

MANGALAYATAN UNIVERSITY, ALIGARH

**CENTRE FOR DISTANCE AND ONLINE
EDUCATION**



PROGRAMME PROJECT REPORT

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

2023-24

Introduction

Mangalayatan University focuses on providing quality education through distance learning, matching with the parameter of regular program and producing capable administrative leaders who are prepared with the necessary library management & research skills to make high-quality administrative.

The B.L.I.Sc. programme at our university create high level of intellectual capacity in learners, providing opportunity for learners to pursue high level studies, providing opportunity for higher education studies to the learners who have been deprived of higher education due to being employed in government non-government organization.

A. Programme's Mission and Objectives

Mission

To develop broad and balanced knowledge and understanding of fundamental concepts, principles, and theories related to Library and Information Science. To produce competent information professionals who can facilitate the flow of information in a rapidly changing society.

Objectives

- To impart education to the students to meet the varied and changing information needs of individual and groups in a society.
- To train the students to keep pace with the magnanimous developments in Library Science field.
- To provide students with learning experiences that help to in still deep interests in learning Library and Information Science;
- To develop broad and balanced knowledge and understanding of fundamental concepts, principles, and theories related to Library and Information Science;
- To equip students with skills essential to carry out library housekeeping activities and to provide various library and information services using Information and Communication Technologies; and
- To impart students with the knowledge and skill base that would enable them to undertake further studies in Library and Information Science and in related areas or in multidisciplinary areas that involve Library and Information Science

B. Relevance of the Program with HEI's Mission and Goals

The vision and mission of HEI, Mangalayatan University, Aligarh are:

Vision:

To be an institution where the most formative years of a young mind are spent in the guided pursuit of excellence while developing a spirit of inquisitive questioning, an ability to excel in the pressure of a fast-changing professional world, and a desire to grow into a personality than a person, in an environment that fosters strong moral and ethical values, teamwork, community service and environment consciousness.

Mission:

- To be the enablers of the confluence of academic rigor and professional practicality.
- To bring global best practices to students through widespread use of technology.
- To empower our faculty to constantly develop new skills and excel professionally.
- To provide the best campus environment to students and faculty with all facilities to nurture their interest.

A Bachelor's Degree in Library and Information Science trains students in modern Library administration and can prepare them for higher study or careers in academic, corporate, military, museum, or special research libraries. Degree Programme may allow students to focus on their particular interests. Recipients of a Bachelor's Degree in Library and Information Science qualify for Library support positions, depending on the library. Graduates from this programme are prepared to work in a variety of libraries and information environments using people skills, problem-solving skills and their ability to organize access and evaluate information.

The Bachelor's Degree in Library and Information Science program of the University strives to realize its vision and mission by rectifying student centric issues on priority and also to empower local community with the help of various social clubs running in University like NSS, KADAM and Alumni association. The University Promotes Multidisciplinary and Allied research in various fields that supports and harnesses joyful learning environment. The goals of ODL (Open Distance Learning) program is to provide educational facilities to all qualified and willing persons who are unable to join regular courses due to personal or professional reasons. There are many potential learners who cannot afford to join regular courses due to professional responsibilities and personal commitments. For such cases B.L.I.Sc. through ODL mode can be helpful in increasing knowledge base and skill up-gradation.

The program aims to provide alternative path to wider potential learners who are in need of refresher courses to update their skills.

C. Nature of Prospective Target Group of Learners

This program is specifically designed to cater the need of students who are not able to study through regular mode. Working Professionals, Housewives, Students from rural area, students who do not wish to prefer regular courses due to various reasons & students who cannot afford costly regular programmes, also those who are willing to develop their professional skills in Library and Information Science are our target group learners.

The candidates desirous of taking admission in B.L.I.Sc. program shall have to meet the eligibility norms as follows-

1. *To obtain admission in B.L.I.Sc. program offered through ODL mode, the learner must have completed graduation in any stream.*

The ODL-B.L.I.Sc. program offered by Mangalayatan University aims specially for Working Professionals, Housewives, Students from rural area, students who do not wish to prefer regular courses due to various reasons. This gives an opportunity to the distance learner to attend distance programmes offer by the university to those who can't spare enough time to attend regular classes.

D. Appropriateness of Programme to be conducted in ODL mode to acquire specific skills and competence

The University has identified the following Programme Learning Outcomes and Programme Specific Outcomes as acquisition of specific skills and competence in B.L.I. Sc. Program.

Programme Outcomes (PO's)

After completing the programme through ODL Mode, students will be able to:

- PO 1: Develop workforce for libraries and information centres for effective and efficient service, professional values, devotion and attitudes.
- PO 2: Train students to work in the modern library administrative environment at an advanced level.
- PO 3: Impart education and training in knowledge communication and knowledge management.
- PO 4: Equip the students with competent skill essential for carrying out advanced information technology in libraries.
- PO 5: Enable the students to carry out research in many disciplines of Library and Information Science

Programme Specific Outcomes:

After completing the programme through ODL Mode, students will be able to:

- PSO1: Prepare students for careers in academic, corporate, museum, special, and research libraries by instructing them in contemporary library administration.
- PSO2: Provide instruction and training to aspiring library professionals.
- PSO3: Create staff members for information centres and libraries who will provide quality services and uphold professional standards.
- PSO3: To give students the knowledge and abilities they need to use ICT to carry out a variety of library and information Centre maintenance tasks.
- PSO4: To help LIS students become qualified professionals in their area by teaching employability skills based on ethical literacy, effective communication, and critical thinking.
- PSO5: Allow students to learn continuously for their own personal development.

E. Instructional Design

The program is divided into two semesters and minimum credit requirement is 40 to get B.L.I.Sc. degree in ODL mode from Mangalayatan University. Minimum time period for acquiring BLISc. degree will be one year and maximum time period to acquire B.L.I.Sc. degree is 2 Years.

