines

**MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE**

<b>Mapping: CO-PO</b>								
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8
Co 1	2	3	2	1	2	2	3	1
Co 2	2	2	2	1	2	1	3	1
Co 3	3	2	1	1	2	1	3	1
Co 4	3	1	2	1	2	2	3	2
	2.5	2	1.75	1	2	1.5	3	1.25

**MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

Mapping: CO-PSO					
	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	3	3	1	2	2
Co 2	3	3	1	2	1
Co 3	3	3	1	2	2
Co 4	3	3	1	2	2
	3	3	1	2	1.75

**MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

Mapping: CO-PO-PSO														
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO 4	PSO 5	
Co 1	2	3	2	1	2	2	3	1	3	3	1	2	2	
Co 2	2	2	2	1	2	1	3	1	3	3	1	2	1	
Co 3	3	2	1	1	2	1	3	1	3	3	1	2	2	
Co 4	3	1	2	1	2	2	3	2	3	3	1	2	2	
	2.5	2	1.75	1	2	1.5	3	1.25	3	3	1	2	1.75	

**CC-BHMCT-15 ACCOMMODATION MANAGEMENT- I (THEORY)**

### **COURSE OBJECTIVES:**

Co 1: Creating awareness about accommodation sector and hotel chains.  
 Co 2: Developing an understanding of guest accommodation and changing trends in housekeeping.  
 Co3: Remember the basic concept of horticulture/flower arrangement/pest control and waste management.  
 Co 4: Creating basic understanding of housekeeping personnel management.

<b>UNIT- I</b>	<b>Accommodation Sector:</b> - Introduction, Concept, and its need, various types of accommodation. Organization Structure of Hotels; Origin, growth and development of Hotel Sector in India (ITC, The Taj Group, The Oberoi Group), Foreign Hotel Chains in India – Hilton, Marriott, Hyatt	<b>CO 1</b>
<b>UNIT- II</b>	<b>The Guest Accommodation:</b> Guestrooms name list patterns, layout, salient features, amenities, supplies and service, bathroom layout and supplies, floor pantries layout and description. <b>Changing trends in Housekeeping:</b> Introduction, Hygiene and sanitation, eco-friendly practices, outsourcing, IT-savvy housekeeping	<b>CO 2</b>
<b>UNIT-III</b>	<b>Horticulture and Flower Arrangement:</b> Introduction and essential components of horticulture, flower arrangement in hotel, designing flower arrangement. <b>Pest control and Waste Management:</b> type of pest, pest control, threshold level, integrated pest management, waste management, collection, segregation and disposal of waste, recycling, biogas plants.	<b>CO 3</b>
<b>UNIT- IV</b>	<b>Managing housekeeping personnel:</b> Introduction, documents for personnel management, determining staff strength, recruitment, selection, hiring, scheduling, performance appraisal, employee welfare and discipline.	<b>CO 4</b>

### **SUGGESTED READINGS**

#### **Reference books:**

- Deshmukh, S. (2011). Hotel Maintenance: Security, Safety & First Aid. Naman Publisher & Distributors.

- Gonda, M. C. (2015). Handbook of Attire & Grooming. Embassy Books; First edition.
- Kittredge, M. H. (2017). Housekeeping Notes; How to Furnish and Keep House in a Tenement Flat. A Series of Lessons Prepared for Use in the Association of Practical Housekeeping. Leopold Classic Library.
- McCrie, R. (2006). Security Operations Management. Butterworth-Heinemann.
- Schneider, M., Tucker, G., & Scoviak-Lerner, M. (1999). The professional housekeeper. New York: J. Wiley.
- Singh, R. K. (2007). Safety and Security in Hotels and Restaurants. Aman Publications.

**Text Books:**

- Andrews, S. (2017). Hotel Housekeeping: A Training Manual. McGraw Hill Education; Third edition.
- Andrews, S. (2017). Hotel Front Office: A Training Manual. McGraw Hill Education; Third edition.
- Bardi, A. J. (2012). Hotel Front Office Management. Wiley India Pvt Ltd; Fifth edition.
- Bhakta, A. (2011). Professional Hotel Front Office Management. McGraw Hill Education.
- Bhatnagar, S. K. (2011). Front Office Management. Frank Bros.
- Ganguly, P. (2019). Housekeeping Management in Hotel and Service Industry. Dreamtech Press.
- Jagmohan, N. (2013). Housekeeping (Theory and Practices). S Chand & Company.
- Raghulanan, G., Raghulanan, S. (2015). Hotel Housekeeping: Operations and Management. Oxford University Press India; 3 edition.
- Singh, M. (2012). Hotel Housekeeping. McGraw Hill Education; 1 edition
- Tewari, J. (2016). Hotel Front Office: Operations and Management. Oxford University Press; Second edition.
- Yadav, M. K. (2014). Hotel Front Office- Management & Operations. Aman Publications; 2 edition.

**CC-BHMCT-15 ACCOMMODATION MANAGEMENT- I (PRACTICAL)**

**Credits -02**

**External Marks -40**

**Internal Marks -10**

**Total Marks -50**

- 1 Guest room inspection
- 2 Understanding different checklist and records.
- 3 Understanding Personal Hygiene Grooming Standards
- 4. Understanding layout and structure of housekeeping.
- 5. Cleaning of various public and back areas.
- 6. Familiarization with equipment and tools
- 7. DO'S and Don'ts for new entrants/employees in the front office
- 8. Hotel terminology.
- 9. Guest handling, Guest request, Guest complaints
- 10. Standard operating procedure- skill oriented task (e.g. cleaning and polishing glass, brass etc)

#### **MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE**

<b>Mapping: CO-PO</b>								
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8
Co 1	2	2	2	1	2	1	2	2
Co 2	3	2	1	1	1	1	3	2
Co 3	3	2	1	1	1	1	3	2
Co 4	3	2	2	1	1	2	3	2
	2.75	2	1.5	1	1.25	1.25	2.75	2

#### **MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

**Mapping: CO-PSO**

	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	3	3	2	2	2
Co 2	3	3	2	3	1
Co 3	3	3	1	3	2
Co 4	3	3	1	3	2
	3	3	1.5	2.75	1.75

**MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC  
OBJECTIVE**

Mapping: CO-PO-PSO														
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO 4	PSO 5	
Co 1	2	2	2	1	2	1	2	2	3	3	2	2	2	
Co 2	3	2	1	1	1	1	3	2	3	3	2	3	1	
Co 3	3	2	1	1	1	1	3	2	3	3	1	3	2	
Co 4	3	2	2	1	1	2	3	2	3	3	1	3	2	
	2.75	2	1.5	1	1.25	1.25	2.75	2	3	3	1.5	2.75	1.75	

**SEC-BHMCT-2 FRENCH FOR HOTELS – I**

**Credits –02**

**External Marks -40**

**Internal Marks -10**

**TotalMarks-50**

**COURSE OBJECTIVES:**

- Co 1 Identify & use French Alphabet, numbers, time & auxiliary verbs.
- Co 2 Read & Recite basic French introduction, fruits, vegetables & 1st group French verbs.
- Co 3 Describe places, Use adjectives & 2<sup>nd</sup> group verbs.
- Co 4 Constructs negative sentences & use irregular verbs.

<b>UNIT- I</b>	Pronunciation - The Alphabet - The Accents; ‘Formules de politesse’; The numbers: Cardinal – Ordinal; Time (only 24 hr clock); Weights & Measures; The subjective pronouns; Auxiliary verbs : etre and avoir  <b>Book lessons – 1 to 4</b>	CO 1
<b>UNIT- II</b>	Self introduction; presenting and introducing other person; Name of vegetables and fruits; Conjugation of first group of verbs; Days of the week; Months of the year; Date; The definite and indefinite articles  <b>Book lessons – 4 to 7</b>	<b>CO 2, CO 3</b>
<b>UNIT-III</b>	Name of the Countries and their Nationalities; Conjugation of second group of verbs; Adjectives of place; Preposition of place; Describing a place (your city/ tourist place)  <b>Book lessons – 8 to11</b>	<b>CO 2, CO 3</b>
<b>UNIT- IV</b>	Vocabulary describing family; Describe your family; Name of dairy products and Cereals; Negation; Conjugation of irregular verbs : venir, aller; Demonstrative Adjectives, Simple translation (Oral) Role-playing of different situations Understanding questions Conversation Picture composition <b>Book lessons – 12 to 14</b>	<b>CO4</b>

**Suggested Readings:**

1. G Mauger Blue - **Cours de Langue et de Civilization Francaise 1 with Cd (Lecon 1-14) (French) (Prescribed book)**
2. Larousse compact Dictionary: French-English/ English-French
3. Conjugaison - Le Robert & Nathan
4. Larousse French Grammar
5. Grammaire Collection "Le Nouvel Entrainez vous" level debutant
6. Parlez à l'hotel by A. Talukdar
7. A Votre Service 1
8. French for Hotel and Tourism Industry by S.Bhattacharya
9. Basic French Course for The Hotel Industry by Catherine Lobo & Sonali Jadhav

**MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE**

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
CO1	3	2	2	1	3	1	3	1
CO2	3	2	2	1	2	1	3	1
CO3	3	2	2	1	2	1	3	1
CO4	3	2	2	1	2	1	3	1
	3	2	2	1	2	1	3	1

**MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	2	2	2	2	1
Co 2	2	2	2	2	1
Co 3	2	2	2	2	1
Co 4	2	2	2	2	1
	2	2	2	2	1

**MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
Co 1	3	2	2	1	3	1	3	1	2	2	2	2	1
Co 2	3	2	2	1	2	1	3	1	2	2	2	2	1
Co 3	3	2	2	1	2	1	3	1	2	2	2	2	1
Co 4	3	2	2	1	2	1	3	1	2	2	2	2	1
	3	2	2	1	2	1	3	1	2	2	2	2	1

**DSE-BHMCT- 4 A RESEARCHING IN HOSPITALITY & TOURISM MANAGEMENT**

**Credits -04**  
**External Marks -80**  
**Internal Marks -20**  
**Total Marks-100**

**COURSE OBJECTIVES:**

- Co 1 Define the meaning, scope & importance of research methodology in hotel industry.
- Co 2 Explain sampling design & able to classify data collection method.
- Co 3 Prepare tabulation & compute data.
- Co 4 Organize various steps report writing.

<b>UNIT- I</b>	Introduction to Research Methodology: Meaning, definition, characteristics and types of research, Methodology of research, formulation of research problem Research Design: Meaning, characteristics of research design, steps in research design. Concept of Hypothesis	<b>CO 1</b>
<b>UNIT- II</b>	Sampling Design and Data Collection: Meaning of sampling, aims in selection a sample, Types of sample design. Data collection –Meaning, types of data, methods of collecting primary data-observation, interview and questionnaire, Sources of secondary data.	<b>CO 2, CO 3</b>
<b>UNIT-III</b>	Processing and Analysis of data: Editing, Coding, Classification and tabulation, Graphical presentation of Data-Bar-chart, pie-chart and curves Interpretation of Data meaning, methods of data analysis	<b>CO 2, CO 3</b>
<b>UNIT- IV</b>	Report Writing: Meaning, types and steps involved in writing report, layout of the research report, mechanics of writing a research report, challenges of a good writing	<b>CO4</b>

**Suggested Readings**

1. Kumar Ranjit: Research Methodology: A Step by Step Guide for Beginners, Sage Publication, 2014.
2. Kothari C.R.: Research Methodology, New Age International, 2011.
3. Shajahan S.: Research Methods for Management, 2004.

