

Kurukshetra University, Kurukshetra

(Established by the State Legislature Act-XII of 1956)

("A++" Grade, NAAC Accredited)



Scheme of Examination for Under Graduate Programme Bachelor of Library & Information Science (1 year) as per NEP 2020

Curriculum and Credit Framework for Undergraduate Programme

With Internship and CBCS-LOCF

With effect from the session 2025 – 26

**DEPARTMENT OF LIBRARY & INFORMATION SCIENCE
Faculty of Arts & Languages**

Kurukshetra University, Kurukshetra

Scheme of Examination for Postgraduate Programme B.Lib.I.Sc. (1 year)
as per NEP - 2020 Curriculum and Credit Framework for Postgraduate Programmes
(CBCS LOCF) with effect from the session 2025-26

Framework-1 Scheme-P

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	Foundations of Library and Information Science	T	4	22	4	0	0	4	30	70	100	3
	CC-2	M24- LIS - 102	Library Classification and Cataloguing	T	4		4	0	0	4	30	70	100	3
	CC-3	M24- LIS - 103	Reference and Information Sources	T	4		4	0	0	4	30	70	100	3
	PC-1	M24-LIS-104	Classification Practice	P	4		0	0	8	8	30	70	100	4
	PC-2	M24-LIS-105	ICT Application in LIS 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

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				
2	CC-4	M24-LIS-201	Reference and Information Services	T	4	26	4	0	0	4	30	70	100	3
	CC-5	M24-LIS-202	Library Management	T	4		4	0	0	4	30	70	100	3
	CC-6	M24-LIS-203	ICT Application in LIS	T	4		4	0	0	4	30	70	100	3
	PC-3	M24-LIS-204	Cataloguing Practice	P	4		0	0	8	8	30	70	100	4
	PC-4	M24-LIS-205	Information Sources and services 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

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Syllabus for Under Graduate Programme

Bachelor of Library & Information Science (1 Year)

as per NEP 2020

Curriculum and Credit Framework for Undergraduate Programme

**With Internship and CBCS-LOCF
With effect from the session 2025-26**

**DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE
FACULTY OF ARTS AND LANGUAGES**

**KURUKSHETRA UNIVERSITY, KURUKSHETRA -136119
HARYANA, INDIA**

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

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 Under 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.

Table-1: Program Learning Outcomes

PLO	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 indifferent 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.) will be a One-year degree program (equivalent to **PG Diploma in Library and Information Science**, as per NEP 2020), subject to fulfilment of other requirements.

2. Duration and Credits for B.Lib.I.Sc.

- The **B.Lib.I.Sc.** program is of one year duration spread over into 2 Semesters.
- Every Student of **B.Lib.I.Sc.** program has to earn 48 credits as described under:

Table-2: Duration and Credits for B.Lib.I.Sc.

Component	Total Credits	Semester-wise Distribution
Core Courses	40	Semester I = 20 Semester II =20
Internship	4	Semester II = 4
Seminar	2	Semester I = 2
CHM	2	Semester II = 2
Total	48	

3. Course Outcomes and Mapping Matrix

- Each course of the **B.Lib.I.Sc.** program has two/four Course Learning Outcomes (CLOs) which are mapped or associated with PLOs.
- Mapping of correlation between CLOs and PLOs, CLOs in the scale of 1 to 3 has been done as per Table 1:

Table 3: Scale of Mapping between CLO and PLO

Scale 1	If the contents of course have Low correlation (i.e. in agreement with the particular PLO to a small extent) with the particular Programme Learning Outcome
Scale 2	If the contents of course have Medium correlation (i.e. in agreement with the particular PLO to a small extent) with the particular Programme Learning Outcome
Scale 3	If the contents of course have Strong correlation (i.e. in agreement with the particular PLO to a small extent) with the particular Programme Learning Outcome

Session: 2025 – 26			
Part A - Introduction			
Name of the Programme	Bachelor of Library & Information Science		
Semester	1 st Semester		
Name of the Course	Foundations of Library and Information Science		
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 of different Types of Libraries in Society;		
M24-LIS-101.2	Be aware of theoretical foundations of Library and Information Science;		
M24-LIS-101.3	Acquaint with various Laws related to Library and Information Field; and		
M24-LIS-101.4	Understand the Role of Professional Associations and Outreach Activities.		
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 of four questions 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: Concept of Library in Society		15

	– Social and Historical Foundations of Library. Library and Knowledge Society – Development of Libraries with special reference to India. - Different Types of Libraries - their distinguishing features and functions.	
II	Unit-II: Normative Principles of Library and Information Science – Five Laws of Library Science and their Implications on Library and Information Activities. - Librarianship as a Profession.	15
III	Unit-III: Laws relating to Libraries and Information Centres - Library Legislation in India: Need and essential features. - Public Library Acts of Madras (Tamil Nadu), Andra Pradesh, Karnataka (Mysore) and Haryana - Copyright Act and Delivery of Books (Public Libraries) Act, Right to Information Act	15
IV	Unit-IV: Professional Associations, Public Relations, Extension Activities and Resource Sharing – Professional Associations and their role with particular reference to ILA, IASLIC, ALA, IFLA and UNESCO. – Public Relations and Extension Services. - Resource Sharing.	15
Total Contact Hours		60
Suggested Evaluation Methods		
Internal Assessment: 30		End Term Examination: 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: (List of suggested readings to be provided by concerned faculty)		

