

Bachelor of Library and Information Science (BLIS)

**(One Year Program)
2025-26**

SYLLABUS



विभागाध्यक्ष
पुस्तकालय एवं सूचना विज्ञान विभाग
माखनलाल चतुर्वेदी राष्ट्रीय पत्रकारिता
एवं संचार विश्वविद्यालय, भोपाल (म.प्र.)

**Department of Library and Information Science
Makhanlal Chaturvedi National University of Journalism and
Communication, Bhopal (M.P.)**

Librarianship as a Career

Libraries are now universally recognized as important social Institutions, no community is considered Complete without a Library. The rapid increase in production of recorded knowledge, have led to the expansion of Libraries and the development of their services. A Library is an important element of community; an academic Library is an essential part of me Education Institution School, College or University; a business house and industrial organization.

Librarianship is a growing field, which has by now attained the status of a separate discipline in the Universe of Knowledge. It presents challenges and interesting situations to Library personnel. The Management of these Libraries needs personnel with good academic and professional qualification, Proficiency in one the Natural Science, Social Science or the Humanities is helpful in the professional Development of Librarian. Librarian work is primarily a social service, and therefore, needs young men and women with a sense of dedication and a spirit of service.

Librarianship as a profession provides a variety of employment opportunities. Persons with a superior record high qualification can achieve high position. The salaries in college, university libraries are comparable to those of teachers.

OBJECTIVES:

- To enable the student to understand and appreciate the functions and purpose of library in changing social and academic environment.
- To train the student in the techniques and management of Libraries of the 21st Century.
- To train the students in the skill of information knowledge processing organization and retrieval using modern technologies.
- To develop the skills to manage the Electronic Libraries in Digital Environment and to provide the advance skill in Computer and its application in Library and Information activities.

Duration of the Course:

- 1 Year (2 Sem.)

Eligibility

- Graduation from recognized University

Seats

- 20



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Transcript or Grade Card or Certificate: Based on the grades earned, a grade certificate shall be issued to all the enrolled students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured and marks) along with SGPA of that semester and CGPA earned till that semester.

Bachelor of Library and Information Science (BLIS) is after graduation two semester programmes. In each semester, there will be 4 cores compulsory paper of 6 credits each, 1 open elective of 3 credits. In all, entire programme constitute 54 credits, 27 credits each semester.

Bachelor of Library and Information Science - BLIS Course Code 197 one year full time bachelor course.

Course:-

The Bachelor Degree in Library and Information Science - BLIS of one year (Two Semester) course shall be designated as bachelor of Library and Information Science and abbreviated as BLIS under choice based credit system (CBCS)

Admissions:-


1. A candidate seeking admission to BLIS course should be any Graduate from recognized University.
2. A candidate seeking admission to BLIS course shall have to submit his Migration Certificate from previous University for enrollment in the University.
3. Admission shall be offered on the basis of Entrance Test or other method decided by the University from time to time.

Examinations:

1. There shall be University Examination at the end of each semester. These examinations shall be named as follows:

(a) BLIS One Year

- BLIS - I semester
- BLIS - II semester


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-: Scheme of Examinations:-

Bachelor of Library and Information Science (Course Code - 197)
SEMESTER - I

S.N	Course of Study	Paper Numerical Unique	Class & Papers	Paper Title	Credit	Th	IA	P	Total
1.	CCC 1	2552	1 BLIS 1	Foundation of Library and Information Science	6	80	20	-	100
2.	CCC 2	2553	1 BLIS 2	Knowledge Organization and Information Processing : Theory (Classification & Cataloguing)	6	80	20	-	100
3.	CCC 3	2554	1 BLIS 3	Knowledge Organization and Information Processing: Classification Practical-1 (DDC)	6	50	20	30	100
4.	CCC 4	2555	1 BLIS 4	Knowledge Organization and Information Processing Cataloguing Practical -2 (AACR2)	6	50	20	30	100
OPEN ELECTIVE									
5.	OE 1	2556	1 BLIS 5	Project Work	3	-	10	40	50
6.	OE 2	2557	1 BLIS 6	Public Library and Information System	3	25	10	15	50

SEMESTER – II

S.N	Course of Study	Paper Numerical Unique	Class & Papers	Paper Title	Credit	Th	IA	P	Total
1.	CCC 5	2574	2 BLIS 1	Management of Libraries and Information Centers	6	80	20	-	100
2.	CCC 6	2575	2 BLIS 2	Information Applications in Libraries	6	80	20	-	100
3.	CCC 7	2576	2 BLIS 3	Information Technology : Practice	6	50	20	30	100
4.	CCC 8	2577	2 BLIS 4	Information Sources, Systems and Services	6	50	20	30	100
OPEN ELECTIVE									
5.	OE 3	2578	2 BLIS 5	Indian Knowledge System	3	25	10	15	50
6.	OE 4	2579	2 BLIS 6	Academic and Media Library	3	25	10	15	50