Evaluation Scheme

Semester-I						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	BLO-1101	Foundations of Library and Information Science	4	30	70	100
2	BLO-1102	Knowledge Organisation Classification (Theory)	4	30	70	100
3	BLO-1103	Knowledge Organisation Classification (Practice)	4	30	70	100
4	BLO-1104	Knowledge Organisation Cataloguing (Theory)	4	30	70	100
5	BLO-1105	Knowledge Organisation Cataloguing (Practice)	4	30	70	100
Total			20	150	350	500

Semester-II						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	BLO-1201	Management of Libraries and Information Centers	4	30	70	100
2	BLO-1202	Information Sources and Services	4	30	70	100
3	BLO-1204	Basics of Information and Communication Technology (Theory)	4	30	70	100
4	BLO-1205	Basics of Information and Communication Technology (Practical)	4	30	70	100
5	BPO-1200	Project	4	0	100	100
Total			20	120	380	500

MOOCS

The University shall give flexibility in opting for MOOC (Massive Online Open Courses) by the students pertaining to the prescribed curriculum and also the Credits earned in the MOOC courses may be dealt as part of the evaluation scheme as per UGC (Open and Distance Learning Programmes and Online Programmes) Regulations,2020.

Syllabi and Course Materials

Syllabi, PPR and self-learning materials are developed mostly by experienced faculty members of Mangalayatan University in consultation with contents experts and the same will be forwarded to CIQA and BoS/Academic Council/ Executive Council for further suggestions and approval.

Semester I

Course Name: Foundations of Library and Information Science

Course Code: BLO-1101

Credits: 4

Course Objective: To develop an understanding about the foundations of Library & Information Science and importance of different types of libraries in modern society.

Course Outcomes (COs):

S. No.	Course Outcomes (COs)
1.	Comprehend the concept, objectives and development of libraries and its importance to the society
2.	Understand the professional ethics of librarianship and the five laws of library science with their implications on various services of the libraries
3.	Examine the importance of Library legislation and features of library acts
4.	Familiarize with the role of various National and International Library Associations and Organizations

Block I: Information, Knowledge and Society

Unit 1:Information: Meaning, Characteristics;

Unit 2: Data, information, Knowledge Wisdom, Knowledge Society;

Unit 3:Information Transfer Cycle: Generation, Storage and Dissemination of Information;

Unit 4:Library and Information Science as a Discipline

Block II: Contribution of Indian LIS Professionals in The Development of Library Profession

Unit 5: Ranganathan, S.R; Kaula, P N; Mangla, P B;

Unit 6: Essentials of Library and Information Science

Unit 7: Librarianship as a Profession; User Education;

Unit 8: Extension Service;

Unit 9: Library Building

Block III: Conceptual Framework, History, Development and Types of Libraries

Unit 10: Social Foundation of Libraries;

Unit 11: History of Libraries;

Unit 12: Development of libraries in India, U.S.A. and Britain;

Unit 13: Types of Libraries.

Block IV: Laws and Legislation Relating To Libraries and Information Centers

Unit 14: Five Laws of Library Science;

Unit 15: Library Legislation-Need and essential Features;

Unit 16: Library Acts in India;

Unit 17: Intellectual Property Right.

Block V: Library Associations

Unit 18: Role and contribution of National Organizations such as UGC, ILA, IASLIC;

Unit 19: Role and contribution of International Organizations such as LA, ALA IFLA, FID, UNESCO, ASLIB in the growth and development of Libraries

Unit 20: Major Library Networks: DELNET, INFLIBNET/e-Shod Sindhu

Text and Reference Books

1. Feather, J. The information society: a study of continuity and change. Ed. 5, Facet Publishing, London, 2008.
2. Khanna, J. K. Library and society, Research Publication, Kurukshetra, 1987.
3. Krishan Kumar. Library organization, Vikas, New Delhi, 1993.
4. Martin, W J. The information society, Aslib, London, 1988.
5. Ranganathan, S R. Five laws of library science. Ed. 2, Sarada Ranganathan Endowment for Library Science, Bangalore, 1989.

Reference Books

1. Singh, S P. Special libraries in the electronic environment, Bookwell, New Delhi, 2005.
 2. Ministry of Education (India): A Report of the Advisory Committee for Libraries, Manager of Publications.
 3. Venkappaiah, V and Madhusudan, M. Public library legislation in the new millennium, Bookwell, New Delhi, 2006.
 4. Dhiman, Anil K. & Yashoda Rani. Learn Library and Society, New Delhi: Ess Ess Publication, 2005.
 5. Venkatappaiah, V. (1994). Model Library Legislation: Model Public library act and rules made therein for the constituent state and union territories, New Delhi: Concept Publishing Company, 1994.
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Course Name: Knowledge Organization Classification (Theory)

Course Code: BLO-1102

Credits: 4

Course Objective: To develop an understanding of the concepts, theories and importance of library classification, and its use in the organization of knowledge in libraries.

Course Outcomes (COs):

S. No.	Course Outcomes (COs)
1.	Understand the meaning, purpose, functions, theories and canons of library classification
2.	Analyze the characteristics, merits and demerits of different species of library classification schemes
3.	Highlight salient features of major classification schemes
4.	Elucidate various facets of notation and call number
5.	Review current trends in library classification

Block I: Library Classification

Unit 1: Classification: Definition, Need, Purpose

Unit 2: Terminology of Classification

Unit 3: General Theory of Classification

Unit 4: Species of Classification

Block II: Major Classification

Unit 5: Major Schemes of Classification: An Overview

Unit 6: DDC,

Unit 7: CC,

Unit 8: UDC,

Block III: Normative Principles of Classification

Unit 9: Work of Classification in three Planes: Canons and their applications in Standard Schemes

Unit 10: Fundamental Categories

Unit 11: Phase Relation and Common Isolates

Block IV: Mnemonics

Unit 12: Definition, types, Canons and their applications in Standard Schemes

Unit 13: Hospitality in Notational System: Canons and Devices

Unit 14: Notation: Need, Purpose, Types and Qualities

Unit 15: Mechanics

Block V: Facet Sequence

Unit 16: Concept and Principles

Unit 17: Postulation Steps in Practical Classification

Unit 18: Book Number and Collection Number

Unit 19: Library Classification and Trends

Text and Reference Books

1. Hunter, Eric J. Classification made Simple, Taylor and Francis, 2002
2. Krishan Kumar. Theory of classification, Vikas, New Delhi, 1993
3. Shabhahat, Husain. Library Classification: Facets and Analysis, 2nd rev ed., B.R. Publications, Delhi, 2002.