4. Mustafa A.: Research Methodology, 2010.
5. Thanulingom N : Research Methodology, Himalaya Publishing
6. C. Rajendar Kumar : Research Methodology , APH Publishing
7. Gupta Hitesh and Gupta S. L.: Research Methodology, International Book House, 2011.
8. J. R. Brent Ritchie, Charles R. Goeldner : Travel, Tourism, and Hospitality Research: A Handbook for Managers and Researchers, Wiley Publishers
9. Peter Mason: Researching Tourism, Leisure and Hospitality for your Dissertation; Good Fellow Publishers Ltd, UK

### Mapping

#### CO- PO

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
CO1	1	2	2	1	2	3	3	1
CO2	1	2	2	1	1	3	3	1
CO3	1	2	2	1	1	3	3	1
CO4	3	2	2	1	1	3	3	1
	1.5	2	2	1	1	3	3	1

#### CO- PSO

	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	1	2	2	2	1
Co 2	1	1	2	2	1
Co 3	1	2	2	2	1
Co 4	1	2	2	2	1
	1	2	2	2	1

#### CO –PO- PSO

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
Co 1	1	2	2	1	2	3	3	1	1	2	2	2	1
Co 2	1	2	2	1	1	3	3	1	1	1	2	2	1
Co 3	1	2	2	1	1	3	3	1	1	2	2	2	1
Co 4	3	2	2	1	1	3	3	1	1	2	2	2	1
	1.5	2	2	1	1	3	3	1	1	2	2	2	1

**DSE- BHMCT-4 B RETAIL MANAGEMENT (THEORY)**

**Credits -04**

**External Marks -80**

**Internal Marks -20**

**TotalMarks-100**

**COURSE OBJECTIVES:**

- Co 1 Define the scope & importance of retailing.
- Co 2 Explain & illustrate various retail models.
- Co 3 Point out merchandise planning.
- Co 4 Create the awareness in retail management information system.

<b>UNIT- I</b>	<b>The Business of Retail</b> Retailing- Definition, Concept Importance, Functions of a retailer, Relationship between retail and Marketing, Retail as a career. Retail in India- Evolution, changes in the retail sector, The Wheel of Retailing, The Retail Life Cycle, Emerging Trends in Retailing.	CO 1
<b>UNIT- II</b>	<b>Retail Models and Theories of Retail Development</b> Theories of retail development, concept of life cycle in retail, Business models in retail, Airport Retailing, Services retailing. Information Gathering in Retailing, Target Market Selection and Retail Location, Store Design and Layout, Visual Merchandising and Displays.	CO 2, CO 3
<b>UNIT-III</b>	<b>Merchandise</b> Planning, Buying and Handling, Merchandise Pricing, Retail Communication Mix, Promotional Strategy, Retail Human Resources Management, Customer Service.	CO 2, CO 3
<b>UNIT- IV</b>	<b>Retail Operating Skills</b> Pre-Check, Opening the Sale, Probing, Demonstration, Trial. Retail Management Information Systems, Retail Audits, Online Retailing, Global Retailing, Legal and Ethical Issues in Retailing. A visit to retail mart by students.	CO4

**SUGGESTED READINGS:**

1. Levy IM. And Weitz B.A (2004), Retailing Management, 5th ed., Tata McGraw Hill.
2. Berman B. Evans J. R. (2004), Retail Management, 9th Edition, Pearson Education.
3. Bajaj C; Tuli R., Srivastava N.V. (2005), Retail Management, Oxford University Press, Delhi.
4. Dunne P.M, Lusch R.F. and David A. (2002), Retailing, 4th ed., South-Western, Thomson Learning Inc.
5. Pradhan, Swapna; Retailing Management; Tata McGraw Hill; New Delhi

### Mapping

#### CO- PO

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
CO1	2	2	2	1	2	1	2	1
CO2	1	2	2	1	2	1	2	1
CO3	1	2	2	1	2	1	2	1
CO4	1	2	2	1	2	2	2	1
	1.25	2	2	1	2	1.25	2	1

#### CO- PSO

	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	2	2	2	2	2
Co 2	1	2	2	2	1
Co 3	1	2	2	2	2
Co 4	1	2	2	2	1
	1.25	2	2	2	1.5

#### CO-PO- PSO

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
Co 1	2	2	2	1	2	1	2	1	2	2	2	2	2
Co 2	1	2	2	1	2	1	2	1	1	2	2	2	1
Co 3	1	2	2	1	2	1	2	1	1	2	2	2	2
Co 4	1	2	2	1	2	2	2	1	1	2	2	2	1
	1.25	2	2	1	2	1.25	2	1	1.25	2	2	2	1.5

**DSE-BHMCT-5A Hospitality Laws**

**Credits -04**  
**External Marks -80**  
**Internal Marks -20**  
**Total Marks-100**

**COURSE OBJECTIVES:**

Co 1 Understanding about the catering establishment act & legal requirement while doing hotel business.  
Co 2 knowledge about business contract & different licenses.  
Co 3 Remember about different laws like labor laws, hospitality laws & public health laws.  
Co 4 Familiar with different liquor policy.

<b>UNIT- I</b>	<b>Introduction to Indian Hospitality &amp; Related Laws in India: -</b> Introduction, Legal Perspectives, Key Issues, The legal requirements Prior and at the time of doing Hotel Business. Catering Establishment Act, 1958	CO 1
<b>UNIT- II</b>	<b>Laws Related to Hotel Operations in India:</b> Doing Hotel Business in India, Business Contracts, Hotel Licenses and Regulations, Hotel Insurance Role of professional bodies like FHRAI & Hotel Association of India (HAI) in regulating the affairs of the hotel industry	CO 2,
<b>UNIT-III</b>	<b>Laws Related to Employees, Guests, Public Health Safety:</b> Introduction and Overview of Labour Laws, Hospitality Laws, Public Health and Environmental Laws	CO 3
<b>UNIT- IV</b>	<b>Laws Related to Food &amp; Beverage Services:</b> Food Legislation and Liquor Licensing The Liquor Policy in Haryana & Delhi	CO4

**REFERENCES:**

**Text book :**

- Hotel Law by Amitabh Devendra , Oxford UniversityPress
- Hotel & Tourism Laws by Jagmohan Negi

**MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE**

<b>Mapping: CO-PO</b>								
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8
Co 1	2	2	2	1	2	2	1	1
Co 2	3	2	1	1	1	1	3	1
Co 3	2	2	1	1	1	1	2	1
Co 4	3	2	2	1	1	2	3	1
	2.5	2	1.5	1	1.25	1.5	2.25	1

**MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PSO</b>					
	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	3	2	2	2	2
Co 2	2	3	2	3	1
Co 3	3	2	1	3	2
Co 4	2	3	1	2	2
	2.5	2.5	1.5	2.5	1.75

**MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC  
OBJECTIVE**

<b>Mapping: CO-PO-PSO</b>														
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO 4	PSO 5	
Co 1	2	2	2	1	2	2	1	1	3	2	2	2	2	
Co 2	3	2	1	1	1	1	3	1	2	3	2	3	1	
Co 3	2	2	1	1	1	1	2	1	3	2	1	3	2	
Co 4	3	2	2	1	1	2	3	1	2	3	1	2	2	
	2.5	2	1.5	1	1.25	1.5	2.25	1	2.5	2.5	1.5	2.5	1.75	

**DSE-BHMCT-5 B Nutrition & Principles Of Food Sciences**

**Credits -04**

**External Marks -80**

**Internal Marks -20**

**TotalMarks-100**

**Course Objectives:**

- Co 1 : Prepare Students To Fully Understand Food Nutrients And Nutrition
- Co 2 : Familiarizing The Students To Understand Importance Of Healthy Diet.
- Co 3 : Ability To Understand Food Composition
- Co 4 : Knowledge Of Various Techniques To Improve Nutritional Quality

<b>Unit- I</b>	<b>Food And Nutrition</b> <ul style="list-style-type: none"><li>• Food – Definition, Classification And Functions</li><li>• Nutrition – Introduction, Optimum And Malnutrition</li><li>• Nutrients – Classification And Functions</li><li>• Carbohydrate, Lipid, Protein, Vitamins And Minerals</li></ul>	<b>Co 1</b>
<b>Unit- 2</b>	<b>Balance And Therapeutic Diets</b> <ul style="list-style-type: none"><li>• Recommended Daily Allowances</li><li>• <b>Balance Diet, Therapeutic Diet – Principles And Planning Of Low And High Calorie Diet</b></li><li>• <b>Low Salt And Low Carbohydrates Diet</b></li><li>• <b>Low And High Proteins Diet, Low Fat Diets</b></li></ul>	<b>Co 2</b>
<b>Unit-3</b>	<b>Food Composition And Nutritional Contribution:</b> <ul style="list-style-type: none"><li>• Cereals And Millets, Spices</li><li>• Pulses And Legumes, Nuts And Seeds</li><li>• Fruit And Vegetable, Milk And Milk Products</li><li>• Meat , Fish, Poultry And Egg</li><li>• Fats And Sugar</li></ul>	<b>Co 3</b>

<b>Unit- 4</b>	<b>Improving Nutritional Quality:</b> <ul style="list-style-type: none"> <li>• Effects On Nutritive Value And Principles To Conserve During Cooking</li> <li>• Methods Of Cooking, Their Advantages And Disadvantage</li> <li>• Improving Nutritional Quality Of Food By Germination, Fermentation</li> <li>• Supplementation, Fortification And Enrichment</li> </ul>	<b>Co4</b>
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**Text Books:**

- Food Science And Nutrition – Sunetra Roday
- Essentials Of Food And Nutritions – Swaminathan, M . S
- Nutrition And Dietics – Joshi, S.A

**Reference Books:**

- The Food We Eat – Warren, C. C
- Nutrition And Diet Therapy – Williams, S.R
- Introductory Nutrition – Guthrie, A. H

**MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE**

Mapping: CO-PO								
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8
Co 1	1	2	2	1	2	1	2	2
Co 2	1	2	1	1	1	1	1	2
Co 3	1	2	1	1	1	1	1	2
Co 4	1	2	2	1	1	2	1	2
	1	2	1.5	1	1.25	1.25	1.25	2

**MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PSO</b>					
	PSO1	PSO2	PSO3	PSO4	PSO5
Co 1	1	1	2	2	2
Co 2	1	1	2	1	1
Co 3	1	1	1	1	1
Co 4	1	1	1	1	2
	1	1	1.5	1.25	1.50

**MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PO-PSO</b>													
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5
Co 1	1	2	2	1	2	1	2	2	1	1	2	2	2
Co 2	1	2	1	1	1	1	1	2	1	1	2	1	1
Co 3	1	2	1	1	1	1	1	2	1	1	1	1	1
Co 4	1	2	2	1	1	2	1	2	1	1	1	1	2
	1	2	1.5	1	1.25	1.25	1.25	2	1	1	1.5	1.25	1.50

**DSE-BHMCT-5 C MOOC/ONLINE COURSES (OPEN CHOICE)**

**Credits -04**  
**TotalMarks-100**

As suggested by university or approved by staff council

# **SEMESTER V**

**6 Months Hotel Industrial Training**  
**(Duration of exposure: 20 – 22 weeks)**

### **INDUSTRIAL TRAINING (SEC-BHMCT-3)**

**Duration of Exposure: 20-22 weeks**

**External Marks: 500**

Leave Formalities:

A weekly off and festivals and national holidays given by the hotel 10 days medical leave supported by a medical certificate. Leave taken must be made up by doing double shifts or working on weekly offs. Attendance in the training would be calculated on the basis of Certificate issued by Training Manager/ HR Manager/ Concerned Officer of the unit trained in. Industrial Exposure will require an input of 120 working days (20 weeks x 06 days =120 days). Students who are unable to complete a minimum of 90 days of industrial training would be disallowed from appearing in the term and examinations. Students who complete more than 90 days of industrial exposure but are unable to complete minimum 120 days due to medical reasons may present a medical certificate. Such students will be treated as 'absent' in industrial training and results. The training in V semester necessarily needs to be in an approved hotel equivalent to three star of above/ Heritage or other such good property. Prior written approval needs to be taken from the programme coordinator/ Convenor/ H.O.D for Industrial exposure from parent Institute.