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Semester - I

CCC 1 (2552) : Foundation of Library and Information Science

Marks : 80+20 = 100

OBJECTIVES

1. To understand about the origin and development of libraries.
2. To acquaint students with the library as a social institution for knowledge generation, creation and dissemination
3. To make understanding of the philosophical and social foundations of Library and information centers
4. To understand details about library legislation
5. To get knowledge about professionalism and professional ethics

Unit-1: Library as a social institution

Library: Concept, meaning, Definition, Need, Purpose and Importance
Social and historical development of Library
Five laws of library science
Committees, Commission on Libraries in India
Contribution of Dr. S.R. Ranganathan (the father of Library Science)

Unit-2: State of libraries in India

Types of Libraries
Functions: Academic, Public and Special Libraries
Govt initiatives: NML, RRRLF
Technology impact in libraries
National library of India
NDL (National Digital Library)
Libraries in Madhya Pradesh: Central Libraries/ Historical Libraries/ Special Organization and Museum Libraries

Unit-3: library legislation and Act

Library Movement in India
Library legislation: Key aspects of Library Legislation
Need for Library legislation
Library Act: Copyright, Press and books registration act, Books delivery act, Information Act, Right to Information

Unit-4: library and information Science Profession

Librarianship as a profession
Professional skills and competencies
Library education in India, Library Education in Madhya Pradesh
Professional ethics
Professional associations: National: ILA, IASLIC, ITLIS
State Library Association and
International: ALA, CILIP, IFLA, SLA
Role of UGC RRRLF, UNESCO in promotion and development of Libraries

Unit-5: Public Relations and Extension Activities

Role of librarians in Promoting Libraries
Extension services and Resource sharing
Library as an agency of mass communication
Types of Users, User studies and User education



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SUGGESTED READINGS:

1. BHATT (R K). History and development of libraries in India. 1995. Mittal Publications, New Delhi.
2. KHANNA (J K). Library and society. 1955. Research Publication, Kurukshetra.
3. KRISHAN KUMAR. Library organisation. 1993. Vikas, New Delhi.
5. PRASHER (R G). Information and its communication. 1991. Medallion Press, New Delhi.
6. RANGANATHAN (S R). Five laws of library science. Ed. 2. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
7. VENKTAPPAIAH (V) and MADHUSUDHAN (M). Public library legislation in the new millennium. 2006. Bookwell, New Delhi.
8. अग्रवाल, श्याम सुंदर. पुस्तकालय और समाज. 1994. आर.बी.एस. पब्लिशर्स, आगरा.
9. शर्मा, पाण्डेय. पुस्तकालय और समाज. 1995. ग्रंथ अकादमी, नई दिल्ली.
10. शर्मा, पाण्डेय. पुस्तकालय और समाज. 1998.
11. सुन्देश्वरन, के.एस. पुस्तकालय और समाज. 1988. एस.एस. पब्लिकेशन, नई दिल्ली.
12. सैनी, ओमप्रकाश, ग्रंथालय और समाज. 1999. वाई. के. पब्लिशर्स, आगरा.

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**CCC 2 (2553) : Knowledge Organization and Information Processing: Theory
(Classification & Cataloguing)**

Marks : 80+20 = 100

OBJECTIVES

1. To aware the students with world of knowledge.
2. To provide knowledge how subjects emerge and formed.
3. To provide how various schemes of classification and Cataloguing are developed.
4. To provide deep knowledge about the principles and techniques mapping subjects and provide notation in Classification and Cataloguing .
5. To teach how various devices have been used and how is the future of information processing.
6. To find out the Sources of the Document .
7. To deal with various types of entries in Cataloging in Various Schemes ..
8. To provide knowledge of modern approach to cataloging and make aware through with latest trends.

Unit - 1 Universe of Knowledge & Methods of Information Organization

Structure and Attributes of knowledge, modes of formation of subjects

Different types of subjects and future trends

Universe of subjects as mapped in various type of classification systems

Impact of one subject on others

General theory of classification, normative principles, phase relation and common isolates, fundamental categories. Division of subjects in classification schemes.

Unit - 2 Library Classification: Types, Schemes

Types of library classification, Various Schemes of library classification and their features - CC, DDC, UDC (basic information). Devices in library classification, notation: types, canons, call number, facet analysis (CC and DDC).

Unit - 3 Cataloguing: Catalogue Entries and various formats of documents

Catalogue: Definition, Concept, Need, Purpose, Objectives, definition, function etc.

History and development of library catalogue codes, physical forms of Catalogue, Types of catalogues, and normative principles of cataloguing.

