Kurukshetra University, Kurukshetra

(Established by the State Legislature Act-XII of 1956)
("A++" Grade, NAAC Accredited)

Scheme of Examination
for
Bachelor of Library & Information Science

as per NEP 2020

Curriculum and Credit Framework for Undergraduate Programme

With Internship and CBCS-LOCF
With effect from the session 2024-25

DEPARTMENT OF LIBRARY & INFORMATION SCIENCE
FACULTY OF ARTS & LANGUAGES

KURUKSHETRA UNIVERSITY, KURUKSHETRA -136119
HARYANA, INDIA

Kurukshetra University, Kurukshetra

Scheme of Examination for Undergraduate Programme B. Lib. I. Sc.
as per NEP 2020 Curriculum and Credit Framework for Undergraduate Programmes
(CBCS LOCF) with effect from the session 2024-25
Framework-1
Scheme-Q

Semester	Course Type	Course Code	Nomenclature of course	Theory (T)/ Practical (P)	Credits		Contact hours per week L: Lecture P: Practical T: Tutorial				Internal Assessment Marks	End Term Examination Marks	Total Marks	Examination hours
					Total		**L**	**T**	**P**	**Total**				
1	CC-1	M24-LIS-101	Library and Information Society	T	4		4	0	0	4	30	70	100	3
	CC-2	M24-LIS -102	Library Classification & Cataloguing (Theory)	T	4		4	0	0	4	30	70	100	3
	CC-3	M24-LIS -103	Information Sources & Services (Theory)	T	4	22	4	0	0	4	30	70	100	3
	CC-4	M24-LIS-104	Information Literacy	T	4		4	0	0	4	30	70	100	3
	PC-1	M24-LIS-105	Library Classification & Cataloguing (Practice)	P	4		0	0	8	8	30	70	100	4
	SEMINAR	M24-LIS-106	LIS Contemporary Issues	S	2		0	0	0	2	0	50	50	1
2	CC-5	M24-LIS-201	Management of Library and Information Centers	T	4		4	0	0	4	30	70	100	3
	CC-6	M24-LIS-202	ICT Applications in LIS (Theory)	T	4	22	4	0	0	4	30	70	100	3
	CC-7	M24-LIS-203	School Library System	T	4		4	0	0	4	30	70	100	3
	PC-2	M24-LIS-204	Information Sources & Services (Practice)	P	4 2		0	0	8	8	30	70	100	4

Semester	Course Type	Course Code	Nomenclature of course	Theory (T)/ Practical (P)	Credits		Contact hours per week L: Lecture P: Practical T: Tutorial				Internal Assessment Marks	End Term Examination Marks	Total Marks	Examination hours
						Total	L	T	P	Total				
	PC-3	M24-LIS-205	ICT Application in LIS (Practice)	P	4		0	0	8	8	30	70	100	4
	CHM	M24-CHM-201	Constitutional, Human & Moral Values and IPR	T	2		2	0	0	2	15	35	50	3
	Internship	M24-INT-200	An Internship Course of 4 Credits of 4-6 weeks duration during summer vacation after IInd semester is to be completed by every student. Internship can be either for enhancing the employability or for developing the research aptitude.								50	50	100	

Kurukshetra University, Kurukshetra

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Syllabus of the

Bachelor of Library & Information Science

as per NEP 2020

Curriculum and Credit Framework for Undergraduate Programme

With Internship and CBCS-LOCF

With effect from the session 2024-25

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE
FACULTY OF ARTS AND LANAGUGES

KURUKSHETRA UNIVERSITY, KURUKSHETRA -136119
HARYANA, INDIA

Programme Learning Outcomes(PLOs) for B.Lib.I.Sc. Programme as per NEP-2020

Programme Learning Outcomes(PLOs): PLOs include outcomes specific to disciplinary areas of learning associated with the chosen field (s) of learning as well as generic learning outcomes. These also include transferable skills and competencies that post graduates of all programmes of study should acquire and be able to demonstrate for the award of the Degree. The programme learning outcomes would also focus on knowledge and skills that prepare students for further study, employment, research and responsible citizenship.

PLOs	Bachelor Degree in Library and Information Science
	After the completion of Bachelor degree in Library and Information Science, the student will be able to:
PLO-1: Knowledge and Understanding	Demonstrate the fundamental and advanced knowledge of the subject and understanding of recent developments and issues, including methods and techniques, related to Library and Information Science.
PLO-2: General Skills	Acquire the general skills required for performing and accomplishing the tasks as expected to be done by a skilled professional in the field of Library and Information Science.
PLO-3: Technical/ Professional Skills	Demonstrate the learning of advanced cognitive technical/professional skills required for completing the specialized tasks related to the profession and for conducting and analyzing the relevant research tasks in different domains of Library and Information Science.
PLO-4: Communication Skills	Effectively communicate the attained skills of Library and Information Science in well-structured and productive manner to the society at large.
PLO-5: Application of Knowledge and Skills	Apply the acquired knowledge and skills to the problems in the subject area, and to identify and analyze the issues where the attained knowledge and skills can be applied by carrying out research investigations to formulate evidence-based solutions to complex and unpredictable problems associated with the field of Library and Information Science or otherwise.
PLO-6: Critical thinking and Research Aptitude	Attain the capability of critical thinking in intra/inter-disciplinary areas of Library and Information Science enabling to formulate, synthesize, and articulate issues for designing of research proposals, testing hypotheses, and drawing inferences based on the analysis.
PLO-7: Constitutional, Humanistic, Moral Values and Ethics	Know constitutional, humanistic, moral and ethical values, and intellectual property rights to become a scholar/professional with ingrained values in expanding knowledge for the society, and to avoid unethical practices such as fabrication, falsification or misrepresentation of data or committing plagiarism.
PLO-8: Capabilities/qualities and mindset	To exercise personal responsibility for the outputs of own work as well as of group/team and for managing complex and challenging work(s)that requires new/strategic approaches.

