

Chaudhary Ranbir Singh University, Jind

(Established by the State Legislature Act 28 of 2014)

Recognized by UGC Act 1956 u/s 12-B & 2(f)



Scheme of Examination for Post Graduate Programme

Master of Library & Information Science

as per NEP 2020

Curriculum and Credit Framework for Postgraduate Programme

With Multiple Entry-Exit, Internship and CBCS-LOCF

With effect from the session 2024-25 (in phased manner)

DEPARTMENT OF LIBRARY & INFORMATION SCIENCE
FACULTY OF HUMANITIES

CHAUDHARY RANBIR SINGH UNIVERSITY, JIND
HARYANA, INDIA

Signature *Asain*

Chaudhary Ranbir Singh University, Jind
Scheme of Examination for Postgraduate Programme M. Lib. I. Sc.
as per NEP 2020 Curriculum and Credit Framework for Postgraduate Programmes
(CBCS LOCF) with effect from the session 2024-25 (in phased manner)

Framework-I
Scheme-Q

Semester	Course Type	Course Code	Nomenclature of course	Theory (T)/ Practical (P)	Credits	Contact hours per week				Internal Assessment Marks	End Term Examination Marks	Total Marks	Examination hours
						L	T	P	Total				
1	CC-1	M24-LIS-101	Foundation of Library and Information Society	T	4	4	0	0	4	30	70	100	3
						4	0	0	4				
						4	0	0	4				
						4	0	0	4				
						4	0	0	4				
22													
	CC-3	M24-LIS-103	Information Sources & Services (Theory)	T	4	4	0	0	4	30	70	100	3
						4	0	0	4				
						4	0	0	4				
	CC-4	M24-LIS-104	Information Literacy	T	4	4	0	0	4	30	70	100	3
						4	0	0	4				
	PC-1	M24-LIS-105	Library Classification & Cataloguing (Practice)	P	4	0	0	8	8	30	70	100	4
						0	0	8	8				
	SEMINAR	M24-LIS-106	LIS Contemporary Issues	S	2	0	0	0	2	0	50	50	1

Ranbir Singh

Arjun

Semester	Course Type	Course Code	Nomenclature of course	Theory (T)/ Practical (P)	Credits	Contact hours per week				Internal Assessment Marks	End Term Examination Marks	Total Marks	Examination hours
						L: Lecture P: Practical T: Tutorial			Total				
						L	T	P					
2	CC-5	M24-LIS-201	Management of Library and Information Centre	T	4	4	0	0	4	30	70	100	3
	CC-6	M24-LIS-202	ICT Applications in LIS (Theory)	T	4	4	0	0	4	30	70	100	3
	CC-7	M24-LIS-203	School Library System	T	4	4	0	0	4	30	70	100	3
	CC-8	M24-LIS-204	Digital Library	T	4	4	0	0	4	30	70	100	3
	PC-2	M24-LIS-205	ICT Application in LIS (Practice)	P	4	0	8	8	8	30	70	100	4
	CHM	M24-CHM-201	Constitutional, Human & Moral Values and IPR	T	2	2	0	0	2	15	35	50	3
	Internship	M24-INT-200	An Internship Course of 4 Credits of 4-6 weeks duration during summer vacation after II nd semester is to be completed by every student. Internship can be either for enhancing the employability or for developing the research aptitude.										
						22				50	50	100	

Aswin

Swathy

Chaudhary Ranbir Singh University, Jind

(Established by the State Legislature Act 28 of 2014)

Recognized by UGC Act 1956 u/s 12-B & 2(f)



Syllabus of the Post Graduate Programme

Master of Library & Information Science

as per NEP 2020

Curriculum and Credit Framework for Postgraduate Programme

With Multiple Entry-Exit, Internship and CBCS-LOCF

With effect from the session 2024-25 (in phased manner)

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE
FACULTY OF HUMANITIES

CHAUDHARY RANBIR SINGH UNIVERSITY, JIND
HARYANA, INDIA

Programme Learning Outcomes (PLOs) for M.Lib.I.Sc. Programme as per NEP-2020

Programme Learning Outcomes (PLOs): PLOs include outcomes specific to disciplinary areas of learning associated with the chosen field (s) of learning as well as generic learning outcomes. These also include transferable skills and competencies that post graduates of all programmes of study should acquire and be able to demonstrate for the award of the Degree. The programme learning outcomes would also focus on knowledge and skills that prepare students for further study, employment, research and responsible citizenship.

PLOs	Master Degree in Library and Information Science After the completion of Master degree in Library and Information Science, the student will be able to:
PLO-1: Knowledge and Understanding	Demonstrate the fundamental and advanced knowledge of the subject and understanding of recent developments and issues, including methods and techniques, related to Library and Information Science.
PLO-2: General Skills	Acquire the general skills required for performing and accomplishing the tasks as expected to be done by a skilled professional in the field of Library and Information Science.
PLO-3: Technical/ Professional Skills	Demonstrate the learning of advanced cognitive technical/professional skills required for completing the specialized tasks related to the profession and for conducting and analyzing the relevant research tasks indifferent domains of Library and Information Science.
PLO-4: Communication Skills	Effectively communicate the attained skills of Library and Information Science in well-structured and productive manner to the society at large.
PLO-5: Application of Knowledge and Skills	Apply the acquired knowledge and skills to the problems in the subject area, and to identify and analyze the issues where the attained knowledge and skills can be applied by carrying out research investigations to formulate evidence-based solutions to complex and unpredictable problems associated with the field of Library and Information Science or otherwise.
PLO-6: Critical thinking and Research Aptitude	Attain the capability of critical thinking in intra/inter-disciplinary areas of Library and Information Science enabling to formulate, synthesize, and articulate issues for designing of research proposals, testing hypotheses, and drawing inferences based on the analysis.
PLO-7: Constitutional, Humanistic, Moral Values and Ethics	To know constitutional, humanistic, moral and ethical values, and intellectual property rights to become a scholar/professional with ingrained values in expanding knowledge for the society, and to avoid unethical practices such as fabrication, falsification or misrepresentation of data or committing plagiarism.
PLO-8: Capabilities/qualities and mindset	To exercise personal responsibility for the outputs of own work as well as of group/team and for managing complex and challenging work(s)that requires new/strategic approaches.