Various formats of documents, Types of Entries. Author(s), corporate authors, pseudonymous, uniform titles, on print documents.

Unit - 4 Subject Cataloguing & Computerized Cataloguing

Definition, Concepts and principles of subject cataloguing

Techniques of deriving subject headings, study of Standard lists (LCSH, SLSH, Chain Procedure), OPAC, Web OPAC, online searching.


Unit - 5 Emerging Trends

Emerging Trends in Classification and Cataloguing

Computerization of classification scheme

Library research circle

Classification Research Group, DRTC, ISKO, UNISIST & BSO, RDA, BIBFRAME, FRBR


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SUGGESTED READINGS:

1. KRISHAN KUMAR. Theory of classification. 1993. Vikas, New Delhi.
2. RANGANATHAN (S R). Descriptive account of the colon classification. 1990. Sarada Ranganathan Endowment for Library Science, Bangalore.
3. RANGANATHAN (S R). Prolegomena to library classification. Ed 3. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
4. SAYERS (W C B). Manual of classification for librarians. Rev. by Arthur Maltby. Ed. 5. 1975. Andre Deutsch, London.
5. SAYERS (W C B). Introduction to library classification. Rev. by Arthur Maltby. Ed.9. 1958. Grafton, London.
6. PARKHI(R.S.). Library Classification, The Evolution of a Dynamic Theory. 1972. Vikas Publishing House, New Delhi.
7. PARKHI (R.S.). Decimal Classification and Colon Classification in Perspective. 1964. Sagar Publication, New Delhi.
8. ध्यानी, पुष्पा. पुस्तकालय वर्गीकरण. 1999. एस. एस. पब्लिशर्स, नई दिल्ली.
9. त्रिपाठी, एस.एम. . आधुनिक पुस्तकालय वर्गीकरण सैद्धान्तिक विवेचना. 1976. श्रीराम मेहरा एंड कं., आगरा.
10. चंपावत, जी. एस. पुस्तकालय वर्गीकरण .1993. आर.बी.एस. ए. पब्लिशर्स, जयपुर
11. भार्गव जी.डी. ग्रंथालय वर्गीकरण. 1998. म.प्र.हि.ग्र.अ.,भोपाल.
12. दवे, राजेंद्र कुमार. दविबिंदु वर्गीकरण. 1988. किरण प्रकाशन, जोधपुर.
- 13th AMERICAN LIBRARY ASSOCIATION, et al. Anglo-american cataloguing rules. Rev. Ed. 1998. Library Association, London.
14. KUMAR (G) and KUMAR (K). Theory of cataloguing. Rev. Ed.5. 1993. South Asia Books, New Delhi.
15. RANGANATHAN (S R). Classified catalogue code with additional rules for dictionary catalogue code. Ed. 5 (with amendments). 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
16. सूद, एस. पी.एवं रावतानी, एम आर. क्रियात्मक ड्यूई दशमलव वर्गीकरण. 1987. आर.बी.एस. पब्लिशर्स, जयपुर
17. गौतम, जे.एन. एवं सिंह, निरंजन. ड्यूई दशमलव वर्गीकरण. 1996. वाई. के. पब्लिशर्स, आगरा
18. ध्यानी, पुष्पा. डी. वी. दशमलव वर्गीकरण : प्रयोगिक क्रिया विधि. 1994. विश्व प्रकाशन, आगरा



विभागाध्यक्ष

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**CCC 3 (2554) : Knowledge Organization and Information Processing :
Classification Practical-1 (DDC)**

Marks : 50+20+30 = 100

OBJECTIVES

1. To understand the formation and expansion of universe of knowledge with a need to understand its organization.
2. To understand the basic concept and importance the organization of knowledge
3. To be acquainted with major schemes of classification and develop skills in subject analysis and synthesis.
4. To develop proficiency in using Dewey Decimal Classification to construct Class Numbers for documents of different disciplines/subjects.
5. To develop skills of classification

• **Classification of Documents with DDC latest Edition**

1. The students will prepare a register for 100 Titles for classification by the schemes.
2. Search and Print 100 Titles from Library of Congress
This will be basis of internal Assessment.

