

Department of Higher Education UP Government, Lucknow

Bachelor of Arts (Library and Information Science) By UP Government Course Committee-2021

National Education Policy-2020 Common Minimum Syllabus for all U.P. State Universities

Semester-wise Titles of the Papers in B.A. (Library and Information Science)

(Based on the recommendations of NEP 2020)

Name	Designation	Affiliation	
Steering Committee			
Mrs. Monika S. Garg (IAS), Chairperson, Steering Committee	Additional Chief Secretary	Department of Higher Education UP, Lucknow	
Prof. Poonam Tandan	Professor, Department of Physics	University of Lucknow, Lucknow (UP)	
Prof. Hare Krishna	Professor, Department of Statistics	CCS University, Meerut (UP)	
Dr. Dinesh C. Sharma	Associate Professor	K.M. Govt. Girls PG College, Badalpur, G.B. Nagar (UP)	

Prof. Divya Nath	Principal	K. M. PG College, Badalpur, G.B. Nagar (UP)
Prof. Ajay Pratap Singh	Dean, Faculty of Arts	Ram Manohar Lohiya University, Ayodhya
Dr. Nitu Singh	Associate Professor	HNB Govt PG College, Prayagraj
Dr. KishorKumar	Associate Professor	K. M. PG College, Badalpur, G.B. Nagar (UP)
Dr. Shweta Pandey	. Assistant Professor	Bundelkhand University, Ihansi

Syllabus Developed By:

S.No.	Name	Designation	Department	College/University
01	Dr. R. K. Singh	Librarian	Central Libra	RML Awadh University, Faizabad
02	Dr. J. A. Seddiqui	Coordinator/Flead	Library & Information Science	CCS University, Meerut
03	Dr. Prawish Prakash	Assistant Librarian	Tagore Library	University of Lucknow, Lucknow

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	Dennest Si	Code	Paper Title	Theory to sorin	3.21-
T	1	A180101T	Fundamentals of Librarianship	Theory	- 5
	11	A180201T	Information Sources and Services	Theory	6
	III	A180301T	Library Management	Theory	6
2	IV	A180401T	Information Storage and Retrieval System	Theory	6
3	V	A1805011	Library Classification	Theory	1
3	V	A180502P	Library Classification and Cataloguing	Practical	2
3	V	A180503T	Library Cataloguing	Theory	4
1	V	A180504R	Project (Compilation of Bibliography)	Project	3
3	VI	A180601T	Computer Application in Libraries	Theory	4
3	VI	A180602T	Library, Information and Society	Theory	4
3	VI	A180603P	IT Application in Libraries	Practical	2
3	VI	A180604R	Project (Library Survey)	Project	3
					Total Credits

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Department of Higher Education UP Government, Lucknow

Bueneley of Livery and Information Science (BLESC)

One Year Programme of Two Semesters

Eligibility: Graduate Degree in any discipline

By UP Government Course Committee-2021

National Education Policy-2020 Common Minimum Syllabus for all U.P. State Universities

(Based on the recommendations of NEP 2020)

Name	Designation	Affiliation	
Steering Committee			
Mrs. Monika S. Garg (IAS), Chairperson, Steering Committee	Additional Chief Secretary	Department of Higher Education UP, Lucknow	
Prof. Poonam Tandan	Professor, Department of Physics	University of Lucknow, Lucknow (UP)	
Prof. Hare Krishna	Professor, Department of Statistics	CCS University, Meerut (UP)	
Dr. Dinesh C. Sharma	Associate Professor	K.M. Govt. Girls PG College, Badalpur, G.B. Nagar (UP)	
Supervisory Committee - Arts	and Humanities Stream		
Prof. Divya Nath	Principal	K. M. PG College, Badalpur, G.B. Nagar (UP)	
Prof. Ajay Pratap Singh	Dean, Faculty of Arts	Ram Manohar Lohiya University, Ayodhya	
Dr. Nitu Singh	Associate Professor	HNB Govt PG College, Prayagraj	
Dr. Kishore Kumar	Associate Professor	K. M. PG College, Badalpur, G.B. Nagar (UP)	
Dr. Shweta Pandey	Assistant Professor	Bundelkhand University, Jhansi	

Syllabus Developed By:

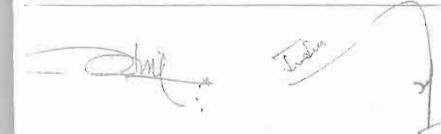
S.No.	Name	Designation	Department	College/University
10	Dr. J. A. Siddiqui	Coordinator/ricad	Library & Information Science	CCS University, Meerut
02	Dr. Naushad Ali PM	Professor	Library & Intormation Science	AMU, Alignah
03	Dr. Shiva Kanaujia	Dy. Librarian	Dr. B. R. Ambedkar Library	Jawaharlal Nehru University, New Delh
04	Dr. Devendra Kumar	Assistant Professor (Library Science)	College Library	Ramabai Ambedkar Government Degree College, Gajraula, Amroha



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	5,190,1017.	Positingroup of Library and Information Science	Thoory	4
1	A190102T	Library Classification	Theory	
1	A190103T	Library Cataloguing	Theory	
1	A1901041	Library Chastite ation	Practical	뎈
ľ	A190105P	Library Cataloguing	Practical	4
I	Project Work in LIS (a) Library Survey and (b) Literature Survey		Project	6
			Total Credits	26
П	A190201T	Management of Libraries and Information Centers	Theory	4
II	A190202T	Information Sources and Services	Theory	4
П	A190203T	Information Processing and Retrieval	Theory	4
П	A190204T	Library and Information Technology	Theory	4
11	A190205P	Library and Information Technology	Practical	4
		Project Work in LIS (a) Field Survey and (b) Compilation of Annotated Bibliography	Project	6
			Total Credits	26

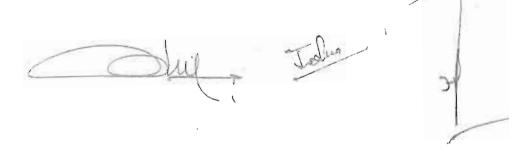


Program Outcome

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

Train students in modern library administration and prepare them for careers in Academic, Public and Special Libraries.

- Impart education and training for generating budding library professionals in the p[resent scenario of information age.
- Develop manpower for libraries and information centres for effective and efficient services, professional values, dedication and attitude.
- To equip students with competent skills essentially required for carrying out various housekeeping operations of library and Information Centers using ICT.
- To develop LIS students as competent professionals in the field by imparting employability skill based on effective communication, critical thinking, and ethical literacy.
- Enable to become lifelong learners for their personal growth and development.



Total Harm	KICTERSSIVERSHIT HITS	You Fig.	Semesia	First
		- Special Library and Inform	igaen Ssjence	
C	outte Code:	Cowest Title Piper	tary and Information	Science (Theory)
		ng this paper, the students		
O-Fillowski Zitarok		libraries and its importance	2 2 2 3 2 2	
		ve laws of library science		
		portance of Library legisla	CANCEL DOOR RETURN DE	
with the role	or various mationa	and International Library	Associations and Organiza	itions.
	Credits: 4		Core Compulsor	y
	Max. Marks: 25	+75	Min. Passing Marks	s: 40
	Total No. of Lec	ctures-Tutorials-Practical (in	hours per week): L-T-P: 4	-0-0
Unit		Topics		No. of Lectures
		Part I		
I	of Library Pro Gopinath, B. S. Ke Essentials of Lil	Indian LIS Professiona fession: S. R. Ranganath svan, A. Neelameghan, S. Bash prary and Information So a Profession; User Educa	an, P.N. Panicker, M. A. iruddin.	15
п	Social foundation of libraries in I	nework and history of lib n of Libraries; History of ndia, U.S.A. and Britain; of Libraries. Public and	15	
Ш	Library Legislat	o libraries and information ion-Need and essential Fe al Property Right.	110273	15
IV	ILA, IASLIC; R	bution of National Organole and contribution of Int A, IFLA, FID, UNESCO, A	ernational Organizations	15

