

PROGRAMME PROJECT REPORT (PPR)

Name of the Programme: Bachelor of Library and Information Science
(B.L.I.Sc.)

Duration of the Programme: Minimum: One year.
Maximum: Two years from the date of registration.

Recognition: This Programme was recognized by the DEC-IGNOU, and now by the UGC-DEB.

A. PROGRAMME'S MISSION & VISION

Vision:

- To be on par with the global developments, in imparting roles and skills required for knowledge upgradation, resource organization and management through understanding the complex array of traditional-digital information systems.

Mission:

- To train the students in the techniques of librarianship.
- To nurture intellectual leadership capacity among the students.
- To enable teachers to develop further expertise in subject content and teaching strategies.
- To encourage the best available research practices.
- To provide the opportunity to employed persons to improve/ increase their skills and educational qualification.

B. RELEVANCE OF THE PROGRAM WITH HEI'S MISSION AND GOALS

Kuvempu University is an affiliating State University in Karnataka. Established in 1987, it is the University with a distinctive academic profile, blending in itself commitment to rural ethos and a modern spirit. It has 37 Post-Graduate departments of studies in the faculties of Arts, Science, Commerce, Education and Law. It also has 4 constituent colleges at Shankaraghatta and Shivamogga, and two outlying regional Post-Graduate Centres at Kadur and Chikkamagaluru.

The Vision and Mission of the University are:

Vision:

Kuvempu University shall strive to become an international centre of excellence in teaching and research to provide high quality value based education to all through various modes to meet the global challenges.

Mission:

Foster creativity in teaching, learning and research to build a knowledge base and promote quality initiative.

Provide access to education to all.

Develop human resources to meet the societal needs.

The Distance Education Programmes are a part of the University's outreach programmes for the rural masses and also to foster University-Society relationship with the motto of "**Education for All**", to provide quality education at the doorsteps of desirous individuals who want to take up higher education, for the discontinued who could not take up formal education, housewives and employees who want to improve and enhance their knowledge. The University firmly believes that education and seeking knowledge is a **Lifelong Learning** concept.

Offering higher education through distance mode is an important step taken by Kuvempu University so as to help the student community in their zeal to pursue higher education both at UG and PG Level. The University felt the necessity of this when a large number of students, who wanted seats for PG. Studies, could not be accommodated in our regular P.G. Programmes. The University believes that Distance Education Mode is an equally good avenue to be made available to interested students. With these views, Kuvempu University started offering courses through distance mode since 2002-2003. At present it is offering 31 Programmes (earlier called Courses) in various faculties at the U.G., P.G. and PG Diploma levels. These courses were approved by the erstwhile DEC-IGNOU, and now by the UGC-DEB.

Goals & Objectives of Distance Mode Programmes

- Reach out to larger sections of the society who are willing to seek non-formal education.
- Capacity building by using the non-formal mode platform.
- Concentrate on planning & constant upgradation of facilities to meet new challenges in education through distance mode.
- Provide counseling & consultancy to students.
- Offer area/ region wise educational requirements.
- Skill development and Enhancement.
- To impart quality training through interactive learning module.
- Interactive pedagogy of teaching-learning and flexible learning environment.
- Provide supportive academic environment and effective teaching.

C. NATURE OF PROSPECTIVE TARGET GROUP OF LEARNERS

Any course that is introduced at higher education level should be relevant to the societal needs to manage the particular system say for example a library attached to a village panchayat, a school, a college, institutes, universities and industry, etc.

The major prospective learners for the B.L.I.Sc degree would be those:

(i) the care takers of grama panchayats, library assistants, library trainees library assistants in University/Colleges, Information Centres, Industrial Organisation, Research Library, Special Library, Public Library, etc., who possess general degree and have not completed the degree in Library Science. Since, Karnataka is planning to develop single window information destination system for rural people through rural panchayats, it is the library which has to play a major role in public information distribution system. Thus, there is an

urgent need to upgrade the skills of library professionals. If they are properly trained and motivated there would be the major prospective target group of learners for the Bachelors degree in Library and Information Science.

(ii) One of the major goals of higher education is to see that higher education is within the reach of all classes of people without discrimination of caste, religion, etc. But unfortunately in a developing country like India only a small percentage of graduates come for post-graduation courses and majority are not studied higher education because of poverty, religion, gender, distance, etc. The people from low income group people residing in rural & urban areas, unskilled men & women specially in rural areas, rural people involve in their business or agriculture field work, low paid employee for increasing their educational qualification for their better prospect, house working woman and men deprived of education in early age & now crossed the age limit, shall be attracted by the B.L.I.Sc course.

D. APPROPRIATENESS OF THE PROGRAMME TO BE CONDUCTED IN OPEN AND DISTANCE LEARNING MODE TO ACQUIRE SPECIFIC SKILLS AND COMPETENCE

- (i) The course will be specifically designed to provide required competencies' for the workforce (human resource) required to manage libraries:
 - a) Public information distribution system as librarians in rural gram panchayat libraries with specialisation of information systems management.
 - b) Schools and intermediate level libraries management system. The competencies required to handle school libraries at intermediate level needs special skills which shall be introduced in the course.
 - c) The work force in college, university and research institutional libraries need special competencies which will be provided by the course.
- (ii) All these groups shall have the following common skill development courses such as:
 - a) Identification of information needs of the specific user communities.
 - b) Information Processing and Retrieval skills (classification and cataloguing).
 - c) Information and communication technology related skills.
 - d) Automation and networking of library services.
- (iii) Library professionals not only find placement in libraries of academic and research institutions but also have ample opportunities for placement in information based industries like electronic and multimedia publishing, banks, Call Centres, Insurance Companies, etc. So, the students find wide scope for jobs in government organizations, NGOs and also Multi-National Companies.

E. INSTRUCTIONAL DESIGN

(i) Programme Formulation:

Proposal from the concerned PG department to commence the programme was placed before Monitoring Committee of the DDE/Syndicate. Then it was referred to the BOS concerned for the formulation and approval of the syllabus scheme pattern, time allotment for each paper, marks allotment, scheme of examination, etc., then it was placed in the Faculty meeting and

then Academic Council (the highest body) of the University for its approval. After approval by all the bodies, the programme was introduced. The academic advisory body of DDE refers the matter to the concerned subject/parent department council for preparation of study material. The concerned subject faculty will coordinate with the DDE and the department council, as he/she is on the member in it. Workshops for preparing study material in SLM mode are regularly conducted (with the help of IGNOU experts).