SUGGESTED READINGS:

1. DEWEY (Melvil). Dewey decimal classification. Ed. 19. 1996. Forest Press, Dublin, USA.
2. SATIJA (M P). The theory and practice of the Dewey Decimal Classification system. 2007. Chandos Publishing, Oxford.
3. सूद, एस. पी. एवं रावतानी, एम आर. कियात्मक डयूई दशमलव वर्गीकरण. 1987. आर.बी.एस. पब्लिशर्स, जयपुर
4. गौतम, जे.एन.एवं सिंह, निरंजन. डयूई द शमलव वर्गीकरण. 1996. वाई. के. पब्लिशर्स, आगरा
5. ध्यानी, पुष्पा. डी. वी. दशमलव वर्गीकरण : प्रयोगिक किया विधि. 1994. विश्व प्रकाशन, आगरा



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**CCC 4 (2555) : Knowledge Organization and Information Processing :
Cataloguing Practical -2 (AACR 2)**


Marks : 50+20+30 = 100

OBJECTIVES

1. To acquaint and equip students with the principles, standards, techniques of knowledge retrieval tools in libraries and information centers especially with reference to cataloguing of documents and digital objects.
 2. To know about different physical forms of library catalogue
 3. To understand the concept of catalogue entry to access the reading material
 4. To acquaint with various entries of library catalogue as per types of material
 5. To develop skills of Cataloguing
- **Cataloguing of Documents with the help of AACR2R Minimum 25 documents for cataloguing with maximum information.**
 - **Practice of Cataloguing on SOUL and KOHA (Demo Version)**
(Minimum 50 documents entries and there printed copy to be presented for internal evaluation)

SUGGESTED READINGS:

1. AMERICAN LIBRARY ASSOCIATION. Anglo-American Cataloguing rules. Rev Ed. 2. 1998. Library Association, London.
2. MILLER (Joseph), Ed. Sears list of subject headings. Ed 15. 1994. Wilson, New York.


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OE 1 (2556) : Project work

Marks : 10+40 = 50

OBJECTIVES

1. To train the students in literature searching using print and online sources on the assigned area of study
2. To train the students in preparing bibliography and documentation list on the assigned area of study
3. To expose the students with the real working environment of a library by assigning them a topic related with the library operations, and
4. To train them in preparing the state-of-the-art report on the assigned area of study and Case Study
5. To train them in preparing Abstracts and Indexes of Documents.

Note: The work for this paper shall start in the beginning of the semester for which each student will be allotted a topic for Literature Survey/Field Work, Case Study, Compilation of Bibliography, Indexing, Abstracting, Thesaurus construction etc. by the concerned teacher.



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OE 2 (2557) : Public Library and Information System

Marks : 25+10+15 = 50

OBJECTIVES

1. To foster the development of professional knowledge to successful public librarianship
2. To educate and train about range of professional challenges associated with public library administration and management

Unit - 1 Role of Public Library and Information System

Public Library: Definition, purpose, Development of Public Library System in India and their role
Role of Government and other agencies in the Development of Public Libraries: UNESCO, IFLA, RRRLF and NML including NKC.

Organizational Structure of Public Libraries as depicted in Public Library Acts of States and Union Territories in India Library Association - ILA, DLA

Unit - 2 Collection Development and Management (Print)

Printed Information Sources: Selection, Acquisition, Evaluation

Information Sources for Special Categories of Users: Children, Young Adults, Senior Citizens, Differently Abled People. Organization and Management of Library Collection.

Unit - 3 Collection Development and Management (Electronic)

Electronic Information Sources: Selection, Acquisition, Evaluation. Audio-Video Collection, Internet Resources, Websites, Subject Portals, Digital Library Resources

Unit - 4 Management of Public Library and Information System

Library Governance: Composition, and Functions of Library Authority/Library Committee in Public Library Acts of States and Union Territories in India

Financial Management: Sources of Finance, Financial Provision in Public Library Acts; Budgeting Methods. Human Resource Management. Resource Sharing and Library Networking

Unit - 5 Services of Public Library and Information Systems

Circulation Service, Reference service, Reader's Advisory Service

Information Literacy. Extension Services: Author Talk, Book Clubs, Exhibition, Lectures. Outreach Activities: Mobile Library Services, Online Services

SUGGESTED READINGS:

1. Baker, Sharon L. & Wallace, Karen L. (2002). The Responsive public library, 2nd ed. Englewood Colo: Libraries Unlimited.
2. Goulding, Anne (2017). Public libraries in the 21st century: Defining Services and debating the Future. London: Routhledge.
3. Koontz, Christie & Gubbin, Barbara. (2010). IFLA public library service guidelines. 2nd Rev ed. Berlin: Walter de Gruyter & Co.
4. Matthews, Joseph R. (2005). Measuring for results: The dimensions of public library effectiveness. London: Libraries Unlimited.