Reference Books:

1. Ranganathan, S. R. (1962). Elements of library classification. Bombay: Asia Publishing
2. Bavakutty, M. (1981). Canons of library classification. Trivandrum: Kerala library Association.
3. Ranganathan, S. R. & Gopinath, M. A. (1989). Prolegomena to Library Classification.
4. Foskett, AC. Subject Approach to information, 5th ED, London, LA,1996
5. Ranganathan, S R. Descriptive account of the colon classification, Sarada Ranganathan Endowment for Library Science, Bangalore, 1990.
6. Sayers, W C B. Manual of classification for librarians. Rev. by Arthur Maltby. Ed. 5, Andre Deutsch, London, 1995.
7. Parkhi, R.S. Library Classification: evolution of a dynamic theory. Delhi: Vikas Publishing House, 1972.
8. Ohdedar, A. K. & Sengupta, B. Library Classification. Calcutta: The World Press, 1977.
9. Langridge, Derek. Approach to Classification: for Students of librarianship. London: Clive Bingley,1973

Course Name: Knowledge Organization Classification (Practice)

Course Code: BLO-1103

Credits: 4

Course Objective: To equip the students with the practical knowledge of Library Classification for organization of knowledge in libraries using various schemes for simple and complex titles.

Course Outcomes (COs):

S.No.	Course Outcomes (COs)
1.	Classify and construct the class numbers for complex titles using DDC and CC
2.	Synthesize class numbers by using the tables and 'add to instructions' of DDC scheme
3.	Use of different schedules, manual and relative index of Classification Schemes

Block I: Dewey Decimal Classification (19th Edition) - Part 1

Unit 1: Introduction, Structure and Organization

Unit 2: Definitions: Notes and Instructions

Unit 3: Introduction to Three Summaries and Steps in Classifying documents

Unit 4: Relative Index and its Use

Block II: Dewey Decimal Classification (19th Edition) - Part 1

Unit 5: Study of Tables and Schedules

Unit 6: Auxiliary Tables and Devices

Unit 7: Practical Classification

Block III: Colon Classification (6th Edition): Preliminaries

Unit 8: Introduction, Structure and Organization

Unit 9: Schedules and Techniques

Unit 10: Steps in Classification

Block IV: Colon Classification (6th Edition)

Unit 11: Humanities and Social Sciences

Unit 12: Biological Sciences

Unit 13: Physical Sciences and Generalia

Text and Reference Books

1. Dewey, Melvil: Decimal Classification and Relative Index. 19th ed. New York, Lake Placed Club, 1979.
2. Ranganathan, SR: Elements of Library Classification. 3rd ed. Bombay, Asia Pub. House, 1962.
3. Ranganathan, SR: prolegomena to Library Classification. Assisted by M A Gopinath. 3rd ed. Bangalore, SRELS, 1969.
4. Dewey, Melvil. Dewey Decimal Classification. Ed. 22 &23, Forest Press, Dublin, USA, 2012.
5. Ranganathan, S R. Elements of Library Classification, Sarda Ranganathan Endowment for Library Science, Bangalore, 1989.
6. Satija, M P. The theory and practice of the Dewey Decimal Classification system, Chandos Publishing, Oxford, 2007.

Reference Books:

1. Dewey, Melvil. Dewey Decimal Classification and Relative Index [22nd]. Ohio: OCLC, 2003.
 2. Mitchell, Joan S. Dewey Decimal Classification and Relative Index [23rd] Ohio: OCLC. 3,2011.
 3. Satija, M.P. Exercises in the 22nd edition of the Dewey decimal classification. New Delhi: Ess Ess Publication, 2004.
 4. Sehgal, R.L. (1994). Classification: Theory and Practice. New Delhi: Ess Ess Publication.
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Course Name: Knowledge Organization Cataloguing (Theory)

Course Code: BLO-1104

Credits: 4

Course Objective: To equip the students with the theoretical aspects of cataloguing theory for developing an understanding about the concept of library cataloguing, development of catalogue codes and recent trends in cataloguing.

Course Outcomes (COs):

S. No.	Course Outcomes (COs)
1.	Understand the concept and objectives of library catalogue
2.	Know about the normative principles of cataloguing
3.	Comprehend various forms (inner and outer) of library catalogue
4.	Review the features and development of different cataloguing codes
5.	Understand various approaches of deriving subject headings
6.	Understand the concept of co-operative and centralized cataloguing
7.	Examine the current trends in library cataloguing
8.	Understand the complexities in rendering of entries and alphabetization

Block I: Library Catalogue

Unit 1: Definition, Need, Objective & Functions

Unit 2: History and Development of Library Catalogue Codes

Unit 3: Normative Principles of Cataloguing.

Unit 4: Cataloguing and Classification: Symbiotic relationship Forms of Library Catalogue

Block II: Types, Functions, Codes And Entries Of Cataloguing

Unit 5: Types of Catalogues: Dictionary, Classified

Unit 6: Library Catalogue Codes – CCC and AACR-II: Historical Development
Centralized and Cooperative Cataloguing,

Unit 7: Kinds of Entries

Unit 8: Data Elements in Different Types of Entries

Unit 9: Filing of Entries in Classified and Alphabetical Catalogues

Block III: Subject Cataloguing

Unit 10: Concept and Principles of Subject Cataloguing, Chain Procedure, Lists of
Subject Headings

Unit 11: Centralized and Cooperative Cataloguing

Block IV: Bibliographic Standards

Unit 12: ISBD, MARC, CCF, etc., ISBN ISSN, ISO – 2709/Z39.2, FRBR, FRSAD, FRAD,
RDA

Unit 13: CIS and CIP, Prenatal Cataloguing

Unit 14: Union Catalogue

Unit 15: Rules for Compilation

Unit 16: NUCSSI, IndCat, WORLDCAT

Unit 17: Machine Readable Catalogue, OPAC & Web OPAC

Block V: Indic Names

Unit 18: Problems and Rendering

Unit 19: Cataloguing Rules according to A.A.C.R.II and CCC for Joint authors, Corporate Authors and Pseudonyms. Cataloguing of Non-book Materials