Mapping Matrix of Course M24-LIS-101

Table 101.1: CLO-PLO Matrix

CLO	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-LIS-101.1	3	3	3	3	3	3	2	2	2
M24-LIS-101.2	3	3	3	3	3	3	2	2	2
M24-LIS-101.3	3	3	3	3	3	2	2	2	2
M24-LIS-101.4	3	3	3	2	3	2	2	2	2
Average	3	3	3	2.75	3	2.5	2	2	2

Session: 2025 – 26			
Part A - Introduction			
Name of the Programme	Bachelor of Library & Information Science		
Semester	1 st Semester		
Name of the Course	Library Classification& Cataloguing		
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 of four questions 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
•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. 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. EssEss 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.		

Mapping Matrix of Course M24-LIS-102

Table 102.1: CLO-PLO Matrix

CLO	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-LIS-102.1	3	3	3	1	3	1	1	2	2
M24-LIS-102.2	3	3	3	2	3	3	3	3	3
M24-LIS-102.3	3	3	3	2	3	3	3	3	3
M24-LIS-102.4	3	3	3	3	3	3	3	3	3
Average	3	3	3	2	3	2.5	2.5	2.75	2.75

Session: 2025 – 26			
Part A - Introduction			
Name of the Programme	Bachelor of Library & Information Science		
Semester	1 st Semester		
Name of the Course	Reference and Information Sources		
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	Develop an in-depth understanding of the classification of various Information Sources and the Criteria used for their Evaluation		
M24-LIS-103.2	Comprehend various types of Reference Sources and their functions		
M24-LIS-103.3	Gain familiarity with Bibliographical Tools and their functions		
M24-LIS-103.4	Identify and evaluate reliable web-based resources for accessing 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 of four questions 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 Sources and their Classifications - Information Sources: Nature, Characteristics, Types and Formats - Documentary and Non-Documentary Sources of Information		15

	- Sources of Information: Primary, Secondary and Tertiary Sources - Human and Institutional Resources of Information	
II	Reference Sources: Types and their Functions - Reference Books: Types, Uses and Criteria for Evaluation - Types and Uses of Factual and Ready Reference Sources: Encyclopedias, Dictionaries, Year Books and Almanacs, Directories, Geographical Sources, Biographical Sources, Sources of Current events	15
III	Bibliographic Information Sources: Types and Functions - Meaning, history, Branches and Functions of Bibliography - Types of Bibliography: Universal Bibliography, National Bibliography, Trade Bibliography, etc.	15
IV	Web-based Information Resources - Concept, Importance, Key Features; Advantages of Web-based Resources - Evaluation of Web-based Information Resources - Types of Web-based Information Resources: - o <i>E-Resources on the Web</i>: E-Books, E-Journals; E-Databases: Bibliographic, Full Text, Numeric, Citation Searching; - o <i>Open Access Databases</i>: DOAJ, DOAR; E-Theses and dissertations: Shodhganga and Shodhgangotri. - o <i>Reference Tools on the Web</i>: Encyclopedias, Dictionaries, Directories etc.; Online Repository-RCLIS	15
Total Contact Hours		60
Suggested Evaluation Methods		
Internal Assessment: 30		End Term Examination: 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. 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. Girja Kumar and Krishan Kumar, Bibliography, Rev. Ed. 3. 1990. Vikas, New Delhi. 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. 2V, 1996. McGraw 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. TRIPATHI (SM). Modern bibliographical control, Bibliography and documentation. 1992. Y.K., Agra.		

9. USHA PAWAN and GUPTA (Pawan Kumar) Sandarbh Sewa: Avam Suchna Strot. 1994. RBSA, Jaipur. (Hindi Medium).
10. SEWA SINGH, Handbook on International Sources on Reference and Information. 2001. CREST Publishing, New Delhi.
11. TRIPATHI (S.M.). New Dimensions on Reference and Information Services. 1998. Y.K., Agra.
12. WALFORD (AJ). Walford's Guide to Reference Material. 1999. LA; USA.
13. <https://egyankosh.ac.in/>
14. <https://epgpathshala.ac.in/>
15. Dictionary.com (<http://www.dictionary.reference.com>)
16. Thesaurus.com (<http://www.thesaurus.com>)
17. World of Facts (<http://www.odci.gov/cia/publications/factbook/index.html>)
18. The World-Wide Gazetteer (<http://www.c-allen.dircon.co.uk>)
19. Encyclopedia Britannica Online (available at <http://www.eb.com>).
20. Mc-Graw Hill Encyclopaedia of Science & Technology (<http://www.mhreference.com/EST/est.htm>)

