

Two Year Master of Library and Information Science under New pattern of NEP for Two Year Integrated PG Programme for the Session 2026-27 onwards

SEMESTER 1					
				Credit	Level
1.	P2LITC101	Library and Information Society	Theory	4	400
2.	P2LITC102	Reference and Information Sources & Services	Theory	4	400
3.	P2LITC103	Knowledge Organization: Library Classification and Cataloguing (Theory)	Theory	4	400
4.	P2LITC104	Computer Basics and Application	Theory	4	400
5.	P2LIPC105	Library Classification (Practice)	Practical	4	400
				20	

**Two Year Master of Library and Information Science under New pattern of NEP for Two Year
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**Semester-1
P2LITC101- Library and Information Society**

Credits: 4 (400 level)

Max. Marks: 100

Major Test: 60 marks (Duration:3 Hr)

Minor Tests- I & II: 20 each (Duration:1 Hr)

Objectives

- Explain the concept of the library and its evolution.
- Interpret and apply the Five Laws of Library Science and library legislation.
- Describe the role and functions of national and international library associations and promoters.

Learning outcomes

By the end of the course, a student will be able to:

- Trace the development of different types of libraries and their functions.
- Explain the Five Laws of Library Science and their implications in practice.
- Analyse the need and importance of library legislation and information-related laws.
- Assess the role of major national and international library associations and organisations.

Unit I

- Library: Concept, characteristics and role in society.
- Library types, objectives and functions: Public, academic, special, national.
- Five Laws of Library Science (Ranganathan) and their implications.

Unit II

- Historical development of libraries in India: major milestones.
- Library legislation: Concept, need and purpose; functions of library acts;
- Salient features of public library acts in India

Unit III

- Library extension: Need, importance and methods.
- Resource sharing: Concept, need and methods
- Networking, and library consortia.

Unit IV

- Professional associations at national level: ILA, IASLIC, IATLIS
- Professional associations at international level: ALA, IFLA, ASLIB.
- National and international promoters/support agencies: RRRLF, UNESCO and its activities in the information sector
- National library of India, British Museum Library, Library of Congress, etc.

Instructions for paper-setters / examiners and candidates

Test I and Test II

- The Subjective Test of Test I and Test II consist of three short answer type questions (05 marks each). Students are required to answer two questions. (5*2=10 & 10 MCQs=20)
- The Subjective Test of Test II consist of three short answer type questions (05 marks each). Students are required to answer two questions. (5*2=10 & 10 MCQs=20)
- No preparatory holidays shall be provided for the Test I and Test II. Those candidates who have appeared in Test I and Test II and failed to get the minimum required marks i.e. 14 out of 40 will be eligible to re-appear in the Test I and Test II only once.

Major Test:

- The Major test will comprise two sections, Section-A and Section-B. Section-A will have one compulsory question comprising of 10 parts (minimum 02 from each unit) of 03 marks each. Section B will have 04 questions of 15 marks each to be set from the last two units (02 from each unit). In Section B students are required to attempt 01 question from each unit. In major test there should not be a gap of more than two days in between two tests.

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**Semester-1
P2LITC101- Library and Information Society**

Recommended Readings

- Dhiman, A. K., & Yashoda, R. (2005). *Library and society*. New Delhi: Ess Ess Publications.
- Gupta, S., & Singh, G. (2006). *Public library system in Jammu & Kashmir State*. Jammu: Sonal Book Enterprises.
- Jefferson, G. (1969). *Libraries and society*. London: James Clarke.
- Khanna, J. K. (1994). *Library and society*. New Delhi: Ess Ess Publications.
- Koontz, C., & Gubbin, B. (Eds.). (2010). *IFLA public library service guidelines*. Berlin: De Gruyter Saur.
- Kumar, K. (1987). *Library organization*. New Delhi: Vikas Publishing House.
- National Knowledge Commission. (2007). *Libraries: Gateway to knowledge*. New Delhi: National Knowledge Commission.
- Pitroda, S. (2009). *Recommendations of the National Knowledge Commission*. New Delhi: Academic Foundation.
- Ranganathan, S. R. (2006). *Five laws of library science*. Bangalore: Sarada Ranganathan Endowment for Library Science.
- Rout, R. K. (1986). *Library legislation in India: Problems and prospects*. New Delhi: Reliance Publishing House.
- Sharma, P. S. K. (1987). *Libraries and society*. New Delhi: Ess Ess Publications.
- Singh, S. P. (2005). *Special libraries in the electronic environment*. New Delhi: Bookwell.
- Sridevi, J., & Vyas, S. (2005). *Library and society*. New Delhi: Shree Publishers & Distributors.
- Sujata, G. (1999). *Resource sharing and networking of university libraries*. New Delhi: Ess Ess Publications.
- Venkataiah, V., & Madhusudhan, M. (2006). *Public library legislation in the new millennium*. New Delhi: Bookwell.
- Rubin, R. E. (2016). *Foundations of library and information science*. London: Facet Publishing.

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**Semester-1
P2LITC102- Reference and Information Sources & Services**

Credits: 4 (400 level)

Max. Marks: 100

Major Test: 60 marks (Duration:3Hr)

Minor Tests- I & II: 20 each (Duration:1Hr)

Objectives:

- To provide an overview of the different categories of Reference Tools.
- To acquaint oneself with the criteria for evaluation of Reference Sources (Both online and offline).
- To make an acquaintance with various Web-based resources and their evaluation.

Learning Outcomes:

The student will be able to:

- Understand, identify, explore and evaluate different types of Reference Sources, including E-resources.
- Explore, Collate and Facilitate Access to the Electronic Resources, such as e-Journals, e-Books, Databases and Digital Repositories.
- Provide Library Services using sources such as Blogs, Portals, Wikis, Subject Gateways, etc.

Unit- I

- Reference Service: Concept, Need and Purpose
- Theories of Reference Service
- Types of Reference services: Short Range Reference Service, Long Range Reference Service
- Online/Digital Reference Service: Concept and techniques

Unit- II

- Reference Librarian: Role, Qualities and Competencies
- Types of Information Sources: Documentary and non-documentary
- Difference between Reference Services & Information Services
- Evaluation of Reference Sources- Online and Print Parameters

Unit- III

- Introduction to Electronic and Web-based Resources
- E-journals and E-books, Websites etc.
- Databases, Online Dictionaries, Encyclopaedia etc.
- Subject Gateways and Institutional Repositories (IR)

Unit-IV

- Evaluation of Physical and Web-based Resources: Dictionaries, Encyclopaedias
- Bibliographical Sources: National, Trade and Subject Bibliographies
- Directories: DOAJ, ROAR and DOAR
- Statistical Sources: Handbooks, Manuals, etc.
- Geographical Sources, Biographical Sources
- Institutional Repositories (IR)– National and International

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**Semester-1
P2LITC102- Reference and Information Sources & Services**

Instructions for Paper-Setters / Examiners and Candidates

Test I and Test II

- The Subjective Test of Test I and Test II consist of three short answer type questions (05 marks each). Students are required to answer two questions. (5*2=10 & 10 MCQs=20)
- The Subjective Test of Test II consist of three short answer type questions (05 marks each). Students are required to answer two questions. (5*2=10 & 10 MCQs=20)
- No preparatory holidays shall be provided for the Test I and Test II. Those candidates who have appeared in Test I and Test II and failed to get the minimum required marks i.e. 14 out of 40 will be eligible to re-appear in the Test I and Test II only once.

Major Test:

- The Major test will comprise two sections, Section-A and Section-B. Section-A will have one compulsory question comprising of 10 parts (minimum 02 from each unit) of 03 marks each. Section B will have 04 questions of 15 marks each to be set from the last two units (02 from each unit). In Section B students are required to attempt 01 question from each unit. In major test there should not be a gap of more than two days in between two tests.

Recommended Readings

- Singh, G. (2013). *Information sources, services and systems*. New Delhi: PHI Learning Pvt. Ltd.
- Cassell, K. A., & Hiremath, U. (2013). *Reference and information services: An introduction* (3rd ed.). London: Facet Publishing.
- Chatterjee, A. (2013). *Elements of information analysis, consolidation and repackaging (IACR)*. Kolkata: Prova Prakashani.
- Choudhury, G. G. (2001). *Information sources and searching on the World Wide Web*. London: Facet Publishing.
- Choudhury, G. G. (2001). *Searching CD-ROM and online information sources*. London: Facet Publishing.
- Grogan, D. (1992). *Practical reference work*. London: Library Association.
- Higgins, C. (Ed.). (1980). *Printed reference materials*. London: Library Association.
- Katz, B. (1991). *Reference and information services: A reader for the nineties*. Metuchen, NJ: Scarecrow Press.
- Katz, W. A. (1982). *Introduction to reference work: Basic information sources* (4th ed.). New York: McGraw-Hill.
- Khanna, J. K. (2000). *Documentation and information services, systems and techniques*. Agra: Y. K. Publishers.
- Kumar, K. (1980). *Reference services*. New Delhi: Vikas Publishing House.
- Mohapatra, M., et al. (1997). *Access to electronic information*. Bhubaneswar: SIS Chapter.
- Reference & User Services Association (RUSA). (2017). *Guidelines for implementing and maintaining virtual reference services*. Retrieved from American Library Association website.

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Semester-1

P2LITC103- Knowledge Organization: Library Classification and Cataloguing (Theory)

Credits: 4 (400 level)

Max. Marks: 100

Major Test: 60 marks (Duration: 3Hr)

Minor Tests- I & II: 20 each (Duration: 1Hr)

Objective:

- To acquaint with conceptual foundation of library classification and library cataloguing as a base for knowledge organization.

Learning Outcomes:

- The student will be able to:
- Explain the features of different classification schemes
- Elucidate various facets of notation
- Understand the concept of library catalogue and its forms
- Understand the concept and features of subject heading lists

Unit - I

- Library Classification: Definition, Need and Purpose Library
- History and Development of Standard Schemes of Classification: DDC, LCC, UDC, CC
- Structure and Features of Dewey Decimal Classification (DDC)
- Structure and Features of Colon Classification (CC)
- Species of Classification

Unit - II

- Notation: Definition, Types, Qualities and Functions
- Five Fundamental Categories: PMEST
- Postulational Approach: Steps for Practical Classification
- Concept of Call Number and Book Number Tool: Cutter's Book Number

Unit - III

- Library Catalogue: Definition, Need and Functions
- History and development of Standard Library Cataloguing Codes: AACR and CCC
- Description and Comparative Study of Physical Forms of Catalogue: Card Catalogue, Book Catalogue, Shelf Catalogue
- Online Public Access Catalogue (OPAC) and Web-OPAC: Concept and Comparative Study

Unit –IV

- Canons of Cataloguing: An overview
- Cooperative and Centralized Cataloguing: Concept & Comparative Study
- Subject Heading- Meaning and Purpose, Sears List of Subject Headings (SLSH): Features, Merits and Demerits
- Chain Procedure: Method, Merits and Demerits

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Semester-1

P2LITC103- Knowledge Organization: Library Classification and Cataloguing (Theory)

Instructions for paper-setters / examiners and candidates

Test I and Test II

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Major Test:

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Recommended Readings

- Baba, A. M. (1988). *Dewey Decimal Classification, Universal Decimal Classification and Colon Classification*. Srinagar: Gulshan Publishers.
- Bose, H. (1987). *Universal Decimal Classification: Theory and practice*. Bangalore: Sterling.
- Bowman, J.H. (2003). *Essential cataloguing: The basics*. UK: facet publishing.
- Hussain, S. (2004). *Library classification: Facets and Analyses*. Delhi: B. R. Publishing.
- Krishan, K. (1985). *Theory of classification*. New Delhi: Vikas Publishing House.
- Girja Kumr and Krishan Kumar .*Theory of Cataloguing*
- Krishan, K. (1986). *An Introduction to AACR2: Anglo-American cataloguing rules*. (2nd ed.). New Delhi: Vikas Publishing.
- Ranganathan, S.R. (2006). *Prolegomena to Library Classification* . Banglore: Sarada Ranganathan Endowment for library Science.
- Ranganathan, S.R.(2006). *Classified Catalogue Code*. New Delhi: Ess Ess Publications.
- Ranganathan, S.R.(2015). *Colon Classification*. New Delhi: Ess Ess Publications.
- Read, J.(2003). *Cataloguing without tears: Managing knowledge in the information society*. Oxford: Chandos Publishing.
- Satija, M. P. (2013). *Dewey Decimal Classification* (19th ed. – 23rd ed.). New Delhi: Ess Ess Publications.
- Satija, M.P. (2007). *The Theory and Practice of the Dewey Decimal Classification*. London: Chandos Publishing.
- Sears, M.E. (2004). *Sears list of subject headings*. (20th ed.). New York: H. W. Wilson.
- Sharma, Pandey, S. K. (1986). *Cataloguing theory*. New Delhi: Ess Ess Publications.
- Taylor, A.G., & Miller, D.P.(2006). *Wynar's introduction to cataloguing and classification*. (10th ed.). London: Libraries Unlimited.
- Viswanathan, C. G. (2008). *Cataloguing: Theory and practice*. New Delhi: Ess Ess Publications.
- Welsh, A., & Batley, S.(2013). *Practical cataloguing: AACR, RDA, MARC21*. New Delhi: Ess Ess Publications.

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**Semester-1
P2LITC104- Computer Basics and Application**

Credits: 4 (400 level)

Max. Marks: 100

Major Test: 60 marks (Duration:3 Hr)

Minor Tests- I & II: 20 each (Duration:1 Hr)

Unit 1:

- Computer: Concept, Generations, Types, Hardware
- Units of Computers: Arithmetic and Logic Unit, Control unit, Input and Output Unit, Memory Unit
- Software: System Software, Operating Systems-MS-Windows, UNIX and LINUX
- Software: Application Software - MS-Word, MS-Excel and MS-Power point; Open Office

Unit 2:

- Data Communication and Telecommunication: Concept, Need and Transmission Media
- Computer Networks: Concept, Need and Architecture
- Network Topologies and Types
- Seven layers of OSI Model

Unit 3:

- Internet: Web Browsers, WWW, E-mail; Search Engines; Internet
- Protocols and Standards: HTTP, SHTTP, FTP, SMTP, TCP/IP, URI, URL, etc.
- Data Security and Network Security: Firewalls, Cryptographic Techniques, Anti-virus software, Anti-spyware, Intrusion Detection System
- Web 2.0 & Web 3.0: Concept, Development and Features

Unit 4:

- Mobile library applications
- RFID technology in libraries
- Virtual and augmented reality in libraries
- Big data and analytics in libraries

Instructions for paper-setters / examiners and candidates

Test I and Test II

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- The Subjective Test of Test II consist of three short answer type questions (05 marks each). Students are required to answer two questions. (5*2=10 & 10 MCQs=20)
- No preparatory holidays shall be provided for the Test I and Test II. Those candidates who have appeared in Test I and Test II and failed to get the minimum required marks i.e. 14 out of 40 will be eligible to re-appear in the Test I and Test II only once.

Major Test:

- The Major test will comprise two sections, Section-A and Section-B. Section-A will have one compulsory question comprising of 10 parts (minimum 02 from each unit) of 03 marks each. Section B will have 04 questions of 15 marks each to be set from the last two units (02 from each unit). In Section B students are required to attempt 01 question from each unit. In major test there should not be a gap of more than two days in between two tests.

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Semester-1

P2LITC104- Computer Basics and Application

Recommended Readings:

- Forouzan, B. A. (2017). *Data communications and networking* (5th ed.). McGraw-Hill Education.
- Kataria, S., & Prakash, O. (2016). *Introduction to information technology for libraries*. Ess Ess Publications.
- Kurose, J. F., & Ross, K. W. (2021). *Computer networking: A top-down approach* (8th ed.). Pearson.
- Norton, P. (2013). *Peter Norton's introduction to computers* (7th ed.). McGraw-Hill Education.
- Panda, K. C. (2012). *Library automation and networking*. APH Publishing.
- Rajaram, V. (2014). *Introduction to information technology* (2nd ed.). Prentice Hall of India.
- Sanders, D. H. (1988). *Computers today* (3rd ed.). McGraw-Hill.
- Sinha, P. K., & Sinha, P. (2010). *Computer fundamentals*. BPB Publications.
- Stallings, W. (2017). *Cryptography and network security: Principles and practice* (7th ed.). Pearson.
- Stallings, W. (2014). *Business data communications* (7th ed.). Pearson.
- Tanenbaum, A. S., & Wetherall, D. J. (2011). *Computer networks* (5th ed.). Pearson.
- Tedd, L. A., & Large, A. (2005). *Digital libraries: Principles and practice*. K. G. Saur.

Online resources:

- Apache Software Foundation. (n.d.). *Apache OpenOffice documentation*. <https://www.openoffice.org>
- Cisco Networking Academy. (n.d.). *Networking basics*. <https://www.netacad.com>
- Cloudflare, Inc. (n.d.). *Learning center*. <https://www.cloudflare.com/learning/>
- GeeksforGeeks. (n.d.). *Computer networks*. <https://www.geeksforgeeks.org>
- GeeksforGeeks. (n.d.). *Cyber security*. <https://www.geeksforgeeks.org>
- Microsoft. (n.d.). *Microsoft Learn*. <https://learn.microsoft.com>
- NPTEL. (n.d.). *Computer networks*. <https://nptel.ac.in>
- NPTEL. (n.d.). *Digital libraries*. <https://nptel.ac.in>
- TutorialsPoint. (n.d.). *Computer fundamentals*. <https://www.tutorialspoint.com>
- W3Schools. (n.d.). *Web technology tutorials*. <https://www.w3schools.com>

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**Semester-1
P2LIPC105- Library Classification (Practice)**

Credits: 4 (400 level)

Max. Marks: 100

External Practical Examination: 50 Marks

Viva-Voce: 25 Marks

Mid-Term Appraisal: 25 Marks

Objective:

- To acquaint the students with the techniques of Classifying Documents according to Dewey Decimal Classification Schemes and Colon Classification Schemes (Latest available edition).

Classification of Documents According to Colon Classification Scheme (CC) (Latest Available Edition)

- Classification of Simple Subjects
- Use of Common Isolates
- Use of Devices
- Use of Phase Relations

Classification of Documents According to Dewey Decimal Classification Scheme (DDC) (Latest Available Edition)

- Classification of Simple Subjects
- Classification of compound and
- Classification of complex subjects
- Cutter's List

Instructions for paper-setters / examiners and candidates

- **Mid-Term Appraisal (25 Marks):** Conducted for duration of **four hours**, the mid-term appraisal shall assess students' practical understanding and skill development.
- **External Practical Examination (50 Marks):** The external practical examination shall be of **four hours' duration** and shall carry **50 marks**, evaluating comprehensive practical competence.
- **Viva-Voce (25 Marks):** A viva-voce examination shall be conducted separately and shall carry **25 marks** to assess conceptual clarity and practical knowledge.

Recommended Readings for Dewey Decimal Classification

- Dewey, M. (2011). *Dewey Decimal Classification and relative index* (23rd ed.). Dublin, Ohio: OCLC.
- Sajita, M.P. (2013). *Dewey Decimal Classification*. (19th ed. -23rd ed.). New Delhi: Ess Ess publication.
- Satija, M. P. (2007). *The Theory and Practice of DDC system*. Oxford: Chandos.
- Satija, M. P. (2012). *Exercises in the 23rd edition of Dewey Decimal Classification*. Lancaster: Gazelle Book Services.
- Shokeen, A., & Kaushik, S. (2012). *Dewey Decimal Classification: A Practical manual of 23rd edition*. Portland: International Specialized Book Services.

Recommended Readings for Colon Classification

- Ranganathan, S. R. (1960). *Colon Classification* (6th ed.). Bangalore: Sarada Ranganathan Endowment. (Reprint 2000)
- Ranganathan, S.R. (2015). *Colon classification*. New Delhi: Ess Ess Publications.

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SEMESTER 2					
1.	P2LITC201	Library Operations	Theory	4	400
2.	P2LITC202	Advanced Knowledge Organization (Theory)	Theory	4	500
3.	P2LITC203	Information Technology and System Design	Theory	4	500
4.	P2LITC204	Communication Skills for Librarians	Theory	4	500
5.	P2LIPC205	Library Cataloguing (Practice) AACR-II	Practical	4	400
6.	P2LIPC206	ICT Applications and Library Automation (Practical)	Practical	2	400
7.	P2LIVC251	Summer internship	Vocational	4	
				26	

**Two Year Master of Library and Information Science under New pattern of NEP for Two Year
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**Semester-2
P2LITC201- Library Operations**

Credits: 4 (400 level)

Max. Marks: 100

Major Test: 60 marks (Duration: 3 Hr)

Minor Tests- I & II: 20 each (Duration: 1 Hr)

Objectives:

- To acquaint oneself with the essential routines and operations performed in libraries to provide effective services.

Learning Outcomes:

- Students will be able to:
- Work efficiently within different sections of the libraries.
- Serve the clientele effectively.
- Care for and preserve the library collection.

Unit- I

- Library Operations: An Introduction to Various Sections
- Organizational Pattern of Different types of Libraries
- Ethics of Librarianship and Skill Development
- Library Rules and Regulations, and Library Orientation

Unit- II

- Collection Development: Philosophy, Purpose and Policy
- Collection Development: Tools and Principles
- Acquisition of Print, Non-Print material, and Serials
- Library Infrastructure: Building, Furniture, etc.

Unit- III

- Technical Processing: Functions and Procedures
- Circulation Section: Functions, Charging and Discharging Systems
- Preservation and Conservation of Library Materials
- Library Statistics and Annual Reports

Unit- IV

- Library Authority and Library Committee
- Library Finance: Sources
- Stock Verification: Methods and Tools
- Weeding out

Instructions for paper-setters / examiners and candidates

Test I and Test II

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- The Major test will comprise two sections, Section-A and Section-B. Section-A will have one compulsory question comprising of 10 parts (minimum 02 from each unit) of 03 marks each. Section B will have 04 questions of 15 marks each to be set from the last two units (02 from each unit). In Section B students are required to attempt 01 question from each unit. In major test there should not be a gap of more than two days in between two tests.

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**Semester-2
P2LITC201- Library Operations**

Recommended Readings:

- Budd, J.M. (2018). *The changing academic library: Operations, culture, environment*. (3rd ed.). US: ACRL.
- Elguindi, A. C., & Schmidt, K. (2012). *Electronic resource management: Practical perspectives in a new technical services model*. Oxford: Chandos.
- Johnson, P. (2004). *Fundamentals of collection development and management*. Chicago: American Library Association.
- Krishan Kumar (1987). *Library administration and management*. Delhi: Vikas Publishing.
- Magrill, R. M. (1989). *Acquisitions management and collection development in libraries* (2nd ed). Chicago: American Library Association.
- Millard, S. (2004). *Introduction to serials work for library technicians*. U.S.A: Haworth Press.
- Moran & Morne. R. (2017). *Library and information center management*. (9th ed.). US:ABC-CLIO.
- Moran, Morner &Stueart (2012). *Library and information center management*. (8thed.). US: ABC-CLIO.
- Mukherjee, A. K. (1974). *Book selection, principles, practices and tools*. Calcutta: World Press.
- Nihar K. P. (2017). *Digital Disruption and Electronic Resource Management in Libraries*. Oxford: Chandos.
- Preer, J. (2008). *Library ethics*. Colorado: Libraries unlimited.
- Ranganathan, S. R. (1989). *Library administration* (2nd rev. ed.). Bangalore: Sarada Ranganathan Endowment for Library Science.
- Stueart, R. D. & Sullivan, M. (2010). *Developing library leaders: A How-to-do-it manual for coaching, Team building, and mentoring library staff*. US: Neal-Schuman Publishers.

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**Semester-2
P2LITC202- Advanced Knowledge Organization (Theory)**

Max. Marks: Credits: 4 (500 level)

Max. Marks: 100

Major Test: 60 marks (Duration: 3 Hr)

Minor Tests- I & II: 20 each (Duration: 1 Hr)

Objectives:

- To make students acquainted with advanced library classification and library cataloguing
- To make students acquainted with recent trends in library classification and cataloguing
- To acquaint with the principles, standards, techniques of knowledge organization in libraries particularly with reference to classification and cataloguing.

Learning Outcomes:

- The student will be able to:
- Assimilate the recent advancements in Library classification
- Learn in detail about Machine Readable Cataloguing formats and related bibliographic standards

Unit-I

- Structure and Attributes of Universe of Knowledge
- Growth of Knowledge and its Impact on Library and Information Centers
- Structure and Features of Universal Decimal Classification (UDC)
- Comparative Study of Standards Schemes of Classification: CC & UDC

Unit - II

- Modes of Formation of Subjects.
- Role of CRG, ISKO, DRTC and BSO in the field of Library Classification
- Ranganathan's Canons/ Normative Principles of Classification: An Overview
- Recent Trends in Classification: An overview

Unit- III

- Cataloguing of Indic Names
- Online Computer Library Centre (OCLC), World Cat, IndCat
- Resource Description Access (RDA)-Structure and Features
- Metadata Standards: MARC, Dublin Core

Unit- IV

- Current Trends in Standardization: Anglo American Cataloguing Rule (AACR2),
- Current Trends in Standardization: International Standard Bibliographic Description (ISBD): Aim and Structure
- Common Communication Format (CCF), Functional Requirements for Bibliographic Records (FRBR), Bibliographic Framework (BIBFRAME): An overview
- Concept of ISSN and ISBN

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**Semester-2
P2LITC202- Advanced Knowledge Organization (Theory)**

Instructions for paper-setters / examiners and candidates

Test I and Test II

- The Subjective Test of Test I and Test II consist of three short answer type questions (05 marks each). Students are required to answer two questions. (5*2=10 & 10 MCQs=20)
- The Subjective Test of Test II consist of three short answer type questions (05 marks each). Students are required to answer two questions. (5*2=10 & 10 MCQs=20)
- No preparatory holidays shall be provided for the Test I and Test II. Those candidates who have appeared in Test I and Test II and failed to get the minimum required marks i.e. 14 out of 40 will be eligible to re-appear in the Test I and Test II only once.

Major Test:

- The Major test will comprise two sections, Section-A and Section-B. Section-A will have one compulsory question comprising of 10 parts (minimum 02 from each unit) of 03 marks each. Section B will have 04 questions of 15 marks each to be set from the last two units (02 from each unit). In Section B students are required to attempt 01 question from each unit. In major test there should not be a gap of more than two days in between two tests.

Recommended Readings for Library Classification

- Hussain, S. (2004). *Library classification: Facets and analyses*. Delhi: B. R. Publishing.
- Krishan, K. (1985). *Theory of classification*. New Delhi: Vikas Publishing House.
- Kumbhar, R. (2011). *Library Classification trends in the 21st century*. Cambridge: Chandos Publishing.
- McIlwaine, I. C. (2007). *The Universal Decimal Classification : A guide to its use*. Hague: UDC Consortium.
- Ranganathan, S. R. (2006). *Prolegomena to library classification* (3rd ed.). Bangalore: Sarada Ranganathan Endowment for Library Science.
- Satija, M. P. (2007). *The theory and practice of the Dewey Decimal Classification*. Cambridge: Chandos Publishing.
- Satija, M. P. (2013). *Dewey Decimal Classification: Edition 19 (1979) to Edition 23 (2011)*. New Delhi: Ess Ess Publications.

Recommended Readings for Library Cataloguing

- Bowman, J. H. (2003). *Essential cataloguing: The basics*. UK: facet publishing.
- Chodhury, B. K., & R. K. Rout. (1997). *Cataloguing of non-book materials: A Practical Manual* (AACR-2, 1988 Revision). Delhi: Reliance Publishing House.
- Dhawan, K. S. (1997). *Online cataloguing systems*. New Delhi: Commonwealth Publishers.
- Fothergill, R., & Butchart, I. (1990). *Non book materials in libraries: A practical guide* (3rd ed.). London: Clive Bingley.
- Girja Kumar, & Krishan K. (1975). *Theory of Cataloguing* (5th ed.). New Delhi: Vikas Publishing.
- Miller, Joseph and Mc-Carthy, S. (2010). *Sear's List of Subject Headings* (20th ed.). New York: H. W. Wilson Company.
- Mittal, L., & Gupta, S. (1966). *Dictionary Catalogue: A Practical Manual*. Delhi: Metropolitan Book.
- Ranganathan, S. R. (2006). *Classified catalogue code*. New Delhi: Ess Ess Publications.
- Sharma, Pandey S. K. (1986). *Cataloguing Theory*. New Delhi: Ess Ess Publications.
- Viswanathan, C. G. (2008). *Cataloguing: Theory and Practice*. New Delhi: Ess Ess Publications.

**Two Year Master of Library and Information Science under New pattern of NEP for Two Year
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Semester-2

P2LITC203- Application of Information Technology in Libraries and System Design

Credits: 4 (500 level)

Max. Marks: 100

Major Test: 60 marks (Duration: 3 Hr)

Minor Tests- I & II: 20 each (Duration: 1 Hr)

Objectives:

- To make student learn the concept of Library Automation and Database Management System
- To make student learn the concept of Digital Library and Digitization

Learning outcomes

- The student will be able to:
- Automate the Library Activities
- Comprehend Digitization and procedure of Digitization
- Comprehend the concept of Digital library

Unit I:

- Library Automation: Meaning, Purpose, Historical Development
- Planning and Implementation of Automation in Housekeeping Operations, Retrospective Conversion
- Integrated Library Management Systems: Koha, SOUL, LIBSYS
- Evaluation of Library Automation software

Unit II:

- Digital Resources: Nature, Characteristics and types
- Digital library: Definition, Objectives, Scope
- Digital library protocols and standards
- Digital library initiatives: National and International

Unit III:

- Digital Library: Procedure and Implementation
- Digital repository software: DSpace, Greenstone, Fedora
- Evaluation of Digital Library Software
- Digital Preservation: principles, strategies and challenges

Unit IV:

- System concept and SDLC
- Requirement analysis and feasibility study
- System design: DFD, ER diagrams, UML
- Testing, implementation, and maintenance

Instructions for paper-setters / examiners and candidates

Test I and Test II

- The Subjective Test of Test I and Test II consist of three short answer type questions (05 marks each). Students are required to answer two questions. (5*2=10 & 10 MCQs=20)
- The Subjective Test of Test II consist of three short answer type questions (05 marks each). Students are required to answer two questions. (5*2=10 & 10 MCQs=20)
- No preparatory holidays shall be provided for the Test I and Test II. Those candidates who have appeared in Test I and Test II and failed to get the minimum required marks i.e. 14 out of 40 will be eligible to re-appear in the Test I and Test II only once.

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Semester-2

P2LITC203- Application of Information Technology in Libraries and System Design

Major Test:

- The Major test will comprise two sections, Section-A and Section-B. Section-A will have one compulsory question comprising of 10 parts (minimum 02 from each unit) of 03 marks each. Section B will have 04 questions of 15 marks each to be set from the last two units (02 from each unit). In Section B students are required to attempt 01 question from each unit. In major test there should not be a gap of more than two days in between two tests.

Recommended Readings:

- Arms, W. Y. (2000). *Digital libraries*. MIT Press.
- Awad, E. M. (2012). *System analysis and design*. Galgotia Publications.
- Chowdhury, G. G., & Chowdhury, S. (2007). *Introduction to digital libraries*. Facet Publishing.
- Dennis, A., Wixom, B. H., & Roth, R. M. (2015). *Systems analysis and design* (6th ed.). Wiley.
- Gupta, A., & Sharma, R. K. (2014). *Koha: Installation, customization and use*. Ess Ess Publications.
- Kataria, S. (2015). *Library automation and digitization*. Ess Ess Publications.
- Kendall, K. E., & Kendall, J. E. (2014). *Systems analysis and design* (9th ed.). Pearson.
- Laudon, K. C., & Laudon, J. P. (2018). *Management information systems: Managing the digital firm* (15th ed.). Pearson.
- Miller, S. J. (2011). *Metadata for digital collections: A how-to-do-it manual*. Neal-Schuman.
- Moorthy, A. L. (2003). *Information technology applications in libraries*. Ess Ess Publications.
- National Research Council. (1996). *Preserving digital information*. National Academy Press.
- Owens, T. (2018). *The theory and craft of digital preservation*. Johns Hopkins University Press.
- Panda, K. C. (2013). *Library automation: Theory and practice*. APH Publishing.
- Panda, K. C. (2014). *Library automation and networking*. APH Publishing.
- Tedd, L. A., & Large, A. (2005). *Digital libraries: Principles and practice*. K. G. Saur.

Online Resources:

- American Library Association. (n.d.). *Digital libraries and technology*. <https://www.ala.org>
- Apache Software Foundation. (n.d.). *Koha community documentation*. <https://koha-community.org>
- Digital Preservation Coalition. (n.d.). *Digital preservation handbook*. <https://www.dpconline.org>
- DSpace. (n.d.). *DSpace documentation*. <https://wiki.lyrasis.org>
- Fedora Repository. (n.d.). *Fedora documentation*. <https://fedorarepository.org>
- Greenstone Digital Library Software. (n.d.). *Greenstone documentation*. <https://www.greenstone.org>
- INFLIBNET Centre. (n.d.). *SOUL: Library management software*. <https://www.inflibnet.ac.in>
- International Federation of Library Associations and Institutions. (n.d.). *Digital libraries section*. <https://www.ifla.org>
- NPTEL. (n.d.). *Library automation and digital libraries*. <https://nptel.ac.in>
- UNESCO. (n.d.). *Digital library initiatives*. <https://www.unesco.org>

**Two Year Master of Library and Information Science under New pattern of NEP for Two Year
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**Semester-2
P2LITC204- Communication Skills for Librarians**

Credits: 4 (500 level)

Max. Marks: 100

Major Test: 60 marks (Duration: 3 Hr)

Minor Tests- I & II: 20 each (Duration: 1 Hr)

Objectives:

- Build listening/speaking competence for job interviews and library services.
- Develop independent language use and written communication.
- Teach communicative functions of English in professional contexts.
- Enhance expressive power for meetings, negotiations, and reports.

Learning Outcomes:

- At the end of the semester the students will be able to:
- Grasp communication basics and types.
- Present confidently in job interviews.
- Master written skills (letters, reports, policies).
- Build presentation and group discussion abilities.

Unit I:

- Meaning, elements, types, and importance of communication
- Role of communication in librarianship
- Understanding self and personality: traits, determinants, strengths and weaknesses
- Self-assessment and social effectiveness
- Personal grooming and hygiene

Unit II:

- Emotional intelligence: concept, components, and relevance
- Emotional competence in workplace communication
- Self-introduction techniques
- Portfolio and CV preparation and their importance
- Professional etiquette and confidence building

Unit III:

- Types of interaction: briefings, lectures, speeches
- Other forms: demonstrations, storytelling, panel discussions, interviews, announcements
- Audience analysis and preparation of talks
- Presentation skills, Structuring presentations and effective delivery in library and academic settings
- Body language and non-verbal communication

Unit IV:

- Workplace communication and group discussion
- Office writing: notices, memos, and letters
- Formal and informal business letters to publishers, vendors, and service providers
- Covering letters and vendor terms & conditions
- Writing proposals and reports: annual report, progress report, event reports, and user satisfaction reports
- Meetings and negotiation skills: types of meetings, conducting meetings, and basic negotiation strategies

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**Semester-2
P2LITC204- Communication Skills for Librarians**

Instructions for paper-setters / examiners and candidates

Test I and Test II

- The Subjective Test of Test I and Test II consist of three short answer type questions (05 marks each). Students are required to answer two questions. (5*2=10 & 10 MCQs=20)
- The Subjective Test of Test II consist of three short answer type questions (05 marks each). Students are required to answer two questions. (5*2=10 & 10 MCQs=20)
- No preparatory holidays shall be provided for the Test I and Test II. Those candidates who have appeared in Test I and Test II and failed to get the minimum required marks i.e. 14 out of 40 will be eligible to re-appear in the Test I and Test II only once.

Major Test

- The Major test will comprise two sections, Section-A and Section-B. Section-A will have one compulsory question comprising of 10 parts (minimum 02 from each unit) of 03 marks each. Section B will have 04 questions of 15 marks each to be set from the last two units (02 from each unit). In Section B students are required to attempt 01 question from each unit. In major test there should not be a gap of more than two days in between two tests.

Recommended Readings

- Pease, B., & Pease, A. (2004). *The definitive book of body language*. Australia: McPherson's Printing Group.
- Alfred, G. J., Brusaw, C. T., & Oliu, W. E. (2018). *The handbook of technical writing*. Boston: Bedford/St. Martin's.
- Banks, T. (2012). *Writing for impact*. Cambridge: Cambridge University Press.
- Bentley, T. J. (2004). *Report writing in business: The effective communication of information*. New Delhi: Viva Books Pvt. Ltd.
- Bowstead, J. M. (2011). *A guide to preparing your portfolio*. London: A & C Black.
- Brock, S. L. (2004). *Writing business proposals and reports*. New Delhi: Viva Books Pvt. Ltd.
- Corfield, R. (2010). *Preparing the perfect CV*. New Delhi: Kogan Page India Pvt. Ltd.
- Dignen, B. (2013). *Communicating in business English*. Compass Publishing.
- Forsyth, P. (2009). *How to be better at writing reports and proposals*. London: Kogan Page Ltd.
- Furman. (2003). *Effective group discussion: Theory and practice*. New York: McGraw-Hill.
- Greenhall, M. (2004). *Report writing skills training course*. UK: Universe of Learning Ltd.
- Gupta, N. K. (2012). *Cracking the job interviews*. G4I BCA Academy.
- Hamper, R. J., & Baugh, L. (2011). *Handbook for writing proposals*. New York: McGraw-Hill.
- Hewings, M., & Thaine, C. (2012). *Cambridge academic English C1 advanced: Student's book*. Cambridge: Cambridge University Press.
- Hughes, J., & Mallett, A. (2012). *Successful presentations: DVD and student's book pack*. Oxford: Oxford University Press.
- Patnaik, P. (2011). *Group discussion and interview skills* (with CD). India: Cambridge University Press.
- Rogers, J. (2011). *Job interview success: Your complete guide to practical interview skills*. New York: McGraw-Hill Professional.
- Schnurr, S. (2012). *Exploring professional communication*. London: Routledge.
- Boldt, A. G., & Enelow, W. S. (2006). *No-nonsense resumes: The essential guide to creating attention-grabbing resumes that get interviews and job offers*. Career Press.
- Whitmore, T. (2011). *How to write an impressive CV and cover letter*. New Delhi: Rupa & Co.

**Two Year Master of Library and Information Science under New pattern of NEP for Two Year
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**Semester-2
P2LIPC205- Library Cataloguing (Practice) AACR-II**

Credits: 4 (500 Level)

Max. Marks: 100

Semester Examination: 75 marks

External Practical Examination: 50 Marks

Viva-Voce: 25 Marks

Mid-Term Appraisal: 25 Marks

Course Objectives

- Acquaint students with procedures for cataloguing documents according to **AACR-2**.
- Train students to use SLSH or similar tools for assigning subject headings.

Learning Outcomes

After completion, the student will be able to:

- Use the catalogue code confidently for different document types.
- Prepare main and added entries for print and non-book materials.
- Derive appropriate subject headings using standard lists or other accepted methods.

Unit I:

- Cataloguing documents with single authorship
- Documents with multiple/shared authorship
- Editorial works

Unit II:

- Documents with pseudonymous authorship
- Multi-volume works

Unit III:

- Serial publications
- Uniform titles
- Complexities of periodicals

Unit IV:

- Cataloguing of graphic and cartographic materials.
- Cataloguing of sound recordings, motion pictures and video recordings, and computer/electronic files and web resources
- Use of Sears List of subject headings.

Instructions for paper-setters / examiners and candidates

- **Mid-Term Appraisal (25 Marks):** Conducted for duration of **four hours**, the mid-term appraisal shall assess students' practical understanding and skill development.
- **External Practical Examination (50 Marks):** The external practical examination shall be of **four hours' duration** and shall carry **50 marks**, evaluating comprehensive practical competence.
- **Viva-Voce (25 Marks):** A viva-voce examination shall be conducted separately and shall carry **25 marks** to assess conceptual clarity and practical knowledge.

Recommended Readings

- *Anglo-American cataloguing rules* (2nd rev. ed.). (1988). American Library Association.
- Rovira, C., & Reyes, C. (1986). *Sears list of subject headings* (13th ed.). H. W. Wilson.
- Kumar, G., & Kumar, K. (1993). *Theory of cataloguing* (5th rev. ed.). Vikas Publishing House.
- Sehgal, R. L. (1996). *Cataloguing practice: An introduction to AACR-II*. Ess Ess Publications.
- Viswanathan, C. G. (1983). *Cataloguing theory and practice* (5th ed.). Print House.

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**Semester-2
P2LIPC206- ICT Applications and Library Automation (Practical)**

Credits: 2 (500 level)

Max. Marks: 50

External Practical Examination: 25 Marks

Viva-Voce: 12 Marks

Mid-Term Appraisal: 13 Marks

Objective:

- To impart practical knowledge of Windows operating Systems, word processors, spreadsheets, and presentations.

Learning Outcomes:

The student will be able to:

- Understand the Desktop Setting in Windows O/S
- Use CMD commands and Window operating system
- Create, edit and manage files using Word Processing, Spread Sheet and Power Point Presentation software

Unit I:

- Desktop settings and CMD commands
- MS Office: WORD
- MS Office: EXCEL
- MS office: POWER POINT

Unit II:

- Webpage designing using HTML Code
- KOHA: Installation and Configuration

Instructions for paper-setters / examiners and candidates

- **Mid-Term Appraisal (13 Marks):** Conducted for duration of **two hours**, the mid-term appraisal shall assess students' practical understanding and skill development.
- **External Practical Examination (25 Marks):** The external practical examination shall be of **two hours' duration** and shall carry **25 marks**, evaluating comprehensive practical competence.
- **Viva-Voce (12 Marks):** A viva-voce examination shall be conducted separately and shall carry **25 marks** to assess conceptual clarity and practical knowledge.

Recommended Readings:

- Bott, E., Siechert, C., & Stinson, C. (2020). *Windows 10/11 inside out*. Microsoft Press.
- Koha Community. (n.d.). *Koha installation manual*. <https://koha-community.org/manual/25.05/en/html/installation.html>
- Lambert, J., & Frye, C. (2019). *Microsoft Word 2019 step by step*. Microsoft Press.
- Lowe, D. (2019). *Microsoft PowerPoint 2019 for dummies* (1st ed.). Wiley.
- Microsoft. (n.d.-a). *Command prompt overview*. Microsoft Docs. <https://learn.microsoft.com/windows-cmd>
- Microsoft. (n.d.-b). *Word help & learning*. <https://support.microsoft.com/word>

**Two Year Master of Library and Information Science under New pattern of NEP for Two Year
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Semester-2

P2LIPC206- ICT Applications and Library Automation (Practical)

- Microsoft. (n.d.-c). *Excel help & learning*. <https://support.microsoft.com/excel>
- Microsoft. (n.d.-d). *PowerPoint support & learning*. <https://support.microsoft.com/powerpoint>
- Niederst Robbins, J. (2018). *Learning web design: A beginner's guide to HTML, CSS, JavaScript, and web graphics* (5th ed.). O'Reilly Media.
- Duckett, J. (2014). *HTML and CSS: Design and build websites*. Wiley.
- Mozilla Developer Network. (n.d.). *HTML reference*. <https://developer.mozilla.org/en-US/docs/Web/HTML>
- Sirohi, S. (2017). *Koha 3 library management system: Install, configure, and maintain your Koha installation*. Packt Publishing.
- Stanek, W. R. (2018). *Windows command line administration instant reference* (3rd ed.). Microsoft Press.
- Walkenbach, J. (2019). *Microsoft Excel 2019 Bible* (1st ed.). Wiley.
- W3Schools. (n.d.). *HTML tutorial*. <https://www.w3schools.com/html/>

**Two Year Master of Library and Information Science under New pattern of NEP for Two Year
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**Semester-2
P2LIVC251-Summer Internship**

Credits: 4

Maximum Marks: 100

Objectives of the Internship

- To provide students with practical exposure to professional librarianship.
- To enable students to work under the direct supervision of a qualified library professional.
- To build competencies through hands-on experience with library operations, services, and management practices.

Internship Guidelines

Internship Requirement

Each candidate enrolled in the Two-Year Integrated Master of Library and Information Science (M.Lib.I.Sc.) Programme must undergo a mandatory one-month full-time internship in a library or Library and Information Centre designated by the Department

. The internship shall commence immediately after the completion of the Second Semester examinations.

Internship Responsibilities

- Students will be deputed to the recognised library for a one-month full-time internship.
- They will perform duties assigned by the supervising librarian and actively participate in routine library functions.
- A detailed internship report and an attendance certificate issued by the host institution must be submitted to the Department within one week after completing the internship.

Internship Report Pattern

- **Cover Page:** Student Name, Roll Number, Course Code, Internship Duration
- **Certificate Page:** Signed and stamped by the host organization and supervisor
- **Introduction :**Background, Duration, nature of work etc
- **Internship Objectives and Scope:** Clearly defined objectives, Areas covered during training etc
- **Organization / Library Profile:** History, mission, and vision, Departments and staff structure, Infrastructure, Type of library, user group, collections, services, and staffing etc
- **Internship Activities / Work Profile:** Daily tasks performed, Section-wise work and processes observed, Challenges faced, observations, and practical learning etc
- **Analysis and Findings:** SWOT Analysis, Market analysis (if applicable), Reflections on teaching or professional practices, Any other relevant analysis
- **Recommendations:** Suggestions for improving services, processes, or training
- **Conclusion:** Summary of experiences, skills gained, and overall learning

Evaluation Scheme: The evaluation of the one-month internship shall be conducted by the DAC

- **Internship / Training Programme Certificate (10 Marks):** Awarded upon submission of an authentic attendance and completion certificate issued by the host library / information centre.
- **Internship Report (40 Marks):** Evaluated on structure, clarity, depth of analysis, documentation of activities, quality of observations, and adherence to the prescribed report format.
- **Final Presentation / Viva-Voce (50 Marks):** Based on oral presentation, understanding of internship tasks, reflections on learning, ability to answer questions, and overall communication skills.