#### **Training Schedule:**

#### **V Semester**

Housekeeping & Front Office: 6 weeks; Food and Beverage Service: 6 weeks Food Production: 6 weeks; others (In the areas of Interest) Floating weeks may be availed Total weeks: 20-22 weeks. The Units imparting industrial exposure shall conduct formal induction sessions and emphasis on personality skills while acquainting the learners with skills of trade. It may please be noted that for this semester the number of credits assigned is 20. Being practical oriented the number of hours input per week comes as 40 hours per week.

**Academic Credits for training shall be based on following**

Log books and attendance, Appraisals, Report and presentation, as applicable All trainees must ensure that the log books and appraisals are signed by the departmental/ sectional heads as soon as training in a particular department or section is completed. Trainees are also advised to make a report in all four departments in III semester on completion of training in that respective department. A PowerPoint presentation (based on the report) should be make. This will be presented in front of a select panel from the institute and the industry. It should be made for duration of 10 minutes. Marks will be awarded on this. The presentation should express the student's experiences in the department and what has he learned/ observed. (*Refer to What to Observe Sheets for more details.*)

The Training Report will be submitted in the form specified as under:

- a) The typing should be done on both sides of the paper (instead of single side printing)
- b) The font size should be 12 with Times New Roman font.
- c) The Training Report may be typed in 1.5 line spacing.
- d) The paper should be A-4 size.
- e) Two copies meant for the purpose of evaluation may be bound in paper- and submitted to the approved authority.

*Students have to submit the following on completion of industrial training to the faculty coordinator at the institute:*

1. Logbook.;
2. Appraisal;
3. A copy of the training certificate.
4. IT Report in all four Departments.
5. Power Point presentation on a CD, based on the training report.
6. Attendance sheet.
7. Leave card.

For distribution of marks refer to details on Course structure/ Credit Distribution During the tenure of Industrial Exposure, apart from carrying out the assigned jobs, The learners are suggested to make the following observations in the departments of internship:

# **SEMESTER**

# **VI**

**CC-BHMCT-16 REGIONAL CUISINES OF INDIA –II (THEORY)**

**Credits –04**

**External Marks -80**

**Internal Marks -20**

**TotalMarks-100**

**COURSE OBJECTIVES:**

- Co 1 : Knowledge About The Cuisines Of Andhra Pradesh, Tamil Nadu & Kerala
- Co 2 : Familiarizing With Awadhi, Bengal & Odisha cuisines
- Co 3 : Ability To Identify Different Indian Sweets & Desserts
- Co 4 : Knowledge about the Food Of India

UNIT- I	<p>Cuisines of Andhra Pradesh, Tamil Nadu &amp; Kerala:</p> <ul style="list-style-type: none"> <li>• Introduction,</li> <li>• Geographical Perspectives,</li> <li>• Brief Historical Background,</li> <li>• Characteristics &amp; Salient Features of Cuisine ,</li> <li>• Key Ingredients, Popular Foods,</li> <li>• Seasonal Foods &amp; Special Equipments,</li> <li>• Staple Diets, Specialties during Festivals and Other Occasions, Community Foods</li> </ul>	CO 1
UNIT- II	<p>Cuisines of Awadhi, Bengal &amp; Odisha:</p> <ul style="list-style-type: none"> <li>• Introduction,</li> <li>• Geographical Perspectives,</li> <li>• Brief Historical Background,</li> <li>• Characteristics &amp; Salient Features of Cuisine ,</li> <li>• Key Ingredients, Popular Foods,</li> <li>• Seasonal Foods &amp; Special Equipments,</li> <li>• Staple Diets, Specialties during Festivals and Other Occasions, Community Foods</li> </ul>	CO 2
UNIT-III	<p>Indian Sweets &amp; Desserts:</p> <ul style="list-style-type: none"> <li>• Introduction,</li> <li>• Geographical Perspectives,</li> <li>• Brief Historical Background,</li> <li>• Characteristics &amp; Salient Features ,</li> <li>• Key Ingredients, Popular Sweets, Seasonal Sweets,</li> <li>• Special Equipments, Specialties during Festivals and Other Occasions</li> </ul>	CO 3
UNIT- IV	<p>New concept in cooking :</p> <ul style="list-style-type: none"> <li>• vegan cooking</li> <li>• gluten free cooking</li> <li>• sugar free cooking</li> </ul>	CO4

	<ul style="list-style-type: none"><li>• Plant based cooking</li><li>• Healthy food cooking</li><li>• Low Fat cooking</li><li>• Fusion Cooking</li><li>• Fire less cooking</li></ul>	
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References:

- A Taste of India By Madhur Jafferey - John Wiley & Sons
- The Essential Kerala Cookbook Paperback by Vijayan Kannampill
- Practical Cookery By Kinton & Cessarani
- Flavours of the Spice Coast – K M Mathew
- Theory of Catering by Kinton & Cessarani

**CC-BHMCT-16 REGIONAL CUISINES OF INDIA –II (PRACTICAL)**

**Credits –02**  
**External Marks -40**  
**Internal Marks -10**  
**Total Marks -50**

Popular Breakfast Dishes

Two or more lunch Menus about 3-5 dishes per state.

Famous desserts of the states

Preparation of various pizza , mousse ,tart and other desserts

Note: For focused inputs Regional Theme Lunches/ Festivals may be organized as a part of activity based learning.

**MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE**

Mapping: CO-PO								
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8
Co 1	1	1	2	1	1	2	3	1
Co 2	1	1	2	1	1	2	3	1
Co 3	1	2	2	1	1	2	3	1
Co 4	1	1	2	1	1	1	3	2
	1.	1.25	2	1	1	1.75	3	1.25

**MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

Mapping: CO-PSO					
	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	3	3	1	2	2
Co 2	3	2	1	2	1
Co 3	3	3	2	3	3
Co 4	3	3	3	2	2
	3	2.75	1.75	2.25	2

**MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

Mapping: CO-PO-PSO														
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO 4	PSO 5	
Co 1	1	1	2	1	1	2	3	1	3	3	1	2	2	
Co 2	1	1	2	1	1	2	3	1	3	2	1	2	1	
Co 3	1	2	2	1	1	2	3	1	3	3	2	3	3	
Co 4	1	1	2	1	1	1	3	2	3	3	3	2	2	
	1.	1.25	2	1	1	1.75	3	1.25	3	2.75	1.75	2.25	2	

**CC-BHMCT-17 FOOD & BEVERAGE SERVICE MANAGEMENT -II (THEORY)**

**Credits -04**

**External Marks -80**

**Internal Marks -20**

**Total Marks -100**

**COURSE OBJECTIVES:**

- Co 1 Create awareness about food & beverage management
- Co 2 Understanding about Liqueurs & mixed drinks.
- Co 3 Develop knowledge about different regions of wine.
- Co 4 Learn about bar management.

UNIT - I	Food & Beverage Management Introduction, Objectives of F&B Management, Responsibilities of F&B Management, Constraints to F&B Management. Managing quality in food & beverage operations at Catering Establishments.	CO 1
UNIT - II	Liqueurs & Mixed drinks- Liqueurs: Types, Production, Brands & Service -Indian and International. introduction to other alcoholic beverages- Absinthe, Ouza Aquavit, Silvovitz, Arrack, Feni, Grappa, Calvados Etc.	CO 2,
UNIT - III	Wines Principal wine regions and wines of France, Germany, Italy, Spain. Portugal, USA, Australia; New World Wines (brand names) India, Chile, South Africa, Algeria, New Zealand, Food & Wine Harmony, Storage of wines, Wine terminology (English & French)	CO 3
UNIT - IV	Bar Management: Introduction, Purchasing, Storing, Receiving, Issuing; Controlling, Employee Management, Art of Mixology, Planning for Profits, Yesterday & Today, Creating and Maintaining a Bar Business, Legal Aspects.	CO4

REFERENCES:

Text book .

Food & Beverage Service – Dennis R.Lillicrap. & John A. Cousins. Publisher: ELBS

Food & beverage Service Training Manual – Sudhir Andrews, Tata Mc Graw Hill.

Food & Beverage Service – R. Singaravelavan.

Food & Beverage Service & Management -- Bobby George & Sandeep Chatterjee

Food & Beverage Service- Anita Sharma & S N Bagchi.

Financial & Cost control techniques in hotel & Catering Industry – Dr J.M.S.Negi

<b>CC-BHMCT-17 FOOD &amp; BEVERAGE SERVICE MANAGEMENT -II (PRACTICAL)</b>	<b>Credits -02</b>
	<b>External Marks -40</b>
	<b>Internal Marks -10</b>
	<b>Total Marks -50</b>

- Service of Wines & Bar Menus
- Reading Wine Labels,
- Cocktail parties
- Role Plays & Situation handling in Bar

#### MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE

Mapping: CO-PO								
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8
Co 1	2	2	2	1	2	1	2	2
Co 2	3	2	1	1	1	1	3	1
Co 3	2	2	1	1	1	1	3	1
Co 4	3	2	2	1	1	2	3	1
	2.5	2	1.5	1	1.25	1.25	2.75	1.25

**MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

Mapping: CO-PSO					
	PSO1	PSO2	PSO3	PSO4	PSO5
Co 1	3	2	1	2	2
Co 2	3	3	1	2	1
Co 3	3	2	1	2	2
Co 4	3	2	1	3	2
	3	2.25	1	2.25	1.75

**MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

Mapping: CO-PO-PSO														
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5	
Co 1	2	2	2	1	2	1	2	2	3	2	1	2	2	
Co 2	3	2	1	1	1	1	3	1	3	3	1	2	1	
Co 3	2	2	1	1	1	1	3	1	3	2	1	2	2	
Co 4	3	2	2	1	1	2	3	1	3	2	1	3	2	
	2.5	2	1.5	1	1.25	1.25	2.75	1.25	3	2.25	1	2.25	1.75	

**CC-BHMCT-18 ACCOMMODATION MANAGEMENT -II (THEORY)**

**Credits -04**

**External Marks -80**

**Internal Marks -20**

**TotalMarks-100**

**COURSE OBJECTIVES:**

- Co 1: Understanding the basic concept of Interior Designing.
- Co 2: Evaluating the role of color and lighting.
- Co 3: Developing an understanding of Floor, floor covering
- Co 4: Application of computer in hotel accommodation and knowledge of yield management.