Unit 20: Microfilms, Gramophone Records, Maps, Computer files

Text And Reference Books

1. American Library Association, et al. Anglo-American cataloguing Rules.Rev. Ed, Library Association, London, 1998
2. Blackwell, UG and Eric, Hunter. Cataloguing, 2nd Ed., 2002.
3. Coates, EJ. Subject Catalogue: Headings and Structure London, L.A., 1988.
4. Girja Kumar and Krishna Kumar. Theory of cataloguing. Rev. Ed.5, South Asia Books, New Delhi, 1993.
5. Hunter, E J and Bakewell, K G B. Advanced cataloguing. Clive Bingley, London, 1989.
6. Hunter, Eric J., ed. Examples illustrating Anglo- American Cataloguing Rules. London: Library Association, 1973.
7. Taylor, Arlene G. Wynar's Introduction to Cataloging and Classification. Westport: Libraries Unlimited, 2004.
8. Maxwell, Robert L. Maxwell's handbook for AACR2: explaining and illustrating the Anglo-American Cataloguing Rules through the 2003 update. New Delhi: Indiana publishing house, 2009.
9. Dhiman, Anil Kumar. Cataloguing of Non-Book Materials. New Delhi: Ess Ess,2004
10. Sinha, Kamla. Digital Information Preservation and online Cataloguing. Delhi: Vista International Publishing House, 2009.

Reference Books:

1. Girja Kumar & Krishan Kumar (1975). Theory of cataloguing. New Delhi: Vikas Publishing House
2. Sharma, Pandey S. K. (1986). Cataloguing Theory. New Delhi: EssEss Publication.
3. Viswanathan, C. G. (1983). Cataloguing: Theory and Practice. Lucknow: Print House.
4. Shera, Jesse H. & Eagan, Margret E. (1956). Classified Catalog: basic principles and practices. Chicago: American Library Association.
5. Sengupta, B (1974). Cataloguing: Its theory & practice. Calcutta: World Press.
7. Krishan Kumar (2001). An Introduction to AACR-2 (Anglo-American Cataloguing Rules). New Delhi: Vikas Publishing.
8. Siddiqui, JA and Husain, Mohd Sabir. Library Cataloguing with AACR-II. New Delhi, Ess Ess Publications, 2018. ISBN 978-93-87698-03-1
9. Siddiqui, JA; Husain, Mohd. Sabir and Sharma, BK. Hindi Granthon ki Suchikaran Pirkriya. Agra, Y. K. Publishers, 2018. ISBN 978-93-80668-97

Course Name: Knowledge Organization Cataloguing (Practice)

Course Code: BLO-1105

Credits: 4

Course Objective: To equip students with the practical aspects of using AACR-2, CCC and to derive subject headings using Sear's List of Subject Headings and Chain Procedure.

Course Outcomes:

S. No.	Course Outcomes (COs)
1.	Use the AACR-2 and CCC cataloguing codes for cataloguing of printed documents in a library
2.	Preparation of catalogue for single personal author, joint personal author and pseudonymous works
3.	Preparation of catalogue for simple personal name entries in Hindi and Urdu by AACR-2
4.	Prepare different types of entries in order to fulfill various search approaches of users
5.	Practically identify and describe various bibliographic elements of the documents
6.	Derive subject headings using Sear's List of Subject Headings and Chain Procedure method for subject entries

Block I: AACR-2R-Part 1

Unit 1: Preliminaries

Unit 2: Single Personal Author

Unit 3: Shared Responsibility and Editorial Directions

Unit 4: Choice among Different Names and References

Unit 5: Serious and Multi volumes

Block II: AACR-2R-Part 2

Unit 6: Subject Headings

Unit 7: Corporate Bodies

Unit 8: Uniform Titles and Serials

Unit 9: Cataloguing of Non-Print Media

Block III: Classified Catalogue Code- Part 1

Unit 10: Preliminaries to Classified Catalogue Code

Unit 11: Class Index Entry and Tracing

Unit 12: Personal Authors

Unit 13: Corporate Authors

Block IV: Classified Catalogue Code- Part 2

Unit 14: Analytical Entries and Composite Books

Unit 15: Series

Unit 16: Multi-Volume Publication

Unit 17: Periodical Publications

Text and Reference Books

1. American Library Association. Anglo-American cataloguing rules. Rev Ed. 2., Library Association, London, 1998.
2. Miller, Joseph, Ed. Sears List of Subject Headings. Ed 15. Wilson, New York, 1994.
3. Ranganathan, S R. Classified catalogue code with additional rules for dictionary catalogue code. Ed. 5 (with amendments), Sarada Ranganathan Endowment for Library Science, Bangalore, 1989.
4. Ranganathan, S R. Cataloguing Practice, 2nd Ed, Reprint, 1989.
5. Sears, Berwick. Sears List of Subject Headings, Latest Edition, 2010.

Reference Books:

1. Verma, A. K. (1986). AACR-2: Entries and Procedure. Delhi: Vishwa-Kala Prakashan
2. Krishan Kumar (1987). Introduction to AACR-2 (Anglo-American Cataloguing Rules). New Delhi: Vikas Publishing.
3. Ranganathan, S. R. & Bhattacharyya, G. (1990). Cataloguing practice. Bangalore: Sarada Ranganatha Endowment for Library Science.
4. American Library Association & Library of Congress (1967). Anglo-American cataloguing rules. Chicago: American Library Association.
5. Hunter, Eric J. (1989). Introduction to AACR-2 (Anglo-American Cataloguing Rules). London: Clive Bingley.
6. Miller, Joseph ed. (2010). Sears List of Subject Heading. New York: H.W. Wilson Company.
7. American Library Association & Others (1978). Anglo-American Cataloguing Rules. London: The Library Association.

Semester-II

Course Name: Management of Libraries and Information Centers

Course Code: BLO-1201

Credits: 4

Course Objective:

To equip students with an understanding of the concept and principles of library management and its application in the organization and management of building, operations, services and human resource of the library.