(ii) Curriculum Design:

The Programme is of one year duration with annual examinations. The maximum period allowed is two years (double the duration). This Programme comprises of six theory courses and two practical courses. The structure of the Programme is as given below:

Course Title	Marks		
	Term End Exams	Continuous Evaluation/ IA	Total
Theory Course			
Course 1:Library, Information & Society	85	15	100
Course 2: Management of Libraries & Information Centres	85	15	100
Course 3:Information Processing: Classification- I (Theory)	85	15	100
Course 4:Information Processing: Cataloguing -II (Theory)	85	15	100
Course 5:Information Sources & Services	85	15	100
Course 6: Fundamentals of Information Technology	85	15	100
Practical Course			
Course 7:Information Processing: Classification -Practical- I	90	10	100
Course 8:Information Processing: Cataloguing Practical - II	90	10	100
Total	690	110	800

(iii) Medium of Instruction:

The medium of instruction shall be in English. Hence the candidates are allowed to write the examination in English only.

(iv) Detailed Syllabi: Given as Appendix-01

(v) Faculty and Supporting Staff Requirement:

Full time faculty in regular department shall be involved in orientation counseling, and face to face programmes. Such programmes are scheduled during the vacation time of the

regular department, which will meet the faculty availability and infrastructure need of ODL Programme. Co-ordinator of the programme, who is a regular faculty member and the Research and Teaching Assistant (RTA) will be in-charge of the Programme, who shall address the day to day academic and learner/student support aspects of the Programme.

Regarding supporting staff, DDE has a separate and well equipped wing/office to take care of all the administration and delivery aspects of ODL Programmes.

There is a separate DDE wing in the Office of the Registrar (Evaluation) for all the evaluation and certification aspects headed by a Deputy/Assistant Registrar.

The DDE and Evaluation wings are fully computerized and technical staff assist in all the activities.

(vi) Instructional Delivery Mechanism:

Instructional delivery mechanism is through study materials prepared by the experts in the subjects concerned. Study materials (SLM) are prepared in-house by the faculty of the department and the faculty from sister universities.

The study material provided is the general guide and covers the course content in order to make the learner to understand core content of the course concerned. Learners are advised to make use of the reference books in the list of books provided along with the syllabus.

Contact Programme: There shall be a contact programme for a minimum duration of 21 days normally. A minimum of 21 days for instruction by experienced and scholarly faculty shall be arranged for each paper. There shall be interaction built around lectures, discussions, individual and group activities. Practical exams shall be conducted for the candidates at the end of the contact programme.

Student Support Service: Students can interact with the Office/Faculty through e-mails and personal visits. SMS alert facility for the students regarding dissemination of information relating to conduct of PCPs/Orientation Programme and Production file submission deadlines, etc. Student Support Service is provided through online mode and grievance handling mechanism is adopted with the help of supporting technical staff. All necessary and relevant information are uploaded in the dedicated website: www.kuvempuuniversitydde.org. Internal Assignments with Guidelines, previous years question papers, notifications time tables and results are made available through the website.

F. PROCEDURE FOR ADMISSIONS, CURRICULAM TRANSACTION AND EVALUATION:

As outlined in Section-B, Kuvempu University has a policy to provide opportunity to maximum number of eligible and desirous candidates from all sections of the society's including a class having of low-level of disposable income, rural dwellers, women unskilled men, minorities, etc.

(i) Eligibility for the Programme:

Any candidate who has passed the three year degree examination of this University or any University recognised by UGC or any other qualification considered equivalent to it,

subject to the minimum prescribed in the admission regulation to the B.L.I.Sc. Programme. Total marks obtained by the candidate (aggregate of 3 years) shall be taken into consideration.

All the candidates who fulfill eligibility criteria are admitted to the Programme. If university decides for maximum number of candidates for the Programme, admissions are made first come first basis.

(ii) Admission Process:

- Notification issued by the Directorate of Distance Education (DDE) in Regional and National News papers and in the official website.
- Uploading of the application by the candidate through online only.
- Payment of fee through online (various options like net banking etc.) or through banks/post offices using printout of the challan.
- Submission of the printout of the application by the candidate to DDE along with original documents for eligibility, date of birth etc., and along with fee paid receipt.
- Verification of application for fulfillment of eligibility criteria (marks cards) documents, fee paid details.
- Approval of the admission and issue of self learning material (Study Materials) to the students.

(iii) Fee Structure:

Figures in rupees as prescribed for the academic year 2017-18

SN	Fee Component	First Year
Admission Orientation/Practicals and Other Components		
1	Registration	1680
2	Admission	980
3	Orientation/ Tuition fee	3640
4	Study materials	1680
5	Liaison	140
6	Practicals	1540
7	IA Books	490
8	Postage	350
9	UDF (DDE)	140
Examination, Certification and Other Components		
10	Examination	1210
11	PR exam	485
12	PPC	365
13	Convocation	900
14	UDF (Exams)	250
TOTAL		13850