PLO-9: Employability and job-ready skills	Attain the knowledge and skills required for increasing employment potential, adapting to the future work and responding to the rapidly changing demands of the employers/industry/society with time.

Bachelor of Library and Information Science (B.Lib.I.Sc.) equivalent to **Post Graduate Diploma in Library and Information Science** will be a one-year degree programme as per NEP 2020.

Session: 2024 – 25	
Part A - Introduction	
Name of the Programme	**Bachelor of Library & Information Science**
Semester	**1st Semester**
Name of the Course	**Library and Information Society**
Course Code	**M24-LIS-101**
Course Type	CC-I
Level of the course	400-499
Pre-requisite for the course (if any)	
Course Learning Outcomes (CLO): After completing this Course, the Learner will be able to:	
M24-LIS-101.1	Understand the Role and Development of Libraries in Society.
M24-LIS-101.2	Understand the Implications of Five Laws of Library & Information Science.
M24-LIS-101.3	Familiarise with Librarianship as a Profession and Library related Laws.
M24-LIS-101.4	Familiarize with Professional Associations and extension services.

Credits	**Theory**	**Practical**	**Total**
	4	0	4
Teaching Hours per week	4	0	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

Part B – Contents of the Course		

Instructions for Paper Setter: The Examiner will set **9** questions asking **2** Questions from each unit and one Compulsory Question by taking Course Learning Outcomes (CLOs) into consideration. The Compulsory Question (Question No. **1**) will consist at least **4** parts covering entire syllabus. The examinee will be required to attempt **5** Questions, selecting one question from each Unit and the compulsory question. All Questions will carry equal marks.

Unit	Topics	Contact Hours
I	**Concept of Library in Society** - Social and historical foundations of library - Development of libraries with special reference to India	15

	- Different types of libraries - their distinguishing features and functions		
II	**Normative Principles of Library and Information Science** - Five Laws of Library Science and their Implications on Library and Information Activities	15	
III	**Laws relating to Libraries and Information Centres** - Library Legislation in India: Need and essential features - Copyright Act and Delivery of Books (Public Libraries) Act - Librarianship as a Profession - Professional ethics	15	
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	15	
	Total Contact Hours	**60**	

Suggested Evaluation Methods			
Internal Assessment: 30		**End Term Examination: 70**	
Theory	**30**	**Theory**	**70**
• Class Participation	5	Written Examination	
• Seminar/presentation/assignment/quiz/class test etc.	10		
• Mid-Term Exam	15		

Part C – Learning Resources

Recommended Books/e-resources/LMS:

1. GARDENER (Frank M). Public Library Legislation: A Comparative Study.1971. Paris, UNESCO.
2. HARRISON (Colin) and BEENHAM (Rosemary). 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)

Session: 2024 – 25	
Part A - Introduction	
Name of the Programme	**Bachelor of Library & Information Science**
Semester	**1st Semester**
Name of the Course	**Library Classification & Cataloguing (Theory)**
Course Code	**M24-LIS -102**
Course Type	CC-2
Level of the course	400-499
Pre-requisite for the course (if any)	

Course Learning Outcomes (CLO): After completing this Course, the Learner will be able to:	
M24 LIS -102.1	Understand the various aspects of Library Classification.
M24 LIS -102.2	Understand salient features of major Classification Schemes and Current Trends in Classification.
M24 LIS -102.3	Know different types of Catalogue and understand the process of Library Cataloguing.
M24 LIS -102.4	Understand the concept of Subject Cataloguing and the process of deriving/assigning Subject Headings.

Credits	Theory	Practical	Total
	4	0	4
Teaching Hours per week	4	0	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

Part B – Contents of the Course		

Instructions for Paper Setter: The Examiner will set **9** questions asking **2** Questions from each unit and one Compulsory Question by taking Course Learning Outcomes (CLOs) into consideration. The Compulsory Question (Question No. **1**) will consist at least **4** parts covering entire syllabus. The examinee will be required to attempt **5** Questions, selecting one question from each Unit and the compulsory question. All Questions will carry equal marks.