Course Outcomes (COs):

S. No.	Course Outcomes (COs)
1.	Understand the concept and scope of library management
2.	Elaborate principles and functions of library management
3.	Efficiently carry out various operations of Library and Information Centers
4.	Comprehend the concept of Financial Management and Human Resource Management
5.	Designing of library and information system/ MIS
6.	Maintain the library statistics and prepare annual report

Block I: Essentials of Management

Unit 1: Concept, history and functions of Management

Unit 2: Principles of Management & their application in Libraries and Information Centers

Unit 3: Elements of Management Process: POSDCORB

Unit 4: Concept, Policy, Elements and Principles and TQM

Block II: Library Management-General aspects

Unit 5: HRM

Unit 6: Job Description: Analysis, Specification and Evaluation, Selection and Recruitment

Unit 7: Motivation

Unit 8: Training and Development, Performance Appraisal

Unit 9: Sources of Library Finance

Block III: Library Management-General aspects

Unit 10: Library Authority and Library Committee

Unit 11: Staffing, Different Sections of Libraries and their working

Unit 12: Selection – tools for book and non-book materials

Unit 13: Handling of Government Documents and Manuscripts

Block IV: Collection Development and Management

Unit 14: Acquisition, Technical and Circulation, Serial Control Sections and their processing

Unit 15: System analysis, Design of Library system

Unit 16: Preservation and Conservation of Library Resources (printed and digital)

Unit 17: Stock Verification

Block V: Financial Management and Annual Report

Unit 18: Financial Management in Libraries, Budget Estimation – Line Budget, Program Budget, Performance Budget

Unit 19: Organizational Structure: Centralized and Decentralized

Unit 20: Library Statistics, Annual Report: Compilation, Contents and Style

Text and Reference Books

1. Katz, W A. Collection development: the selection of materials for libraries, Holt, Rinehart and Winston, New York, 2004.
2. Ranganathan, SR: Library Book Selection. Bombay: Asia Pub. House, 1966.
3. Ranganathan, S R. Library administration, Ess Ess, New Delhi, 2006.
4. Krishan Kumar. Library management in electronic environment, Har-Anand Publications, New Delhi, 2007.
5. Krishan Kumar. Library Administration and Management, Vikas, New Delhi
6. Matthews, J. Strategic planning and management for library managers, Libraries Unlimited, London, 2005.
7. Mittal, R. Library administration: theory and practice, Ess Ess, New Delhi, 2007.

8. Singh, R. K. (2008). Human Resource Management in Libraries. New Delhi: Shree Publishing, 2008.
9. Mahapatra, P.K. Human Resource Management in Libraries. New Delhi: Ess Ess Publication, 2002.

Reference Books:

1. Seetharama, S. Guidelines for planning of libraries and information centers, IASLIC, Calcutta, 1990.
2. Stueart, R D and Moran, B B. Library and information centers management. Libraries Unlimited, London, 2007.
3. Mahapatra, PK and Chakrabarti, B: Preservation in Libraries. New Delhi: EssEss, 2003
4. Adhikari, Rajiv: Library Preservation and Automation. Delhi: Rajat Publications, 2002.

Course Name: Information Sources and Services

Course Code: BLO-1202

Credits: 4

Course Objective: To develop and understand the concept, nature and distinguishing features of various categories of Information and Reference sources and services. To understand the criteria of major information and reference sources available in libraries.

Course Outcomes (COs)

S. No.	Course Outcomes (COs)
1.	Understand the concept of reference and information sources and services provided in libraries
2.	Criteria of evaluation of different sources of information
3.	Understand the reference interview and various techniques of searching information
4.	Understand the latest trends in Reference & Information Sources and Services

Block I: Information Sources

Unit 1: Concept of Information Sources

Unit 2: Primary, Secondary, Tertiary Sources of Information

Block II: Evaluation of Various Information Sources

Unit 3: Bibliographic Sources – INB and BNB

Unit 4: Encyclopedias – General and Special

Unit 5: Dictionaries and Special Yearbooks

Unit 6: Biographical Source, Geographical Source

Block III: Reference Sources and Services

Unit 7: Concept need and purpose of Reference Sources & services

Unit 8: Types: Print and electronic

Unit 9: Basic Reference Sources & Services criteria of their evaluation

Unit 10: Reference Interview and Search Techniques

Block IV: Electronic Sources and Services

Unit 11: Electronic Sources: Definition, need, purpose, Characteristics, types, nature and different databases

Unit 12: World Wide Web: Services & Facilities

Unit 13: Websites & Sources – Subject Gateways, Forums, Bulletin Board etc.

Block V: Information Services

Unit 14: Information Services: Concept, Types and Need

Unit 15: Types of Services: Literature Search, Documentation Services, Translation Service, Document Delivery Service etc.

Unit 16: CAS and SDI Service

Unit 17: Electronic Information Service

Text and Reference Books

1. Bradford, SC: Documentation. 2nd ed. London, Lockwood, 1953.
2. Cheney, F N) and Williams, W J. “Fundamental reference sources”, Ed.3, ALA, Chicago, 2000.
3. Foskett (D J). “Information service in libraries”, Ed.2, Archon Book Hamden, Connecticut, 1967.
Guha, B: Documentation and Information: services, techniques and systems. 2nd rev ed., Calcutta, World Press, 1983.
4. Katz, William A. “Introduction to Reference Work: Reference Service and Reference Process, V.2. Ed. 5, McGraw-Hill, New York, 2001.
5. Kawatra, PS: Fundamentals of Documentation with special reference to India. New Delhi, Sterling, 1983.
6. Khanna, JK: Documentation and Information Services: systems and techniques. Agra, Y K Publishers, 2000.
7. Krishan Kumar. “Reference Service”, Ed. 5, Vikas Publishing, New Delhi, 1996.
8. Lancaster, FW: Information Retrieval Systems: Characteristics, Testing and Evaluation. New York, John Wiley, 1968.
9. Prasher, RG: Index and Indexing. New Delhi, Medallion Press, 1989.
10. Ranganathan, S R. “Reference Service”, Ed 2, Ranganthan Endowment for Library Science, Bangalore, 1966.
11. Sukula, Shiva: Information Retrieval. New Delhi, Ess Ess Publications, 2014.