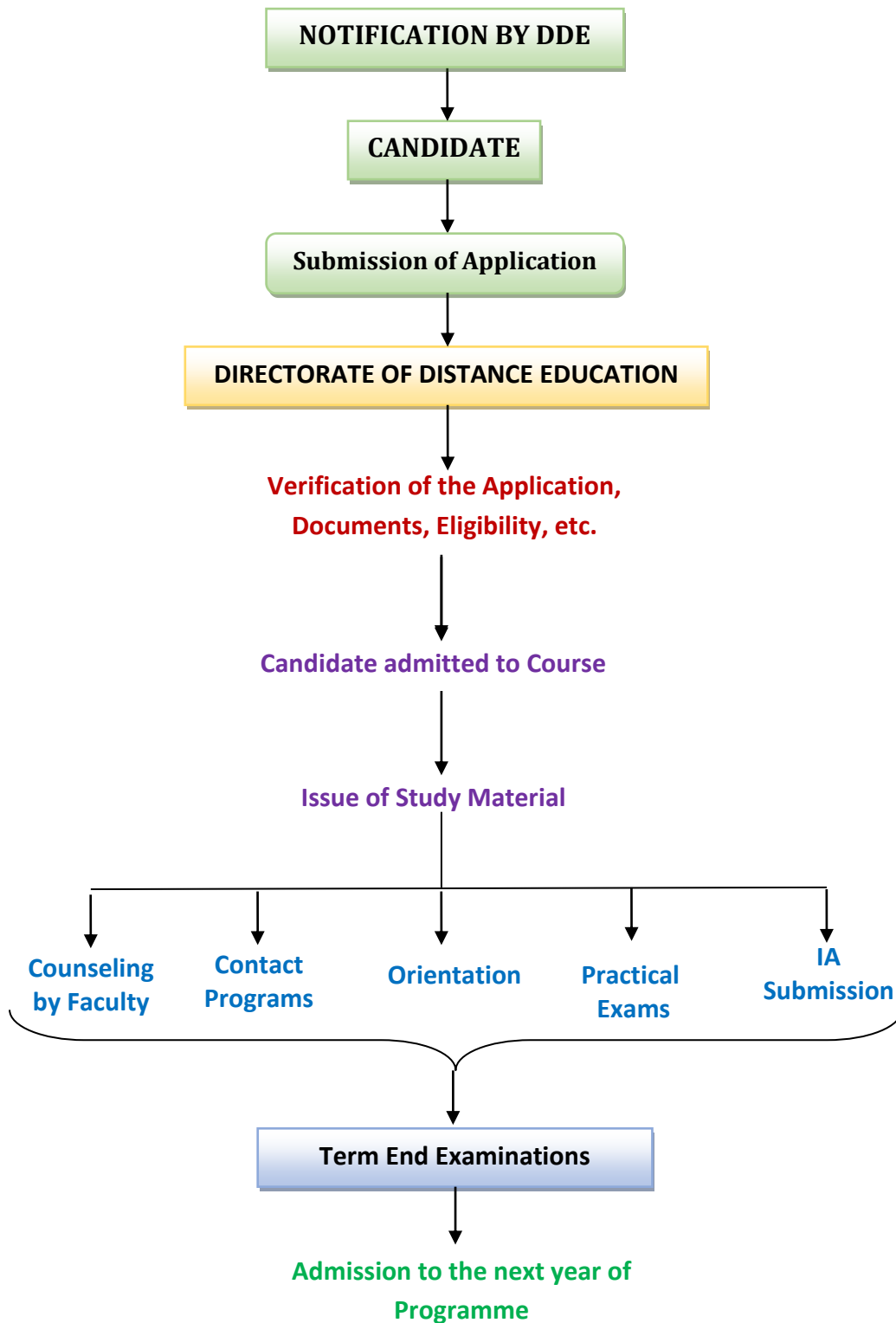
Financial Assistance:

- SC/ST and OBC Students can avail scholarship/fee reimbursement from the concerned State Departments/Agencies
- Fee Concession to Physically Handicap Candidates.
- Fee concession to Employees of the University and their dependents.
- Fee concession to Ex- servicemen.
- Scholarships and education supports extended by various Governmental and Non-Governmental agencies.

(iv) Academic and Activity Planner:

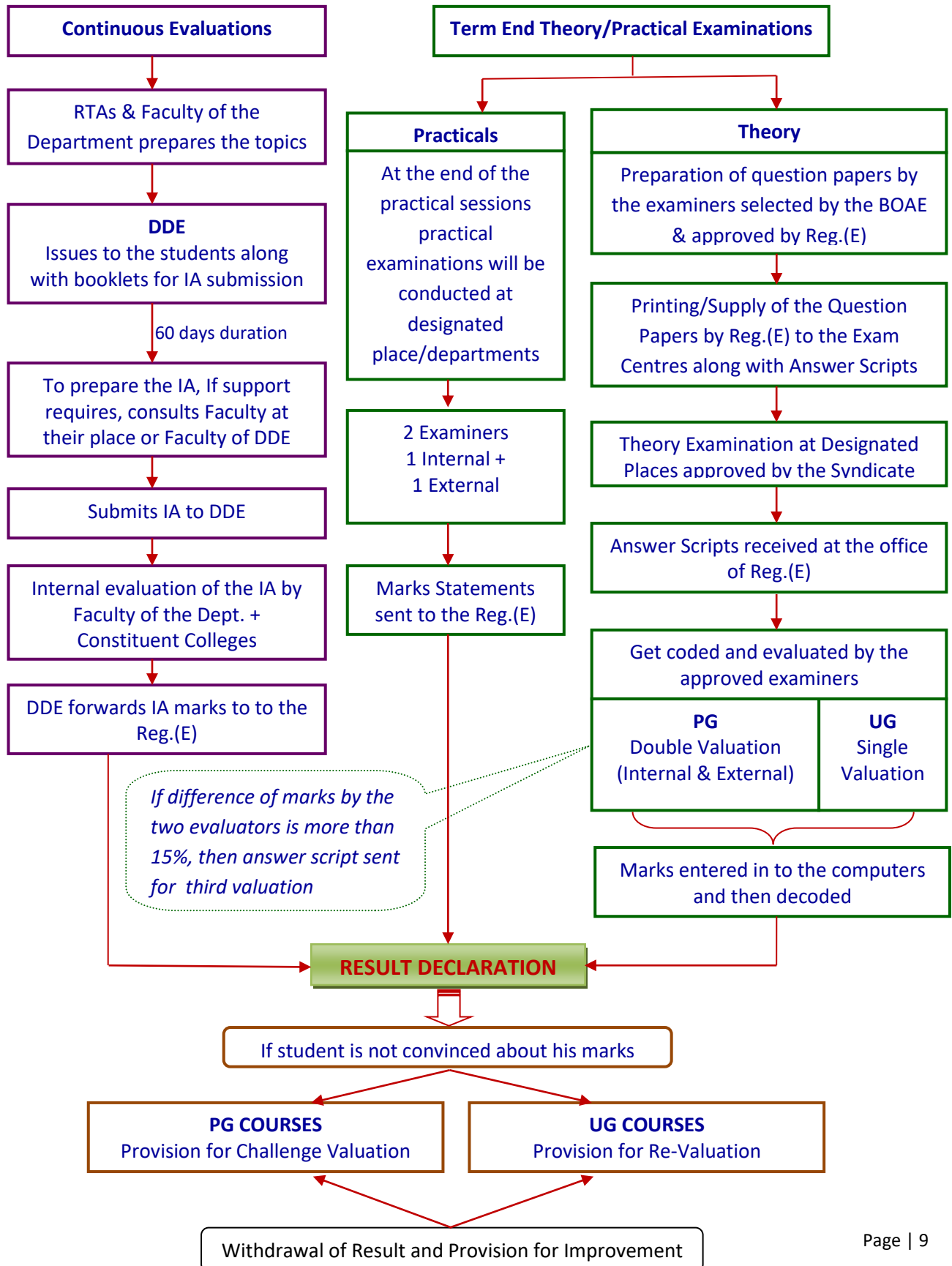
Calendar Year-I		
1	Issue of Notification	July / August
2	Commencement of Online Admissions	July / August
3	Last Date for submission of online applications by the students without Late Fee	October 31
4	Last Date for submission of online applications by the students with late fee	December 31
5	Issue of Study Material and Assignment Books (immediately after verification of the applications)	July to December
Calendar Year-II		
6	Issue of assignment topics Commencement of Counseling sessions	December - January
7	Commencement of Face-to-Face (Orientation) Sessions	February –March
8	Completion of all Orientation Sessions	April 30
9	Last date for Submission of Internal Assignments/ Project Reports	April 30
10	Tentative date for commencement of Examination.	May / June
11	Declaration of Examination Results	August / September