<b>UNIT- I</b>	<b>Interior Decoration:</b> Importance, Definition & Types, Classification, Principles of Design: Harmony, Rhythm, Balance, Proportion, Emphasis, Elements of Design: Line, Form, Colors, Texture, Flower Arrangement: Concept & Importance, Types & Shapes and Principles, Equipment and material required for flower arrangement, Conditioning of plant material, Indoor Plants care and role of housekeeping.	<b>CO 1</b>
<b>UNIT- II</b>	<b>Colors:</b> Color Wheel, Importance & Characteristics, Classification of colors, Color Schemes. <b>Lighting:</b> Classification, Types & Importance, Applications. <b>Furniture Arrangements:</b> Principles, Types of Joints, Selection.	<b>CO 2</b>
<b>UNIT-III</b>	<b>Floor &amp; Wall Covering:</b> Types and Characteristics, Carpets: Selection, types, Characteristics, Care and Maintenance. Windows, Curtains, and Blinds Soft Furnishings and Accessories: Types, use and care of Soft furnishing, Types of Accessories: Functional and Decorative.	<b>CO 3</b>
<b>UNIT- IV</b>	<b>Computer Applications in Hotel Accommodation:</b> Introduction to Hotel Software's, Operating Procedures, Salient Features Merits & Challenges, Handling Guest and non-guest accounts, Preparing reports, Giving Maintenances, <b>Planning &amp; Evaluating Front Office Operations:</b> Forecasting techniques, Forecasting Room availability, Useful forecasting data,(• % of walking, • % of overstaying, • % of under stay) Forecast formula, Sample forecast forms; <b>Yield Management</b> - Concept and importance, Applicability to rooms division (Capacity management, Discount allocation, Duration control, Measurement yield, Potential high and low demand tactics, Yield management software, Yield management team.	<b>CO 4</b>

## **SUGGESTED READINGS**

### **Reference books:**

- Iyengar, A. (2008). Hotel Finance. OUP India publication.
- Plunkett, D., Reid, O. (2013). Detail in Contemporary Hotel Design. Laurence King Publishing.
- Seal, P. P (2013). Computers in hotels: Concepts and Applications. OUP India publication.
- Tregenza, P., Loe, D. (2014). The design of lighting. Routledge publication; second edition.
- Uysal, M., Schwartz, Z., Turk, E. S. (2011).Management Science in Hospitality and Tourism. Apple Academic Press Inc.

### **Text Books:**

- Andrews, S. (2017). Hotel Housekeeping: A Training Manual. McGraw Hill Education; Third edition.
- Andrews, S. (2017). Hotel Front Office: A Training Manual. McGraw Hill Education; Third edition.
- Bardi, A. J. (2012). Hotel Front Office Management. Wiley India Pvt Ltd; Fifth edition.
- Bhatnagar, S. K. (2011). Front Office Management. Frank Bros.
- Ganguly, P. (2019). Housekeeping Management in Hotel and Service Industry. Dreamtech Press.
- Jagmohan, N. (2013). Housekeeping (Theory and Practices). S Chand & Company.
- Raghulanan, G., Raghulanan, S. (2015). Hotel Housekeeping: Operations and Management. Oxford University Press India; 3 edition.
- Singh, M. (2012). Hotel Housekeeping. McGraw Hill Education; 1 edition
- Tewari, J. (2016). Hotel Front Office: Operations and Management. Oxford University Press; Second edition.
- Yadav, M. K. (2014). Hotel Front Office- Management & Operations. Aman Publications; 2 edition.

**CC-BHMCT-18 ACCOMMODATION MANAGEMENT -II (PRACTICAL)**

**Credits -02**

**External Marks -40**

**Internal Marks -10**

**Total Marks -50**

- Hands on practice of computer application (Hotel Management System) related to Rooms Division procedures as covered in syllabus
- Presentations on Interior Decorations
- Flower Arrangements Workshops
- Visit to Local Resources

**MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE**

<b>Mapping: CO-PO</b>								
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8
Co 1	2	2	1	1	1	2	2	2
Co 2	2	2	1	1	1	2	2	2
Co 3	3	2	1	1	1	2	3	3
Co 4	3	3	2	2	3	2	2	1
	2.5	2.25	1.25	1.25	1.5	2	2.25	2

**MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PSO</b>					
	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	2	2	2	1	1
Co 2	1	1	1	1	1
Co 3	3	3	1	3	1
Co 4	3	3	2	3	2
	2.25	2.25	1.5	2	1.25

**MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PO-PSO</b>														
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	
Co 1	2	2	1	1	1	2	2	2	2	2	2	1	1	
Co 2	2	2	1	1	1	2	2	2	1	1	1	1	1	
Co 3	3	2	1	1	1	2	3	3	3	3	1	3	1	
Co 4	3	3	2	2	3	2	2	1	3	3	2	3	2	
	2.5	2.25	1.25	1.25	1.5	2	2.25	2	2.25	2.25	1.5	2	1.25	

**SEC-BHMCT-4: FRENCH FOR HOTELS– II**

**Credits –02**

**External Marks -40**

**Internal Marks -10**

**TotalMarks-50**

**COURSE OBJECTIVES:**

- Co 1 Use French terminology & possessive adjective.
- Co 2 Read & Recite basic conversation in French related to kitchen & restaurant.
- Co 3 Describe wines and cheese in French.
- Co 4 Write and explain French Classical Menu.

<b>UNIT- I</b>	Restaurant Brigade; Hotplate language and terminology; Name of herbs and spices; Plural of Nouns; Possessive adjectives; Conversation basic: Introducing each other, Short Guest Interactions. <b>Book lessons – 1 to 14 (Revision of previous)</b>	CO 1
<b>UNIT- II</b>	Kitchen Brigade; Name of Meat, Poultry and Game; Conjugation of irregular verbs : partir, faire, prendre, sortir, voir, vouloir, pouvoir; The interrogation with <est-ce que, qu'est-ce que et qui est-ce> ; Conversation basic : In the restaurant (how to place/take order, billing etc.)  <b>Book lessons – 15 to 17</b>	<b>CO 2, CO 3</b>
<b>UNIT-III</b>	Name of French wines , French cheese and seasonings ; Reading a wine lable ; The recent past tense ; The immediate future tense ; Conversation basic: hotel room reservation (to make/cancel the reservation)  <b>Book lessons – 18 to 20</b>	<b>CO 2, CO 3</b>
<b>UNIT- IV</b>	The French Classical Menu with classic - examples of each course; Hot plate language and terminology; Interrogation; Conversation basic: Making/Cancelling a reservation (in train/on flight) <b>(Oral)</b> Role-playing of different situations Understanding questions Conversation Picture composition  <b>Book lessons – 20 to 22</b>	<b>CO4</b>

**Suggested Readings:**

1. G Mauger Blue - Cours de Langue et de Civilization Francaise 1 with Cd (Lecon 1-14) (French) (Prescribed book)
2. Larousse compact Dictionary: French-English/ English-French
3. Conjugaison - Le Robert & Nathan
4. Larousse French Grammar
5. Grammaire Collection "Le Nouvel Entrainez vous" level debutant
6. Parlez à l'hotel by A. Talukdar
7. A Votre Service 1
8. French for Hotel and Tourism Industry by S.Bhattacharya
8. Basic French Course for The Hotel Industry by Catherine Lobo & Sonali Jadhav

**Mapping**

CO- PO

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
CO1	3	2	2	1	3	1	3	1
CO2	3	2	2	1	2	1	3	1
CO3	3	2	2	1	2	1	3	1
CO4	3	2	2	1	2	1	3	1
	3	2	2	1	2	1	3	1

CO- PSO

	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	2	2	2	2	1
Co 2	2	2	2	2	1
Co 3	2	2	2	2	1
Co 4	2	2	2	2	1
	2	2	2	2	1

CO –PO- PSO

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
Co 1	3	2	2	1	3	1	3	1	2	2	2	2	1
Co 2	3	2	2	1	2	1	3	1	2	2	2	2	1
Co 3	3	2	2	1	2	1	3	1	2	2	2	2	1
Co 4	3	2	2	1	2	1	3	1	2	2	2	2	1
	3	2	2	1	2	1	3	1	2	2	2	2	1

<b>DSE-BHMCT-6 A: APPLICATION OF COMPUTERS IN HOSPITALITY &amp; TOURISM</b>	<b>Credits -04</b>
	<b>External Marks -80</b>
	<b>Internal Marks -20</b>
	<b>TotalMarks-100</b>

**COURSE OBJECTIVES:**

- Co 1:Creating an awareness about computer.
- Co 2: Developing an understanding of computer software.
- Co 3: Examining the basics of internet and its applications.
- Co 4:Analyzing the application of social media in hospitality.

<b>UNIT- I</b>	<b>Introduction to Computers:</b> Introduction to Computer: Classification, Generations, Organization, Capabilities Characteristics & Limitations, Application of Computer in Hotels, Familiarisation with Components of Computers – Hardware: Hardware elements – input, storage, processing & output devices. Block diagram of computer	<b>CO 1</b>
<b>UNIT- II</b>	<b>Introduction to Computers Software:</b> Types of Software, System Software, Application Software, Utility Software's, Use of MS- Office: Basics of MS- Word. MS- Excel and MS Power Point	<b>CO 2</b>
<b>UNIT-III</b>	<b>Internet &amp; Applications:</b> Introduction to Internet: Definition of networks, concepts of webpage, website and web searching (browsing). Benefits, Application, Working, Hardware and Software requirements, World Wide Web, Web Browser, URL, Search Engines, Email	<b>CO 3</b>
<b>UNIT- IV</b>	<b>Social Media Applications and Hospitality:</b> Introduction to Social Media, Its Role in Hospitality Promotion, Facebook – Creating Pages and Profiles, Merits/Demerits of Social Media, Linked In, Twitter and Other Social Media Applications.	<b>CO 4</b>

**SUGGESTED READINGS**

- Leon & Lion, Introduction to Computers, Vikas Publishing House, New Delhi
- June Jamrich Parsons, Computer Concepts 7<sup>th</sup> Edition, Thomson Learning, Bombay.
- Comer 4e, Computer networks and Internet, Pearson Education
- White, Date Communications & Compute4r Network, Thomson Learning, Bombay.
- Computers in Hotels – Concepts & Applications : Partho P Seal Oxford University Press

**MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE**

<b>Mapping: CO-PO</b>								
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8
Co 1	2	2	2	2	2	1	3	2
Co 2	2	2	2	2	2	1	2	1
Co 3	3	3	2	2	2	2	3	1
Co 4	1	2	2	2	2	2	1	1
	2	2.25	2	2	2	1.5	2.25	1.25

**MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PSO</b>					
	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	3	2	2	3	2
Co 2	2	2	2	2	1
Co 3	2	2	2	2	2
Co 4	1	1	1	1	2
	2	1.75	1.75	2	1.75

**MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PO-PSO</b>														
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	
Co 1	2	2	2	2	2	1	3	2	3	2	2	3	2	
Co 2	2	2	2	2	2	1	2	1	2	2	2	2	1	
Co 3	3	3	2	2	2	2	3	1	2	2	2	2	2	
Co 4	1	2	2	2	2	2	1	1	1	1	1	1	2	
	2	2.25	2	2	2	1.5	2.25	1.25	2	1.75	1.75	2	1.75	

**DSE-BHMCT-6B EVENT MANAGEMENT (THEORY)**

**Credits -04**  
**External Marks -80**  
**Internal Marks -20**  
**Total Marks-100**

**COURSE OBJECTIVES:**

- Co 1 Define the concept, advantages & disadvantages, types of event.
- Co 2 Explain key elements of events.
- Co 3 Point out event marketing & promotion.
- Co 4 Create events & access financial management of events.