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Semester - II

OBJECTIVES

1. To clarify the basics of management & administration of the students.
2. To aware various sections and operations with library and Communication skills
3. To provide knowledge of various library records.
4. To make the students able to manage various type of libraries including Green Library
5. To understand functions and principles of library management

Unit - 1 Principles of Management

Concept, Definition and Scope

Principles, functions and School of thought, POSDCORB

Library Organization structure and Library Grievance

Management Vs Administration

Scientific Management, TQM: Definition, concept and Elements

Unit - 2 Planning and Human Resource Management

Planning: Definition, Need, Purpose

Organizational structure and Library Committee

Job Description and Analysis : Job evaluation

Performance, Evaluation and appraisal

Human Resource Management: Communication Skills, Selection, Recruitment Procedures, Training, Development

Discipline and Grievances, Performance Appraisal, Ethics

Unit - 3 Financial Management

Library Finance: Concept, Definition, Purpose and Sources of Finance

Library Budget: Techniques for preparation

Budgeting and Accounting, Income and expenditure

Budget Management: Cost effective and cost benefit analysis

Unit - 4 Library Records and Statistics

Library Rules and Regulations

Reporting, Types of Reports - Annual Report - Compilation, Contents and Style, Staff Manual, Library Statistics, Weeding out Policies and procedure, Stock Verification

Unit - 5 Infrastructures and Resource Management

Library Building, Furniture and equipment's, Green Library Building, Security and Safety

Collection development, Acquisition of Periodical and Serials

Various Sections of Library & Information Centre and their functions

Technical Processing of Documents

Preservation, Maintenance, shelving

Library Service, Reference and Information Services



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SUGGESTED READINGS:

1. KRISHAN KUMAR. Library Management in electronic environment. 2007. HarAnand Publications, New Delhi.
6. MITTAL (R). Library administration: theory and practice. 2007. Ess Ess, New Delhi.
3. RANGANATHAN (S R). Library Administration. 2006. Ess Ess, New Delhi.
4. SEETHARAMA (S). Guidelines for planning of libraries and information centers. 1990. IASLIC, Calcutta.
5. GUPTA (C.B.). Management: Theory and Practice. 1990. Sultan Chand & Co., New Delhi.
6. KRISHAN KUMAR. Library Administration and Management. 1987. Vikas Publishing House, New Delhi.
7. SENGUPTA(B). Book Selection. 1975. Word Press, Culcutta.
8. PARASHER (RG). Developing Library Collection. 1993. Medallion Press.
7. त्रिपाठी ;एस. एम. ग्रंथालय प्रबंध. 1990. वाई. के. पब्लिशर्स, आगरा
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9. अग्रवाल, श्याम सुंदर. ग्रंथालय प्रबंधन के मूल तत्व. 1991. राज पब्लिशिंग हाउस, जयपुर.
10. शर्मा, चंद्रकांत. पुस्तक चयन एवं रचना. 1988. साहित्य भवन, इलाहाबाद.
11. बनर्जी, प्रशांत कुमार. पुस्तकालय व्यवस्थापन तथा प्रशासन. 1972. हि.ग्र. अ., भोपाल
12. शर्मा, बी. एन. पुस्तकालय सिद्धांत एवं व्यवहार. 1977. पंचशील प्रकाशन, जयपुर.



विभागाध्यक्ष
पुस्तकालय एवं सूचना विज्ञान विभाग
माखनलाल चतुर्वेदी राष्ट्रीय पत्रकारिता
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CCC 6 (2575) : Information Applications in Libraries

Marks : 80+20 = 100

OBJECTIVES

1. To familiar with computer generation and applications
2. To Understand the Role of IT in Libraries
3. To be familiar with Library Software and Internet
4. To Understand Automation of Library Functions
5. To understand the Database management system

Unit - 1 Introduction to Computer

Historical Background: Evolution and Generation of Computers

Functions of the computer in libraries. Configuration of modern Computers, Desktop, Laptop

Mobile and their use in library

Input and Output device, Computer architecture

Data presentation and Storage

Introduction to Word processing, Power Point Presentation

Unit - 2 Introduction to Software

Operating System - Windows 7 & 10, Windows Server, Linux

Types of Software- Application and System Software

Library Software's, Open Source Software, Multimedia Softwares and its use in Library and Information Services.

Unit - 3 Introduction to Internet

Basics of Internet, Search Engines and Meta Search Engines, Internet Search Techniques, E resources and Online Database

Networking: Types of Network (LAN, WAN, MAN) Networking Concepts & Topologies

Digital Library, Virtual Library

Unit - 4 Library Automation

Library Automation: Planning and Implementation

In- house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC, etc.

Bibliographic Standards: CCF and MARC 21

Introduction to Metadata: Types of Metadata, Dublin Core

Introduction to Library automation software: SOUL, E-Granthalaya, KOHA

Unit - 5 Database Management System

Database: Concepts and Components

Database structures, file organization and Physical Design.

Database management System: Basic functions, Potential Uses

Data Security

SUGGESTED READINGS:

1. RAJARAMAN (V). Introduction to Information Technology. 2007. Prentice-Hall of India, New Delhi.
2. RAMLINGAM. Library Information Technology: Concept to Application. 2000. Kalkoz, Delhi.
3. SHARMA (Pandey SK). Fundamental of Library Automatin. 1995. Ess Publication, New Delhi.
4. पाण्डेय एस. के. कंप्यूटर और पुस्तकालय. 1996. ग्रंथ आकादमी. दिल्ली.
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6. लाल सी एवम कुमार के. प्रलेखन एवम सूचना विज्ञान. 2001. एस.एस. प्रकाशन, दिल्ली.