Mapping Matrix of Course M24-LIS-103

Table 103.1: CLO-PLO Matrix

CLO	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-LIS-103.1	3	2	3	3	3	3	3	2	3
M24-LIS-103.2	3	2	3	3	3	3	2	3	3
M24-LIS-103.3	3	2	3	3	3	3	3	3	3
M24-LIS-103.4	3	3	3	2	3	3	2	3	2
Average	3	2.25	3	2.75	3	3	2.5	2.75	2.75

Session: 2025-26			
Part A – Introduction			
Name of the Programme	Bachelor of Library & Information Science		
Semester	1 st Semester		
Name of the Course	Classification Practice		
Course Code	M24-LIS-104		
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:			
MLIS-104.1	Develop skills of Subject Analysis using Classification Schemes.		
MLIS-104.2	Classifying the documents according to CC and DDC.		
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 classification tools.			
Practicals			Contact Hours
Unit-I: Colon Classification (6 th Rev. ed.) Marks: 35 Note: There will be <i>Seven</i> Titles and the examinees will be required to classify any <i>Five</i> titles only. Syllabus - Simple Subject. - Fundamental Categories. - Facet Analysis and Facet Sequence. - Devices. - Common Isolates.			60

- Phase Relations.			
Unit-II: Dewey Decimal Classification (23rd ed.) Marks: 35 Note: There will be Seven Titles and the examinees will be required to classify any Five titles only. Syllabus - Simple Subject (Summaries). - Introduction to Schedules. - Use of Tables. Relative Index.			60
Total Contact Hours			120
Suggested Evaluation Methods			
Internal Assessment: 30		End Term Examination: 70	
• Class Participation	5	Practicum Examination	
• Seminar/Demonstration/Viva-voce/Lab records etc.	10		
• Mid-Term Exam	15		
Part C – Learning Resources			
Recommended Books/e-resources/LMS: 1. RANGANATHAN (SR). Colon Classification. Revised ed. 6. 1963. EssEss Publications. 2. DEWEY (Melvil). Dewey Decimal Classification and Relative Index. 23 rd Ed. 2011. OCLC Online Computer Library Centre, Ohio. 3. KRISHAN KUMAR. Theory of Library Classification. 1985. Vikas, Delhi. 4. RANGANATHAN (S R) Prolegomena to library classification. 3 rd ed. 1967. Sarda Ranganathan Endowment, Bombay. 5. DHYANI (Pushpa). Theory of Library Classification. 2000.VishwaPrakashan, Delhi.			

Mapping Matrix of Course M24-LIS-104

Table 104.1: CLO-PLO Matrix

CLO	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-LIS-104.1	3	3	3	3	3	3	2	2	2
M24-LIS-104.2	3	3	3	3	3	3	2	2	2
M24-LIS-104.3	3	3	3	3	3	2	2	2	2
M24-LIS-104.4	3	3	3	2	3	2	2	2	2
Average	3	3	3	2.75	3	2.5	2	2	2

Session: 2025-26			
Part A - Introduction			
Name of the Programme	Bachelor of Library & Information Science		
Semester	1 st Semester		
Name of the Course	ICT Application in LIS Practice		
Course Code	M24-LIS-105		
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-105.1	Use MS WORD efficiently		
M24-LIS-105.2	Use MS POWER POINT efficiently		
M24-LIS-105.3	Conduct Web-search and Communicate through E-mail		
M24-LIS-105.4	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. Online Searching			120

– Basic Web Searching – E-mail		
Introduction to KOHA		
Total Contact Hours		120
Suggested Evaluation Methods		
Internal Assessment: 30		End Term Examination: 70
• Class Participation:	5	Practicum Examination
• Seminar/Demonstration/Viva-voce/Lab records etc.:	10	
• Mid-Term Exam:	15	
Part C – Learning Resources		
Recommended Books/e-resources/LMS:		
1. BOTT, Ed. Introducing Windows 10 for IT Professionals. Microsoft Press. Washington, 2015. Complete MS Word Tutorial from Basic to Advanced. https://www.youtube.com/watch?v=A_JHmbZT5ro&ab_channel=ComputerTechAcademy 2. GOOKIN (Dan). Word 2016 For Dummies. Wiley & Sons, Inc., 2013. 3. LAMBERT (Joan) and FRYE (Curtis). Microsoft Office 2016 Step by Step. Microsoft Press. Washington, 2015. https://ptgmedia.pearsoncmg.com/images/9780735699236/samplepages/9780735699236.pdf 4. Lambert (Joan) and Frye (Curtis). Microsoft Office Step by Step (Office 2021 and Microsoft 365), Pearson India, 2024. 5. LAMBERT (Joan) and LAMBERT (Steve). Windows 10 Step by Step. Microsoft Press, Washington, 2015. https://ptgmedia.pearsoncmg.com/images/9780735697959/samplepages/9780735697959.pdf LAMBERT. Microsoft Word 2016 Step by Step. PHI. 6. LOWE (Doug). PowerPoint 2016 For Dummies. Wiley & Sons, Inc., 2015. Microsoft Word Tutorial - Complete MS-Word Tutorial for Beginners. https://www.youtube.com/watch?v=YHSLkNzLuqc&ab_channel=LearnMore WEVERKA. Microsoft Office 2021 All-In-One for Dummies, Wiley India, 2023. WEVERKA. Microsoft Office 365 All-In-One for Dummies, 2nd Ed., Wiley India, 2023.		