Zm. Jey

Aseer

PLO-9:
Employability and job-ready skills

Attain the knowledge and skills required for increasing employment potential, adapting to the future work and responding to the rapidly changing demands of the employers/industry/society with time.

Master of Library and Information Science (M.Lib.I.Sc.) will be a two-year degree with multiple entry/exit facility. If a student makes an exit after completing 1st year, he/she will be awarded **Bachelor of Library and Information Science (B.Lib.I.Sc.)** degree (equivalent to **P.G. Diploma in Library and Information Science**, as per NEP 2020) subject to fulfilment of other requirements.

[Handwritten signature]

[Handwritten signature]

Sl. No.	Course Code	Course Title	Credits	Grade	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					
41					
42					
43					
44					
45					
46					
47					
48					
49					
50					
51					
52					
53					
54					
55					
56					
57					
58					
59					
60					
61					
62					
63					
64					
65					
66					
67					
68					
69					
70					
71					
72					
73					
74					
75					
76					
77					
78					
79					
80					
81					
82					
83					
84					
85					
86					
87					
88					
89					
90					
91					
92					
93					
94					
95					
96					
97					
98					
99					
100					

Session: 2024 – 25

Part A - Introduction

Name of the Programme	Master of Library & Information Science
Semester	1 st Semester
Name of the Course	Foundation of Library and Information Society
Course Code	M24-LIS-101
Course Type	CC-I
Level of the course	400-499
Pre-requisite for the course (if any)	

Course Learning Outcomes (CLO): After completing this Course, the Learner will be able to:

M24-LIS-101.1	Understand the Role and Development of Libraries in Society.
M24-LIS-101.2	Understand the Implications of Five Laws of Library & Information Science.
M24-LIS-101.3	Familiarise with Librarianship as a Profession and Library related Laws.
M24-LIS-101.4	Familiarize with Professional Associations and extension services.

Credits	Theory	Practical	Total
		4	0
Teaching Hours per week	4	0	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

Part B –Contents of the Course

Instructions for Paper Setter: The Examiner will set 9 questions asking 2 Questions from each unit and one Compulsory Question by taking Course Learning Outcomes (CLOs) into consideration. The Compulsory Question (Question No. 1) will consist at least 4 parts covering entire syllabus. The examinee will be required to attempt 5 Questions, selecting one question from each Unit and the compulsory question. All Questions will carry equal marks.

Unit	Topics	Contact Hours
1	Unit-I: Concept of Library in Society - Social and historical foundations of library - Development of libraries with special reference to India	15

[Handwritten Signature]

[Handwritten Signature]

	- Different types of libraries - their distinguishing features and functions	
II	Unit-II: Laws of Library Science - Five Laws of Library Science and their Implications on Library and Information Activities	15
III	Unit-III: Library Legislation, Acts and Professional Ethics - Library Legislation in India: Need and essential features - Copyright Act and Delivery of Books (Public Libraries) Act - Librarianship as a Profession - Professional ethics	15
IV	Unit-IV: National & International Professional Associations, Library Co-Operation, Public Relations and Extension Activities. - Professional Associations and their role with particular reference to ILA, IASLIC, IFLA and UNESCO - Resource Sharing and Library Networking - Definition: Facets and programmes of PR and Extension Services	15
Total Contact Hours		60
Suggested Evaluation Methods		
Internal Assessment: 30		End Term Examination: 70
Theory	30	Theory 70
• Class Attendance	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.	10	
• Mid-Term Exam	15	
Part C – Learning Resources		
Recommended Books/e-resources/LMS:		
<ol style="list-style-type: none"> 1. Leckie, G.J., Given, L.M., & Buschman, J. (2010). Critical theory for library and information science: Exploring the social from across the disciplines. California: Libraries Unlimited. 2. McIntosh, J. (2011). Library and information science: Parameters and perspectives. Canada: CRC Press. 3. Naib, S. (2013). The right to information in India. New Delhi: Oxford University Press. 4. Stiglitz, J.E. (2014). Intellectual property rights, the pool of knowledge, and innovation. Cambridge: National Bureau of Economic Research. 5. Stock, W.G., & Mechtild Stock. (2015). Handbook of information science. Berlin: DGruyter Mouton. 		

[Handwritten signature]

[Handwritten signature]

Session: 2024 – 25			
Part A - Introduction			
Name of the Programme	Master of Library & Information Science		
Semester	1 st Semester		
Name of the Course	Library Classification & Cataloguing (Theory)		
Course Code	M24- LIS -102		
Course Type	CC-2		
Level of the course	400-499		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO): After completing this Course, the Learner will be able to:			
M24- LIS -102.1	Understand the various aspects of Library Classification.		
M24- LIS -102.2	Understand salient features of major Classification Schemes and Current Trends in Classification.		
M24- LIS -102.3	Know different types of Catalogue and understand the process of Library Cataloguing.		
M24- LIS -102.4	Understand the concept of Subject Cataloguing and the process of deriving/assigning Subject Headings.		
Credits	Theory	Practical	Total
	4	0	4
Teaching Hours per week	4	0	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		
Part B –Contents of the Course			
<p>Instructions for Paper Setter: The Examiner will set 9 questions asking 2 Questions from each unit and one Compulsory Question by taking Course Learning Outcomes (CLOs) into consideration. The Compulsory Question (Question No. 1) will consist at least 4 parts covering entire syllabus. The examinee will be required to attempt 5 Questions, selecting one question from each Unit and the compulsory question. All Questions will carry equal marks.</p>			
Unit	Topics		Contact Hours
I	Unit – I: Library Classification - Library Classification: Definition, Need and Purpose		15