विभागाध्यक्ष
पुस्तकालय एवं सूचना विज्ञान विभाग
माखनलाल बहुगुणा राष्ट्रीय पत्रकारिता
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CCC 7 (2576) : Information Technology: Practice

Marks : 50+20+30 = 100

OBJECTIVES

1. To understand about different operating systems
2. Practical skills of word applications
3. Practical Skills Development of Library Softwares
4. To make the students able to practice of searching Documents and Resources
5. Ethical Use of Technology

Unit – 1

Installation and Functions of Different Operating systems: Windows NT & Windows Server, Linux, Windows 7 & 10

Creating presentation with Power Point, Working on Excel
Editing and Formatting word document.

Unit – 2

Database creation in Library Software: Installation and creation of database
Import and export, Hyperlink
Printing of record using Library Software
WordPress

Unit – 3

SOUL : Installation, Configuration and Functions , Database Creation and Library Software, Installation and Creating of Databases : Import, Export, Printing of Records

E-Granthalaya : Installation, Configuration and Functions , Database Creation and Library Software, Installation and Creating of Databases : Import, Export, Printing of Records and Other Library Management software preferred by concerned teacher.

KOHA (Demo Version): Installation, Configuration and Functions Database Creation and Library Software, Installation and Creating of Databases : Import, Export, Printing of Records

Unit – 4

Online and Offline Searching
Web Searching, OAR (Open Access Resources)
Advanced Internet Searching
Search through Meta Search Engines
Offline Database
Internet and E- mail usage.

Unit – 5

Practice of Open Source Software: Dspace and Greenstone
Practice of Plagiarism Software: DrillBit and freely available software

SUGGESTED READINGS:

1. RAJARAMAN (V). Introduction to Information Technology. 2007. Prentice-Hall of India, New Delhi.
2. Library Automation Software practice (SOUL)
3. पाण्डेय एस. के. कंप्यूटर और पुस्तकालय. 1996. ग्रंथ आकादमी. दिल्ली.
4. शंकर सिंह. कंप्यूटर और सूचना तकनीक. 2000. पूर्वांचल प्रकाशन, दिल्ली.
5. लाल सी एवम कुमार के. प्रलेखन एवम सूचना विज्ञान. 2001. ई.एस.एस. प्रकाशन, दिल्ली.



विभागाध्यक्ष

पुस्तकालय एवं सूचना विज्ञान विभाग
माखनलाल चतुर्वेदी राष्ट्रीय पत्रकारिता
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Paper - 2 BLIS 4
CCC 8 (2577) : Information Sources, Systems and Services

Marks: 50+20+30 = 100

OBJECTIVES

1. To Understand, Identify And Explore The Different Types Of Information Sources
2. To Understand The Function Of Reference Sources And Electronic Sources
3. To understand Library Services and Information Services
4. Understand The Concept Of Library Networks And Consortia
- 5.

Unit - 1 Information Sources

Nature, Characteristics, Types And Formats
Documentary And Non-Documentary Sources
Primary, Secondary And Tertiary Sources Of Information
Human Sources Of Information; Institutional Sources

Unit - 2 Reference Sources and Electronic Information Sources

Reference Sources; Characteristics, Types, Usefulness
Electronic Sources; E-Books, E-Journals, Etds
Subject Gateways, Web Portals, Bulletin Boards, Discussion Group/Forum,
Multimedia Resources, Databases, Institutional Repositories
Evaluation Of Reference Sources And Electronic Information Sources

Unit - 3 Reference and Information Services

Reference Service; Concept, Purpose, Types And Theories
Documentation Services; Current Awareness Service (CAS), Selective Dissemination Of
Information (SDI), Translation Services, Indexing And Abstracting
Services, Bibliographical Services
Document Delivery Services, Inter Library Loan (ILL) Service, NEWS Paper Clipping Services
Online Service; Instant Messaging, RSS Feeds, Podcasts, VodCasts, Ask A Librarian,
Mobile Based Services And Tools; Collaborative Services: Social
Networks, Social Bookmarking; Community Information Services

Unit - 4 Information Systems and Networks

Information Systems; Characteristics, functions
National Information Systems and Networks : NIC, NICNET, ERNET, NASSDOC,
DESIDOC, SENDOC, NIScPR,, DELNET
National Knowledge Network (NKN), INFLIBNET and
its services.