Unit	Topics	Contact Hours
I	**Unit – I: Library Classification** - Library Classification: Definition, Need and Purpose	15

	- Subjects: Basic, Compound and Complex	
	- Planes of Work. Notation: Need, Type and Quality	
	- Call Number: Class Number, Book Number and Collection Number	
II	**Unit-II: Classification Schemes & Current Trends** - Overview of Colon Classification: Postulates of Facet Analysis and Facet Sequence, Fundamental Categories, Principles of Helpful Sequence and Facet Sequence, Phase Relations, Devices - Main features of latest editions of DDC and UDC. - Current Trends: Web Dewey, OCLC Classify and Folksonomy.	15
III	**Unit-III: Bibliographic Description** - Catalogue – Definition, Need and Purpose, Types of Library Catalogue. - Physical Forms: Conventional and Non-conventional - Kinds of Entries and their functioning according to CCC and AACR-II.	15
IV	**Unit-IV: 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: OPAC, MARC, ISBD, CCF, RDA	15
	Total Contact Hours	**60**

Suggested Evaluation Methods			
Internal Assessment: 30		**End Term Examination: 70**	
Theory	**30**	**Theory**	**70**
• Class Participation	5	Written Examination	
• Seminar/presentation/assignment/quiz/class test etc.	10		
• Mid-Term Exam	15		

Part C – Learning Resources
1. **Recommended Books/e-resources/LMS:** DEWEY (Melvil). Dewy Decimal Classification and Relative Index. 23rd 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. 3rded. 1967. Sarda Ranganathan Endowment, Bombay.
6. TRIPATHI (S M) and SHOKEEN (N S). Fundamentals of Library Classification (Hindi Medium). 1988. Y.K., Agra.
7. ALA, et al. 2010. Resource Description and Access.

Session: 2024 – 25	
Part A - Introduction	
Name of the Programme	**Bachelor of Library & Information Science**
Semester	**1st Semester**
Name of the Course	**Information Sources and Services (Theory)**
Course Code	**M24-LIS -103**
Course Type	CC-3
Level of the course	400-499
Pre-requisite for the course (if any)	
Course Learning Outcomes (CLO): After completing this Course, the Learner will be able to:	
M24 LIS -103.1	In-depth understanding the classification and characteristics of various Information sources and services
M24 LIS -103.2	Identifying and differentiating between Primary, Secondary and Tertiary sources of Information
M24 LIS -103.3	Know the evaluation and utilization of Information Sources
M24 LIS -103.4	Understand the types and purpose of Reference Service

Credits	**Theory**	**Practical**	**Total**
	4	0	4
Teaching Hours per week	4	0	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

Part B – Contents of the Course

Instructions for Paper Setter: The Examiner will set **9** questions asking **2** Questions from each unit and one Compulsory Question by taking Course Learning Outcomes (CLOs) into consideration. The Compulsory Question (Question No. **1**) will consist at least **4** parts covering entire syllabus. The examinee will be required to attempt **5** Questions, selecting one question from each Unit and the compulsory question. All Questions will carry equal marks.

Unit	Topics	Contact Hours
I	- Documentary Sources of Information: Print, Non-print and Electronic Resources. - Primary, Secondary and Tertiary Sources	15

	- Human and Institutional Resources of Information		
II	- Reference Books: Types, Uses and Criteria for Evaluation. - Types and Uses of Encyclopaedias, Dictionaries, Year Books, Directories, Geographical Sources, Biographical Sources.	15	
III	- Overview of Information Services: Recent trends - Reference Service: Definition, Need, Types and Functions - Role of Reference Librarian - Reference Process: Reference Question; Reference Interview - Referral Service	15	
IV	- Current Awareness Service (CAS) - Selective Dissemination of Information (SDI) - Press Clipping Service - Indexing and Abstracting Service - Document Delivery Service	15	

	Total Contact Hours	**60**

Suggested Evaluation Methods

Internal Assessment: 30		End Term Examination: 70	
Theory	**30**	**Theory**	**70**
• Class Participation	5	Written Examination	
• Seminar/presentation/assignment/quiz/class test etc.	10		
• Mid-Term Exam	15		

Part C – Learning Resources

Recommended Books/e-resources/LMS:

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. BUNCH (Allan). Basics of information work, 1995. Clive Bingley. London.
4. CHANDLER (G) How to find out: A guide to sources of information for all, Ed. 4. 1971. Pergamon, Oxford.
5. CHOWDHURY (GG). Information users and usability in the digital age. 2011. Neal-Schuman Publishers, Inc., New York.
6. GUHA (B) Documentation and information. Rev. ed. 2. 1983. World Press, Calcutta. K.G. Saur, Michigan.
7. KATZ (William A). Introduction to reference work, Ed. 7 2V, 1996. McGraw Hill, New York.
8. KAWATRA (PS). Fundamentals of Documentation. 983. Sterling Pub., New Delhi.
9. KRISHAN KUMAR. Reference Service.Rev.ed.3. 1987.Vikas, New Delhi.

10. TRIPATHI (S M). Modern bibliographical control, Bibliography and documentation. 1992. Y.K., Agra.
11. USHA PAWAN and GUPTA (Pawan Kumar) Sandarbh Sewa: Saidhantik avom Kriyatmak. 1994. RBSA, Jaipur. (Hindi Medium).
12. RANGANATHAN (S R). Reference Service. (1991). Sarada Ranganathan Endowment, Bangalore.
13. ROWLEY (J E). The Basics of Information Systems.1996. Facet Publishing, London.
14. SINGH, S. Handbook on International Sources on Reference and Information.2001. CREST Publishing, New Delhi
15. TRIPATHI (S.M.). New Dimensions on Reference and Information Services. (Hindi Medium) 1998. Y.K., Agra.