Zm. Jm

Again

	<ul style="list-style-type: none"> - Subjects: Basic, Compound and Complex - Planes of Work. Notation: Need, Type and Qualities - Call Number: Class Number, Book Number and Collection Number 	
II	Unit-II: Classification Schemes & Current Trends <ul style="list-style-type: none"> - Overview of Colon Classification: Postulates of Facet Analysis and Facet Sequence, Fundamental Categories, Principles of Helpful Sequence and Facet Sequence, Phase Relations, Devices - Main features of latest editions of DDC and UDC. - Current Trends: Web Dewey, OCLC Classify and Folksonomy. 	15
III	Unit-III: Bibliographic Description <ul style="list-style-type: none"> - Catalogue – Definition, Need and Purpose, Types of Library Catalogue. - Physical Forms: Conventional and Non-conventional - Kinds of Entries and their functioning according to CCC and AACR-II. 	15
IV	Unit-IV: Subject Cataloguing <ul style="list-style-type: none"> - Definition, Need, Purpose and problems of Subject Cataloguing, Methods of Subject Cataloguing. Chain Procedure and Sears List of Subject Headings. Latest trends in Library Cataloguing: OPAC, MARC, ISBD, CCF, RDA 	15
Total Contact Hours		60
Suggested Evaluation Methods		
Internal Assessment: 30		End Term Examination: 70
Theory	30	Theory 70
• Class Attendance	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.	10	
• Mid-Term Exam	15	
Part C – Learning Resources		
Recommended Books/e-resources/LMS:		
1. Batley, S. (2014). Classification in theory and practice. Oxford: Chandos Publishing.		

Banerjee

Atain ⁷

2. Chan, L.M., & Salaba, A. (2016). Cataloging and classification: An introduction. Maryland: Rowman & Littlefield.
3. Joudrey, D.N., Taylor, A.G., & Miller, D.P. (2015). Introduction to cataloging and classification (11th ed.). Englewood: ABC-CLIO, LLC.
4. Kumbhar, R., & Alonso, A. (2012). Library classification trends in the 21st century. Witney: 7 Chandos Publishing.
5. Ranganathan, S.R., & Gopinath, M.A. (2006). Prolegomena to library classification (Reprint). New Delhi: Ess Ess Publication.
6. Rowley, J.E., & Farrow, J. (2019). Organizing knowledge: Introduction to access to Information. London: Routledge.
7. Satija, M.P. (2013). The theory and practice of the Dewey Decimal Classification system. Oxford: Chandos Publishing.
8. Satija, M.P. (2011). A guide to the theory and practice of colon classification. New Delhi: Ess Ess Publication.
9. Bristow, B. (2018). Sears list of subject headings (22nd ed.). New York: Grey House Publishing.
10. Chowdhury, G.G., & Chowdhury, S. (2013). Organizing information: From the shelf to the web. London: Facet Publishing.
11. Chan, L.M., & Salaba, A. (2016). Cataloging and classification: An introduction. Maryland: Rowman & Littlefield.
12. Haynes, D. (2018). Metadata for information management and retrieval. London: Facet Publishing.
13. Kumar, G., & Kumar, K. (2011). Theory of cataloguing (5th ed.). New Delhi: Vikas Publishing.
14. Welsh, A., & Batley, S. (2012). Practical cataloguing: AACR, RDA and MARC 21. London: Facet Publishing.

Smile

Arain

Session: 2024 – 25

Part A - Introduction

Name of the Programme	Master of Library & Information Science
Semester	1 st Semester
Name of the Course	Information Sources and Services (Theory)
Course Code	M24- LIS -103
Course Type	CC-3
Level of the course	400-499
Pre-requisite for the course (if any)	

Course Learning Outcomes (CLO): After completing this Course, the Learner will be able to:

M24- LIS -103.1	In-depth understanding the classification and characteristics of various Information sources and services
M24- LIS -103.2	Identifying and differentiating between Primary, Secondary and Tertiary sources of Information
M24- LIS -103.3	Know the evaluation and utilization of Information Sources
M24- LIS -103.4	Understand the types and purpose of Reference Service

Credits	Theory	Practical	Total
	4	0	4
Teaching Hours per week	4	0	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

Part B –Contents of the Course

Instructions for Paper Setter: The Examiner will set 9 questions asking 2 Questions from each unit and one Compulsory Question by taking Course Learning Outcomes (CLOs) into consideration. The Compulsory Question (Question No. 1) will consist at least 4 parts covering entire syllabus. The examinee will be required to attempt 5 Questions, selecting one question from each Unit and the compulsory question. All Questions will carry equal marks.

Unit	Topics	Contact Hours
1	Unit-I: Information Sources - Documentary Sources of Information: Print, Non-print and Electronic Resources.	15

Zamir

Arshad

	- Primary, Secondary and Tertiary Sources - Human and Institutional Resources of Information	
II	Unit-II: Reference Sources - Reference Books: Types, Uses and Criteria for Evaluation. - Types and Uses of Encyclopedias, Dictionaries, Year Books, Directories, Geographical Sources, Biographical Sources.	15
III	Unit-III: Reference Services - Overview of Information Services: Recent trends - Reference Service: Definition, Need, Types and Functions - Role of Reference Librarian - User Studies: Concept, Need, Purpose, Technique and Methods - Referral Service	15
IV	Unit-IV: Information Services - Current Awareness Service (CAS) - Selective Dissemination of Information (SDI) - Press Clipping Service - Indexing and Abstracting Service - Document Delivery Service	15
Total Contact Hours		60
Suggested Evaluation Methods		
Internal Assessment: 30		End Term Examination: 70
Theory	30	Theory 70
• Class Attendance	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.	10	
• Mid-Term Exam	15	
Part C – Learning Resources		
Recommended Books/e-resources/LMS:		
1. Bopp, R.E. and Smith, L.C. (2018). Reference and information services: An introduction (4th ed.). Westport: Libraries Unlimited.		
2. Bryson, J. (2011). Managing information services: A sustainable approach. Farnham, Surrey: Ashgate Publishing.		
3. Cassell, K.A. & Hiremath, U. (2018). Reference and information services: An introduction (4th ed.). Chicago: Neal Schuman Publishers.		
4. Crawford, J. C., Leahy, J., Holden, J., & Graham, S. (2006). The culture of evaluation in library and information services. Oxford: Chandos Publishing. 16		
5. Hirsh, S. (2015). Information services today: An introduction. Lanham: Rowman & Littlefield.		

Signature

Signature

6. Singh, G. (2013). Information sources, services and systems. New Delhi: PHI Learning Private Limited.

7. Smith, L.C., & Wong, M.A. (2019). Reference and information: An introduction (5 th ed.). Westport: Libraries Unlimited. BOPP (Richard E) and SMITH (Linda C), *Ed.* Reference and information services: An Introduction. Rev. ed. 1995. Libraries Un., USA.