Mapping Matrix of Course M24-LIS-105

Table 105.1: CLO-PLO Matrix

CLO	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-LIS-105.1	2	2	3	1	3	1	1	2	3
M24-LIS-105.2	2	2	3	2	3	1	1	2	3
M24-LIS-105.3	2	3	3	3	3	2	1	2	3
M24-LIS-105.4	3	2	3	1	3	2	1	2	3
Average	2.25	2.25	3	1.75	3	1.5	1	2	3

Session: 2025 – 26			
Part A - Introduction			
Name of the Programme	Bachelor of Library & Information Science		
Semester	2 nd Semester		
Name of the Course	Reference and Information Services		
Course Code	M24-LIS-201		
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-201.1	Develop a comprehensive understanding of Reference Service and the techniques involved in conducting effective Reference Interviews		
M24-LIS-201.2	Learn about different kinds and functions of Information Services		
M24-LIS-201.3	Gain an Understanding of the Services offered by various Information Systems		
M24-LIS-201.4	Explore Current Trends in Reference and Information 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 of four questions 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	Foundations of Reference Services - Reference Services: Definition, Need and Functions - Theories and Levels of Reference Services		15

	- Reference Service in different Types of Library - Five Laws of Library Science and Reference Service - Reference Process: Reference Question; Reference Interview - Qualities and Competencies of a Reference Librarian	
II	Information Services: Types and Functions - Concept and Types of Information Services: An overview - Current Awareness Service (CAS) - Selective Dissemination of Information (SDI). - Document Delivery Service (DDS) - Translation Service - Referral Service	15
III	Services and Products of specific Information Systems - Concept, Objectives, Functions of Information Systems - Environmental Information System (ENVIS) - Biotechnology Information System (BTIS) - International Nuclear Information System (INIS) - International Information System on Agricultural Sciences and Technology(AGRIS) - National Institute of Science Communication and Information Resources (NISCAIR)	15
IV	Trends in Reference and Information Service - Online/Virtual Reference Services: Concept, Types and Advantages - Synchronous Communication & Content Delivery: Instant Messaging, RSS Feeds, Streaming Media, Podcasts, Vodcasts, SMS Enquiry Service - Collaborative Publishing Tools: Blogs & Wikis, Collaborative Service Platforms: Social Networks, Tagging, Social Bookmarking - Use of Social Media in Information Service - Best Practice and Role of Reference Librarian in Digital Era	15
Total Contact Hours		60
Suggested Evaluation Methods		
Internal Assessment: 30		End Term Examination: 70
• Class Participation	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.	10	
• Mid-Term Exam	15	
Part C – Learning Resources		
Recommended Books		
1. ATHERTON (Pauline). Handbook for information systems and services. 1977. UNESCO, Paris.		
2. BOPP (Richard E) and SMITH (Linda C), <i>Ed.</i> Reference and information services: An Introduction. Rev. ed. 1995. Libraries Un., USA.		
3. CHATTERJEE (Amitabha). Elements of Information Organization and Dissemination. 2017.Chandos; USA.		

4. KATZ (William A). Introduction to Reference Work. Ed. 7. 2 V. 1996. Mc Graw Hill, New York.
5. KAWATRA (PS). Fundamentals of Documentation. 983. Sterling Pub., New Delhi.
6. KRISHAN KUMAR. Reference Service.Rev.ed.3. 1987.Vikas, New Delhi.
7. RANGANATHAN (S R). Reference Service, 1991. Sarada Ranganathan Endowment, Bangalore.
8. ROWLEY (J E). The Basics of Information Systems.1996. Facet Publishing, London.
9. TRIPATHI (S.M.). New Dimensions on Reference and Information Services. (Hindi Medium) 1998. Y.K., Agra. (Hindi Medium).
10. USHA PAWAN and GUPTA (Pawan Kumar). Sandarbh Sewa: Avam Suchna Strot1994. RBSA, Jaipur. (Hindi Medium).
11. GUHA (B). Documentation and Information: Services, Techniques and Systems. 1983. The world Press, Calcutta,
12. GURDEV SINGH. Information Sources, Services and Systems. 2013. PHI Learning, New Delhi.
13. RASTOGI, K.G. Reference services in Library Science. 2006. Alfa Publications, New Delhi.
14. <https://egyankosh.ac.in/>
15. <https://epgpathshala.ac.in/>