Reference Books/Resources:

1. Rusa Reference Guidelines. [<http://www.ala.org/ala/rusa/rusaprotools/refernceguide/guidelinesinformation.htm>]
2. Walford, A J. “Guide to Reference Books”, V.3. Ed. 4, Library Association, London, 1980.
3. Singh, S. (1986). *Reference Service in Academic Libraries in India*. New Delhi: Ess Ess Publications.
4. Kohl, D.F. (1942). *Reference Services and Library Instruction: A Handbook for Library Management*.

5. Dhiman, A.K. and Rani, Y. (2005). Information and Reference Sources and Services. New Delhi: Ess Ess Publications.

Course Name: Basics of Information and Communication Technology (Theory)

Course Code: BLO-1204

Credits: 4

Course Objective: To understand the concept of Computers and various types of computer languages, library automation planning and implementation and to study different modules of library management and software packages.

Course Outcomes (COs)

S. No.	Course Outcomes (COs)
1.	Understand the basics of computers, planning and implementation of automation in various library housekeeping operations and services
2.	Evaluate and assess the feasibility of various library automation software and their functionalities
3.	Understand the concept and purpose of a digital library and the new concepts of mining and retrieving the data
4.	Define the computer networks and their types, topologies, protocols and Standards
5.	Understand the concept of internet security, its solutions and cyber laws prevalent in India, Application Artificial Intelligence in Libraries

Block I: Computer Technology

Unit 1: Computer: Definition, Developments and Computer Generations

Unit 2: Classification of Computers

Unit 3: Basic Components of a Computer, Computer Peripherals

Unit 4: Computer Hardware: Components, Functions

Unit 5: Processors, Memory, Storage and Input/output Peripherals

Unit 6: Operating Systems, Functions and their commands: Windows and UNIX/Linux

Block II: Information Technology

Unit 7: Concept of Information Technology. Types of Information Technology.

Unit 8: Programming Languages, Algorithm & Flow Charting

Unit 9: Communication Technology – General Aspects. Reprographic Technology – General Aspects. Micrographic Technologies – General Aspects

Block II: Library Automation & Software Packages

Unit 10: Library Automation: Concept and need of library automation, Planning and Implementation

Unit 11: Automation of in- house Operations: Acquisition, Cataloguing, Circulation, Serials Control, OPAC & Web OPAC, Report generation

Unit 12: Library Automation Software (Management & Digital Library), Selection of Library Software Packages

Unit 13: General Features of SOUL, Alice for Windows, Libsys, KOHA.

Unit 14: Digital Library: Definition, Purpose, Scope, Data Warehousing, Data Mining, Meta Data: Concept and Types, Web Tools, Retrospective Conversion

Block IV: Networking, Cyber Security & Artificial Intelligence

Unit 15: Definition, Need, Client Server Architecture

Unit 16: Network Types & Topologies

Unit 17: Basics of Internet and its Techniques

Block V: National Knowledge Networks

Unit 18: OCLC, ERNET

Unit 19: Internet Security: Concept, Issues and Solutions

Unit 20: Cyber Laws with Special reference to India

Text and Reference Books

1. Deepali, Talagala. Web interface for CDS/ISIS: GENISIS web v.3.0, Sri Lanka Library Association, Colombo, 2003.
2. Haravu, L J. Library Automation Design, Principles and Practice, Allied Publishers, New Delhi, 2004.
3. Kaul. H. K. Library Networks: An Indian Experience. New Delhi: Virgo Publications, 1999.
4. Rajaraman, V. Fundamentals of Computers. 3rd Ed. – New Delhi. Prentice-Hall of India ,1997
5. Chowdhury, C.G. and Chowdhary. Organizing Information from the shelf to the web. London: Facet Publishing, 2007.
6. Kumar, PSG: Computerization of Indian Libraries. Delhi, B. R. Publishing, 1987.
7. Pandey, SK Sharma: Library Computerization: theory and practice. New Delhi, Ess Ess, 1993.
8. Satyanarayana, NR: A manual of Library Automation and Networking. 2nd ed. Lucknow, New Royal Book, 2003.
9. Dhawan, A: Computers for Beginners. New Delhi, Frank Bros, 1990.
10. Sehgal, RL: An introduction to Library Networks. New Delhi, EssEss, 1996.
11. Devrajan, G and Rahelamma, AV: Library Computerization in India. New Delhi, EssEss, 1990.
12. Siddiqui, J. A: Information Technology Application in Libraries. New Delhi, Shree Publishers & Distributors. 2019. ISBN 978-81-8329-988-6.
13. Sukula, Shiva: Demystifying Databases: A hands-on Guide to Database Management. New Delhi, Ess Ess Publications, 2016.

Reference Books:

1. Rajaraman,V. Introduction to Information Technology, 2007. Prentice-Hall of India, New Delhi.
2. Tanenbaum, Andrew S. Computer Networks. 3rd Ed, New Delhi. Prentice-Hall of India, 1997.
3. UNESCO. CDS/ISIS for windows: Reference Manual. V1.5, UNESCO, Paris, 2004.
4. Sahoo, K.C. Information Management with IT application. Ludhiana: Medallion Press, 2004.
5. Meron, S. Protection of Intellectual Property in Cyber Space. Delhi: Author Press, 2003.
6. Javidi, B. Optical and Digital Techniques for Information Security, New York: Springer, 2005.
7. Purser, S. A Practical guide to managing Information Security. Boston: Artech House, 2004.

8. Pace, A.K. The Ultimate Digital Library: Where the New Information Players meet. New Delhi: Indiana Publishing House, 2009.
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Course Name: Basics of Information and Communication Technology (Practical)

Course Code: BLO-1205

Credits: 4

Course Objective:

To provide hands-on training on standard modules of computers and to practices popular library automation software packages.