Generalised Academic Flow Chart for the Distance Mode Learners



(v) Evaluation of Learner Progress:

Evaluation Process is given here in the form of Flowchart. This Flowchart is common to all Programme at UG, PG and PG Diploma level offered by the University.



Internal Assessments:

- As a part of continuous assessment, the candidates have to complete assignments in the booklets provided by DDE and submit them to the Directorate of Distance Education within the specified date. The Topics & Instructions for I.A. shall be notified in the Students Corner link in the website and also issued to the students directly or through Learner Support Centres.
- It is mandatory to submit the I.A. in the same year of registration. However, if the candidate failed to take up the theory examination, for any reason, such candidate can submit the I.A. in the next year with prior permission from the DDE.
- All students are expected to complete the above assessments before taking the Term end Examination.
- There is no provision for resubmission of I.A.
- In B.L.I.Sc. Programme, the course 1,2,3,4,5 & 6, theory shall be of 85 marks and 15 marks for I.A. (10 for assignment and 5 for attendance at the orientation and practical classes). For course 7 & 8, practical examinations shall be for 90 marks and 10 marks for record book.

Provision for class tests and workout exercises: During counseling and Face-to-Face (Orientation/Contact) programmes.

(vi) Term End (written) Examination:

Duration: 3 hours, **Maximum marks:** 85

Questions pattern

Type of Questions	No. of Questions	Marks	Total
Choice-based descriptive type questions	5	5x17	85

Practicals:

- For B.L.I.Sc courses with practicals, the candidates shall have to attend practical work for specified days at designated University Departments / Colleges.
- For B.L.I.Sc Courses, practicals shall be for 100 marks of which 90 for Practical work and 10 marks for Record.
- The practical examination shall be repeated if the candidate has failed to take up the practicals and practical examination in the concerned year. If a candidate fails to attend the regular practical course and exam, he/ she shall take up the theory exam and the practicals later.

Declaration of Class: A successful candidate shall obtain not less than 40% in each subject. On the basis of aggregate marks (both in terminal examination and continuous evaluation) obtained in all the courses (theory and practice) the class shall be awarded as below:

Pass Class	:	40% of marks or above but below 50% of marks.
Second Class	:	50% of marks or above but below 60% of marks.
First Class	:	60% of marks or above.

Separate Ranks and Medals are awarded to ODL Learners. Policy for awarding ranks and medals are same as the one followed for the Regular Programme.

Reappearing for Exams: The unsuccessful candidates at the B.L.I.Sc examinations of a particular year are required to reappear for those papers/examinations only as per the syllabus of that year. The repeaters are therefore advised to preserve the syllabus and study material until they pass the course. Learners shall upload their repeater application directly through online after the notification issued for the same.

Further, for B.L.I.Sc students with practicals, practical courses and practical exams are mandatory. If a candidate fails to attend the regular practical course and exam, he/ she shall take up the theory exam. However, his / her completion of the course shall be declared only after he/she completes the practical course and exam of the years concerned.

Candidates shall complete all the exams within double the duration of the course (and not the number of attempts). The double the duration is reckoned from the year of registration.

(vii) Other Policy/Provisions:

Bonafide Student Certificate: the Bonafide Certificate/ Study Certificate shall be obtained by submitting a written request or a filled in prescribed application form (available from the KUDDE website) along with a fee of Rs. 100/- paid either through Bank Challan or Demand Draft.

Change of Address: Any change in the address of the students shall be intimated to the Directorate with a fee of Rs. 100/- paid through a challan of Electronic Transfer. No change of address shall be entertained once the students receive their examination hall ticket. The Directorate of Distance Education is not responsible for missing correspondence due to change of address without getting address changed at DDE.

Name Correction: Change of Name, if any required, candidate has to make a written request along with relevant documents as proof of change of name, and by paying specified fee.

Duplicate Registration Card: For issue of duplicate Admission/Registration/ Enrollment card- Rs. 200/- is charged.

Transfer Certificate: A Transfer Certificate is not required for admission to any of the KUDDE courses. The Directorate also not issue Transfer Certificate at the time of completion of the course. However, for Lateral Entry admissions a migration and transfer certificate shall be required from such students.

Change of Examination Centre: DDE will not entertain any change of exam centre unless there is a proof of change of address and it permissible.

Discrepancies in Marks Cards and Certificates: In case of any discrepancies observed in the marks card/ certificates, etc., candidates have to bring it to the notice of the Director, DDE through a written request within a period of 3 months from the date of issue of the document.