Mapping Matrix of Course: M24-LIS-201

Table 201.1: CLO-PLO Matrix

CLO	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-LIS-201.1	3	2	3	3	3	3	2	2	2
M24-LIS-201.2	3	2	3	3	3	3	2	2	2
M24-LIS-201.3	3	2	3	3	3	3	2	3	3
M24-LIS-201.4	3	3	3	2	3	3	3	3	3
Average	3	2.25	3	2.75	3	3	2.25	2.5	2.5

Session: 2025 – 26			
Part A - Introduction			
Name of the Programme	Bachelor of Library & Information Science		
Semester	2 nd Semester		
Name of the Course	Library Management		
Course Code	M24-LIS-202		
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-202.1	Understand the Management aspects of Library & Information Centres.		
M24-LIS-202.2	Understand Library Finance and Budgeting.		
M24-LIS-202.3	Familiarize with the different Sections of the Library & Information Centres.		
M24-LIS-202.4	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 of four questions 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.		15

	- Library Organisational Structure, Ranganathan's Staff Formula. - Library Committee: Types, functions and powers.	
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.	15
III	Sections of the Library - Book Selection and Procurement: Principles, Policy, Committee, Tools and Procedure. - Technical Processing Section. - Periodicals Section. - Circulation Section. - Reference Section.	15
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.	15
Total Contact Hours		60
Suggested Evaluation Methods		
Internal Assessment: 30		End Term Examination: 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. 5 th 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). Granthalya Prabandh (Hindi medium).		

Mapping Matrix of Course M24-LIS-202

Table 202.1: CLO-PLO Matrix

CLO	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-LIS-202.1	3	2	3	3	3	3	3	2	3
M24-LIS-202.2	3	2	3	3	3	3	2	3	3
M24-LIS-202.3	3	2	3	3	3	3	3	3	3
M24-LIS-202.4	3	3	3	2	3	3	2	3	2
Average	3	2.25	3	2.75	3	3	2.5	2.75	2.75

Session: 2025 – 26			
Part A - Introduction			
Name of the Programme	Bachelor of Library & Information Science		
Semester	2 nd Semester		
Name of the Course	ICT Application in LIS		
Course Code	M24-LIS-203		
Course Type	CC-6		
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	Familiarize with classification of Computers and Hardware components.		
M24-LIS-203.2	Understand the concept of Computer Software.		
M24-LIS-203.3	Familiarize with different Communication Technologies.		
M24-LIS-203.4	Understand the Areas of Application of Computers in 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 of four questions 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: Computer Hardware – The Evolution and Characteristics of Computers. – Classification of Computers: Super Computer, Mainframe Computer, Mini Computer and Micro Computer. Digital vs.		15

	Analog Computers. – <i>Computer Architecture:</i> 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	Unit-IV: Library Automation – 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
• 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. 4 th 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 LAMBERT (Steve). Windows 10 Step by Step. Microsoft Press, Washington, 2015. https://ptgmedia.pearsoncmg.com/images/9780735697959/samplepages/9780735697959.pdf		

8. LEON (Alexis) and LEON (Mathews). Fundamentals of Information Technology. 2nd Ed. Vikas Publishing House Pvt. Ltd. New Delhi. 2009.
9. LEON-GARCIA (Alberto) and WIDJAJA (Indra). Communication Networks: Fundamental concepts and key architectures. 2nd Ed. McGraw-Hill, 2006.
10. McFedries (Paul). Teach Yourself Visually Windows 10. Wiley, 2015.
11. Nagpal (D P). Computer Fundamentals. S. Chand. New Delhi. 2008.
12. 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>
13. ROWLEY (Jennifer). Computers for libraries. 3rd ed. Library Association. London. 1993.
14. SALARIA (R S), Computer Fundamentals. Jain Book Agency. Delhi, 2015.
15. SINHA (P K) and Sinha (P). Foundations of computing. BPB Publications. 2008.
<http://www.edutechlearners.com/computer-fundamentals-p-k-sinha-free-pdf/>
16. 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%20Networks%20-%20A%20Tanenbaum.pdf>
<https://montcs.bloomu.edu/Readings/Computer%20Networks%20-%20A%20Tanenbaum%20-%205th%20edition.pdf>
17. Umesh Kumar Singh. Fundamentals of Computer and Information Technology. Jain Book Agency. Delhi, 2013.
18. WANG (Wallace). Office 2013 For Dummies. Wiley & Sons, Inc., 2013.
19. WEVERKA (Peter). Microsoft Office Home and Student Edition 2013 All-in-One for Dummies. John Wiley & Sons, Inc., 2013.
20. WEVERKA (Peter). Windows 10 For Seniors For Dummies. Wiley & Sons, Inc., 2015.