Course Outcomes (COs)

S. No.	Course Outcomes (COs)
1.	Familiarize with housekeeping operations using library management software and Digital Library packages
2.	Create database for different categories of documents
3.	Generate barcode labels and membership cards
4.	Search online databases

Block I:

Unit 1: Setting of Desktop,

Unit 2: Use of Operating System,

Unit 3: Use of Word Processing Software;

Unit 4: Spread Sheet Management Software

Unit 5: Power Point Presentation Software

Block II:

Unit 6: Installation and Use of Library Management Software (all modules);

Unit 7: Generation of Various Reports using Library Management Software

Block III:

Unit 8: Searching Information from Internet using Different Search Engines;

Unit 9: Searching Web OPAC,

Unit 10: World Cat.

Unit 11: IndCat.

Block IV:

Unit 12: Searching different types of Databases by adopting various search strategies and filters

Unit 13: Database Creation and Library Software Installation

Text and Reference Books

1. Haravu, L J. Library Automation Design, Principles and Practice, Allied Publishers, New Delhi, 2004.
 2. Kaul, H.K. Library Networks: An Indian Experience. New Delhi: Virgo Publications, 1999.
 3. Rajaraman,V. Fundamentals of Computers. 3rd Ed. – New Delhi. Prentice-Hall of India ,1997
 4. Kumar, PSG: Computerization of Indian Libraries. Delhi, B. R. Publishing, 1987.
 5. Pandey, SK Sharma: Library Computerization: theory and practice. New Delhi, EssEss, 1993.
 6. Dhawan, A: Computers for Beginners. New Delhi, Frank Bros, 1990.
 7. Sehgal, RL: An introduction to Library Networks. New Delhi, Ess Ess, 1996.
 8. Devrajan, G and Rahelamma, AV: Library Computerization in India. New Delhi, EssEss, 1990.
 9. Shiva Sukula: Information Technology: Bridge to the Wired Virtuality, New Delhi, EssEss Publications, 2008.
 10. Shiva Sukula: Electronic Resource Management: What, why and how, New Delhi, EssEss Publications, 2010
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Course Name: Project

Course Code: BPO-1200

Credits: 4

Course Objective: To visit the different libraries as per convenience all over India. To compile annotated bibliography of various resources.

Course Outcomes (COs):

S. No.	Course Outcomes (COs)
1.	Communication & Confidence
2.	Persistence
3.	Teamwork
4.	Resilience & ability to deal with change

Note: Each student shall have to undergo for the educational tour, decided by the Department.

Faculty and Support Staff

The University has identified the requisite faculty and support staff as mandated by UGC and formally they shall be allocated the required positions from amongst the existing faculty exclusively for ODL mode or fresh appointments as required so, shall be initiated for which Letter of Intent have been issued to the prospective faculty and staff. The course material prepared by this university will be on par with any open university/Distance education centre in the country.

List of Faculty associated with BLISc program is as follows:-

S. No.	Name of Faculty	Designation	Nature of Appointment	Qualification	Subject
1	Dr. Deepmala	Assistant Professor	Full Time	Ph.D	Library Science
2	Dr. Dhiraj Sharma	Assistant Professor	Full Time	Ph.D	Library Science

Delivery Mechanism

The ODL of MU follows a modern ICT (Information & Communication Technology) enabled approach for instruction. The methodology of instruction in ODL of MU is different from that of the conventional/regular programs. Our ODL system is more learner-oriented and the learner is an active participant in the teaching-learning process. ODL of MU academic delivery system comprises:

A. Print Material:

The printed material of the programme supplied to the students will be unit wise for every course.

B. Counselling Sessions:

Normally, counselling sessions are held as per a schedule drawn beforehand by the Subject Coordinator. There will be 6 counselling/ contact classes for 4 credit courses will be held on the campus on Saturday and on Sunday of 2-hour duration for each course in face-to-face mode (In case of 2 credit course contact hours are required 6 hours and in case of 6 credit course contact hours required 18 hours). Contact classes will be held in the campus on Saturdays and on Sundays.

C. Medium of Instruction

Medium of Course Instruction: English

Medium of Examination: English

Student Support Systems

Universities study Centres or Learner Support Centre shall be headed by a coordinator, not below the rank of Assistant professor and shall be augmented with academic and non-academic staff depending on the learner.

The university has made appropriate arrangements for various support services including counselling schedule and resource-oriented services evaluation methods and dates both on and off line modes for easy and smooth services to the students of distance mode. At present the university have only one study centre on the campus. The institution is not promoting any study centres outside the campus. All student support services will be provided to the student through a single window method/mode onsite and online.

F. Procedure for Admissions, Curriculum, Transaction and Evaluation

Admission Process

Admission to the B.L.I.Sc. Programme will be done on the basis of screening of candidate's eligibility on first come first serve basis. The University will follow the reservation policy as per norms of the Government. Admission shall not be a right to the students and MU, DDOE shall retain the right to cancel any admission at any point of time if any irregularity is found in the admission process, eligibility etc.

Maximum Duration

A. The maximum duration of the B.L.I.Sc. Programme is two years. Thereafter, students seeking completion of the left-over course(s) will be required to seek fresh admission.

B. The student can complete his/her programme within a period of 2 years failing which he/she shall seek fresh admission to complete the programme.

Eligibility

Any Graduate from a recognised University is eligible for admission into B.L.I.Sc. programme.

Fee Structure

Name of the Program	Degree	Duration	Year	Tuition Fee/Year	Exam Fee/Year	Total (in Rs.)
Bachelor of Library and Information Science (B.L.I.Sc.)	PG	1-2 Years	1	15500	2000	17500

Activity Schedule

S.NO.	Name of the Activity	Tentative months schedule (specify months) during year			
		From (Month)	To (Month)	From (Month)	To (Month)
1	Admission	Jul	Sep	Jan	Mar
2	Assignment submission (if any)	Sep	Oct	Mar	Apr
3	Evaluation of Assignment	Oct	Nov	Apr	May
4	Examination	Dec	Dec	Jun	Jun
5	Declaration of Result	Jan	Jan	Jul	Jul
6	Re-registration	Jul	Jul	Jan	Jan
7	Distribution of SLM	Jul	Sep	Jan	Mar
8	Contact Programmes (counselling, Practicals.etc.)	Sep	Nov	Mar	May

Credit System

MU, CDOE proposes to follow the 'Credit System' for most of its programs. Each credit amounts to 30 hours of study comprising all learning activities. Thus, 8 credit course requires 240 hours, 6 credit course requires 180 hours, 4 credit course requires 120 hours and 2 credit course requires 60 hours of study. This helps the student to understand the academic effort to complete a course. Completion of an academic programme requires successful clearing of both, the assignments and the term-end examination of each course in a programme.