<b>UNIT- I</b>	Events- The Concept, Nature, Definition and scope, C's of Events, advantage and disadvantage of Events, Categories and Typologies, Skills required to be a good Event Planners.	CO 1
<b>UNIT- II</b>	Organizing & Designing of Events, key elements of Events, Event Infrastructure, core concept, core people, core talent, core structure, Setting Objectives for the Event, Negotiating Contracts with event Organizers, Venue, Media.	<b>CO 2, CO 3</b>
<b>UNIT-III</b>	Marketing & Promotion of Events: Nature of Event Marketing, Process of Event Marketing, The Marketing Mix, Sponsorship. Promotion: Image/ Branding, Advertising, Publicity and Public Relation.	<b>CO 2, CO 3</b>
<b>UNIT- IV</b>	Managing Events: Financial Management of Events, Staffing, Leadership. Safety and Security: Occupational Safety and Health, Incident Reporting, Crowd Management and Evacuation.  Note: An Event such as Conference/ Seminar/ theme event may be planned and organised to supplement learning of students.	<b>CO4</b>

**Suggested Readings:**

1. A.K. Bhatia, 'Event Management', Sterling Publishers Pvt. Ltd. Delhi.
2. Anton Shone & Bryn Parry, 'Successful Event Management', Coleman, Lee & Frankle, Powerhouse Conferences. Educational Institute of AHMA
3. Hoyle, Dorf & Jones, Meaning conventions & Group business. Educational institute of AH & MA.

4. Joe Jeff Goldblatt, "Special Events: Best Practices in Modern Event Management (Hospitality, Travel & Tourism)", John Willy and Sons, New York
5. Leonard H. Hoyle, Jr, 'Event Marketing', John Willy and Sons, New York
6. Lynn Van Der Wagen, Carlos, Event Management, Pearson, New Delhi.
7. Sanjay Singh Gaur, Sanjay V Saggere, Event Marketing Management, Vikas Publication, New Delhi
8. John Beech, Sebastian Kaiser, Robert Kaspar - The Business of Events Management Pearson Publications

### Mapping

CO- PO

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
CO1	2	3	3	3	3	3	3	1
CO2	2	3	3	2	2	2	3	1
CO3	3	3	3	3	3	3	3	1
CO4	3	3	3	3	3	3	3	1
	2.5	3	3	2.5	2.5	2.75	3	1

CO- PSO

	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	2	3	3	3	3
Co 2	2	3	3	3	2
Co 3	2	3	3	3	3
Co 4	2	2	2	2	2
	2	2.75	2.75	2.75	2.5

CO-PO- PSO

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
Co 1	2	3	3	3	3	3	3	1	2	3	3	3	3
Co 2	2	3	3	2	2	2	3	1	2	3	3	3	2
Co 3	3	3	3	3	3	3	3	1	2	3	3	3	3
Co 4	3	3	3	3	3	3	3	1	2	2	2	2	2
	2.5	3	3	2.5	2.5	2.75	3	1	2	2.75	2.75	2.75	2.5

<b>DSE-BHMCT-7A Hospitality Marketing</b>		<b>Credits -04</b>
		<b>External Marks -80</b>
		<b>Internal Marks -20</b>
		<b>Total Marks -100</b>
CO 1 Develop the understanding of concept and orientation of marketing. CO 2 Learn to use Marketing Mix Elements in hospitality industry. CO3 Understand and adapt to Modern marketing concept to meet dynamic environment of hospitality industry. CO4 Adapt to the new technology in field of marketing.		
<b>Unit I</b>	<b>Introduction to Marketing</b> - Definition, Marketing Concepts (Need, Want, Demand, TQM, Product, Customer value, Customer satisfaction, Exchange & Transaction, Market), Difference between marketing and Selling, Marketing Orientation (Product concept, Production concept, Selling concept, Marketing concept, Societal marketing concept), Challenges to hospitality and tourism marketing. Service Characteristic of Hospitality and Tourism Business	<b>CO1</b>
<b>Unit II</b>	<b>Tourism Marketing system and Marketing Mix Elements</b> - Tourism marketing system: internal environment, external environment, micro environment; Marketing mix: Product, Place, Price, Promotion, (Meaning, Concept, Elements and Importance in context of Tourism and Hospitality).	<b>CO2</b>
<b>Unit III</b>	<b>Expanded Marketing Mix and Modern Marketing</b> : People, Process and Physical evidence (Meaning, Concept, Elements and Importance in context of Tourism and Hospitality); Modern marketing concepts: Green marketing, Mobile marketing, Cross-cultural marketing, Web marketing, Tele marketing, Relationship marketing, Buzz marketing.	<b>CO3</b>
<b>Unit IV</b>	<b>Technology in Tourism Marketing</b> - Introduction, technology in tourism marketing, multimedia, virtual reality and virtual tour, online travel or electronic tourism, using website for tourism marketing, impact of online business on existing intermediaries.	<b>CO4</b>

### Text Book

1. Chaudhary, M. (2010). *Tourism Marketing (1<sup>st</sup> ed.)*. New Delhi, India: Oxford University Press.

**Recommended Books / Suggested Readings:**

1. Philip, K., John, T. & James M,(2016). *Marketing for hospitality and tourism (6<sup>TH</sup> ed.)*. New Delhi, India: Pearson India education.
2. Prasana, K. (2016). *Marketing of hospitality and tourism services (2<sup>nd</sup> ed)*. New Delhi, India: Mc Graw Hill education India.
3. Devashish, D. (2011). *Tourism marketing (1<sup>st</sup> ed)*. New Delhi, India: Pearson India education service.

**Weblinks:**

1. <https://epgp.inflibnet.ac.in/ahl.php?csrno=1827>
2. <https://opentextbc.ca/introtourism/chapter/chapter-8-services-marketing/>

**MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE**

Mapping: CO-PO								
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8
CO 1	1	1	1	1	1	1	1	1
CO 2	2	2	2	1	2	2	2	1
CO 3	1	2	3	1	3	3	3	1
CO 4	1	2	2	1	3	2	2	1
	1.25	1.75	2	1	2.25	2	2	1

**MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PSO</b>					
	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	2	1	1	2	1
Co 2	3	1	1	2	1
Co 3	2	1	1	2	1
Co 4	2	1	1	2	1
	2.25	1	1	2	1

**MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PO-PSO</b>														
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO 4	PSO 5	
CO 1	1	1	1	1	1	1	1	1	2	1	1	2	1	
CO 2	2	2	2	1	2	2	2	1	3	1	1	2	1	
CO 3	1	2	3	1	3	3	3	1	2	1	1	2	1	
CO 4	1	2	2	1	3	2	2	1	2	1	1	2	1	
	1.25	1.75	2	1	2.25	2	2	1	2.25	1	1	2	1	

**DSE-BHMCT-7 B HOTEL FACILITY PLANNING**

**Credits -04**

**External Marks -80**

**Internal Marks -20**

**Total Marks-100**

CO1 Learn Hotel classification, Architectural features of different hotels.

CO 2 Develop hotel projects & feasibility report

CO3 Prepare kitchen & restaurant design

CO4 Adapt with new equipment , hotel safety & storage problems and facility planning network models

<b>Unit I</b>	Understanding Hotel Classification & Guidelines – Indian context Introduction to hotels – types of hotels; Architectural features, facilities and Services in star, heritage & apartment hotels.	<b>CO1</b>
<b>Unit II</b>	Hotel design Introduction, design considerations, Systematic Layout planning (SLP), Rules for Allocation of space in a hotel, formulation of project / feasibility report	<b>CO2</b>
<b>Unit III</b>	Kitchen & Restaurant Design Basic Physical Layout of kitchen & restaurant, Designing & planning Kitchen, Restaurant & restaurant bar.	<b>CO3</b>
<b>Unit IV</b>	Specification for equipment, ventilation, kitchen safety & various storage facilities Features of good kitchen, care and maintenance of kitchen equipment, kitchen equipment specifications. Food store: definition & types, role of a storekeeper, beverage storage facilities  Project management & Masterpieces of Facility planning The network models (CPM / PERT), Drawing of a Network diagram, Project cost analysis Few masterpieces of facility planning in Hotels & Restaurant.	<b>CO4</b>

**Reference:**

- Hotel facility planning by Tarun Bansal, Oxford University Press.New Delhi
- Hotel Venture Management by Pandit S.N, Hotex Publishers, New Delhi
- Hotel Management Theory by B.K Chakaravati

**MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE**

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
CO1	2	3	3	3	3	3	3	2
CO2	3	3	3	1	2	3	3	2
CO3	2	2	3	2	2	2	3	2
CO4	3	3	3	2	3	3	3	2
	2.5	2.75	3	2	2.5	2.75	3	2

### MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE

Mapping: CO-PSO					
	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	2	3	3	3	3
Co 2	3	3	3	3	3
Co 3	3	3	3	3	3
Co 4	3	3	3	3	3
	2.75	3	3	3	3

### MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE

Mapping: CO-PO-PSO													
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO 4	PSO 5
CO 1	2	3	3	3	3	3	3	2	2	3	3	3	3
CO 2	3	3	3	1	2	3	3	2	3	3	3	3	3
CO 3	2	2	3	2	2	2	3	2	3	3	3	3	3
CO 4	3	3	3	2	3	3	3	2	3	3	3	3	3
	2.5	2.75	3	2	2.5	2.75	3	2	2.75	3	3	3	3

**DSE-BHMCT-7 C MOOC/ONLINE COURSE**

**Credits –04**

**TotalMarks-100**

Programme as recommended by University or as approved by staff council

# **SEMESTER**

# **VII**

**CC-BHMCT-19 HUMAN RESOURCE MANAGEMENT IN HOTELS (THEORY)**

**Credits –04**

**External Marks -80**

**Internal Marks -20**

**TotalMarks-100**

**COURSE OBJECTIVES:**

Co 1 : Knowledge About basic of human resource management

Co 2 : Familiarizing With Recruitments, Learning & Development, Performance Appraisal

Co 3 : Ability To Identify Employee Motivation, Compensation & Benefit Management

Co 4 : Knowledge about Job Satisfaction, Organizational Culture, Disciplinary Action

<b>UNIT- I</b>	<ul style="list-style-type: none"> <li>• Introduction, Definition &amp; Concept,</li> <li>• Objectives of HRM</li> <li>• Concept and Challenges of HRM</li> <li>• Human Resource Functions</li> <li>• Scope of HRM</li> <li>• Human resource Planning &amp; Process,</li> </ul>	CO 1
<b>UNIT- II</b>	<ul style="list-style-type: none"> <li>• Recruitments,</li> <li>• Introduction, Concept, Sources, What to look for in prospective candidates, Recruitments</li> <li>• Policy and Techniques. Learning &amp; Development,</li> <li>• Introduction, Concept, Functions, Training Cycle, Evaluation, Methods,</li> <li>• Organizational Culture &amp; Training.</li> <li>• Performance Appraisal -Introduction, Purpose, Process, Challenges, Underlying Theories, Balance Score Card,</li> <li>• The360 Degree Feedback System,</li> <li>• Managing Employee Performance</li> </ul>	CO 2
<b>UNIT-III</b>	<ul style="list-style-type: none"> <li>• Employee Motivation, Concept, Various Motivation Theories (Maslow's Theory, Herzberg's Theory, Adam's Equity Theory, B.F Skinners Reinforcement Theory),</li> <li>• Motivating Employees &amp; Measurement.</li> <li>• Compensation &amp; Benefits: Policy, Components, Determinants, Theories,</li> <li>• Employee Compensation Practices in India</li> </ul>	CO 3
<b>UNIT- IV</b>	<ul style="list-style-type: none"> <li>• Introduction, Theories of Motivation,</li> <li>• Correlates of Job Satisfaction,</li> <li>• Importance of Job Satisfaction, Measuring Job Satisfaction.</li> <li>• Organizational Culture: Introduction,</li> <li>• Observational Aspects, Functions, Cultural Models,</li> <li>• Positive or Negative Organizational Cultures,</li> <li>• Managing and Changing Organizational Cultures.</li> </ul>	CO4