8. Crawford, J. (2000). Evaluation of library and information services. London: Europa Publications.

9. Griffiths, J.R. (2012). Evaluation techniques for information services. London: Facet Publishing

[Handwritten signature]

[Handwritten signature]

Session: 2024 – 25			
Part A - Introduction			
Name of the Programme	Master of Library & Information Science		
Semester	1 st semester		
Name of the Course	Information Literacy		
Course Code	M24-LIS-104		
Course Type	CC-4		
Level of the course	400-499		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO): After completing this Course, the Learner will be able to:			
M24- LIS -104.1	Understand the concept of Information Literacy and its importance for Lifelong Learning.		
M24- LIS -104.2	Know the different Models, Standards and Framework of Information Literacy.		
M24- LIS -104.3	Know the information literacy Skills for different persons and programmes in different Types of Libraries.		
M24- LIS -104.4	Impart Information Literacy Instructions and prepare significant Information Literacy products while understanding the misleading information.		
Credits	Theory	Practical	Total
	4	0	4
Teaching Hours per week	4	0	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		
Part B –Contents of the Course			
<p>Instructions for Paper Setter: The Examiner will set 9 questions asking 2 Questions from each unit and one Compulsory Question by taking Course Learning Outcomes (CLOs) into consideration. The Compulsory Question (Question No. 1) will consist at least 4 parts covering entire syllabus. The examinee will be required to attempt 5 Questions, selecting one question from each Unit and the compulsory question. All Questions will carry equal marks.</p>			
Unit	Topics		Contact Hours




I	Unit-I: Information Literacy <ul style="list-style-type: none"> - Information Literacy: Concept, Definition, Need and Importance - Types of Information Literacy –Technology Literacy, Media Literacy, Computer Literacy & Digital Literacy - Information Literacy and Lifelong Learning - Levels of Information Literacy- Entry, Mid and High 	15
II	Unit-II: Models of Information Literacy <ul style="list-style-type: none"> - Models, Standards, Framework & Guidelines of Information Literacy: SCONUL, ACRL, UNESCO, IFLA, Search Process Model, Big6 Skills - Information Literacy: Initiatives and Forums in India 	15
III	Unit-III: Application of Information Literacy in Library & Information Centres <ul style="list-style-type: none"> - Information Literacy Skills for Individuals, Professionals, Researchers and Library Professionals - Role of libraries in Information Literacy: School, College and University Libraries, Public Libraries, Special Libraries 	15
IV	Unit-IV: Legal Ethical and Societal Issues in Media and Information <ul style="list-style-type: none"> - Copyright, Plagiarism, Computer Addiction - Information Literacy Products: Library Brochure, Web based Access Instruction - Information Overload, Fake News, Misinformation and Disinformation, Cyber-bullying, 	15
Total Contact Hours		60
Suggested Evaluation Methods		
Internal Assessment: 30		End Term Examination: 70
Theory	30	Theory 70
• Class Attendance:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
PartC – Learning Resources		
Recommended Books/e-resources/LMS:		
<ol style="list-style-type: none"> 1. ANDRETTA (S).Ways of experiencing information literacy: Making the case for a relational approach. 2012. Oxford, Chandos. 2. GODWIN (P) and PARKER (J). Information literacy meets library 2.0.2009. Santa Barbara, Facet. 3. MACKEY (TP) and JACOBSON (TE). (2011). Teaching information literacy online. 2011. London, Neal- Schuman. 4. ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES (ACRL). Information Literacy 		




Competency Standards for Higher Education. 2000. Chicago, American Library Association.<http://www.ala.org/ala/acrl/acrlstandards/informationliteracycompetency.htm>

5. BAWDEN (David). Information and Digital Literacy: a review of concepts. *Journal of Documentation* 57, 2; 2001; 218-259.
6. BRUCE (Christine). *The Seven Faces of Information Literacy*. 1997. Adelaide, Auslib Press.
7. COUNCIL OF AUSTRALIAN UNIVERSITY LIBRARIANS. *Information Literacy Standards*. 2001. Canberra, Council of Australian University Librarians.
8. PRESIDENTIAL COMMITTEE ON INFORMATION LITERACY, AMERICAN LIBRARY ASSOCIATION. Final Report. 1989. Chicago: American Library Association.<http://www.ala.org/ala/acrl/acrlpubs/whitepapers/presidential.htm>
9. SOCIETY OF COLLEGE, NATIONAL AND UNIVERSITY LIBRARIES (SCONUL). *Information skills in higher education: a SCONUL Position Paper*. 1999. London, SCONUL. http://www.sconul.ac.uk/activities/inf_lit/papers/Seven_pillars.html
10. TORRAS (MC) and SAETRE (T P). (2009). *Information Literacy Education*. 2009. Oxford, Chandos Publishing.
11. CARDIFF UNIVERSITY LIBRARY SERVICES. 2016. *Handbook for Information Literacy Teaching*. <http://sites.cardiff.ac.uk/ilrb/handbook/>

Sam Jay

Asain

Session: 2024-25

Part A – Introduction

Name of the Programme	Master of Library & Information Science
Semester	1 st Semester
Name of the Course	Library Classification and Cataloguing (Practice)
Course Code	M24-LIS-105
Course Type	PC-I
Level of the course	400-499
Pre-requisite for the course (if any)	

Course Learning Outcomes (CLO): After completing this Course, the Learner will be able to:

MLIS-105.1	To develop skills of Subject Analysis using Classification Schemes.
MLIS-105.2	Classifying the documents according to CC and DDC.
MLIS-105.3	To develop skills of document analysis using Resource Description and Access (RDA).
MLIS-105.4	Prepare Catalogue Entries according to RDA.

Credits	Theory	Practical	Total
		0	4
Teaching Hours per week	0	8	8
Internal Assessment Marks	0	30	30
End Term Exam Marks	0	70	70
Max. Marks .	0	100	100
Examination Time	0	4 Hours	

Part B-Contents of the Course

Note for the Examiner The paper shall be divided into two parts-A&B and will be intended to know practical skills in the use and application of software.

Practical	Contact Hours
Unit-I: Colon Classification (6 th Rev. ed.) Marks: 10 Note: There will be <i>Seven</i> Titles and the examinees will be required to classify any <i>Five</i> titles only. Syllabus	120

[Signature]

[Signature] 15

- Simple Subject.
- Fundamental Categories.
- Facet Analysis and Facet Sequence.
- Devices.
- Common Isolates.
- Phase Relations.