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Just total P. Levinson Kert Allan Reso mesmannessy theretal and Top. Patter, 1974. Jo. Khanna, JK. Library and Suclety, Karrakshens, Research Publications, 1987. 4. Pandey, SK Shaima: Libraries and Society, New Delhi, EssEss, 1992. 5. Ranganathan, Sk.: The Five Laws of Library Science, Bangalore: Sarda Ranganathan Endowment for Library Science, 1988. 6. Sukula, Shiva: Librarianship. Redefining and Redesigning Beyond the Customary Craft. New Delhi, Ess Ess Publications, 2016. 7. शर्मा बीठ केठ, ठाकूर, यूर्पार, एवं लाल, सीठ : ग्रन्थालय एवं सूचना विज्ञान, आगरा, वाईठ के० पब्लिशर, 2015 8. सेनी ओम प्रकाश: ग्रन्थालय एवं समाज, आगरा, वाईo केo पहिनशर, 1999 Suggestive digital platforms web links 1. https://lisstudymaterials.wordpress.com/ 2. http://egyankosh.ac.in/ 3. http://library-soup.blogspot.com/ This course can be opted by the students of BLISc. Suggested Continuous Evaluation Methods: Internal Evaluation 25 Marks: 20 Marks (2 Tests – 10 Marks each) 05 Marks (Assignment) External Evaluation 75 Marks: The paper will be divided into Three Sections A, B and C. Section A will consist of Five Short Auswer Type questions not exceeding 75words. The examinee will attempt all questions. Each question carries 2 marks. Section B will consist of Three questions not exceeding 200 words. The examinee will attempt Two questions. Each question carries 10 marks. Section C will consist of Five questions in detail. The examinee will attempt Three questions. Each question carries 15 marks Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate. Suggested equivalent online courses. Courses on Swayam / MOOCS/NPTEL. Further Suggestions:

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Course Fode Course Title Uther City Seation (Theory)

Course Outcome

theories and canons of library classification. Analyze the characteristics, merits and demerits of different species of library classification Schemes. Highlight salient features of major classification schemes. Flucidate various facets of notation and call number. Review current trends in library classification

Core Compulsory		
Min. Passing Marks: 40		
ctical (in hours per week): L-T-P: 4-0-0		
No. of Lectures		

Unit	Topics	No. of Lectures
	Part I	
1	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.: An Overview	15
11	Normative Principles of Classification Work of classification in three Planes: Canons and their applications in Standard Schemes	15
m	Mnemonics: Definition, types, Canons and their applications in Standard Schemes. Hospitality in Notational System: Canons and Devices	15
IV	Facet Sequence: Concept and Principles. Postulational Steps in practical Classification. Book Number and Collection Number Library Classification and Trends	15

Suggested Readings:

- I. Ranganathan, S. R. (1962). Elements of library classification. Bombay: Asia Publishing
- 2. Bavakutty, M. (1981). Canons of library classification. Trivandrum: Kerala library Association
- Ranganathan, S. R. & Gopinath, M. A.(1989). Prolegomena to Library Classification v.1Bangalore: Sarada Ranganathan Endowment for Library Science

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on. Theoretical Historical and

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- 5. Dutta, D.N. (1973), Library Classification, a manual, Calcutta: The World Press
- Hussin, Shababat (2004) Library Classification, Facets and Analyses, Delhi: B.R. Publishing Corporation.
- 7. Krishan Kumar (1979), Theory of Classification. New Delhi: Vikas Publishing
- 8. ध्यानी, पुष्पाः पुस्तकालय वर्गीकरण, दिल्ली, नेहा पब्लिशर्स, 2016
- 9 निपाठी एस० एम० गन्थालय वंगीकरण के गल तन्त्रः आगरा, वाईo केo पब्लिशर,

Suggestive digital platforms web links

- 1. https://lisstudymaterials.wordpress.com/
- 2. http://egyankosh.ac.in/
- 3. http://library-soup.blogspot.com/

This course can be opted by the students of BLISc.

Suggested Continuous Evaluation Methods:

Internal Evaluation 25 Marks: 20 Marks (2 Tests –10 Marks each) 05 Marks (Assignment)

External Evaluation 75 Marks: The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75words. The examined will attempt all questions. Each question carries 2 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL

Further Suggestions:

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Semester: First Table Sive Subject Library and Information Science Course Code. Course Library Cataloguing (Theory) Course Onicome After studying this paper, the students shall be able to understand the concept and objectives of library catalogue. To know about the normative principles of cataloguing, Comprehend various forms (inner and outer) of library catalogue. Review the features and development of different cataloguing codes. Understand various approaches of deriving subject headings. Understand the concept of co-operative and centralized cataloguing. Examine the current trends in library cataloguing. Understand the complexities in rendering of entries and alphabetization. Credits: 4 Core Compulsory Max. Marks: 25+75 Min. Passing Marks: 40 Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 4-0-0 No. of Unit Topics Lectures Part I Library Catalogue: Definition, Need, Objective & Functions. Principles I Normative of Cataloguing. Cataloguing 15 Classification: Symbiotic relationship. Forms of Library Catalogue. Types and Functions of Cataloguing: Dictionary, Classified. Library Catalogue Codes - CCC and AACR-II: Historical H 15 Development Subject Cataloguing: Concept, Principles. Chain Procedure, Lists of Subject Headings. Centralized and Cooperative Cataloguing: Ш 15 Need, CIS and CIP, Prenatal Cataloguing, Union Catalogue: Need. Rules for Compilation. NUCSSI, DELNET, IndCat, WORLDCAT. Indle Names: Problems and Rendering. Cataloguing Rules according to A.A.C.R.II and CCC for Joint authors, Corporate