	<ul style="list-style-type: none"> <li>• Disciplinary Action: Introduction, Principles of Natural Justice,</li> <li>• Counseling, Disciplinary Guidelines,</li> <li>• Disciplinary Process, Charge Sheet</li> </ul>	
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**Suggestion Reading :**

- Human Resource Development & Management in the Hotel Industry – S.K. Bhatia, Nirmal Singh
- Principal and Techniques of Personnel Management Human Resource Management – Dr. Jagmohan Negi
- Human Resource Management – Rao . V S P

**MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE**

Mapping: CO-PO								
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8
Co 1	3	2	2	1	2	1	2	1
Co 2	2	2	1	1	1	1	2	1
Co 3	3	2	1	1	1	1	2	1
Co 4	2	2	2	1	1	2	2	1
	2.5	2	1.5	1	1.25	1.25	2	1

**MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

Mapping: CO-PSO					
	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	3	2	2	2	2
Co 2	3	2	2	3	2
Co 3	3	2	1	3	2
Co 4	3	3	1	3	1
	3	2.25	1.5	2.75	1.75

**MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC  
OBJECTIVE**

<b>Mapping: CO-PO-PSO</b>														
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO 4	PSO 5	
Co 1	3	2	2	1	2	1	2	1	3	2	2	2	2	
Co 2	2	2	1	1	1	1	2	1	3	2	2	3	2	
Co 3	3	2	1	1	1	1	2	1	3	2	1	3	2	
Co 4	2	2	2	1	1	2	2	1	3	3	1	3	1	
	2.5	2	1.5	1	1.25	1.25	2	1	3	2.25	1.5	2.75	1.75	

**CC-BHMCT-20 FRONT OFFICE MANAGEMENT (Theory)**

**Credits -04**

**External Marks -80**

**Internal Marks -20**

**Total Marks-100**

**COURSE OBJECTIVES:**

- Co 1: Assessing the quality of guest service.
- Co 2: Summarizing front office accounting.
- Co 3: Examining the basics of Revenue management in hotel.
- Co 4: Managing front office human resource.

<b>NIT- I</b>	<b>Quality Guest Service:</b> Introduction, services provided by hotel front office, certification, moments of truth, Coordination with Housekeeping and other divisions, managing an effective communication, latest trends and practices followed in front office.	<b>CO 1</b>
<b>UNIT- II</b>	<b>Front Office Accounting:</b> Meaning & fundamentals, types of account, Folio, Voucher, Ledger, POS, account settlement, transfer of account to back office accounting, Hotel credit management (including credit cards), Foreign currency awareness and handling procedures, Internet control - Transcript, cash sheet, cash banks.	<b>CO 2</b>
<b>UNIT-III</b>	<b>Revenue Management:</b> Concept and applications, Measuring yield, elements of revenue management; using revenue Management, Economic Principles and Demand Forecasting, Reservations and Channels of Distribution, The Revenue Management Team, Strategic Management and Following the RevMAP, Tools, Tactics, and Resources.	<b>CO 3</b>

<b>UNIT- IV</b>	<b>Managing Front Office Human Resource:</b> Recruitments & Selection, Orientation & Socialization, Training and Development, Responsibilities of managers and role of supervisors, Staffing Challenges.  <b>PRACTICAL</b> <ul style="list-style-type: none"><li>• Front Office Planning – The FOM’s Role</li><li>• Professional Front Office Layout &amp;Organizations</li><li>• Front Office Operations : Activities, Records &amp; Regulations to supplement theory syllabus</li><li>• Safety &amp; Security Practices &amp; Role of Hotel Front Office</li><li>• Revenue Management in Front Office Operations</li></ul>	<b>CO 4</b>
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## **SUGGESTED READINGS**

### **Reference books:**

- Bagdan, P. (2019). Guest Service in the Hospitality Industry. Kendall Hunt Publishing Company; Second edition..
- Kempen, M. (2012). Profitable Hotel Guest Management: The Factors Involved in and the Importance of Following a Guest Relationship Approach in the Irish Luxury Hotel Sector. Bachelor + Master Publication; unabridged.
- Magazine, E., Turner, K. (2013). Start Your Own Staffing Service: Your Step-By-Step Guide to Success. Entrepreneur Press.
- Magnini, V.P., Simon, C.J. (2016).A Hotel Manager's Handbook: 189 Techniques for Achieving Exceptional Guest Satisfaction. CRC Press.
- National Research Council, Division of Behavioral and Social Sciences and Education, Board on Human-Systems Integration, Committee on Staffing Needs of

Systems Specialists in Aviation (2013). Assessment of Staffing Needs of Systems Specialists in Aviation. National Academies Press.

- Sharma, D. k. (2012). Manpower Planning. Centrum Press publication.
- Soft, J. (2018). Room Reservation Book. CreateSpace Independent Publishing Platform.
- Tanji, H. (2015). Secrets of Successful Guest Complaint Handling in Hotel & Restaurant: Practical Training Manual for Hoteliers & Hospitality Management Students. CreateSpace Independent Publishing Platform.

### **Text Books:**

- Andrews, S. (2017). Hotel Front Office: A Training Manual. McGraw Hill Education; Third edition.
- Bhatnagar, S. K. (2011). Front Office Management. Frank Bros.
- Ganguly, P. (2019). Housekeeping Management in Hotel and Service Industry. Dreamtech Press.
- Ivanov, S. (2014). Hotel Revenue Management: From Theory to Practice. Zangador publication.
- Jagmohan, N. (2013). Housekeeping (Theory and Practices). S Chand & Company.
- Raghulanan, G., Raghulanan, S. (2015). Hotel Housekeeping: Operations and Management. Oxford University Press India; 3 edition.
- Tewari, J. (2016). Hotel Front Office: Operations and Management. Oxford University Press; Second edition.
- Verret, C. (2008). Hotel Sales and Revenue Management Book 2.0. iUniverse publication.
- Yadav, M. K. (2014). Hotel Front Office- Management & Operations. Aman Publications; 2 edition.

### **MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE**

<b>Mapping: CO-PO</b>								
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8
Co 1	2	3	2	2	2	2	2	2
Co 2	2	2	1	1	1	1	2	1
Co 3	1	2	2	1	1	1	2	1
Co 4	1	3	2	1	1	2	2	1
	1.5	2.5	1.75	1.25	1.25	1.5	2	1.25

### **MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PSO</b>					
	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	2	2	2	2	2
Co 2	3	2	2	3	2
Co 3	1	1	2	1	2
Co 4	1	2	3	2	2
	1.75	1.75	2.25	2	2

### **MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PO-PSO</b>														
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	
Co 1	2	3	2	2	2	2	2	2	2	2	2	2	2	2
Co 2	2	2	1	1	1	1	2	1	3	2	2	3	2	2
Co 3	1	2	2	1	1	1	2	1	1	1	2	1	2	2
Co 4	1	3	2	1	1	2	2	1	1	2	3	2	2	2
	1.5	2.5	1.75	1.25	1.25	1.5	2	1.25	1.75	1.75	2.25	2	2	2

**CC-BHMCT-21 LAUNDRY MANAGEMENT (Theory)**

**Credits –04**

**External Marks -80**

**Internal Marks -20**

**Total Marks-100**

**COURSE OBJECTIVES:**

- Co 1 : Knowledge About The laundry
- Co 2 : Familiarizing With Laundry Planning & Operations:
- Co 3 : Ability To Managing Guest Laundry
- Co 4 : Knowledge about Emerging Trends in laundry.

<b>UNIT- I</b>	<ul style="list-style-type: none"> <li>• The Concept, Importance, Organization Structure,</li> <li>• Functions of a Laundry,</li> <li>• Professional Laundry Set Up,</li> <li>• Linen Room, Uniform Room, Tailor Room, Setups &amp; Functions,</li> <li>• Equipments Used in laundry, Their Salient Features,</li> <li>• On Premises Laundry,</li> <li>• Off Premises Laundry,</li> </ul>	<b>CO 1</b>
<b>UNIT- II</b>	<ul style="list-style-type: none"> <li>• Laundry Location and Design,</li> <li>• The Laundry Cycle: The collection of linen, sorting, tagging, washing, drying, ironing, storing, mending, discarding, process and precautions.</li> <li>• Hotel Laundry Services, Records &amp; Registers</li> </ul>	<b>CO 2</b>
<b>UNIT- III</b>	<ul style="list-style-type: none"> <li>• Valet Services: Collecting Guest laundry and returns, Do's and Don'ts;</li> <li>• Handling guests Linens, Stains &amp; Removals,</li> <li>• Wash Care Instructions, Ironing and Dry Cleaning Instructions &amp; Practices,</li> <li>• Guest Communication &amp; interactions,</li> </ul>	<b>CO 3</b>
<b>UNIT- IV</b>	<ul style="list-style-type: none"> <li>• Energy Conservation,</li> <li>• Effective Communications &amp; Coordination in laundry</li> <li>• Applications of Technology Out Sourcing,</li> <li>• New Techniques and Trends</li> <li>• Information Systems,</li> <li>• Inventories and Audits,</li> <li>• Legal and Ethical Issues in Laundry Services</li> </ul>	<b>CO4</b>
	<p><b>Practical</b></p> <ul style="list-style-type: none"> <li>▪ Layout of Linen and Uniform Room/Laundry</li> <li>▪ Laundry Machinery and Equipment</li> <li>▪ Stain Removal</li> <li>▪ Selection and Designing of Uniforms</li> <li>▪ Visit to a professional Laundry</li> </ul>	

**SUGGESTED READINGS:**

- Accommodation & Cleaning Services, Vol. I & II, David, Allen, Hutchinson
- Hotel and Catering Studies – Ursual Jones
- Hotel House Keeping – Sudhir Andrews Publisher: Tata Mc Graw Hill
- Hotel Housekeeping Operations & Management – Reghubalan, Oxford University Press.
- Management of Hotel & Motel Security (Occupational Safety and Health) By H. Burtein, Publishers: CRC

**MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE**

<b>Mapping: CO-PO</b>								
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8
Co 1	2	2	2	1	2	1	2	1
Co 2	2	2	1	1	1	1	2	1
Co 3	2	2	1	1	1	1	3	1
Co 4	3	2	2	1	1	2	3	1
	2.25	2	1.5	1	1.25	1.25	2.5	1

**MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PSO</b>					
	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	3	3	2	2	2
Co 2	3	2	2	3	1
Co 3	2	2	1	2	1
Co 4	3	3	1	3	1
	2.75	2.5	1.5	2.5	1.25

**MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC  
OBJECTIVE**

<b>Mapping: CO-PO-PSO</b>														
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO 4	PSO 5	
Co 1	2	2	2	1	2	1	2	1	3	3	2	2	2	
Co 2	2	2	1	1	1	1	2	1	3	2	2	3	1	
Co 3	2	2	1	1	1	1	3	1	2	2	1	2	1	
Co 4	3	2	2	1	1	2	3	1	3	3	1	3	1	
	2.25	2	1.5	1	1.25	1.25	2.5	1	2.75	2.5	1.5	2.5	1.25	

**CC-BHMCT-22 SAFETY, SECURITY AND TRAVEL DOCUMENTATION**

**Credits –04**  
**External Marks -80**  
**Internal Marks -20**  
**Total Marks-100**

**Course objectives (CO)**

CO 1 Learn to deal with emergency situations related with safety and security of guest in the Hotel.