Global Information Systems and Network: MEDLARS, AGRIS, INIS, INSPEC, BIOSIS, ERIC,
Patent Information System (PIS), Biotechnology
Information System (BIS)

Unit - 5 Information Literacy Programmes


Information Literacy: Concept, Objectives, Initiation of Users
Users and their information needs: categories of users
Information needs
Role of Reference Librarian in electronic environment



विभागाध्यक्ष
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माखनलाल चतुर्वेदी राष्ट्रीय पत्रकारिता
एवं संचार विश्वविद्यालय, भोपाल (म.प्र.)

SUGGESTED READINGS:

1. Bopp, R.E. & Smith, L.C.(Eds.). (2011). Reference and Information services: an introduction. Santa Barbara: ABC-CLIO Publishing.
2. Cassel, K.A. & Hiremath, U (2013), Reference and information services: an introduction. Chicago: American Library Association.
3. Chowdhury, G & Chowdhury, S (2001). Information sources and searching on the World Wide Web. London: Facet publishing.
4. Cheney, F.N. & Williams, W.J. (2000). Fundamentals of reference sources. Chicago: American Library Association.
5. Grogan, Dennis (1982). Science and technology: and introduction to literature. London: Clive Bingley.
6. Guha, B. (1999). Documentation and information services (2nd ed.). Kolkata: World press.
7. Higgins, C (Ed.) (1980). Printed reference materials. London: Library Association.
8. Katz, W.A. (2000). Introduction to reference work. London: Butterworths .
9. Krishan Kumar (1984). Reference service. New Delhi: Vikas publishing house.
10. Ranganathan, S.R.(1991). Reference service. Bangalore: Sarada Ranganathan Endowment for Library Science.
11. Rowley, J.E.(1996). The basics of information systems. London: Fact publishing.
12. Shuman, Burce A.(2004). Issues for libraries and information science in the internet age. London: Libraries Unlimited Inc.
- 13- सुन्दरवरन ,के.एस. संदर्भ सेवा, सिद्धांत एवं प्रयोग. 1980. म.प्र. हि.ग्र. अकादमी, भोपाल.
14. उशा ;पवन एवं गुप्ता, पवन संदर्भ सेवा एवं सूचना स्रोत. 1998. आर. बी. एस. ए. पब्लिकेशन, जयपुर.
15. त्रिपाठी ;एस. एम. संदर्भ एवं सूचना सेवा के नवीन आयाम. 1993. वाई. के. पब्लिशर्स, आगरा.
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विभागाध्यक्ष
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भाखनलाल चतुर्वेदी राष्ट्रीय पत्रकारिता
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OE 3 (2578) : Indian Knowledge System

Marks : 25+10+15 = 50

OBJECTIVES:

1. To introduce the concept and scope of Indian Knowledge System (IKS).
2. To explore traditional Indian libraries and education systems.
3. To understand classical knowledge organization in Indian texts.
4. To relate IKS with modern Library and Information Science practices.
5. To promote appreciation for indigenous knowledge and its preservation.

Unit I: Introduction to Indian Knowledge System

- Concept and nature of Indian Knowledge System (IKS)
- Major branches of Indian knowledge: Vedas, Vedāṅgas, Darśhanas, Ayurveda, Arthashastra, etc.
- Oral tradition and manuscript culture
- Knowledge traditions in ancient universities: Nalanda, Takshashila, Vikramshila

Unit-II: Sources of Knowledge

- Sources of Ancient Knowledge: Sources of Indian knowledge system Vedas, Brāhmaṇas, Āraṇyakas, Upanishads, Six Vedāṅgas, Six Systems of Indian Philosophy, Rāmāyaṇa, Mahābhārata, Purāṇas, and Dharmaśāstra;
- The Vedic Scheme of Classes, postulates four Main Classes of Knowledge - Dharma, Artha, Kāma, and Moksha.
- Universe of Knowledge and present-day Knowledge Classification of Commentaries on the ancient literature
- Ranganathan's Scheme of Classification of Indian Classics

Unit III: Libraries in Ancient and Medieval India

- Libraries in Gurukuls, Temples, Monasteries, and Pathshalas
- Development of manuscript libraries: Palm leaf and birch bark manuscripts
- Script, language, and documentation traditions: Sanskrit, Pali, Prakrit
- Contribution of ancient scholars: Panini, Patanjali, Charaka, Aryabhata, etc.