Session: 2024 – 25			
Part A - Introduction			
Name of the Programme	**Bachelor of Library & Information Science**		
Semester	**1ˢᵗ semester**		
Name of the Course	**Information Literacy**		
Course Code	**M24-LIS-104**		
Course Type	CC-4		
Level of the course	400-499		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO): After completing this Course, the Learner will be able to:			
M24 LIS -104.1	Understand the concept of Information Literacy and its importance for Lifelong Learning.		
M24 LIS -104.2	Know the different Models, Standards and Framework of Information Literacy.		
M24 LIS -104.3	Know the information literacy Skills for different persons and Programmes in different Types of Libraries.		
M24 LIS -104.4	Impart Information Literacy Instructions and prepare significant Information Literacy products while understanding the misleading information.		
Credits	**Theory**	**Practical**	**Total**
	4	0	4
Teaching Hours per week	4	0	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		
Part B – Contents of the Course			
Instructions for Paper Setter: The Examiner will set **9** questions asking **2** Questions from each unit and one Compulsory Question by taking Course Learning Outcomes (CLOs) into consideration. The Compulsory Question (Question No. **1**) will consist at least **4** parts covering entire syllabus. The examinee will be required to attempt **5** Questions, selecting one question from each Unit and the compulsory question. All Questions will carry equal marks.			
Unit	**Topics**		**Contact Hours**

I	- Information Literacy: Concept, Definition, Need and Importance - Types of Information Literacy –Technology Literacy, Media Literacy, Computer Literacy & Digital Literacy - Information Literacy and Lifelong Learning - Levels of Information Literacy- Entry, Mid and High	15
II	- Models, Standards, Framework & Guidelines of Information Literacy: SCONUL, ACRL, UNESCO, IFLA, Search Process Model, Big6 Skills - Information Literacy: Initiatives and Forums in India	15
III	- Information Literacy Skills for Individuals, Professionals, Researchers and Library Professionals - Role of libraries in Information Literacy: School, College and University Libraries, Public Libraries, Special Libraries	15
IV	- Library Induction, Lecture, Demonstration, Practicals, Assignments - Information Literacy Products: Library Brochure, Web based Access Instruction - Information Overload, Fake News, Misinformation and Disinformation, Cyberbullying, Netiquettes	15
	Total Contact Hours	**60**

Suggested Evaluation Methods				
Internal Assessment: 30			**End Term Examination: 70**	
Theory		**30**	**Theory**	**70**
• Class Participation:		5	Written Examination	
• Seminar/presentation/assignment/quiz/class test etc.:		10		
• Mid-Term Exam:		15		

Part C – Learning Resources

Recommended Books/e-resources/LMS:

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

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/

Part A – Introduction	
Name of the Programme	**Bachelor of Library & Information Science**
Semester	**1ˢᵗ Semester**
Name of the Course	**Library Classification and Cataloguing (Practice)**
Course Code	**M24-LIS-105**
Course Type	PC-I
Level of the course	400-499
Pre-requisite for the course (if any)	

Course Learning Outcomes (CLO): After completing this Course, the Learner will be able to:

M24-LIS-105.1	Develop skills of Subject Analysis using Classification Schemes.
M24-LIS-105.2	Classifying the documents according to CC and DDC.
M24-LIS-105.3	Develop skills of document analysis using Resource Description and Analysis (RDA).
M24-LIS-105.4	Prepare Catalogue Entries according to RDA.

Credits	**Theory**	**Practical**	**Total**
	0	4	4
Teaching Hours per week	0	8	8
Internal Assessment Marks	0	30	30
End Term Exam Marks	0	70	70
Max. Marks	0	100	100
Examination Time	0	3 Hours	

Part B- Contents of the Course	

Note for the Examiner The paper shall be divided into two parts-A&B and will be intended to know practical skills in the use and application of software.

Practicals	**Contact Hours**
Unit-I: Colon Classification (6ᵗʰ Rev. ed.) **Marks: 10** **Note:** There will be *Seven* Titles and the examinees will be required to classify any *Five* titles only. **Syllabus**	120

- Simple Subject. - Fundamental Categories. - Facet Analysis and Facet Sequence. - Devices. - Common Isolates. - Phase Relations. **Unit-II: Dewey Decimal Classification (23rd 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. **Unit-III: Resource Description and Access (RDA)** **Marks: 30** Note: (i) Preparation of Catalogue Entry of Two Documents out of Three in RDA: 20 Marks (ii) Viva-voce: 10 Marks **Syllabus** Preparation of Entries of Simple Books, Composite Books and Periodicals	

Suggested Evaluation Methods				
Internal Assessment: 30			**End Term Examination: 70**	
➢ **Practicum**		**30**	➢ **Practicum**	**70**
• Class Participation:		5	Lab record, Viva-Voce, write-up and execution of the practical	
• Seminar/Demonstration/Viva-voce/Lab records etc.:		10		
• Mid-Term Exam:		15		

Part C – Learning Resources

Recommended Books/e-resources/LMS:

1. DEWEY (Melvil). Dewy Decimal Classification and Relative Index. 23rd 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. 3rded. 1967. Sarda Ranganathan Endowment, Bombay.
6. TRIPATHI (S M) and SHOKEEN (N S). Fundamentals of Library Classification (Hindi Medium). 1988. Y.K., Agra.
7. ALA, et al. 2010. Resource Description and Access.