Unit-II: Dewey Decimal Classification (23rd ed.)

Marks: 30

Note: There will be *Fifteen* Titles and the examinees will be required to classify any *Ten* titles only.

Syllabus

- Simple Subject (Summaries).
- Introduction to Schedules.
- Use of Tables.
- Relative Index.

Unit-III: Resource Description and Access (RDA)

Marks: 30

Note: (i) Preparation of Catalogue Entry of Two Documents out of Three in RDA: 20 Marks

(ii) Viva-voce: 10 Marks

Syllabus

Preparation of Entries of Simple Books, Composite Books and Periodicals

Suggested Evaluation Methods

Internal Assessment: 30		End Term Examination: 70	
➤ Practicum	30	➤ Practicum	70
• Class Attendance:	5	Lab record, Viva-Voce, write-up and execution of the practical	
• Seminar/Demonstration/Viva-voce/Lab records etc.:	10		
• Mid-Term Exam:	15		

Signature

Aswin

Part C – Learning Resources

Recommended Books/e-resources/LMS:

1. Dewey, M. (2011). Dewey Decimal Classification and relative index (Julianne Beall, Rebecca Green & Giles Martin, Eds. ; 23rd ed., Vol. 4,). Dublin: OCLC.
2. Ranganathan, S. R. (2007). Colon classification (6th Ed., Reprint). Ess Ess Publication.
3. Satija, M.P. (2013). The theory and practice of the Dewey Decimal Classification system (2nd ed.). Oxford: Chandos Publishing.
4. Satija, M.P. (2012). Exercises in the 23rd edition of Dewey Decimal Classification. New Delhi: Ess Ess Publications.
5. Satija, M. P. (2019). Colon classification: A student companion. Ess Ess Publication.
6. Bristow, B.A. (2018). Sears List of Subject Headings (22nd ed.). New York: Grey House Publishing.
7. Gorman, M., & Winkler, P. (2005). Anglo-American Cataloguing Rules-2R. Chicago: ALA.
8. Welsh, A., & Batley, S. (2012). Practical cataloguing: AACR, RDA and MARC 21. London: Facet Publishing.
9. Frost, C. O., & Taylor, A. G. (1983). Cataloging Nonbook materials: Problems in theory and practice. Libraries Unlimited.
10. Satija, M. P. (2019). User's guide to Sears list of subject headings. Rowman & Littlefield Publishers.

Zamir

Ajmer

Template for Seminar with 2 Credits

Session: 2024-25	
Name of the Programme	Master of Library & Information Science
Semester	1 st semester
Name of the Course	LIS Contemporary Issues
Course Code	M24-LIS-106
Course Type: (CC/DEC/PC/Seminar/CH M/OEC/EEC)	Seminar
Level of the course	450
Course Learning Outcomes (CLO): After competing this Course, the Learner will be able to:	
MLIS-106.1	Collect relevant information on a particular topic of contemporary relevance in Library & Information Science
MLIS-106.2	Organize ideas in the form of logical presentation
MLIS-106.3	Prepare power point presentation or organized ideas
MLIS-106.4	Make effective presentations
Credits	Seminar 2
Teaching Hours per week	2
Max. Marks	50
Internal Assessment Marks	0
End Term Exam Marks	50
Examination Time	1 hour
<p>Instructions for Examiner: Evaluation of the seminar will be done by the internal examiner(s) on the parameters as decided by staff council of the department. There will be no external examination/viva-voce examination.</p>	

Signature

Signature

Session: 2024 – 25

Part A - Introduction

Name of the Programme	Master of Library & Information Science
Semester	2 nd Semester
Name of the Course	Management of Library and Information Centers
Course Code	M24-LIS-201
Course Type	CC-5
Level of the course	400-499
Pre-requisite for the course (if any)	

Course Learning Outcomes (CLO): After completing this Course, the Learner will be able to:

M24-LIS-201.1	Understand the Management aspects of Library & Information Centres.
M24-LIS-201.2	Understand Library Finance and Budgeting.
M24-LIS-201.3	Familiarize with the different Sections of the Library & Information Centres.
M24-LIS-201.4	Understand different aspects of Library maintenance and Space Management.

Credits	Theory	Practical	Total
		4	0
Teaching Hours per week	4	0	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

Part B –Contents of the Course

Instructions for Paper Setter: The Examiner will set 9 questions asking 2 Questions from each unit and one Compulsory Question by taking Course Learning Outcomes (CLOs) into consideration. The Compulsory Question (Question No. 1) will consist at least 4 parts covering entire syllabus. The examinee will be required to attempt 5 Questions, selecting one question from each Unit and the compulsory question. All Questions will carry equal marks.

Unit	Topics	Contact Hours
1	Unit-I: Library Environment - Organisation, Management and Administration: A Conceptual Framework.	15

[Signature]

[Signature]

	<ul style="list-style-type: none"> - Library Organisational Structure, Ranganathan's Staff Formula - Library Committee: Types, functions and powers. 	
II	Library Finance and Budgeting <ul style="list-style-type: none"> - Sources of Finance. - Methods of Estimating Library Finance. - Budget Preparation for different types of Libraries. - General Administration: Annual Report, Library Statistics, Library Rules. 	15
III	Sections of the Library <ul style="list-style-type: none"> - Book Selection and Procurement: Principles, Policy, Committee, Tools and Procedure. - Technical Processing Section. - Periodicals Section. - Circulation Section. - Reference Section 	15
IV	Maintenance, Building and Space Management <ul style="list-style-type: none"> - Maintenance Section: Stacking, Shelving, Shelf Rectification, Stock Verification, Binding Weeding Out, Write Off etc. - Basic elements in designing library building. - Furniture and Equipments. 	15
Total Contact Hours		60
Suggested Evaluation Methods		
Internal Assessment: 30		End Term Examination: 70
Theory	30	Theory 70
• Class Attendance	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.	10	
• Mid-Term Exam	15	
Part C – Learning Resources		
Recommended Books/e-resources/LMS:		
<ol style="list-style-type: none"> 1. Christian, A. R. (2013). Academic library management: Universities, colleges and institutions. Jaipur: 2. Dorado, A. (2012). New trends in library management. London: Koros Press. 3. Evans, G.E., Layzell, W.P., & Rugaas, B. (2000). Management basics for information professionals. New York: Neal Schuman Publishers. 4. Johnson, P. (2014). Fundamentals of collection development and management (3rd ed.). Chicago: ALA. 5. Koontz, H., & Weihrich, H. (2015). Essentials of management (10 th ed.). Chennai: Tata McGraw Hill. 6. Thanuskodi, S. (2013). Challenges of academic library management in developing countries. Hershey PA: Information Science Reference. 7. Velasquez, D. (2013). Library management 101: A practical guide. Chicago: ALA. 		