Unit IV: Knowledge Organization in Indian Tradition

- Classification and indexing in Indian context (e.g., Chandaḥ, Nighaṇṭu, Kosha)
- Indigenous methods of information recording and preservation
- Contribution of Indian logic (Nyaya) to information analysis
- Role of oral memory and traditional metadata

Unit V: Relevance of IKS to Modern LIS

- Application of IKS principles to modern LIS
- Digitization and preservation of Indian manuscripts
- Role of libraries in conserving indigenous knowledge
- Integration of IKS in library services and user education

Recommended Readings:

1. AICTE, Indian Knowledge System, available at: <https://iksindia.org/>
 2. Center for Indian Knowledge System, available at: <https://ciks.org/>
 3. Ferrante, M. (2020). Indian Perspectives on Consciousness, Language and Self: The School of Recognition on Linguistics and Philosophy of Mind. Routledge.
 4. IIM (Bangalore), Management lessons from Bhagwad Gita, available at: <https://repository.iimb.ac.in/handle/2074/15054>
 5. IIM (Bangalore), Practical Vedanta, available at: <https://repository.iimb.ac.in/handle/2074/15054>
 6. IIM (Calcutta), Management Center for Human Values at: <https://www.iimcal.ac.in/faculty/centers-of-excellence/management-center-for-humanvalues/management-center-for-human-values>
 7. IIT (Gandhinagar), Indian Knowledge System, available at: <https://iks.iitgn.ac.in/>
 8. IIT (Indore), Center for Indian Scientific Knowledge System, available at: <http://cisks.iiti.ac.in/>
 9. IIT (Kanpur),
 10. IIT (Khadagpur) Center for Excellent for Indian Knowledge System, available at: <http://www.iitkgp.ac.in/departement/KS>
 11. Indian Institute of technology (Kanpur), Heritage, available at: <https://www.heritage.iitk.ac.in/>
 12. Kapoor, K and Singh, A. K. Eds. Indian Knowledge System, vol.1, DK Print World, available at: Indian-Knowledge-Systems-Kapil-Kapoor.pdf (iitgn.ac.in)
 13. Pollock, S. (2001), The New Intellectuals in Seventeenth-Century India." Indian Economic and Social History Review 38,1 (2001): 3-31, available at: https://dsal.uchicago.edu/sanskrit/papers/Indian_Knowledge_Systems.pdf
 14. Tilak, B. G. (2021). The Orion or Researches into the Antiquity of the Vedas: 1916. (n.p.): Independently Published.
1. Satya Prakash – Ancient Indian Education
 2. Kapil Kapoor – Text and Interpretation: The Indian Tradition
 3. S.R. Ranganathan – Library Classification and Indian Logic
 4. IGNC Publications – Bharatiya Gyan Parampara Series
 5. Rajiv Malhotra – The Battle for Sanskrit (for contemporary debates)

विभागाध्यक्ष
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माखनलाल चतुर्वेदी राष्ट्रीय पत्रकारिता
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OE 4 (2579) : Academic and Media Library

Marks: 25+10+15 = 50

OBJECTIVES

1. To provide an overview of principles and practices in Academic and Media Libraries .
2. To understand the challenging roles of Academic and Media Library
3. Collection and Management of Academic and Media Library
4. Finanacial Management of Academic and Media Library
5. Services of Academic and Media Library

Unit - 1 Basics of Academic Library and Media Libraries

Academic and Media Library: Definition, Objectives, Functions

Development of Academic Libraries and Media Libraries in India

Types of Users Academic and Media Library: Their Reading Habits, and Information Needs

Role of Academic Library and Media Libraries

Unit - 2 Collection Development and Management (Print)

Print Information Sources: Selection, Acquisition, Evaluation

Information Sources for Children: Illustrated Books, Literary Journal, Reference Books, Magazine, Comics.

Organization and Management of Library Collection, Newspaper Clippings

Unit - 3 Collection Development and Management (Electronic)

Electronic Information Sources: Selection, Acquisition, Evaluation

Audio-Video Collection, Internet Resources, Websites, Subject Portals, Digital Library Resources.

Digital Newspaper clippings

Unit - 4 Finanacial Management of Academic Library and Media Libraries

Financial Management, Skills and Competencies for Academic Library and Media Libraries staff, Library Automation, Resource Sharing and Library Networking

Unit - 5 Services of Academic Library and Media Libraries

Circulation Service, Reference Service, Storytelling, Read Aloud, Summer Reading Programmes, User Orientation

SUGGESTED READINGS:

1. Barr, Catherine & Gillespie, John T. (2009). Best books for high school readers: Grades 9-12. 2nd Westport: Libraries Unlimited.
2. Craver, Kathleen W. (2002). Creating cyber libraries: An instructional guide for school library media specialists. Santa Barbara: Libraries Unlimited.
3. Dickinson, Gail K. & Repman, Judi (2015). School library management, 7th ed. Columbus: Linworth Publishing.
4. Harper, Meghan (2018). Reference sources and services for youth. Chicago: American Library Association.
5. Martin, Barbara Stein & Zannier Marco (2009). Fundamentals of school library media management: A how-to-do-it manual. New York: Neal-schuman publishers, Inc.

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पुस्तकालय एवं सूचना विज्ञान विभाग
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