Template for Seminar with 2 Credits

Session: 2024-25	
Name of the Programme	**Bachelor of Library & Information Science**
Semester	**1st semester**
Name of the Course	LIS Contemporary Issues
Course Code	M24-LIS-106
Course Type: (CC/DEC/PC/Seminar/CHM/OEC/EEC)	Seminar
Level of the course	450
Course Learning Outcomes (CLO): After competing this Course, the Learner will be able to:	
M24-LIS-106.1	Collect relevant information on a particular topic of contemporary relevance in Library & Information Science
M24-LIS-106.2	Organize ideas in the form of logical presentation
M24-LIS-106.3	Prepare power point presentation or organized ideas
M24-LIS-106.4	Make effective presentations
Credits	Seminar
	2
Teaching Hours per week	2
Max. Marks	50
Internal Assessment Marks	0
End Term Exam Marks	50
Examination Time	1 hour

Instructions for Examiner: Evaluation of the seminar will be done by the internal examiner(s) on the parameters as decided by staff council of the department. There will be no external examination/viva-voce examination.

Session: 2024 – 25			
Part A - Introduction			
Name of the Programme	**Bachelor of Library & Information Science**		
Semester	**2nd Semester**		
Name of the Course	**Management of Library and Information Centers**		
Course Code	**M24-LIS-201**		
Course Type	CC-5		
Level of the course	400-499		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO): After completing this Course, the Learner will be able to:			
M24-LIS-201.1	Understand the Management aspects of Library & Information Centres.		
M24-LIS-201.2	Understand Library Finance and Budgeting.		
M24-LIS-201.3	Familiarize with the different Sections of the Library & Information Centres.		
M24-LIS-201.4	Understand different aspects of Library maintenance and Space Management.		
Credits	**Theory**	**Practical**	**Total**
	4	0	4
Teaching Hours per week	4	0	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		
Part B – Contents of the Course			
Instructions for Paper Setter: The Examiner will set **9** questions asking **2** Questions from each unit and one Compulsory Question by taking Course Learning Outcomes (CLOs) into consideration. The Compulsory Question (Question No. **1**) will consist at least **4** parts covering entire syllabus. The examinee will be required to attempt **5** Questions, selecting one question from each Unit and the compulsory question. All Questions will carry equal marks.			
Unit	Topics		Contact Hours
I	**Library Environment** - Organisation, Management and Administration: A Conceptual Framework. - Library Organisational Structure, Ranganathan's Staff Formula - Library Committee: Types, functions and powers.		15

II	**Library Finance and Budgeting**	15
	- Sources of Finance.	
	- Methods of Estimating Library Finance.	
	- Budget Preparation for different types of Libraries.	
	- General Administration: Annual Report, Library Statistics, Library Rules.	
III	**Sections of the Library**	15
	- Book Selection and Procurement: Principles, Policy, Committee, Tools and Procedure.	
	- Technical Processing Section.	
	- Periodicals Section.	
	- Circulation Section.	
	- Reference Section	
IV	**Maintenance, Building and Space Management**	15
	- Maintenance Section: Stacking, Shelving, Shelf Rectification, Stock Verification, Binding etc.	
	- Basic elements in designing library building.	
	- Furniture and Equipments.	
	Total Contact Hours	**60**

Suggested Evaluation Methods

Internal Assessment: 30		**End Term Examination: 70**	
Theory	**30**	**Theory**	**70**
• Class Participation	5	Written Examination	
• Seminar/presentation/assignment/quiz/class test etc.	10		
• Mid-Term Exam	15		

Part C – Learning Resources

Recommended Books/e-resources/LMS:
1. Application of Management Techniques to Library and Information Systems, 12th IASLIC Conference, Roorkee, 1979.
2. MITTAL (R L). Library Administration: Theory and Practice. 5th ed. 1983. New Delhi, Metropolitan.
3. MOOKERJEE (Subodh Kumar) and SENGUPTA (Beneyendra). 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).

<table>
<tr><td colspan="4" align="center">Session: 2024 – 25</td></tr>
<tr><td colspan="4" align="center">Part A - Introduction</td></tr>
<tr><td colspan="2">Name of the Programme</td><td colspan="2">Bachelor of Library & Information Science</td></tr>
<tr><td colspan="2">Semester</td><td colspan="2">2nd Semester</td></tr>
<tr><td colspan="2">Name of the Course</td><td colspan="2">ICT Application in LIS (Theory)</td></tr>
<tr><td colspan="2">Course Code</td><td colspan="2">M24-LIS-202</td></tr>
<tr><td colspan="2">Course Type</td><td colspan="2">CC-6</td></tr>
<tr><td colspan="2">Level of the course</td><td colspan="2">400-499</td></tr>
<tr><td colspan="2">Pre-requisite for the course (if any)</td><td colspan="2"></td></tr>
<tr><td colspan="4">Course Learning Outcomes (CLO): After completing this Course, the Learner will be able to:</td></tr>
<tr><td colspan="2">M24-LIS-201.1</td><td colspan="2">Familiarize with classification of Computers and Hardware components.</td></tr>
<tr><td colspan="2">M24-LIS-201.2</td><td colspan="2">Understand the concept of Computer Software.</td></tr>
<tr><td colspan="2">M24-LIS-201.3</td><td colspan="2">Familiarize with different Communication Technologies.</td></tr>
<tr><td colspan="2">M24-LIS-201.4</td><td colspan="2">Understand the Areas of Application of Computers in Libraries.</td></tr>
</table>