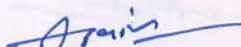
Signature

Asanin

Session: 2024 – 25			
Part A - Introduction			
Name of the Programme	Master of Library & Information Science		
Semester	2 nd Semester		
Name of the Course	ICT Application in LIS (Theory)		
Course Code	M24-LIS-202		
Course Type	CC-6		
Level of the course	400-499		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO): After completing this Course, the Learner will be able to:			
M24-LIS-202.1	Familiarize with classification of Computers and Hardware components.		
M24-LIS-202.2	Understand the concept of Computer Software.		
M24-LIS-202.3	Familiarize with different Communication Technologies.		
M24-LIS-202.4	Understand the Areas of Application of Computers in Libraries.		
Credits	Theory	Practical	Total
	4	0	4
Teaching Hours per week	4	0	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		
Part B –Contents of the Course			
<p>Instructions for Paper Setter: The Examiner will set 9 questions asking 2 Questions from each unit and one Compulsory Question by taking Course Learning Outcomes (CLOs) into consideration. The Compulsory Question (Question No. 1) will consist at least 4 parts covering entire syllabus. The examinee will be required to attempt 5 Questions, selecting one question from each Unit and the compulsory question. All Questions will carry equal marks.</p>			
Unit	Topics		Contact Hours
I	Unit-I: Computer Hardware – The Evolution and Characteristics of Computers. – Classification of Computers: Super Computer, Mainframe Computer, Mini Computer and Micro Computer. Digital vs.		15




	Analog Computers. – <i>Computer Architecture</i> : Input Devices, Output Devices, Central Processing Unit. Memory (Auxiliary).	
II	Unit-II: Computer Software – System and Application Software. – Operating Systems: Single and Multiuser. – Basics Features of MS Windows and Linux. – Application Software: Concept and Types.	15
III	Unit-III: Communication Technology (Networking) – <i>Communication</i> : An Overview – <i>Networks</i> : Concept and Components – <i>Network Media</i> : Wire and Wireless. – <i>Network Types</i> : PAN, LAN, MAN and WAN. – <i>Topologies</i> : Bus, Star, Ring, Token Ring, Tree and Mesh.	15
IV	Unit-IV: Library Automation – Library automation: definition, need, purpose & objectives – Application of Computers in Library Activities: Housekeeping Operations – Library management software: Basic Features of SOUL and KOHA	15
Total Contact Hours		60
Suggested Evaluation Methods		
Internal Assessment: 30		End Term Examination: 70
Theory	30	Theory 70
• Class Attendance	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.	10	
• Mid-Term Exam	15	
Part C – Learning Resources		
Recommended Books/e-resources/LMS:		
1. Bailey, D. R., & Tierney, B.G. (2008). Transforming library service through Information commons: Case studies for the digital age. Chicago: ALA.		
2. Bilal, D. (2014). Library automation: Core concepts and practical systems analysis. California: Libraries Unlimited.		
3. Norton. (2017). Introduction to Computers. New Delhi: McGraw Hill Education.		
4. Singh, H., Kakkar, S.K., & Sharma, A. (2011). A book of fundamentals of information technology. Amritsar: Lakhanpal Publishers.		
5. Sinha. (2022). Foundations of Computing. India: BPB Publication.		
6. Stallings. & Brown, L. (2019). Computer security: Principles and practice. Boston: Pearson.		
7. Tanenbaum, A.S., & Feamster, N. (2019). Computer networks. Boston: Pearson.		
8. Williams, B.K., & Sawyer, S.C. (2015). Using information technology: A practical introduction		

to computers & communications. New York: McGraw Hill.

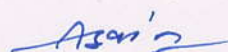
9. Price, M. (2021). Microsoft 365 in easy steps: Covers MS office 365 essentials. London: In Easy Steps Limited.
10. Kresh, D., & Council on Library and Information Resources. (2009). The whole digital library handbook. New Delhi: Indiana.
11. Leckie, G.J., & Buschman, J. (2009). Information technology in librarianship: New critical approaches. Westport, Conn.: Libraries Unlimited.
12. Petersen, R. (2011). Linux: The complete reference. New York: McGraw Hill.
13. Sathaiah, B. (2011). Information technology in university libraries. New Delhi: Commonwealth Publishers.
14. Theresa, T.B., Ratna Kumari, C., & Rai, B.A. (2011). Information technology and library automation. New Delhi: Commonwealth Publishers.

Zmiter

Amin

Session: 2024 – 25			
Part A - Introduction			
Name of the Programme	Master of Library & Information Science		
Semester	2 nd Semester		
Name of the Course	School Library System		
Course Code	M24-LIS-203		
Course Type	CC-7		
Level of the course	400-499		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO): After completing this Course, the Learner will be able to:			
M24-LIS-203.1	Know the role and functioning of school libraries in elementary and secondary education.		
M24-LIS-203.2	Understand the collection development and different types of sources in school libraries.		
M24-LIS-203.3	Familiarize with different information services provided in school libraries.		
M24-LIS-203.4	Familiarize with the policies and guidelines of various regulatory agencies for school libraries.		
Credits	Theory	Practical	Total
	4	0	4
Teaching Hours per week	4	0	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		
Part B –Contents of the Course			
<p>Instructions for Paper Setter: The Examiner will set 9 questions asking 2 Questions from each unit and one Compulsory Question by taking Course Learning Outcomes (CLOs) into consideration. The Compulsory Question (Question No. 1) will consist at least 4 parts covering entire syllabus. The examinee will be required to attempt 5 Questions, selecting one question from each Unit and the compulsory question. All Questions will carry equal marks.</p>			
Unit	Topics		Contact Hours
I	Unit-I: School Library System: Basic Concept - Definition, scope & objectives		15