Duration of The Programme	Credits	Name of The Programme	Level of The Programme
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1 Yr.	40	B.L.I.Sc.	PG (Professional)
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Assignments

Distance Education learners have to depend much on self-study. In order to ascertain the writing skill and level of comprehension of the learner, assignment work is compulsory for all learners. Each assignment shall consist of a number of questions, case studies and practical related tasks. The Assignment Question Papers will be uploaded to the website within a scheduled time and the learners shall be required to respond them within a specified period of time. The response of the learner is examined by a faculty member.

Evaluation: The evaluation system of the programme is based on two components:

A. Continuous Evaluation in the form of assignments (weightage 30%): This Component carries a weightage of 30%. There will be at least one graded assignment and test per course. These assignments are to be submitted to the Co-ordinator of the DDOE/Study Centre to which the student is assigned or attached with.

B. Term-end examination (weightage 70%): This will be held twice every year in the months of June and December. The students are at liberty to appear in any of the examinations conducted by the University during the year. A student will be allowed to appear in the Term-End Examination only after she/he has registered for that course and submitted the assignment. For appearing in the Examination, every student has to submit an Examination form through online (www.mangalayatan.in/) or offline before the due dates as given in the schedule of operations. If a student misses any term-end examination of a course for any reason, s/he may appear for any of them or all the courses subject to the maximum of 8 courses in the subsequent term-end examinations. This facility will be available until a student secures the minimum pass grade in the courses but up to a maximum period of four semesters, since the date of registration of the course is valid for four semesters. Beyond this period s/he may continue for another four semesters by getting Re-registration by paying fee again. In that case, the score of qualified assignments and/or term-end examination will be retained and the student will be required to complete the left-out requirements of such re-registered courses. Minimum requirement for passing a course will be 40% marks.

G. Laboratory Support and Library Resources

The library of Mangalayatan University aims to empower the teaching mission and intellectual culture of the community through availability through an organized collection of information as well as instruction in its access, relevance and evaluation. The University Library enriches advance learning and discovery by providing access to a broad array of resources for education, research and creative work to ensure the rich interchange of ideas in the pursuit of knowledge.

The Centre for Distance Education of Mangalayatan University has initiated the process of setting up a dedicated Library for ODL program and acquiring printed books and e-books for this purpose. The required International and National subject journals are also provided. We have a full functioning community radio service onboard (90.4 FM). We already have annual journal subscriptions and the capacity can be enlarged at later stages as the University lines up with more online journals.

The collection of the library is rich and diverse especially in terms of the breadth and depth of coverage. Collection encompasses subjects in Management, Commerce, Information Technology, Computer Applications, and other allied areas. This collection further includes Books, Research Journals, Project Reports/Dissertations and online Journals.

The University has well equipped Computer Laboratories having required library management and digital library softwares, Lecture Capturing Systems, Audio Video facilities, ICT enabled class rooms, Wi-Fi facilities etc.

H. Cost estimate of the Programme and the provisions

Initial expenses have been done by the University in terms of provision of infrastructure, manpower, printing of Self Study Material etc. The University intends to allocate expenses out of the total fee collection as per following details:

a) SLM Development and Distribution	:	20%
b) Postal and ICT Expenses	:	10%
c) Salary and other administrative expenses	:	60%
d) Future Research development reserve	:	10%

Once programmes are operational, the programme budget from fee receipts will be planned as per the guidelines of University Grants Commission.

I. Quality Assurance

The University has established the Centre for Internal Quality Assurance (CIQA) in the University campus. The CIQA will monitor and maintain the quality of the ODL programmes. It has the following objectives in making the compliances of quality implementations.

Objectives

The objective of Centre for Internal Quality Assurance is to develop and put in place a comprehensive and dynamic internal quality assurance system to ensure that programmes of higher education in the Open and Distance Learning mode and Online mode being implemented by the Higher Educational Institution are of acceptable quality and further improved on continuous basis.

Functions of CIQA

The functions of Centre for Internal Quality Assurance would be following

- 1) To maintain quality in the services provided to the learners.
- 2) To undertake self-evaluative and reflective exercises for continual quality improvement in all the systems and processes of the Higher Educational Institution.
- 3) To contribute in the identification of the key areas in which Higher Educational Institution should maintain quality.
- 4) To devise mechanism to ensure that the quality of Open and Distance Learning programmes and Online programmes matches with the quality of relevant programmes in conventional mode.
- 5) To devise mechanisms for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.
- 6) To suggest measures to the authorities of Higher Educational Institution for qualitative improvement.
- 7) To facilitate the implementation of its recommendations through periodic reviews.
- 8) To organise workshops/ seminars/ symposium on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.
- 9) To develop and collate best practices in all areas leading to quality enhancement ins ervices to the learners and disseminate the same all concerned in Higher Educational Institution.

- 10) To collect, collate and disseminate accurate, complete and reliable statistics about the quality of the programme(s).
- 11) To ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme;
- 12) To put in place a mechanism to ensure the proper implementation of Programme Project Reports.
- 13) To maintain a record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.
- 14) To provide inputs to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.
- 15) To facilitate system-based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.
- 16) To act as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.
- 17) To adopt measures to ensure internalization and institutionalization of quality enhancement practices through periodic accreditation and audit.
- 18) To coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines.
- 19) To obtain information from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.
- 20) To record activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.
- 21) It will be mandatory for Centre for Internal Quality Assurance to submit Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session. A copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution shall be submitted annually to the Commission.

After enrolling in Bachelor of Library and Information Science (B.L.I.Sc.) Programme of Mangalayatan University in ODL mode, student will able to make a career as information professionals in a variety of roles and settings. Students demonstrate knowledge in information organization and presentation as well as systems for organizing information and facilitating information access by describing and/or proposing valid solutions to typical professional problems in these areas.