Credits	**Theory**	**Practical**	**Total**
	4	0	4
Teaching Hours per week	4	0	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

<table>
<tr><td colspan="3" align="center">Part B – Contents of the Course</td></tr>
<tr><td colspan="3">Instructions for Paper Setter: The Examiner will set 9 questions asking 2 Questions from each unit and one Compulsory Question by taking Course Learning Outcomes (CLOs) into consideration. The Compulsory Question (Question No. 1) will consist at least 4 parts covering entire syllabus. The examinee will be required to attempt 5 Questions, selecting one question from each Unit and the compulsory question. All Questions will carry equal marks.</td></tr>
<tr><td>Unit</td><td align="center">Topics</td><td>Contact Hours</td></tr>
<tr><td>I</td><td>Unit-I: Computer Hardware
– The Evolution and Characteristics of Computers.
– Classification of Computers: Super Computer, Mainframe</td><td align="center">15</td></tr>
</table>

	Computer, Mini Computer and Micro Computer. Digital vs. Analog Computers. – *Computer Architecture:* Input Devices, Output Devices, Central Processing Unit. Memory (Auxiliary).	
II	**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.	15
III	**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.	15
IV	– Role of Computers in Libraries – Library automation: definition, need, purpose & objectives – Application of Computers in Library Activities: Housekeeping Operations – Library management software: Basic Features of SOUL and KOHA	15
	Total Contact Hours	**60**

Suggested Evaluation Methods			
Internal Assessment: 30		**End Term Examination: 70**	
Theory	**30**	**Theory**	**70**
• Class Participation	5	Written Examination	
• Seminar/presentation/assignment/quiz/class test etc.	10		
• Mid-Term Exam	15		

Part C – Learning Resources

Recommended Books/e-resources/LMS:

1. Bharathiar University. Introduction to Information Technology.
   http://buc.edu.in/sde_book/bcom_ca.pdf
2. BHARIHOKE (Deepak). Fundamentals of Information Technology. 4th 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

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. 2nd Ed. Vikas Publishing House Pvt. Ltd. New Delhi. 2009.
10. LEON-GARCIA (Alberto) and WIDJAJA (Indra). Communication Networks: Fundamental concepts and key architectures. 2nd 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. 6th Edition. 2008. https://onlinestudy4u.files.wordpress.com/2012/10/introduction-to-computers-by-peter-norton-6th-ed.pdf
16. ROWLEY (Jennifer). Computers for libraries. 3rd 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. 5th Ed. Prentice Hall of India Pvt. Ltd. 2011. https://inspirit.net.in/books/networking/Computer%20 Networks%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.

Session: 2024 – 25	
Part A - Introduction	
Name of the Programme	**Bachelor of Library & Information Science**
Semester	**2nd Semester**
Name of the Course	**School Library System**
Course Code	**M24-LIS-203**
Course Type	CC-7
Level of the course	400-499
Pre-requisite for the course (if any)	
Course Learning Outcomes (CLO): After completing this Course, the Learner will be able to:	
M24-LIS-203.1	Know the role and functioning of school libraries in elementary and secondary education.
M24-LIS-203.2	Understand the collection development and different types of sources in school libraries.
M24-LIS-203.3	Familiarize with different information services provided in school libraries.
M24-LIS-203.4	Familiarize with the policies and guidelines of various regulatory agencies for school libraries.

Credits	**Theory**	**Practical**	**Total**
	4	0	4
Teaching Hours per week	4	0	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

Part B – Contents of the Course		
Instructions for Paper Setter: The Examiner will set **9** questions asking **2** Questions from each unit and one Compulsory Question by taking Course Learning Outcomes (CLOs) into consideration. The Compulsory Question (Question No. **1**) will consist at least **4** parts covering entire syllabus. The examinee will be required to attempt **5** Questions, selecting one question from each Unit and the compulsory question. All Questions will carry equal marks.		

Unit	Topics	Contact Hours
I	**School Library System: Basic Concept** - Definition, scope & objectives	15

	- Components: Mobile Library, Cluster Library, Classroom Library, Centralized school library, School Community Library - Role of School libraries in Elementary and Secondary Education		
II	**Information Sources and Collection Development** - Information sources for children: Illustrated books, Reference books, Newspapers and magazines, Audio-video collection, Digital resources. - Collection Development: Selection, Acquisition & Maintenance.		15
III	**Users and Information Services** - Users of school library and their information needs - Information services in school libraries: Reference Service, Circulation Service, Library hours, Internet-based services. - Promotion of reading habits among children		15
IV	**Initiatives for School Libraries** - Recommendations of Commissions and Committees on school library development - Guidelines of Educational Boards and National Bodies for School Libraries. - Role of School Librarian - Role of Professional Associations		15

Total Contact Hours		**60**

Suggested Evaluation Methods			
Internal Assessment: 30		**End Term Examination: 70**	
Theory	**30**	**Theory**	**70**
• Class Participation	5	Written Examination	
• Seminar/presentation/assignment/quiz/class test etc.	10		
• Mid-Term Exam	15		

Part C – Learning Resources

Recommended Books/e-resources/LMS:

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. BROPHY (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. DUTCHESS 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.