	<ul style="list-style-type: none"> - Components: Cluster Library, Classroom Library, School Community Library - Role of School libraries in Elementary and Secondary Education 	
II	Unit-II: Information Sources and Collection Development <ul style="list-style-type: none"> - Information sources for children: Illustrated books, Reference books, Newspapers and magazines, Audio-video collection, Digital resources. - Collection Development: Selection, Acquisition & Maintenance. 	15
III	Unit-III: Users and Information Services <ul style="list-style-type: none"> - Users of school library and their information needs - Information services in school libraries: Reference Service, Circulation Service, Library hours, Internet-based services. - Promotion of reading habits among children 	15
IV	Unit-IV: Initiatives for School Libraries <ul style="list-style-type: none"> - Recommendations of Commissions and Committees on school library development - Guidelines of Educational Boards and National Bodies for School Libraries. - Role of School Librarian - Role of Professional Associations 	15
Total Contact Hours		60
Suggested Evaluation Methods		
Internal Assessment: 30		End Term Examination: 70
Theory	30	Theory 70
• Class Attendance	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.	10	
• Mid-Term Exam	15	
Part C – Learning Resources		
Recommended Books/e-resources/LMS:		
<ol style="list-style-type: none"> 1. AL-MISFE (AM). A combined public/school library system for the educational district of Riyadh. 1989. Saudi Arabia: A model for planning. 2. AMUCHEAZI (ON). The need for community oriented school library services for the effective implementation of the universal Basic Education Programme. <i>Nigeria School Library Journal</i>. 4, 182; 2001; 39-44. 3. BROPHY (P). The academic library. 2005. London, Facet Pub. 4. BUDD (J). The changing academic library: Operations, cultures, environments. 2005. Chicago, Association of College and Research Libraries. 5. CANAVOR (N) and KROLL (C). NASSAU School Library System & American Association 		

- of School Librarians. 2000. The school library: Where learning meets the future. New York, Nassau School Library System.
6. CHRISTIAN (A R). (2013). Academic library management: Universities, colleges and institutions. 2013. Jaipur, Vista Publishers.
 7. COHEN (LB). Library 2.0 initiatives in academic libraries. 2007. Chicago, Association of College and Research Libraries.
 8. DANIEL (CI). 2001. The school libraries and the librarians: making a difference in the knowledge age. Being a compendium of papers presented at the 39th National conference and AGM of the NLA held at Owerri, 2001; 109-104.
 9. DIKE (VW). The role of the school library in reading promotion. Nigerian School Librarianship: Yesterday, Today and Tomorrow. 1998. D.F Elaturoti. Ed. Ibadan, Nigerian School Library Association.
 10. DUTCHESS COUNTY BOCES SCHOOL LIBRARY SYSTEM (N.Y.). School library system notes. 1986. Red Hook, N.Y: The System.
 11. ELATUROTI (DF). Learning resources and development for Nigerian school libraries. In: Elaturoti, D.F. (Ed). Nigerian school Librarianship: Yesterday, Today and Tomorrow. 1998. Ibadan, Nigerian school library Association.
 12. ELGUINDI. Electronic resource management. Practical perspectives in a new technical services model. 2013. Stanton Harcourt, Chandos Publishing Ltd.
 13. FAYOSE (PO). School Library Resource centres for Educational Excellence. 1995. Ibadan, AENL publishers.
 14. FREEMAN (P). Pathfinder: An operational guide for the school librarian. 1975. New York, Haper& Row Publishers.
 15. IFLA/UNESCO. The school libraries and learning for all: IFLA/UNESCO school library manifesto. 2000. IFLANET.
 16. IFLA/UNESCO. IFLA/UNESCO school library manifesto: the school library in teaching and learning for all. 2002. Retrieved from <http://www.ifla.org>. 22/06/08
 17. Islam, M.A. School libraries in Bangladesh: A state-of-the-art report. *School libraries Worldwide*. 4, 2; 1998; 37-38.
 18. LIBRARY AND INFORMATION TECHNOLOGY ASSOCIATION (U.S.). Open source software for libraries: An open source for libraries collaboration. 2002. Chicago: LITA.
 19. MORRIS (FO). Schools Library Services 1990-2000. *School Librarian*. 49, 1; 2004; 12-13.
 20. PATRICK(R J). *Guidelines for library cooperation: Development of academic library consortia*. 1972. Santa Monica, Calif, System Development Corp.
 21. PECK (P). Crash course in children's services. 2006. Westport, Conn: Libraries Unlimited.
 22. RADFORD (M L) and SNELSON (P). Academic library research: Perspectives and current trends. 2008. Chicago, Association of College and Research Libraries.
 23. RANGANATHAN (S.R.). New Education and School Library. 2006. New Delhi, EssEss Publication.
 24. THANUSKODI (S). Challenges of academic library management in developing countries. 2013. Hershey PA, Information Science Reference.

Zmiter

Aswin

Session: 2024 – 25

Part A - Introduction

Name of the Programme	Master of Library & Information Science
Semester	2 nd Semester
Name of the Course	Digital Library
Course Code	M24-LIS-204
Course Type	CC-8
Level of the course	400-499
Pre-requisite for the course (if any)	

Course Learning Outcomes (CLO): After completing this Course, the Learner will be able to:

M24-LIS-204.1	To provide basic concepts related to digital library system.
M24-LIS-204.2	To provide basic concepts related to digital library system.
M24-LIS-204.3	To provide hands on experience in creation of digital library system.
M24-LIS-204.4	To know the concepts of institutional repositories and their usages in library and institutional settings.

Credits	Theory	Practical	Total
		4	0
Teaching Hours per week	4	0	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks .	100	0	100
Examination Time	3 hours		

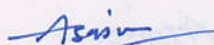
Part B –Contents of the Course

Instructions for Paper Setter: The Examiner will set 9 questions asking 2 Questions from each unit and one Compulsory Question by taking Course Learning Outcomes (CLOs) into consideration. The Compulsory Question (Question No. 1) will consist at least 4 parts covering entire syllabus. The examinee will be required to attempt 5 Questions, selecting one question from each Unit and the compulsory question. All Questions will carry equal marks.