Miscellaneous: All the original certificates submitted by the candidates in connection with their admission, registration will be returned to them from the Office of the DDE along with the registration certificate. In case any of their certificates are not received back, they must bring the same to the notice of The Director, DDE, Kuvempu University, immediately. The original records will be maintained for a minimum period of three months. If the candidates ask for the originals before three months, their requests will not be entertained.

Preservation of Answer Scripts/ IA Scripts: The answer scripts of Theory Exams shall be preserved for a maximum duration of 6 months from the date of announcement of results/ revaluation / challenge valuation results. Any query or request for verifications may be submitted, through a written request, within the notified period only.

Similarly, written IA Scripts of the students shall be preserved for a period of six months from the date of announcement of the results (First announcement of results). Any discrepancy observed regarding IA marks may be informed to DDE through a written request within three months from the date of issue of results. Later request may not be accepted.

Students are advised to refer the website for notifications regarding preservation of various documents, issued from time to time.

Notwithstanding any conditions mentioned above the University reserves the right to change, alter, and amend any of the above clauses/conditions. In matters of fees for unforeseen issues / certificates/ endorsements the University may fix the amount subject to the existing fee structure or change it from time to time.

Post-Examination Related Issues: Submission of application for - Convocation (Degree) Certificates, Duplicate Marks Cards, Provisional Pass Certificate (PPC), Name Correction, Consolidated Marks Cards, removal of NCL, Academic Transcript, verification of genuineness of Marks Cards and Certificates, and Processing Certificates. For all matters regarding post-examination Certificates – are made through online. Learner can directly apply for the same. For all enquiries and clarifications regarding said issues learners can contact the DDE Section of the Office of the Registrar (Evaluation). Contact details, telephone and e-mail ID of the helpdesk at the Office of the Registrar (Evaluation) are given in the website.

G. LIBRARY RESOURCES:

A well established library facility shall be made available with the support of the university library. In the campus we have modern and well equipped library in Kuvempu University with excellent infrastructure facilities for reading, browsing and reference to the

students, teachers and research scholars. The library has kept pace with modernisation by introducing state-of-art technology for maintaining CD ROM data base, internet and e-mail facilities. It is also a nodal centre for INFLIBNET, access is available to 10,000+ e-journals online under the e-Shodhsindhu Consortia. There is a well developed digital library and campus network interconnecting all the Post-Graduate departments and offices in the campus.

Further, the DDE will made special effort to upgrade the existing DDE Library exclusively for distance learners with an emphasis on distribution of information and course materials online by making use of the state-of-art information and communication technologies.

Library Card: Candidates who are desirous to avail themselves the facilities of Kuvempu University main Library on the campus will be permitted. They have to obtain a separate Library / ID Card on payment of Rs. 100/- (through Challan of Electronic Transfer). However, no books will be issued to them.

H. COST ESTIMATE OF THE PROGRAMME AND THE PROVISIONS:

Cost Estimated of the Programme is based on following components – calculated for an admission of 100 Students:

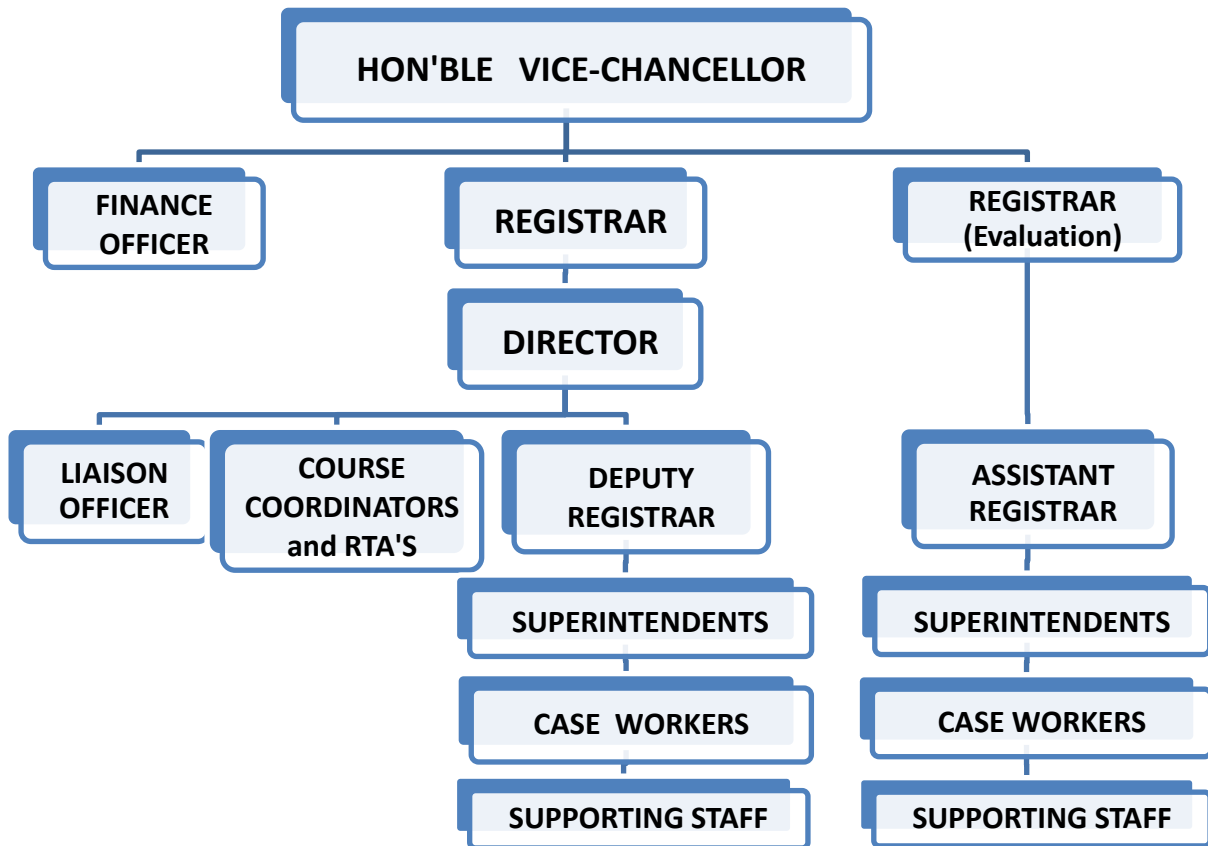
SN	Component	Estimate in Lakh Rupees
1	Study Material Development – Course Writer honorarium, Review, Vetting, editing, SLM conversion, etc	5.00
2	Printing and Distribution of SLM	1.00
3	Publicity, Awareness Information Decimation Programmes*	0.08
4	Conduction of Counselling, Orientation/Face to Face/ Practical Sessions, etc.	3.89
5	Student Support Services*	0.25
6	TA/DA Meeting Expenses*	0.17
7	Continuous Evaluation / IA	0.15
8	Examination and Certification	2.07
9	Office Automation/ICT/ Communication Related Infrastructure*	0.34
10	Library*	0.08
11	Staff Salaries/ Remunerations/ Other Honorariums – Teaching, Non-Teaching/Technical/Supporting*	0.78
12	Office Infrastructure*	0.20
13	Laboratory Development and Expenditures	0.15
14	Learner Centre Expenses*	0.22
15	Others – Office Contingence, Post/Courier, Vehicle Maintenance, Fee reimbursement and such others.*	0.28