Mapping Matrix of Course M24-LIS-203

Table 203.1: CLO-PLO Matrix

CLO	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-LIS-203.1	3	2	3	1	3	2	1	2	3
M24-LIS-203.2	3	2	3	1	3	2	1	2	3
M24-LIS-203.3	2	3	3	3	3	2	1	2	3
M24-LIS-203.4	3	2	3	2	3	2	1	2	3
Average	2.75	2.25	3	1.75	3	2	1	2	3

Session: 2025-26			
Part A – Introduction			
Name of the Programme	Bachelor of Library & Information Science		
Semester	2 nd Semester		
Name of the Course	Cataloguing Practice		
Course Code	M24-LIS-204		
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	Develop skills of Subject Cataloguing.		
M24-LIS-204.2	Cataloguing the documents according to AACR-II and RDA.		
M24-LIS-204.3	Develop skills of document analysis using Resource Description and Analysis (RDA).		
M24-LIS-204.4	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: Anglo-American Cataloguing Rules-II (AACR-II) Marks: 40 - Sections and Skeleton Card of Main and Added entries - Basic features, Personal Author(s), Shared Authorship, Collaborator (s). - Cataloguing Pseudonym Work. - Cataloguing of Multivolume documents. - Cataloguing of Periodical Publications (Simple Periodical			60

Publications)			
Unit-II: Marks: 30 Note: Preparation of Catalogue Entry of Two Documents out of Three in RDA. Preparation of Entries of Simple Books, Composite Books and Periodicals. Unit-III: (i) Viva-voce: 10 Marks	Resource Description and Access (RDA)	60	
Total Contact Hours		120	
Suggested Evaluation Methods			
Internal Assessment: 30		End Term Examination: 70	
• Class Participation:	5	Practicum Examination	
• Seminar/Demonstration/Viva-voce/Lab records etc.:	10		
• Mid-Term Exam:	15		
Part C – Learning Resources			
Recommended Books/e-resources/LMS: 1. DHYANI (Pushpa). Theory of Library Classification. 2000.VishwaPrakashan, Delhi. 2. KRISHAN KUMAR. Theory of Library Classification. 1985. Vikas, Delhi. 3. RANGANATHAN (SR). Colon Classification. Revised ed. 6. 1963. EssEss Publications. 4. RANGANATHAN (S R) Prolegomena to library classification. 3 rd ed. 1967. Sarda Ranganathan Endowment, Bombay. 5. TRIPATHI (S M) and SHOKEEN (N S). Fundamentals of Library Classification (Hindi Medium). 1988. Y.K., Agra. 6. ALA, et al. 2010. Resource Description and Access. 7. ALA and others. Anglo American Cataloguing Rules. Revised ed. 2. 1998. 8. SEARS (ME). Seats List of Subject Headings. Latest edition.			

Mapping Matrix of Course M24-LIS-204

Table 204.1: CLO-PLO Matrix

CLO	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-LIS-204.1	3	3	3	2	3	3	2	3	3
M24-LIS-204.2	3	3	3	3	3	3	3	3	3
M24-LIS-204.3	3	3	3	3	3	3	3	3	3
M24-LIS-204.4	3	3	3	3	3	3	3	3	3
Average	3	3	3	2.75	3	3	2.75	3	3

Session: 2025-26			
Part A - Introduction			
Name of the Programme	Bachelor of Library & Information Science		
Semester	2 nd Semester		
Name of the Course	Information Sources and Services Practice		
Course Code	M24-LIS-205		
Course Type	PC-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-205.1	Know the criteria to evaluate different types of Reference Sources		
M24-LIS-205.2	Develop proficiency in answering a range of Reference Queries		
M24-LIS-205.3	Prepare Bibliographic Entries according to APA Style Guidelines.		
M24-LIS-205.4	Gain understanding in compiling Journal Content Alerts and organizing Thematic Newspaper 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			
Instructions for Paper Setter: This course aims to provide practical skills in evaluating reference sources and delivering various types of information services within a library setting. The examinee will be required to attempt 5 Questions. All Questions will carry equal marks.			
Practical			Contact Hours
1. Evaluation of Reference Source Critical assessment of Reference Source based on their authority, scope, arrangement, treatment and format.			120
2. Providing Answers of Reference Questions Effectively responding to reference queries through the identification of appropriate reference sources accompanied by accurate bibliographical details.			

3. Prepare Bibliographic Entries according to APA Style Guideline Creating bibliographic citations in accordance with APA style guidelines.		
4. Compile Journal Contents Alerts Organizing Current Journal Content List (Broad Subject Headings Arrangement) for user awareness and access.		
5. Organize Thematic Newspaper Clippings Collecting and arranging Newspaper Clippings based on specific themes or subject areas.		
Total Contact Hours		120
Suggested Evaluation Methods		
Internal Assessment: 30		End Term Examination: 70
• Class Participation:	5	Practicum Examination
• Seminar/Demonstration/Viva-voce/Lab records etc.:	10	
• Mid-Term Exam:	15	
Part C – Learning Resources		
List of Reference Sources for Evaluation:		
1. Bibliographical Sources: Indian National Bibliography, Books-in-Print (Bowker), Guide to Indian Periodical Literature, Library and Information Science Abstracts (LISA).		
2. Encyclopaedias: New Encyclopaedia Britannica, Encyclopaedia of Library and Information Science, International Encyclopaedia of Social Sciences.		
3. Dictionaries: Oxford English Dictionary, Webster's Third New International Dictionary, Samantar Kosh: Hindi Thesaurus, Rogets International Thesaurus.		
4. Geographical Sources: Gazetteer of India, World Geographical Encyclopaedia, Times Atlas of the World.		
5. Biographical Sources: International Who's Who, Chamber's Biographical Dictionary.		
6. Year Books: Europa World Yearbook, Statesman's Yearbook, India: A Reference Annual.		
7. Directories: Universities Handbook India, World of Learning.		
8. Statistical Sources: Statistical Abstracts of India, UNESCO Statistical Yearbook.		
9. Handbooks: Limca Book of Records, Guinness Book of World Records.		
Recommended Books/e-resources/LMS:		
1. American Psychological Association. (2010). <i>Publication manual of the American Psychological Association</i> (6th ed.). Washington, DC: American Psychological Association		
2. Katz, William A. (1996). <i>Introduction to Reference Work</i> . Ed. 7 2V. New York: McGraw Hill.		
3. https://egyankosh.ac.in/ https://inflibnet.ac.in/		