Session: 2024-25	
Part A - Introduction	
Name of the Programme	**Bachelor of Library & Information Science**
Semester	**2nd Semester**
Name of the Course	**Information Sources & Services (Practice)**
Course Code	**M24-LIS-204**
Course Type	PC-2
Level of the course	400-499
Pre-requisite for the course (if any)	
Course Learning Outcomes (CLO): After completing this Course, the Learner will be able to:	
M24-LIS-204.1	Develop practical skills for evaluating Information Sources
M24-LIS-204.2	Inculcate practical skills in responding to different Reference Queries
M24-LIS-204.3	Compile a Bibliography of information Sources
M24-LIS-204.4	Prepare a News Paper Clippings

Credits	**Theory**	**Practical**	**Total**
	0	4	4
Teaching Hours per week	0	8	8
Internal Assessment Marks	0	30	30
End Term Exam Marks	0	70	70
Max. Marks	0	100	100
Examination Time	0	3 Hours	

Part B- Contents of the Course	
Note for the Examiner: The paper shall be divided into two parts-A&B and will be intended to know practical skills in the use and application of software.	

Practicals	**Contact Hours**
The Distribution of Marks and Scheme of Examination will be as follows: 1. The examinees will be required to evaluate *One* Information Source. **Marks: 10** 2. The examinees will be required to give the answer of *Ten* Reference Queries. **Marks: 20**	120

3. The examinees will be required to Compile a bibliography of *Ten* Information Sources (APA Style). **Marks: 20** 4. The examinees will be required to Prepare *Ten* Newspaper Clippings on current topics. **Marks:20**		

Suggested Evaluation Methods			
Internal Assessment: 30		**End Term Examination: 70**	
➢ **Practicum**	**30**	➢ **Practicum**	**70**
•Class Participation:	5	Lab record, Viva-Voce, write-up and execution of the practical	
•Seminar/Demonstration/Viva-voce/Lab records etc.:	10		
•Mid-Term Exam:	15		

Part C – Learning Resources

Recommended Books/e-resources/LMS:

1. GUHA (B) Documentation and information. Rev. ed. 2. 1983. World Press, Calcutta. K.G. Saur, Michigan.
2. KATZ (William A). Introduction to reference work, Ed. 7 2V, 1996. McGraw Hill, New York.
3. SINGH, S. Handbook on International Sources on Reference and Information.2001. CREST Publishing, New Delhi
4. TRIPATHI (S.M.). New Dimensions on Reference and Information Services.(Hindi Medium) 1998. Y.K., Agra.
5. https://egyankosh.ac.in/bitstream/123456789/35290/5/Unit-4.pdf
6. https://egyankosh.ac.in/bitstream/123456789/33140/1/Unit-2.pdf
7. https://egyankosh.ac.in/bitstream/123456789/35290/5/Unit-4.pdf
8. https://library.ifla.org/id/eprint/240/1/153-gaur-en.pdf
9. https://library.ifla.org/id/eprint/2273/1/167-sugiarti-en.pdf
    https://egyankosh.ac.in/bitstream/123456789/35899/5/Unit-3.pdf

Session: 2024-25	
Part A - Introduction	
Name of the Programme	**Bachelor of Library & Information Science**
Semester	**2ⁿᵈ Semester**
Name of the Course	**ICT Application in LIS (Practice)**
Course Code	**M24-LIS-205**
Course Type	PC-3
Level of the course	400-499
Pre-requisite for the course (if any)	
Course Learning Outcomes (CLO): After completing this Course, the Learner will be able to:	
M24-LIS-204.1	Use MS WORD efficiently
M24-LIS-204.2	Use MS POWER POINT efficiently
M24-LIS-204.3	Conduct Web-search and Communicate through E-mail
M24-LIS-204.4	Use KOHA for basic Library Operations

Credits	**Theory**	**Practical**	**Total**
	0	4	4
Teaching Hours per week	0	8	8
Internal Assessment Marks	0	30	30
End Term Exam Marks	0	70	70
Max. Marks	0	100	100
Examination Time	0	3 Hours	

Part B- Contents of the Course	
Note for the Examiner: The paper shall be divided into two parts-A&B and will be intended to know practical skills in the use and application of software.	

Practicals	**Contact Hours**
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.	120

Online Searching – Basic Web Searching – E-mail **Introduction to KOHA**	

Suggested Evaluation Methods			
Internal Assessment: 30		**End Term Examination: 70**	
➢ **Practicum**	**30**	➢ **Practicum**	**70**
• Class Participation:	5	Lab record, Viva-Voce, write-up and execution of the practical	
• Seminar/Demonstration/Viva-voce/Lab records etc.:	10		
• Mid-Term Exam:	15		

Part C – Learning Resources

Recommended Books/e-resources/LMS:

1. Bharathiar University. Introduction to Information Technology. http://buc.edu.in/sde_book/bcom_ca.pdf
2. BHARIHOKE (Deepak). Fundamentals of Information Technology. 4th 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
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. 2nd Ed. Vikas Publishing House Pvt. Ltd. New Delhi. 2009.
10. LEON-GARCIA (Alberto) and WIDJAJA (Indra). Communication Networks: Fundamental concepts and key architectures. 2nd 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. 6th Edition. 2008. https://onlinestudy4u.files.wordpress.com/2012/10/introduction-to-computers-by-peter-norton-6th-ed.pdf
16. ROWLEY (Jennifer). Computers for libraries. 3rd 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. 5th Ed. Prentice Hall of India Pvt. Ltd. 2011. https://inspirit.net.in/books/networking/Computer%20 Networks%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.