Note: * costs that will be incurred collectively for all the Programmes, but given here are the fractions of the total, considering 100 students admission to the Programme.

I. QUALITY ASSURANCE MECHANISM AND EXPECTED PROGRAMME OUTCOMES

(a) Organizational Structure, Management and Monitoring Mechanism:

The Organizational Structure of the Kuvempu University Directorate of Distance Education (KUDDE) is given below in the form of flowchart.



For the administrative and policy decisions, and reviewing and monitoring of the ODL activities, Kuvempu University has a Monitoring Committee (MC) Chaired by the Honorable Vice-Chancellor. The Registrar, Registrar (Evaluation), Finance Officer, Deans of all the Faculties, Chief Librarian, One Syndicate Member, One Academic Council Member and the Regional Director of the IGNOU, are its members. The Director, DDE is the Organising Member. The operational plans, goals and policies are decided by the MC, and all the decisions and policy matters are placed before the Monitoring Committee before implementation. The Committee normally meets twice a year to review the ODL Programmes and activities.

Academic Advisory Committee (AAC) of the DDE shall review the academic programme performance, content delivery mechanism. Issues regarding course content and syllabi revision of all Programme offered in ODL mode are discussed and decided in AAC. The Registrar shall be the Chairman of the AAC, and Registrar (Evaluation), Chairpersons of

all BOSs of the concerned Departments shall be the members. The Director/ Deputy Director of the DDE is the Organising Member.

All the major decisions including financial, planning and implementation which are discussed in the MC meeting are placed before the Syndicate of the University and after its approval they shall come into force.

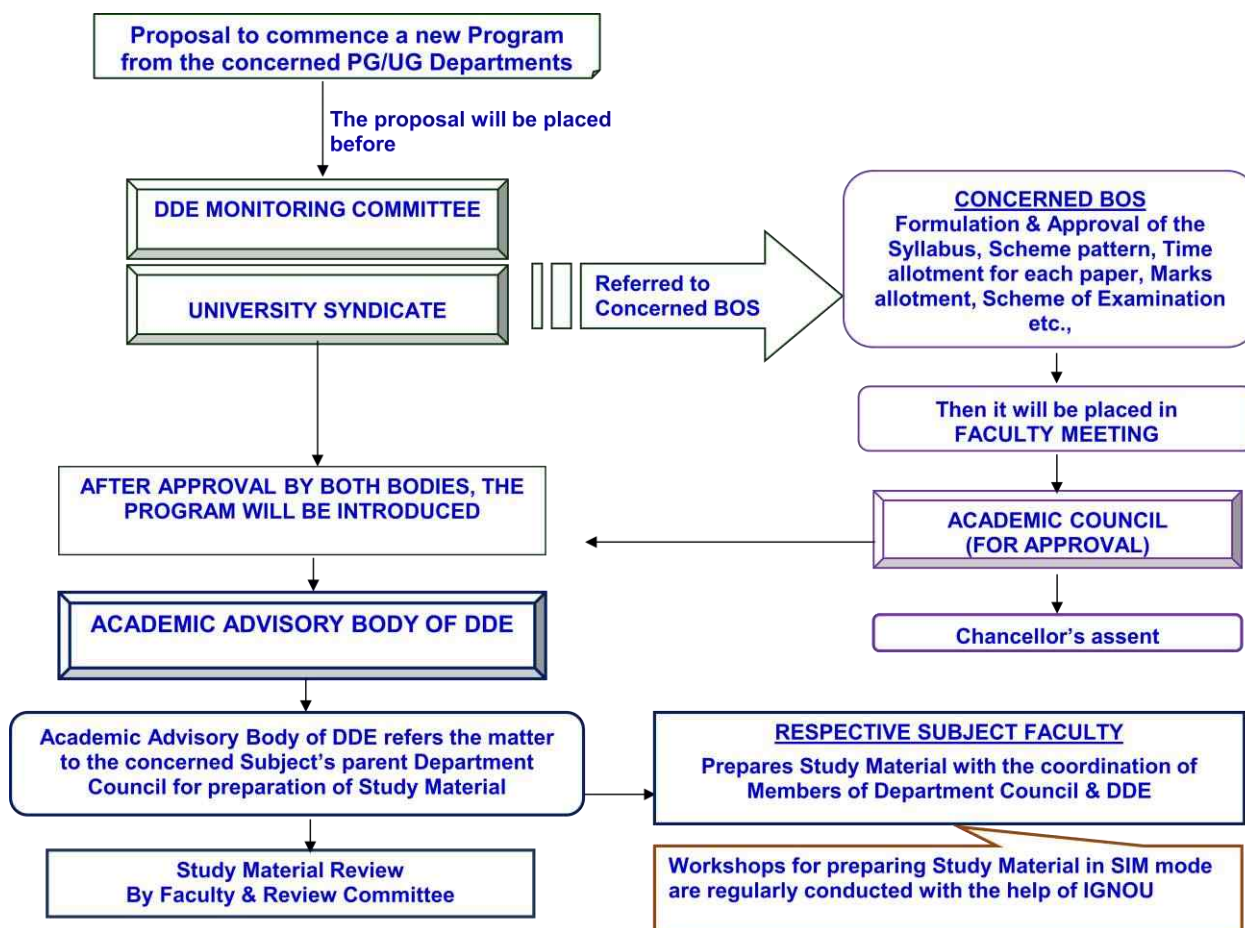
The decisions taken by the AAC are placed through the concerned bodies like, BOS/ Examination wing (for evaluation and certification issues) and finally placed before the Academic Council of the University for its approval.

For the internal quality assurance mechanism there is a Internal Quality Assurance Cell of the University.

(b) Programme Development and Approval Processes:

Proposal from the concerned PG/ UG department to commence a new Programme will be placed before Monitoring Committee of the DDE/ Syndicate. Then it will be referred to the BOS concerned for formulation and approval of the syllabus, programme structure, time allotment for each paper, marks allotment, scheme of examination, etc., then it will be placed in the Faculty meeting and then Academic Council for its approval. After approval by both the bodies, the programme will be introduced. The Academic Advisory Body of DDE refers the matter to the concerned Subject's/ parent Department Council for preparation of Study Material. The concern subject Faculty will coordinate with the DDE and the Department Council, as he/ she is one of the member in it. Workshops for preparing Study Material in SLM mode are regularly conducted (with the help of IGNOU experts) and preparation of course material in SLM mode is in progress.

The various steps involved in programme development, approval and implementation are depicted in the flowchart given below.



(c) Programme Monitoring and Review:

As a part of the regular monitoring mechanism, a written feedback from the Learners shall be obtained at the end of each of the face-to-face programmes. Feedback form includes mainly three aspects – about appropriateness/ usefulness of learning (study) materials, effectiveness of orientation/ face-to-face programmes, and internal assessments/continuous assessment process. Learner can give their opinion, suggestions and complaints, if any, through the feedback form. Issues raised in feedback are addressed at appropriate level.

There is also Student Support Service and Grievance Cell in DDE in order to address the day-to-day issues faced by the Learners. The Research and Teaching Assistants at DDE and the Coordinator in the concerned subjects are available for the learner support services. These apart, regular meetings of concerned faculty shall be conducted in order to plan the orientation and practical session's activity.

It is the policy of the KUDDE to make available the expert faculty of the PG Departments/ Colleges (for UG) and experts from the sister universities in the state who are regular faculty in the respective subjects for the ODL programmes. The same is followed for the Learner Support Centres (LSC). Programme delivery/academic activities at the LSC are also monitored from the Headquarter.

DDE organise Coordinators Meet every year wherein all the issues related to ODL programmes – academic, examination, learners related and administration are discussed and remedial measures are considered under the ODL framework of the university. During the Meet academic activities/learners' issues at the LSC are also reviewed.

Detailed Syllabi of Bachelor of Library and Information Science (B.L.I.Sc.) (Theory and Practical)

Course - I: Library, Information & Society

- Unit 1: **Development of Libraries and their role in the Social & Cultural Context:** Concept of Libraries, Role of Libraries in Information Society; Laws of Library Science; Development of libraries in UK, USA & India: A historical Perspective; Information, Data and Knowledge: Concepts & Definitions. Information & Social Change. Role of Information in Development.
- Unit 2: **Different Types of Libraries and their Functions:** National Libraries- Their Purpose and Functions; Public Libraries: Their Purpose and functions; Academic Libraries- Their purpose and functions; Special Libraries- Their Purpose and functions.
- Unit 3: **Library Legislation:** Purpose, Functions and Features; Library Legislation in India.
- Unit 4: **Resource Sharing and User Studies:** Library Co-operation - History and Development; Resource Sharing- Need, Purpose and Functions; Resource Sharing- Selected case studies.
- Unit 5: **Professional Associations, Systems and Programs:** Professional Associations – Need and purposes Role of UNESCO in the development of professional Associations; Study of some associations like ALA, LA, IFLA, FID, IASLIC, ILA, etc.

References:

- Ashburner, EH: Modern Public Libraries: their planing & designing, London, Grafton, 1948
- Belkin, N: Information Concept for Information Science: Journal of Documentation. Vol. 34 (1) 1978 55-85
- Kahan MS: Principles and prospective of copy right. New Delhi, Sarup and Sons, 1996
- Khanna JK: Library and Society, Kurukshetra, Research Publication, 1987

Course – II: Management of Libraries and Information Centres

- Unit 1: **Principles of Scientific Management:** Concepts and Principles; Application of Management principles to Libraries and Information Centers; Library/ Information Centre as a system- Their Organizational Structure.
- Unit 2: **Development of Library Resources:** Selection and acquisition of Books and Periodicals; Electronic resources and Non-Print materials- principles, policies and procedures of collection development; Technical Processing
- Unit 3: **Resources Maintenance:** Circulation work, Preservation, conservation and maintenance of library Materials, Shelving and stock verification.
- Unit 4: **Staff Management:** Job Analysis and Job Description-Selection and Recruitment of Library staff; Staff Manual.
- Unit 5: **Management of Financial Resources:** Principles of budgeting, types of budget and Sources of revenue; Library Statistics and Annual Reports.
- Unit 6: **Physical Planning:** Buildings - Planning and design; Furniture and equipment; Library Standards.

References:

- Application of Management Technique to Library and Information Systems, 12th IASLIC Conference, Roorkee, 1979.
- Chatterjee, AK: Introduction to Management: Its Principles and Techniques, Kolkatta, World Press.
- Davar, RS: The Management process, 1982.
- Jones, N & Jordan, P: Staff Management in Library and Information work, 1982.
- Katz, WA: Collection Development: Selection of Materials for libraries, New York, HRW, 1980.
- Krishna Kumar: Library Administration and Management, Delhi, Vikas, 1987.
- Mittal RL: Library Administration: theory and Practice, Ed 4 , Delhi, Metropolitan ,1984.
- Sharma JK: Personnel Management in Libraries,1981.

Course – III: Information Processing: Classification - (Theory –1)

- Unit 1: **Theory of Library Classification:** Library Classification - Need, Purpose and Function; Types of Classification systems; Structure, Development, Growth of Universe of Subjects, modes of formation; General Theory of Classification. Three planes of work: Idea Plane, Verbal Plane and Notational Plane. Canons governing three planes of work.
- Unit 2: **Postulational Approach to Classification:** Normative principles of Classification. Three Planes of work- Idea Plane, Verbal Plane and Notational Plane. Canons governing three planes of work; Facet analysis and Principles of facet sequence; Fundamental categories.
- Unit 3: **Notation:** Need, Function and Quality; Notation – Types and Qualities; Canons for Notations; Mnemonics and devices; Assigning of call numbers- Different methods.
- Unit 4: **Study of schemes of Classification:** DDC, UDC, CC

References:

- Krishna Kumar: Theory of Classification, Ed, 2. New Delhi, Vikas, 1980
- Parkhi, RS: Library Classification: Evolution and Dynamic Theory, Bombay, Asia, 1960
- Ranganathan SR : Colon Classification. Ed 6, Bombay, Asia, 1963
- Ranganathan, SR : Prolegomena to Library Classification, Ed 2, London, Library Association, 1965

Course – IV: Information Processing: Cataloguing (Theory –2)

- Unit 1: **Introduction to Library Catalogue:** Library catalogues - Objectives, Purposes and Functions; Types of Catalogue: Physical Forms: Inner Forms.
- Unit 2: **Theory and Development of Cataloguing:** Historical perspective; Normative principles of Cataloguing; Canons and principles; Development of catalogue codes.
- Unit 3: **Cataloguing:** Concepts and Surrogates; Kinds of entries, their structure and uses; Entry Elements in different types of entries; Centralized and Co-Operative cataloguing; cataloguing at source; Shared cataloguing and Current developments.
- Unit 4: **Structure and Functions of Bibliographic Records:** Tools for subject cataloguing - LCSH and Sears List of Subject Heading. ; Standard formats – ISBD & MARC.

Unit 5: **Choice and Rendering of Headings (According to AACR – II):** Western names and Indic Names; Personal authors, corporate authors and title as headings; Filing rules – classified and alphabetical.

References:

- Ranganathan SR: Cataloguing Practice, Ed 2, Bombay, Asia, 1964
Ranganathan SR: Classified catalogue code with additional rules for Dictionary catalogue, Ed 5, Bombay, Asia, 1963
Ranganathan SR: Library Catalogue: Fundamentals and Procedure, Madras, Library Association, 1950
Viswanathan, CG: Cataloguing Theory and Practice, 1990

Course – V: Information Sources and Services

- Unit 1: **Introduction to Information Sources:** Information sources - Definition and Meaning; Evolution of Information Materials.
- Unit 2: **Categories of Information Sources:** Primary Sources - Periodicals, Report Literature, Patents, Standards & Specifications, Trade Literature, Thesis and Dissertation; Secondary Sources- Dictionaries, Encyclopedias, Bibliographies, Bibliographical sources, Geographical sources, Handbook and manuals, Secondary Periodicals- abstracting and Indexing, Review periodicals etc.; Tertiary Sources- Guide books and books of records, Bibliography of Bibliographies; Audio / Visual Sources.
- Unit 3: **Non-Conventional Sources:** Non-print sources- Microforms, Audio-visuals etc.; Electronic media, multimedia sources.
- Unit 4: **Introduction to Information Services:** Concept, Importance and services; Reference and Referral services; Content analysis and consolidation-Abstracting and indexing; Content Analysis and consolidation; Digest and Trend Report; computerized Information services- OPAC, Internet-based services; Community information services.
- Unit 5: **National and International Information Systems and Services:** National Information Systems and Services- INSDOC, NASSDOC, DESIDOC; International Information Systems and Services- UNESCO, MEDLARS, INSPEC, BIOSIS.
- Unit 6: **Information User and User Behaviour:** User studies- Need, Content, Scope, Methods/Techniques; User education- Methods and techniques.

References:

- Davinson Donald: Reference Service, London Clive Bingley,1980.
Katz, WA: Introduction to Reference work ,Ed5, New York Mc-Graw Hill,1974.
Parker, CC & Purely: Information sources in science and Technology ,Ed.2. 1986
Ranganathan, S R: Reference Service, Ed2 . Bangalore, Sharada Ranganathan Endowment,for Library Science,1992.
Sewa Sing: International Manual of Reference and Information Sources, New Delhi, Beacon Books,1997.
Sharma, JS & Grover, DR: Reference Service and Sources, Chicago ALA 1992

Course – VI: Fundamentals of Information Technology

- Unit 1: **Data Processing Concepts:** Evolution of computers; Components- I/O devices, CPU Storage Devices, Computer Memory, Number system-Bits, Bytes and Words; Application of IT in library and information work.
- Unit 2: **Computer Software and File Organization:** Computer software- Programming Languages; System software and application software; System analysis and Flowcharting; File Organization- Concepts and Design; File organization methods and their functions; Sequential, Inverted Indexed Sequential and other methods.
- Unit 3: **Telecommunication and Networking Concepts:** Fundamentals of telecommunication -Data transmission- Signals, media modes and devices; Networking Meaning and importance. Network topologies, types and Protocols; Network services- Email, Facsimile transmission, Teleconferencing, Internet services.

References:

- Davies. GB: Introduction to Computers, New York, Mc-Graw Hill, 1977
Grosshans D: File Systems: Design and Implementation, 1986
Kashayap MM: Database System , 1993
Kaul GK: Library Network: Indian Experience, 1992
Kimber RT: Automation Libraries, Ed 2 , Oxford Pargmon,1974
Madras Library Association: Library automation, Madras, NLA, 1986
Price, WP: Introduction to computer data Processing, New York , Holt, Rrinehart and Winsion, 1981
Rowley, Jennifer: Basics of Information Technology, 1997

Course – VII: I.P : Classification (Practicals-I)

Classification of simple and complex documents according to latest edition of D.D.C.

Course – VIII: I.P : Cataloguing (Practicals-II)

Cataloguing of simple and complex documents and non book materials according to AACR II (Latest versions).