Mapping Matrix of Course: M24-LIS-205

Table 205.1: CLO-PLO Matrix

CLO	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-LIS-205.1	3	3	3	3	3	3	2	2	2
M24-LIS-205.2	3	3	3	3	3	3	2	2	2
M24-LIS-205.3	3	3	3	3	3	3	3	2	2
M24-LIS-205.4	3	3	3	2	3	3	2	2	2
Average	3	3	3	2.75	3	3	2.25	2	2

Session: 2025-26			
Part-A - Introduction			
Name of the Programme	Common to all PG Programmes		
Semester	2 nd Semester		
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:			
M24-CHM-201.1	Learn the different Constitutional Values, Fundamental rights and duties enshrined in the India Constitution.		
M24-CHM-201.2	Understand humanism, human virtues and values, and idea of International peace.		
M24-CHM-201.3	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.		
M24-CHM-201.4	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 of four questions 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 (Vasudhaiv Kutumbkam).	
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
• 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). <i>Law relating to Intellectual Property Rights, India</i> , IN: Lexis Nexis.		
2. Bajpai, B. L., <i>Indian Ethos and Modern Management</i> , New Royal Book Co., Lucknow, 2004.		
3. Basu, D.D., <i>Introduction to the Constitution of India</i> (Students Edition) Prentice Hall of India Pvt. Ltd., New Delhi, 20th ed., 2008.		
4. Dhar, P.L. & R.R. Gaur, <i>Science and Humanism</i> , Commonwealth Publishers, New Delhi, 1990.		
5. George, Sussan, <i>How the Other Half Dies</i> , Penguin Press, 1976.		
6. Govindarajan, M., S. Natarajan, V.S. Sendil kumar (eds.), <i>Engineering Ethics (Including Human Values)</i> , Prentice Hall of India Private Ltd, New Delhi, 2004.		
7. Harries, Charles E., Michael S. Pritchard & Michael J. Robins, <i>Engineering Ethics</i> , Thompson Asia, New Delhi, 2003.		
8. Illich, Ivan, <i>Energy & Equity</i> , Trinity Press, Worcester, 1974.		
9. Meadows, Donella H., Dennis L. Meadows, Jorgen Randers & William W. Behrens, <i>Limits to Growth: Club of Rome's Report</i> , Universe Books, 1972.		
10. Myneni, S.R, Law of Intellectual Property, Asian Law House.		
11. Narayanan, P, <i>IPRs</i> .		
12. Neeraj, P., & Khusdeep, D. (2014). <i>Intellectual Property Rights, India</i> , IN: PHI learning Private Limited.		
13. Nithyananda, K V. (2019). <i>Intellectual Property Rights: Protection and Management. India</i> , IN: Cengage Learning India Private Limited.		
14. Palekar, Subhas, <i>How to practice Natural Farming</i> , Pracheen (Vaidik) Krishi Tantra Shodh,		

- Amravati, 2000.
15. Phaneesh, K.R., *Constitution of India and Professional Ethics*, New Delhi.
 16. Pylee, M.V., *An Introduction to Constitution of India*, Vikas Publishing, New Delhi, 2002.
 17. Raman, B.S., *Constitution of India*, New Delhi, 2002.
 18. Reddy, B., *Intellectual Property Rights and the Law*, Gogia Law Agency.
 19. Reddy, N.H., SantoshAjmera, *Ethics, Integrity and Aptitude*, McGraw Hill, New Delhi.
 20. Sharma, Brij Kishore, *Introduction to the Constitution of India*, New Delhi,
 21. Schumacher, E.F., *Small is Beautiful: A Study of Economics as if People Mattered*, Blond & Briggs, Britain, 1973.
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Mapping Matrix of Course M24-CHM-201
Table CHM-201.1: CLO-PLO Matrix

CLO	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-CHM-201.1	3	2	3	3	3	3	3	2	3
M24-CHM-201.2	3	2	3	3	3	3	2	3	3
M24-CHM-201.3	3	2	3	3	3	3	3	3	3
M24-CHM-201.4	3	3	3	2	3	3	2	3	2
Average	3	2.25	3	2.75	3	3	2.5	2.75	2.75