CO 2 Ready to understand role of Government and UNWTO in ensuring safety and security for Tourist

CO3 Develop the ability to understand the travel documentation for the tourist

CO4 Able to recognize various types of VISA for out bound tourist and in bound

<b>Unit – 1</b>	<b>Safety Security and Hotels:</b> Understanding Safety & Security, Differentiation between safety and security, Security Departments in Hotels, Guidelines for Security in Hotels, Best Practices in Indian Hotels, Dealing with Emergencies - Fire, Death, Crisis Management, Disaster Management, The Case of Taj & Oberoi at Mumbai.	<b>CO1</b>
<b>Unit – 2</b>	<b>Unit – 2 Safety Security and Tourist Destinations:</b> Understanding the destination images from tourist perspective, Understanding Tourist Security, its importance and impact of tourism industry, Role of the media in influencing consumer perceptions of travel safety, Consumer awareness of travel advisories and their influence on behaviour. Challenges with Destinations security in India. Common problems & Challenges with hotel Security. Security issues at airports, railway stations, single woman travellers in India. Tourist Police & Its Role, Role of Ministry of Govt of India, UNWTO Guidelines/ Advises on Safety and Security, International Issues on Tourist Security, Role of insurance in the travel industry	<b>CO2</b>

<b>Unit – 3</b>	<b>Travel Documentation:</b> Introduction to Travel Documentation, Documentation required while leaving and entering into India. Passport its types and procedures to obtain an Indian passport, Currency Regulations and Concept of Basic Travel Quota (BTQ), Custom Regulations, Health Certificates, Insurance and Immigration.	<b>CO3</b>
<b>Unit – 4</b>	<b>Understanding VISA and Permits</b>  Understanding the concept of VISA its types, Categories in which India give Visa to foreign tourists. Visa Requirements and procedure to obtain tourist visa for Singapore, UK, USA and Australia. Restricts and Special area permits for foreign tourists in India and their procedures to obtain. VISA on Arrival Scheme of Govt of India	<b>CO4</b>

### **SUGGESTED READINGS**

- Tourism Security: Strategies for Effective Managing Travel Risk and Safety By Peter Tarlow
- Safety and Security in Tourism Relationships, Management and Marketing By C. Michael Hall, Dallen J. Timothy and David Timothy Duval.
- Tourism, Security and Safety (The Management of Hospitality and Tourism Enterprises)  
-
- Yoel Mansfeld & Abraham Pizam

## MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE

Mapping: CO-PO								
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8
CO 1	1	2	1	2	2	1	1	2
CO 2	1	1	2	2	2	3	1	2
CO 3	1	2	3	2	3	3	3	2
CO 4	1	1	3	1	1	2	3	1
	1	1.5	2.25	1.75	2	2.25	2	1.75

## MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE

Mapping: CO-PSO					
	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	3	2	3	2	3
Co 2	2	1	2	2	3
Co 3	1	1	2	1	1
Co 4	1	1	1	1	1
	1.75	1.25	2	1.5	2

## MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE

Mapping: CO-PO-PSO														
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO 4	PSO 5	
CO 1	1	2	1	2	2	1	1	2	3	2	3	2	3	
CO 2	1	1	2	2	2	3	1	2	2	1	2	2	3	
CO 3	1	2	3	2	3	3	3	2	1	1	2	1	1	
CO 4	1	1	3	1	1	2	3	1	1	1	1	1	1	
	1	1.5	2.25	1.75	2	2.25	2	1.75	1.75	1.25	2	1.5	2	

<b>DSE-BHMCT-8A: FOREIGN CUISINE (Theory)</b>		<b>Credits -04</b> <b>External Marks -80</b> <b>Internal Marks -20</b> <b>Total Marks -100</b>
<b>COURSE OBJECTIVES:</b>		
Co 1 : To gain knowledge of Larder department. Co 2 : To learn and familiarizing with food presentation techniques, sandwiches and role of garnishes Co 3 : To be able to understand French cuisine, Mexican & Italian cuisine Co 4 : To get knowledge of Lebanese, Chinese & Thai cuisine		Theory: 4 Credits Total Hours =60
<b>UNIT- I</b>	<b>Larder- Layout &amp; Equipment:</b> Introduction of Larder Work, Definition, Equipment found in the larder, Layout of a typical larder with equipment and various sections. Yield Testing. <b>Duties and Responsibilities of The Larder Chef:</b> Functions of the Larder, Hierarchy of Larder Staff, Sections of the Larder, and Duties & Responsibilities of a larder Chef.	<b>CO 1</b>
<b>UNIT- II</b>	<b>Food Presentation Principles:</b> Basic presentations, Modern perspectives, Use of technology, Use of contemporary plates, Role and use of garnish, Unconventional garnishes, Plate Presentation techniques. <b>Sandwiches-</b> Parts of Sandwiches, Types of Bread, Types of filling: Classification, Spreads and Garnishes, Types of Sandwiches, Making of Sandwiches, Storing of Sandwiches.	<b>CO 2</b>
<b>UNIT- III</b>	<b>Introduction to French cuisine, Mexican &amp; Italian cuisine :</b> <ul style="list-style-type: none"><li>• Historical Background,</li><li>• Regions &amp;Regional Cooking Styles,</li><li>• Equipment &amp; utensils,</li><li>• Ingredients &amp; Dishes</li><li>• Staple food with regional Influences</li></ul>	<b>CO 3</b>
<b>UNIT- IV</b>	<b>Introduction to Lebanese, Chinese &amp; Thai cuisine:</b> <ul style="list-style-type: none"><li>• Historical Background,</li><li>• Regions &amp;Regional Cooking Styles,</li><li>• Equipment &amp; utensils,</li><li>• Ingredients &amp; Dishes</li><li>• Staple food with regional Influences</li></ul>	<b>CO4</b>

<b>DSE-BHMCT-8 A FOREIGN CUISINE (Practical)</b>	<b>Credits –02</b>
	<b>External Marks -40</b>
	<b>Internal Marks -10</b>
	<b>Total Marks- 50</b>
<b>PRACTICAL</b>	
French Cuisine – Two Courses	
Mexican Cuisine – Two Courses	
Italian Cuisine – Two Courses	
Lebanese Cuisine – Two Courses	
Chinese Cuisine – Two Courses	
Thai Cuisine – Two Courses	
Specialized Service	
Banquets, its types and associated protocols	

### TEXT BOOKS:

- The Professional Chef (4th Edition) By Le Rol A.Polsom
- Theory of Catering By Kinton & Cessarani
- Nita Mehta – Italian Vegetarian Cookery, Snab Publishers.
- · Alberto Capatti - Arts and Traditions of the Table: Perspectives on Culinary History, Columbia University Press
- Italian Cooking by Sanjeev Kapoor
- Ken Hom – Chinese Cookery, BBC Books
- Fuchsia Dunlop - The Revolutionary Chinese Cookbook, Ebury Press
- Eileen Yin-Fei Lo – Mastering the Art of Chinese Cooking, Chronicle Books
- Su Huei Huang, Lai Yen-Jen – Chinese Cuisine, Wei-Chuan Publishing
- E N Anderson – The Food of China, Yale University Press
- Parvinder S Bali – International Cuisine & Food Production – Oxford University Press
- Theory of Cookery By K Arora, Publisher: Frank Brothers

**REFERENCE BOOKS:**

- Accompaniments & Garnishes from waiter, Communicate: Fuller J. Barrie & Jenkins
- Modern Cookery (Vol-I) By Philip E. Thangam, Publisher: Orient Longman
- Practical Cookery By Kinton & Cessarani
- Professional Cooking By Wayne Gisslen, Publisher Le Cordon Bleu
- Purchasing Selection And Procurement For The Hospitality Industry By Andrew Hale Feinstein And John M. Stefanelli
- The Professional Chef (4th Edition) By Le Rol A.Polsom
- The Professional Pastry Chef, Fourth Edition By Bo Friberg Publisher: Wiley & Sons INC
- Larder Chef By M J Leto & W K H Bode Publisher: Butterworth- Heinemann
- Practical Professional Cookery By Kauffman & Cracknell

**MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE**

Mapping: CO-PO								
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8
Co 1	1	1	2	1	1	2	3	1
Co 2	1	1	2	1	1	2	3	1
Co 3	1	2	2	1	1	2	3	1
Co 4	1	1	2	1	1	1	3	2
	1.	1.25	2	1	1	1.75	3	1.25

**MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

Mapping: CO-PSO					
	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	3	3	1	2	2
Co 2	3	2	1	2	1
Co 3	3	3	2	3	3
Co 4	3	3	3	2	2
	3	2.75	1.75	2.25	2

**MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

Mapping: CO-PO-PSO														
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO 4	PSO 5	
Co 1	1	1	2	1	1	2	3	1	3	3	1	2	2	
Co 2	1	1	2	1	1	2	3	1	3	2	1	2	1	
Co 3	1	2	2	1	1	2	3	1	3	3	2	3	3	
Co 4	1	1	2	1	1	1	3	2	3	3	3	2	2	
	1.	1.25	2	1	1	1.75	3	1.25	3	2.75	1.75	2.25	2	

**DSE-BHMCT-8 B BAKERY MANAGEMENT (Theory)**

**Credits -04**

**External Marks -80**

**Internal Marks -20**

**Total Marks -100**

**COURSE OBJECTIVES:**

- Co 1:Developing an understanding for bakery.
- Co 2: Illustrating practical and problems in Bread and Rolls
- Co 3: Understanding the basics of Sweet Yeast Dough Products, Doughnuts and Crullers
- Co 4:Creating awareness for Pastries, Cakes and Cake Specialties.

<b>UNIT- I</b>	Bakery Introductions: Basic Ingredients: Shortenings; Eggs; Wheat and Flours; Yeast; Chemical Leavening Agents. Professional Bakery Equipments & Tools, Production Factors; Staling.	<b>CO 1</b>
<b>UNIT- II</b>	Bread and Rolls: Overview of Production; Common Problems; White Pan Bread; Pullman, Split-top, and Round Split Breads; French and Italian Breads and Rolls; Hard Roll Varieties; Soft Roll Varieties; Cornmeal Bread; Whole Wheat Bread; Raisin Bread; Cheese Bread; Indigenous Breads of India; Middle Eastern Pita Bread	<b>CO 2</b>
<b>UNIT-III</b>	Sweet Yeast Dough Products: Danish Pastry; Buns; Yeast-Raised Cakes; Croissants; Doughnuts and Crullers: Preparation for Frying; Finishing Doughnuts; Use of Prepared Mixes; Yeast-raised Doughnuts.	<b>CO 3</b>
<b>UNIT - IV</b>	Pastries: Short Crust Pastries; Puff Pastries; Common Problems with Puff Pastries; Eclairs and Cream Puffs; Common Problems with Eclairs and Cream Puffs; Cakes and Cake Specialties: Cake Production; Common Problems with Cake Production; Creamed Cakes; Whipped Cakes; Common Problems with Sponge Cakes.	<b>CO 4</b>

**DSE-BHMCT-8 B BAKERY MANAGEMENT (Practical)**

**Credits –02**

**External Marks -40**

**Internal Marks -10**

**Total Marks- 50**

- Different varieties of bread rolls
- Different varieties of pastries
- Different varieties of puff pastry and cakes
- Different varieties of tart and cookies

**SUGGESTED READINGS**

- Practical Baking, 5th Edition by William J. Sultan Wiley Publications
- Baking and Pastry: Mastering the Art by The Culinary Institute of America, Wiley Publications
- In the Hands of a Baker <http://www.ciaprochef.com/>
- Baking by MarhaDey , [www.hermehouse.com](http://www.hermehouse.com)
- The Golden Book of Baking by barronsduc [www.barronsduc.com](http://www.barronseduc.com)

**MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE**

<b>Mapping: CO-PO</b>								
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8
Co 1	2	2	3	1	1	1	3	2
Co 2	2	2	3	1	1	2	3	2
Co 3	2	2	3	1	1	2	3	2
Co 4	2	2	3	1	1	2	3	2
	2	2	3	1	1	1.75	3	2

**MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PSO</b>					
	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	3	2	2	3	1
Co 2	3	2	2	3	1
Co 3	3	2	2	3	1
Co 4	3	2	2	3	1
	3	2	2	3	1

**MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PO-PSO</b>														
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	
Co 1	2	2	3	1	1	1	3	2	3	2	2	3	1	
Co 2	2	2	3	1	1	2	3	2	3	2	2	3	1	
Co 3	2	2	3	1	1	2	3	2	3	2	2	3	1	
Co 4	2	2	3	1	1	2	3	2	3	2	2	3	1	
	2	2	3	1	1	1.75	3	2	3	2	2	3	1	

**SEC-BHMCT- 5 A SKILL ENHANCEMENT FOR MEDIA & JOURNALISM IN  
HOSPITALITY & TOURISM**

**Credits –02**

**External Marks -40**

**Internal Marks -10**

**TotalMarks-50**

**COURSE OBJECTIVES:**

- Co 1 Understand scope of journalism in Hospitality & Tourism and types of travel writing.
- Co 2 Know pioneers of hospitality & tourism journalist
- Co 3 Create creative tourism & hospitality writing
- Co 4 Adapt to media application in hospitality

Unit I	Journalism, Hospitality & Tourism: Introduction to Journalism, Definition of a Journalist, Nature & Scope of Journalism, Journalism - Hospitality & Tourism: Careers & Opportunities, Familiarisation with tasks and profile of a Journalist, Ethics for Journalists, Current Issues for Journalists, Travel, Tourism & Hospitality Writing, Types of Travel Writing.	<b>CO1</b>
Unit II	Pioneers in Hospitality & Tourism Journalism & Media: Pioneers in Travel Writing, Great travel stories of Marcho Polo, Hiuen Tsang, Iban Batuta, Al Baruni, V.S. Naipaul, Rahul Sankratayan, William Darlympal, Today's Hospitality Pioneers – Chef Manjit Gill, Studio Food Promoters - Chef Sanjeev Kapoor, Chef Vikas Khanna, David Rocco	<b>CO2</b>
Unit III	Creative Travel, Tourism & Hospitality Writing: : Introduction to creative writing, information collection, writing for hospitality, tourism and travel magazines, Writing for online magazines, Studies from Hospitality Biz India, Travel Biz Monitor and Express Hospitality Magazines, Travel web searching (browsing).	<b>CO3</b>
Unit VI	Media Applications for Hospitality: Introduction Media, Its Role in Hospitality Promotion, Televisions, Food Food Channel, TLC Channel, Food & Travel Shows, Social Media- Creating Pages and Profiles, Merits/Demerits of Social Media. Developing promotional Literature, Travel & Hospitality Photography, New Trends	<b>CO4</b>

**SUGGESTED READINGS:**

- Magazines of Airlines, Hotels & Tourism Organisations.
- Hand Book of Journalism & Mass Communications by V.S. Gupta, Vir Bala Aggarwal, concept
- Publishers, New Delhi.
- Hospitality Biz India, Travel Biz Monitor
- Hotel Promotional Literatures
- Mass Communication Theory & Practice by Uma Narula, Hiranand Publication, New Delhi.
- Mass Communication, Wilbur Schram
- Outlook Traveler
- The Art of Travel : Essays on Travel Writing, Dodel, Philip
- Travel in the ancient world, Cason, Leonell, George Allen
- Understanding Media by Marshal McLuhan.

## MAPPING

### MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE

Mapping: CO-PO								
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8
Co 1	3	3	3	3	3	3	3	2
Co 2	2	1	1	1	1	1	1	1
Co 3	3	3	3	3	3	3	3	1
Co 4	3	3	3	3	3	3	3	1
	2.75	2.5	2.5	2.5	2.5	2.5	2.5	1.5

**MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PSO</b>					
	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	2	2	2	2	2
Co 2	2	2	2	2	2
Co 3	2	2	2	2	2
Co 4	1	1	1	2	3
	1.75	1.75	1.75	2	2.25

**MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PO-PSO</b>														
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	
Co 1	3	3	3	3	3	3	3	2	2	2	2	2	2	2
Co 2	2	1	1	1	1	1	1	1	2	2	2	2	2	2
Co 3	3	3	3	3	3	3	3	1	2	2	2	2	2	2
Co 4	3	3	3	3	3	3	3	1	1	1	1	2	2	3
	2.75	2.5	2.5	2.5	2.5	2.5	2.5	1.5	1.75	1.75	1.75	2	2	2.25

### **SEC-BHMCT -5 B WEB APPLICATIONS IN HOSPITALITY AND TOURISM**

**Credits -02**  
**External Marks -40**  
**Internal Marks -10**  
**TotalMarks-50**

#### **COURSE OBJECTIVES:**

- Co 1: Examining the role of web application.
- Co 2: Understanding the concept of data compression.
- Co 3: Examining data, file format and multimedia applications design.
- Co 4: Developing an understanding of website designing.

<b>UNIT- I</b>	Introduction to Web Applications, Understanding the concepts with Hotel Websites like of Taj, Oberoi's, Lalit, Hilton etc. Concept of e - Commerce, e - Tourism, e- Business, Role of a website and e tools like Multimedia: Multimedia devices, components of multimedia systems, authoring tools, creating multimedia, video-capturing, video on demand.	<b>CO 1</b>
<b>UNIT- II</b>	Data compression : Need for data compression, non-lossy and lossy compressions for images, color, gray scale and still-video image, video image, and audio compression JPEG standard, MPEG standard, DVI Technology, MIDI, brief survey of speech recognition and generation.	<b>CO 2</b>
<b>UNIT-III</b>	Data and file format standards, Multimedia applications design: Application classes, types of Multimedia systems; Distributed multimedia systems: Components, distributed multimedia Databases.	<b>CO 3</b>
<b>UNIT- IV</b>	Introduction to Web design: Web development process, site types and architectures, navigation theory and practice. Introduction to Page: Page sizes, page types, web design tools; introduction to text: Fonts and text layout, formatting tags, text design issues for the web. Each student would be required to develop at least one website.	<b>CO 4</b>

#### **SUGGESTED READINGS**

- Buford, Multimedia Systems, Pearson Education
- Vaughan, Multimedia Making IT Work, Tata McGraw Hill
- Villamil and Molina, Multimedia: An Introduction, Prentice-Hall of India
- Shuman, Multimedia in Action, Vikas Publishing House, New Delhi
- Sinclair, Multimedia on the PC, BPB Publications.
- Rosch, Multimedia Bible, Sams Publishing
- Powell, Web Design The Complete Reference, Tata McGraw Hill, New Delhi.

### **MAPPING OF COURSE OBJECTIVE AND PROGRAM OBJECTIVE**

<b>Mapping: CO-PO</b>								
	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8
Co 1	1	1	2	1	2	1	1	1
Co 2	1	1	1	1	2	2	1	1
Co 3	1	2	2	1	2	2	1	1
Co 4	1	1	2	1	2	1	1	1
	1	1.25	1.75	1	2	1.5	1	1

### **MAPPING OF COURSE OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PSO</b>					
	PSO1	PSO2	PSO3	PSO 4	PSO 5
Co 1	2	1	2	1	1
Co 2	1	1	2	1	1
Co 3	2	2	2	1	1
Co 4	1	1	1	1	1
	1.5	1.25	1.75	1	1

### **MAPPING OF COURSE OBJECTIVE, PROGRAM OBJECTIVE AND PROGRAM SPECIFIC OBJECTIVE**

<b>Mapping: CO-PO-PSO</b>													
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
Co 1	1	1	2	1	2	1	1	1	2	1	2	1	1
Co 2	1	1	1	1	2	2	1	1	1	1	2	1	1
Co 3	1	2	2	1	2	2	1	1	2	2	2	1	1
Co 4	1	1	2	1	2	1	1	1	1	1	1	1	1
	1	1.25	1.75	1	2	1.5	1	1	1.5	1.25	1.75	1	1

# **SEMESTER**

# **VIII**

**20-22 Weeks on the Job Training (OJT) & Viva-Voce**

**(Duration of exposure: On the job training, 20-22 weeks)**

## **ON THE JOB TRAINING (SEC-BHMCT-6)**

The objective of Industrial Exposure is to facilitate learners with skills & practices of trade so as to supplement their theory and practical inputs of semester VII and enable them to Industry Ready.

**Duration of Exposure: 20-22 weeks**

**External Marks: 500**

Leave Formalities:

I weekly off and festivals and national holidays given by the hotel 10 days medical leave supported by a medical certificate. Leave taken must be made up by doing double shifts or working on weekly offs. Attendance in the training would be calculated on the basis of Certificate issued by Training Manager/ HR Manager/ Concerned Officer of the unit trained in. Industrial Exposure will require an input of 120-140 working days (20 weeks x 06 days = 120 days). Students who are unable to complete a minimum of 90 days of industrial training would be disallowed from appearing in the term and examinations. Students who complete more than 90 days of industrial exposure but are unable to complete minimum 120 days due to medical reasons may present a medical certificate. Such students will be treated as 'absent' in industrial training and results. The Industry Exposure in VIII semester necessarily needs to be in an approved hotel equivalent to three star of above/ Heritage or other such good property related to Hospitality, Travel, Tourism, Recreation, Leisure or other such organisation. Prior written approval needs to be taken from the Programme Coordinator/ Convenor/ H.O.D for Industrial exposure from parent Institute.

### **Training Schedule:**

The VIII Semester shall be supplemented by on the job training in Seventh Semester. Total weeks: 20-22 weeks. The Units imparting industrial exposure shall conduct formal induction sessions and emphasis on personality skills to facilitate the learners on different significant Skills for Hospitality. It may please be noted that for this semester the number of credits assigned is 20. Being practical oriented the number of hours input per week comes as 40 hours per week.

### **Academic Credits for training shall be based on following**

Log books and attendance, Appraisals, Report and presentation, as applicable All candidates must ensure that the log books and appraisals are signed by the departmental/ sectional heads as soon as training in a particular department or section is completed. They are also advised to make a report in accordance to their curricula for VIII Semester. A PowerPoint presentation (based on the report) Should be made. This will be presented in front of a select panel from the institute and the industry. It should be made for duration of 10 minutes. Marks will be awarded on this. The presentation should express the student's experiences in the department and what has he learned/ observed. (*Refer to What to Observe Sheets for more details.*)

The Report will be submitted in the form specified as under:

- a) The typing should be done on both sides of the paper (instead of single side printing)
- b) The font size should be 12 with Times New Roman font.
- c) The Training Report may be typed in 1.5 line spacing.
- d) The paper should be A-4 size.
- e) Two copies meant for the purpose of evaluation may be bound in paper- and submitted to the approved authority.

*Students have to submit the following on completion of on-the-job training to the faculty coordinator at the institute:*

1. Logbook.;
2. Appraisal;
3. A copy of the offer letter and industry exposure/ Job Training Certificate.
4. Report in view of requirements of VIII semester.

5. Power Point presentation on a CD, based on the report.
6. Attendance sheet.
7. Leave card.

For distribution of marks refer to details on Course structure/ Credit Distribution During the tenure of Industrial Exposure, apart from carrying out the assigned jobs, The learners are suggested to make the following observations in the departments of Industry: