

**VEER BAHADUR SINGH
PURVANCHAL UNIVERSITY JAUNPUR
U.P.**



**ORDINANCE
&
COURSES FOR STUDIES
BACHELOR OF LIBRARY AND INFORMATION
SCIENCES
NATIONAL EDUCATION POLICY 2020
[2022-23]**

VEER BAHADUR SINGH PURVANCHAL UNIVERSITY JAUNPUR
U.P.

Ordinance for the courses of BLISc

Course duration:

The course of study leading to the degree of BLISc shall be of one year program of two semesters (As per the National Education Policy 2020, Common Minimum Syllabus for all U.P. State Universities by U.P. Government Course Committee 2021.)

Eligibility for admission:

Any person with graduate degree from any recognized University is eligible to apply for admission to BLISc course. A candidate who has passed the undergraduate course from other university or institution shall be eligible for admission, provided V.B.S. Purvanchal University, Jaunpur has treated the same equivalent to the undergraduate course mentioned for the purpose of admission. The admission will be done strictly on the basis of Entrance Examination/merit, as per the criteria of the admission formulated by the college/university.

Any candidate however cannot claim admission student as matter of right. The admission or readmission of a candidate is strictly at the direction of the principal of the college/university, which may refuse admission to any student without assigning any reason thereof. Not with standing anything contained in the prospectus the only eligibility criteria required for the purpose of admission shall be those which are mention in the admission information bulletin of the academic session concerned.

NOTE: - A student of BLISc shall not be admitted concurrently to any other course otherwise permitted for by the ordinance here in after.

Attendance:

Every student is expected to have at least 75% attendance in the class to become eligible for appearing in the examination of BLISc.

Course structure:

Year	Semester	Course Code	Paper Title	Theory/ Practical	Credits	L-T-P
1	I	A190101T	Foundation of Library and Information Science	Theory	4	4-0-0
1	I	A190102T	Knowledge Organization Classification	Theory	4	4-0-0
1	I	A190103T	Knowledge Organization Cataloguing	Theory	4	4-0-0
1	I	A190104P	Knowledge Organization Classification	Practical	4	0-0-4
1	I	A190105P	Knowledge Organization Cataloguing	Practical	4	0-0-4
-	-	-		Total Credits	20	-
1	II	A190201T	Management of Libraries and Information Centers	Theory	4	4-0-0
1	II	A190202T	Information Sources and Services	Theory	4	4-0-0
1	II	A190203T	Information Processing and Retrieval	Theory	4	4-0-0
1	II	A190204T	Library and Information Technology	Theory	4	4-0-0
1	II	A190205P	Library and Information Technology	Practical	4	0-0-4
-	-	-		Total Credits	20	

Note:-

1. Total Number of Lectures- Tutorial- Practical [In hours per week]: L-T-P
2. Total Number of Lectures- 60 [per paper]
3. The BLISc course will be of one year duration consisting of two semesters with total 40 credits.

Mode of Evaluation: -

Evaluation of the result will be carried out on the basis of the end-term examination of maximum 100marks. A minimum score of 50% marks in each subject is required for passing the exam. Results will be declared as per the following scheme:

Range Results:-

BELOW 40%	Fail
40-49%	Pass
50-59%	Second Division
60% AND ABOVE	First Division

Fee Structure:-

The admission fee including the examination fee to be charged from each student to the BLISc Course is Rs. 15,000.00 fifteen thousand only

Program Outcomes:-

Bachelor's degree in Library and Information Science aims to:

- Train students in modern library administration and prepare them for careers in academics, Public and special libraries.
- Impact education and training for generating budding library professionals in the present scenario of information age.
- Develop manpower for libraries and information centers for effective and efficient services, professional values, dedication and attitude.
- To equip students with competent skills especially for carrying out various housekeeping operations of library and information centers using ICTs.
- To develop LIS students with competent professionals in the field by imparting employability skills based on effective communication, critical thinking and ethical literacy.
- Enable to become lifelong learners for their personal growth and development.

Bachelor of Library and Information Science
One year [Two Semester] Degree Course
Marks structure

Assessment:

Internal	External	Total
25	75	100

Internal Evaluations :

Class Test	Class Record	Assignment	Total
15	05	5	25

Internal/External Evaluation of Practical :

Viva	Practical	Total
20	80	100

1st Semester					
Year	Course Code	Paper Title	Theory/ Practical	Marks	Total
1	A190101T	Foundation of Library and Information Science	Theory	25+75	100
1	A190102T	Knowledge Organization Classification	Theory	25+75	100
1	A190103T	Knowledge Organization Cataloguing	Theory	25+75	100
1	A190104P	Knowledge Organization Classification	Practical	20+80	100
1	A190105P	Knowledge Organization Cataloguing	Practical	20+80	100
2nd Semester					
Year	Course Code	Paper Title	Theory/ Practical	Marks	Total
1	A190201T	Management of Libraries and Information Centers	Theory	25+75	100
1	A190202T	Information Sources and Services	Theory	25+75	100
1	A190203T	Information Processing and Retrieval	Theory	25+75	100
1	A190204T	Library and Information Technology	Theory	25+75	100
1	A190205P	Library and Information Technology	Practical	20+80	100
Grand Total					1000

Bachelor of Library and Information Science

Semester- first

Course Code A190101T

Paper- First

Foundation of Library and Information Science

Max. Marks: 75

Min. marks 25

Contribution of Indian LIS Professionals in the development of Library Professions:
Ranganathan, SR; Kaula, PN; Mangla B.S. Kesvan

- I. Essentials of Library and Information Science
Librarianship as a profession; User education; Extension service; Library Buildings.
- II. Conceptual framework and history of libraries
Social foundation of libraries; History of libraries; Development of libraries in India;
Five laws of library Science; Types of libraries. Public, Academic and Research.
- III. Laws related to libraries and information centers
Library Legislation- Need and essential features; Library acts in India; intellectual
property right.
- IV. Library Associations
Role and contribution of National Organizations such as UGC, ILA, IASLIC; Role
and contribution of International Organizations such as LA, ALA, IFLA, FID,
UNESCO, ASLIB in the growth and development of Libraries. RRRLF in the growth
and development of libraries in India.

Methodology:- lectures, self study, case studies, assignments, experimental learning,
exercises.

Sessional assessment will be based on

- Test
- Assignment
- Class Attendance

Semester- first

Course Code A190102T

Paper Second

Knowledge Organization Classification: Theory

Max. Marks: 75

Min. marks 25

- I. Library Classification
Definition, Need, Purpose of Library Classification, terminology of classification, general theory of classification, Species of classification, Major Schemes of classification: DDC, CC, UDC.
- II. Normative Principles of Classifications
Work of Classifications in three planes: Canons and their applications in Standard Scheme
- III. Mnemonics: Definition, types, Canons and their applications in Standard Schemes. Hospitality in National System: Canons and Devices.
- IV. Facet Sequence: Concept and Principles. Postulation steps in practical Classification. Book number and collection number Library classification and Trends.

Methodology:- lectures, self study, case studies, assignments, experimental learning, exercises.

Sessional assessment will be based on

- Test
- Assignment
- Class Attendance

Semester- first

Course Code A190103T

Paper- Third

Knowledge Organization Cataloguing: Theory

Max. Marks: 75

Min. marks 25

- I. Library Catalogue: Definition, need, objectives and Functions, Normative principles for cataloguing, Cataloguing and Classification: Symbiotic Relationship, Forms of Library Catalogue.
- II. Types and Functions of Cataloguing: Dictionary, Classified. Library Catalogue Codes- CCC and AACR-II: Historical Development.
- III. Subject Cataloguing: Concept, Principles. Chain Procedures, Lists of Subject Headings.
Centralized and Cooperative Cataloguing: Need, CIS, and CIP, Prenatal Cataloguing.
Union Catalogue: Need.
Rules for Compilation: NUCSSI, DELNET, IndCat, WORLDCAT.
- IV. Indic Names: Problems and Rendering, Cataloguing Rules according to A.A.C.R.II and CCC for Joint authors, Cooperate Authors and Pseudonyms.
Cataloguing of Non-book Materials: Microfilms, Gramophone Records, and Maps. Computer files.

Methodology:- lectures, self study, case studies, assignments, experimental learning, exercises.

Sessional assessment will be based on

- Test
- Assignment
- Class Attendance

Semester- first

Course Code A190104P

Paper- fourth

Knowledge Organization Classification: Practical

- I. Section- A: - Classification of documents, using DDC, Classification of documents with the Dewey decimal classification nineteenth edition with the following details: Main Classes, Sectors, Sub-sectors, and Auxiliary Tables.
- II. Section- B: - Classification of documents, using CC, Classification of documents by Colon Classification sixth revised and enlarged edition with the following details: Basis Subjects, compounds and complex subjects, phase Relations, common isolates, etc.

Note:- 20 Marks will be reserved for viva-vice

Methodology:- lectures, self study, case studies, assignments, experimental learning, exercises.

Sessional assessment will be based on

- Test
- Assignment
- Class Attendance

Semester- first

Course Code A190105P

Paper- Fifth

Knowledge Organization Cataloguing: Practical

- I. Cataloguing of documents: using AACR II
Cataloguing book and periodicals in accordance with the latest edition of AACR II and Sears List of Subject Headings: Single person Author, joint personal Author, Pseudonym, Corporate Author.
- II. Cataloguing of documents using CCC
Cataloguing book and periodicals in accordance with the CCC fifth edition: Single person Author, joint personal Author, Pseudonym, Corporate Author.
- III. Computerized Cataloguing through

Note:- 20 Marks will be reserved for viva-vice

Methodology:- lectures, self study, case studies, assignments, experimental learning, exercises.

Sessional assessment will be based on

- Test
- Assignment
- Class Attendance

Semester- Second

Course Code A190201T

Paper- First

Management of Libraries and Information Centers

Max. Marks: 75

Min. marks 25

- I. Essentials of management: Concept, history and functions of management. Concept and principles of scientific management Concepts, elements and standards of TQM[total quality management].
- II. Library management- general aspects: HRM, Job description, analysis, specification and evaluation. Selection and recruitment. Motivation. Training and development. Performance appraisal. Stock verification.
- III. Library management- specific aspects: Library authority and Library committee. Staffing. Different sections of libraries and their working. Annual report.
- IV. Financial Management in Libraries: Budget, Cost effectiveness and cost Benefit analysis.

Methodology:- lectures, self study, case studies, assignments, experimental learning, exercises.

Sessional assessment will be based on

- Test
- Assignment
- Class Attendance

Semester- Second

Course Code A190202T

Paper- Second

Information Sources and Services

Max. Marks: 75

Min. marks 25

- I. Information Sources I- Concepts of information sources. Primary source of information- journal, conference proceedings, archival material, standards, Newspaper, patents, research reports, thesis and their electronic form, etc.

- II. Information Sources II- Secondary sources of information- Bibliographic Sources_ INB and BNB, Encyclopedias_ General and Special, Dictionaries_ General and Special Year books, Biographical Source, Geographical Source, text book, Index and abstract and their electronic form.

- III. Information Sources III- Tertiary source of the information- Bibliography of the bibliographies, Directory, and guide to literature and their electronic form. Human Resources, Information Centers.

- IV. Five laws and Reference Sources.

Methodology:- lectures, self study, case studies, assignments, experimental learning, exercises.

Sessional assessment will be based on

- Test
- Assignment
- Class Attendance

Semester- Second

Course Code A190203T

Paper- Third

Information Processing and Retrieval

Max. Marks: 75

Min. marks 25

- I. Documentation: Definition, Need, Purpose. Documentations Work, services, CAS and SDI. Index and Indexing: Scope and Importance Types of Indexes Keyword Indexing.
- II. Index and Indexing: Pre and Post Co-ordinate Indexing. Chain Procedure, PRECIS, POPSI, Citation Indexing. Indexing Languages: Types and Characteristics. Vocabulary control and TR Thesaurus.
- III. Abstracting: Types and Guidelines. Abstracting Services: LIS Abstract, Chemical Abstract, Biological Abstract, Physics Abstract, Psychological Abstract, Sociological Abstract, Indian Science Abstract.
- IV. Search Strategies, Feedback and Refining. Information Users: Category. User studies: methods, techniques and evaluation.

Methodology:- lectures, self study, case studies, assignments, experimental learning, exercises.

Sessional assessment will be based on

- Test
- Assignment
- Class Attendance

Semester- Second

Course Code A190204T

Paper- Fourth

Library and Information Technology [Theory]

Max. Marks: 75

Min. marks 25

- I. Information Technology-I Concept of Information Technology. Types of Information technology. Computer technology- History, Classification, Generation of computers, Computer hardware and Software, Operating system- WINDOWS, Linux, Unix. Programming language, algorithm and flow charting.
- II. Information Technology-II Communication technology- General Aspects. Reprographic technology- general aspects. Micrographic Technologies- General aspects.
- III. Library Automation- Concept and need of library automation. Planning and implementing of library automation. In-house operations [Acquisition, cataloguing, circulation, serials control]
- IV. Library Software: SOUL, Libsys including Open Source Software, Library Networks New Development in Library Automation such and use of RFID, etc

Methodology:- lectures, self study, case studies, assignments, experimental learning, exercises.

Sessional assessment will be based on

- Test
- Assignment
- Class Attendance

Semester- Second

Course Code A190205P

Paper- Fifth

Library and Information Technology [Practical]

- I. Installation and Functions of different Operating System: WINDOWS NT, Linux, UNIX. Setting of Desktop, Library Server and its Maintenance. Editing and Formatting Word Documentation. Creating Presentations with PowerPoint.
- II. Database Creations and Library Software Installations and Creation of databases: Imports, exports, hyperlink and Alice for Windows.
- III. Installation, Configuration and Functions Installation, Configuration and Application of SOUL.
- IV. Online and offline Searching, web Searching, Advanced Internet.

Note:- 20 Marks will be reserved for viva-vice

Methodology:- lectures, self study, case studies, assignments, experimental learning, exercises.

Sessional assessment will be based on

- Test
- Assignment
- Class Attendance

Books recommended for the course of BLISc.

- Pandey, SK Sharma: Library and Society. New Delhi: EssEss, 1992
- Sukula, Shiva: Librarianship: Redefining and Redesigning Beyond the Customary Craft. New Delhi, EssEss Publications, 2016
- Rangathan, S.R. [1992]. Elements of library classification. Bombay: Asia Publications
- Rangathan, S.R. and Gopinath, M.A. [1989]. Prolegomena to Library Classification.
- Krishna Kumar [1979]. Theory of Classification. New Delhi: Vikas publications
- Girja Kumar and Krishna Kumar [1975]. Theory of cataloguing. New Delhi: Vikas publishing house
- Sharma, Pandey S.K. [1986]. CATALOGUING Theory. New Delhi: EssEss publications
- Siddiqui, JA and Husain, Mohd Sabir. Library cataloguing with AACR II. New Delhi, EssEss Publications, 2018. INSB 9789-93-87698-03-1
- Dewey, Melvil: Decimal Classification and Relative Index. Nineteenth edition New York, Lake Placed Club, 1979
- Sajita, MP: Colon Classification: a practical introduction. Delhi, EssEss, 1989
- Ranganathan, S.R.: Colon Classification sixth revised edition. Bangalore, SRELS, 1968.
- Ranganathan, S.R.: Classified Catalogue Code with additional rules for dictionary Catalogue code. Assisted by A. Neenaleghan. Fifth reprinted ed. Bangalore, SRELS, 1988.
- Anglo American Cataloguing Rules [North American Text]. Chicago, ALA, 1967
- Krishna Kumar, 2001. An introduction to AACR II. New Delhi: Vikas Publication.
- Mittal, RL: Library and administration: theory and practice. New Delhi: Metropolitan Book, 1983.
- Mahapatra, PK and Chakrabharti, B: preservations in libraries. New Delhi: EssEss, 2013
- Bradford, SC: Documentation. Second edition. London, Lockwood, 1953
- Kawatra, PS: Fundamentals of Documentation with references to India. New Deljhi, Sterling, 1983
- Khanna, JK: Documentation and Information Services: system and techniques. Agra, YK Publishers, 2000
- Ranganathan, S.R: Documentations and its facets. London, Asia Pub. House, 1963
- Brown, A.G. [1982]. An introduction to subject Indexing, London: Clive Bingly.
- Ranganathan, S.R [1963]. Documentations and its facts. London, Asia Pub, House.
- Shera, J.H.Kent, A. and Pessy, J.W. [1957]. Documentation in Action. New York: Reinhold Publishing.
- ध्यानी, पुष्पा: पुस्तकालय वर्गीकरण , दिल्ली, नेहा पब्लिशर्स. 2016
- त्रिपाठी, एस0एन0, ग्रन्थालय वर्गीकरण के मूल तंत्र, आगरा वाई0के0 पब्लिशर्स.
- शर्मा बी0के0 ठाकुर, यू0एम0 एवं लाल, सी0 : ग्रन्थालय एवं सूचना विज्ञान, आगरा वाई0के0 पब्लिशर्स. 2015
- सैनी, ओम प्रकाश : ग्रन्थालय एवं समाज, आगरा वाई0के0 पब्लिशर्स. 1999

Suggested links

- <https://lisstudymaterials.wordpress.com/>
- <https://library-soup.blogspot.com/>
- <https://egyankosh.ac.in/>