Unit	Topics	Contact Hours
I	Unit-I: Digital Library <ul style="list-style-type: none"> - Definition, scope & objectives - Digital Resources: Nature, Characteristics and types - Digital library initiatives: National and International 	15

[Handwritten signatures]

	- Design and development of digital library: planning, design, implementation, evaluation and management.	
II	Unit-II: Digital library Creation - DL software: Greenstone Digital Library Software, Dspace. - DL hardware: input capture devices: scanners, digital cameras - Digitization: concept, need, methods and process - Compression: types and methods	15
III	Unit-III: Institutional Repository - Institutional repository: concept, definition, need, objectives and characteristics - Design and development of IR - IR initiatives: national and international	15
IV	Unit-IV: Content Management System - Content Management System (CMS): Concept, Definition and Scope - CMS Tools - Features and functionalities of its stakeholders - Evaluation and selection criteria for CMS	15
Total Contact Hours		60
Suggested Evaluation Methods		
Internal Assessment: 30		End Term Examination: 70
Theory	30	Theory 70
• Class Attendance	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.	10	
• Mid-Term Exam	15	
Part C – Learning Resources		
Recommended Books/e-resources/LMS:		
<ol style="list-style-type: none"> 1. Alemu, G., Stevens, B. (2015). An Emergent Theory of Digital Library Metadata: Enrich Then Filter. Netherlands: Elsevier Science. 2. Banerjee, K., Reese, T. (2018). Building Digital Libraries: Second Edition. United States: American Library Association. 3. Blaney, J., Milligan, S., Steer, M., & Winters, J. (2021). Doing digital history: A beginner's guide to working with text as data. Manchester University Press. 4. Evans, W. & David B. (2013). A Handbook of Digital Library Economics: Operations 5. Hughes, L. M. (2004). Digitizing Collections: strategic issues for the information manager. New York: Neal Schuman. 6. Lawson, N. (2018). Digital Library Preservation Strategies. United Kingdom: EDTECH. 7. Pedley, P. (2009). Digital Copyright. 2nded. London: Facet Publishing 		

8. Pomerantz, J. (2015). Metadata. Massachusetts: MIT Press
9. Purcell, A. D. (2016). Digital library programs for libraries and archives: Developing, managing, and sustaining unique digital collections. Massachusetts: MIT Press

Smith *Asim*

Course ID	Course Title	Level of the course	Course Type	Course Code	Name of the Course	Name of the Program
100-100			PC			
100-101						
100-102						
100-103						
100-104						
100-105						
100-106						
100-107						
100-108						
100-109						
100-110						
100-111						
100-112						
100-113						
100-114						
100-115						
100-116						
100-117						
100-118						
100-119						
100-120						
100-121						
100-122						
100-123						
100-124						
100-125						
100-126						
100-127						
100-128						
100-129						
100-130						
100-131						
100-132						
100-133						
100-134						
100-135						
100-136						
100-137						
100-138						
100-139						
100-140						
100-141						
100-142						
100-143						
100-144						
100-145						
100-146						
100-147						
100-148						
100-149						
100-150						

Session: 2024-25

Part A - Introduction

Name of the Programme	Master of Library & Information Science
Semester	2 nd Semester
Name of the Course	ICT Application in LIS (Practice)
Course Code	M24-LIS-205
Course Type	PC-2
Level of the course	400-499
Pre-requisite for the course (if any)	

Course Learning Outcomes (CLO): After completing this Course, the Learner will be able to:

M24-LIS-205.1	Use MS WORD
M24-LIS-205.2	Use MS POWER POINT
M24-LIS-205.3	Conduct Web-search and Communicate through E-mail
M24-LIS-205.4	Use KOHA for basic Library Operations

Credits	Theory	Practical	Total
		0	4
Teaching Hours per week	0	8	8
Internal Assessment Marks	0	30	30
End Term Exam Marks	0	70	70
Max. Marks	0	100	100
Examination Time	0	3 Hours	

Part B-Contents of the Course

Note for the Examiner: The paper shall be divided into two parts-A&B and will be intended to know practical skills in the use and application of software.

Practical	Contact Hours
MS Office - MS WORD: Standard Toolbars, Creating a Document, Editing a Document, Formatting a Document, Maintaining Mailing List. - MS POWER POINT: Creating Presentation Slides, Formatting/ Adding Graphics. Animation and Slide Transition, Slide Show. Customizing and	120

Signature

Asain

Printing.			
Online Searching			
<ul style="list-style-type: none"> - Basic Web Searching - E-mail 			
Introduction to KOHA			
Suggested Evaluation Methods			
Internal Assessment: 30		End Term Examination: 70	
➤ Practicum	30	➤ Practicum	70
• Class Attendance:	5	Lab record, Viva-Voce, write-up and execution of the practical	
• Seminar/Demonstration/Viva-voce/Lab records etc.:	10		
• Mid-Term Exam:	15		
Part C – Learning Resources			
Recommended Books/e-resources/LMS:			
<ol style="list-style-type: none"> 1. Foulkes, L. (2020). Learn Microsoft Office 2019 (1st ed.). Birmingham: Packt Publishing. 2. McFedries, P. (2021). Windows 10. Hoboken, N.J.: Wiley Publishers. 3. Price, M. (2021). Microsoft 365 in easy steps: Covers MS office 365 essentials. London: In Easy Steps Limited. 4. Rathbone, A. (2020). Windows 10 for dummies (4th ed.). Hoboken, N. J.: Wiley Publishers. 5. Alkhatib, G. (2013). Network and communication technology innovations for web and IT advancement. Hershey, Pennsylvania: IGI Global. 6. Matthews, A. E., & Loots, M. (2018). Computer ABC: Your guide to computer literacy: MS Office, Windows 10. Pretoria: Mattlo. 7. Thorne, A. (2021). Introductory information processing (for MS Office 2016 and 2019/365). N4, Student's book. Johannesburg: Troupant Publishers. 8. Williams, B.K., & Sawyer, S.C. (2015). Using Information Technology: A practical introduction to computers & communications (11ed.). New York: McGraw Hill. 			

CHM Paper

Common to all PG programmes Paper syllabus approved by Chaudhary Ranbir Singh University, Jind (Haryana) will be implemented in the Department of Library & Information Science.