Table-4: PLO MAPPING

Course Code	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-LIS-101	3	3	3	2.75	3	2.5	2	2	2
M24- LIS-102	3	3	3	2	3	2.5	2.5	2.75	2.75
M24- LIS-103	3	2.25	3	2.75	3	3	2.5	2.75	2.75
M24-LIS-104	3	3	3	2.75	3	2.5	2	2	2
M24-LIS-105	2.25	2.25	3	1.75	3	1.5	1	2	3
M24-LIS-201	3	2.25	3	2.75	3	3	2.25	3	2.5
M24-LIS-202	3	2.25	3	2.75	3	3	2.5	2.75	2.75
M24-LIS-203	2.75	2.25	3	1.75	3	2	1	2	3
M24-LIS-204	3	3	3	2.75	3	3	2.75	3	3
M24-LIS-205	3	3	3	3	3	3	2.25	3	3
M24-CHM-201	3	2.25	3	2.75	3	3	2.5	2.75	2.75

CLO-PLO MAPPING**Attainment of CLOs:**

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 CLOs attainment.

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

Table-5: CLO Attainment Levels for Internal Assessment

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

The questions in tests/assignments for Internal Assessment will be based on CLOs. Class Test-I/Assignment-I will be based on first two CLOs (**e.g. M24-LIS-101.1 and M24-LIS-101.2 in case of Foundations of Library and Information Science**) with equal weightage given to both CLOs. Similarly, Class Test-II/Assignment-II will be based on next two CLOs (**e.g. M24-LIS-**

101.3 and M24-LIS-101.4 in case of Foundations of Library and Information Science) with equal weightage given to these two CLOs. For each Internal Assessment Test/Assignment, the percentage of students attaining the target level of CLO will be estimated and averaged percentage will decide the attainment level of CLOs. 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 CLO e.g.**M24-LIS-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 CLO e.g. **M24-LIS-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 CLO e.g.**M24-LIS-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 CLO e.g. **M24-LIS-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 CLOs of MLIS courses. Attainment levels for End Semester Examination of MLIS will be determined after the declaration of the results. The CLO attainment levels for End Semester Examination are given **in the following Table-6:**

Table-6: CLO Attainment Levels for End Semester Examination (ESE)

Attainment Level	Description
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 CLO Attainment level of B.Lib.I.Sc. course:

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

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

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

Attainment of PLOs:

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

Table-7: PLO Attainment Values using Direct Method

CLO	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-LIS-101									
M24-LIS-102									
M24-LIS-103									
M24-LIS-104									
M24-LIS-105									
M24-LIS-106									
M24-LIS-201									
M24-LIS-202									
M24-LIS-203									
M24-LIS-204									
M24-LIS-205									
M24-CHM-201									
M24-INT-200									

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

For M24-LIS-101-PLO1 Cell:

PLO1 attainment value = (Mapping factor of **M24-LIS -101**-PLO1 from **Table 4** × Overall CLO attainment value for the course **M24-LIS-101**)/3

For M24-LIS -101-PLO1 Cell:

Similarly, values for each cell **of the above Table-7** can be obtained. The direct attainment of PLOs is average of individual PLO attainment values.

In order to obtain the PLO attainment using indirect method, a student exit survey based on the questionnaire of PLOs will be conducted at end of last semester of the program. The format for the same is given **in the following Table-8**. Average of the responses from the outgoing students for each PLO will be estimated. The overall PLO 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 PLO1 =
0.8 × average attainment value for PLO1 using direct method (**from Table 4**) +
0.2 × average response of outgoing students for PLO1
Similarly, overall attainment value can be obtained for each PLO.

Table-8: Questionnaire for indirect measurement of PLO attainment (For outgoing students)

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

Programme Outcome			Please tick any one		
PLO1	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.	3	2	1
PLO2	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.	3	2	1
PLO3	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 indifferent domains of Library and Information Science.	3	2	1
PLO4	Communication Skills	Effectively communicate the attained skills of Library and Information Science in well-structured and productive manner to the society at large.	3	2	1
PLO5	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.	3	2	1
PLO6	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.	3	2	1
PLO7	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	3	2	1

		or misrepresentation of data or committing plagiarism.			
PLO8	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.	3	2	1
PLO9	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.	3	2	1
	3: Strongly Agree; 2: Agree; 1: Average				

Overall PLO attainment values can be written as shown **in the following Table-9:**

Table-9: Overall PLO attainment Values

	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
Direct PLO attainment									
Indirect PLO attainment									
Overall PLO attainment									
Target	2	2	2	2	2	2	2	2	2

The overall PLO attainment values obtained above are compared with set target. The set target for each PLO may be different and will be finalized by the staff councils of the departments/institutes. If overall PLO 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 PLO attainment level based on CLO-PLO mapping values and overall CLO attainment values will be obtained in a similar manner.