Session: 2024-25	
Part-A - Introduction	
Name of the Programme	**Common to all PG Programmes**
Semester	**2ⁿᵈ**
Name of the Course	**Constitutional, Human and Moral Values, and IPR**
Course Code	**M24-CHM-201**
Course Type	**CHM**
Level of the course	**400-499**
Pre-requisite for the course (if any)	-
Course Learning Outcomes (CLO) **After completing this course, the learner will be able to:**	CLO-1: Learn the different Constitutional Values, Fundamental rights and duties enshrined in the India Constitution. CLO-2: Understand humanism, human virtues and values, and ide of International peace. CLO-3: Grasp the basic concepts of Moral Values and Professional Conduct which are required to become a part of the civil society and for developing professionalism. CLO-4: Understand concepts of Intellectual Property Rights, Copyright, Patent, Trademark etc., and about threats of Plagiarism.

Credits	Theory	Practical	Total
	2	0	2
Teaching Hours per week	2	0	2
Internal Assessment Marks	15	0	15
End Term Exam Marks	35	0	35
Max. Marks	50	0	50
Examination Time	3 hours		

Part B-Contents of the Course	

Instructions for Paper- Setter: The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	**Constitutional Values:** Historical Perspective of Indian Constitution; Basic Values enshrined in the Preamble of the Indian Constitution; Concept of Constitutional Morality; Patriotic Values and Ingredients Nation Building; Fundamental Rights and Duties ; Directive Principles of the State Policy.	8
II	**Humanistic Values:** Humanism, Human Virtues and Civic Sense; Social Responsibilities of Human Beings; Ethical ways to deal with human aspirations; Harmony	7

	with society and nature; Idea of International Peace and Brotherhood (VasudhaivKutumbkam).		
III	**Moral Values and Professional Conduct** Understanding Morality and Moral Values; Moral Education and Character Building; Ethics of Relations: Personal, Social and Professional; Introduction to Gender Sensitization; Affirmative approach towards Weaker Sections (SCs, STs, OBCs, EWS& DAs); Ethical Conduct in Higher Education Institutions; Professional Ethics.		8
IV	**Intellectual Property Rights:** Meaning, Origins and Nature of Intellectual Property Rights (IPRs);Different Kinds of IPRs – Copyright, Patent, Trademark, Trade Secret/Dress, Design, Traditional Knowledge; Infringement and Offences of IPRs – Remedies and Penalties; Basics of Plagiarism policy of UGC.		7
	Note: Scope of the syllabus shall be restricted to generic and introductory level of mentioned topics.		
		Total Contact Hours	30

Suggested Evaluation Methods			
Internal Assessment: 15		**End Term Examination: 35**	
➢ **Theory**	**15**	➢ **Theory**	**35**
• Class Participation:	4	Written Examination	
• Seminar/presentation/assignment/quiz/class test etc.:	4		
• Mid-Term Exam:	7		

Part C-Learning Resources

Recommended Books/e-resources/LMS:

1. Ahuja, V K. (2017). *Law relating to Intellectual Property Rights*, India, IN: Lexis Nexis.
2. Bajpai, B. L., *Indian Ethos and Modern Management*, New Royal Book Co., Lucknow, 2004.
3. Basu, D.D., *Introduction to the Constitution of India* (Students Edition) Prentice Hall of India Pvt. Ltd., New Delhi, 20th ed., 2008.
4. Dhar, P.L. & R.R. Gaur, *Science and Humanism*, Commonwealth Publishers, New Delhi, 1990.
5. George, Sussan, *How the Other Half Dies*, Penguin Press, 1976.
6. Govindarajan, M., S. Natarajan, V.S. Sendil Kumar (eds.), *Engineering Ethics (Including Human Values)*, Prentice Hall of India Private Ltd, New Delhi, 2004.
7. Harries, Charles E., Michael S. Pritchard & Michael J. Robins, *Engineering Ethics*, Thompson Asia, New Delhi, 2003.
8. Illich, Ivan, *Energy & Equity*, Trinity Press, Worcester, 1974.
9. Meadows, Donella H., Dennis L. Meadows, Jorgen Randers & William W. Behrens, *Limits to Growth: Club of Rome's Report*, Universe Books, 1972.
10. Myneni, S.R, Law of Intellectual Property, Asian Law House.
11. Narayanan, P, *IPRs*.
12. Neeraj, P., & Khusdeep, D. (2014). *Intellectual Property Rights*, India, IN: PHI learning Private Limited.
13. Nithyananda, K V. (2019). *Intellectual Property Rights: Protection and Management*. India, IN: Cengage Learning India Private Limited.
14. Palekar, Subhas, *How to practice Natural Farming*, Pracheen (Vaidik) Krishi Tantra Shodh, Amravati, 2000.
15. Phaneesh, K.R., *Constitution of India and Professional Ethics*, New Delhi.

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