IV

Authors and Pseudonyms. Cataloguing of Non-book Materials:

Microfilms, Gramophone Records, Maps, Computer, files

Recommended Boots

Girja Kuman & Kulimbur (Luoum + 1-7 in present of taxanaguing, New Delhi: Vikas Publishing House

- Sharma, Pandey S. K. (1986) Cataloguing Theory. New Delhi: EssEss Publication.
- 3 Vigwanothan C. G. (1983). Cataloguing: Theory and Practice. Lucknow: Print House.
- Shera, Josse II. & Eagan, Margret E. (1956). Classified Catalog: basic principles and practices. Chicago: American Library Association.

5. Sengupta, B (1974). Cataloguing. Its theory & practice. Calcutta: World Press.

- Krishan Kumar (2001). An Introduction to AACR-2 (Anglo-American Cataloguing Rules).
 New Delhi: Vikas Publishing.
- Sirbliqui, IA and Hussia, Mohd Sabir Tibrary Cataloguing with AACR-II New Delhi, Ess Ess Publications, 2018, ISBN 978-93-87698-03-1
- 9. Siddiqui, JA; Husain, Mohd. Sabir and Sharma, BK. Hindi Granthon ki Suchikaran Pirkniya. Agra, Y. K. Publishers, 2018. ISBN 978-93-80668-97
- 10. शर्मा, पाण्डेय एस० के०: पुस्तकालय सूचीकरण के सिद्धान्त, नई दिल्ली, प्रभात प्रकाशन, 2015

Suggestive digital platforms web links

- 1. https://lisstudymaterials.wordpress.com/
- 2. http://egyankosh.ac.in/
- 3. http://library-soup.blogspot.com/

This	course	can	be	onted	by	the	students	of BLISc.

Suggested Continuous Evaluation Methods:

Internal Evaluation 25 Marks: 20 Marks (2 Tests –10 Marks each) 05 Marks (Assignment)

External Evaluation 75 Marks: The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75words. The examinee will attempt all questions. Each question carries 3 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent	online courses:	Courses	on Swayam	/MOOCS/N	PTEL

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	Subject Library and hiromatics Sci	EIH2E
Course Code.	Course Title, Library	Classification (Practical)

Course ourcomes: After studying the paper, students shall be able to classify and construct the class numbers for titles using Colon Classification Scheme. Synthesize class numbers by using common isolates and 'different devices of CC scheme. Classify and construct the class numbers for complex titles using DDC scheme. Synthesize class numbers by using the tables and 'add to instructions' of DDC scheme. Use of different schedules, manual and relative index of Classification Schemes.

	Credits: 4	Core Compulsory
	Max. Marks: 25+75	Min. Passing Marks: 40
	Total No. of Lectures-Tutorials-Prac	etical (in hours per week): L-T-P: 0-0-4
Unit	Topics	No. of Lectures
	Part I	
ï	Section – A: Classification of docu Classification of documents v Classification 19 th Edition with the for Divisions, Sectors, Sub-sectors, Aux	with the Dewey Decimal collowing details: Main Classes,
11	Section - B: Classification of docu Classification of documents by Colo Enlarged edition with following de and complex subject, phase Relation	on Classification 6 th Revised and etails BasicSubject, compound 30

Recommended Books

- Dewey, Melvil: Decimal Classification and Relative Index. 19th ed. New York, Lake Placed Club, 1979.
- 2. Ranganathan, SR: Elements of Library Classification. 3rd ed. Bombay, Asia Pub. House, 1962.
- 3. Ranganathan, SR: prolegomena to Library Classification. Assisted by M A Gopinath. 3rd ed. Bangalore, SRELS, 1969.



- 4. Satija, MP: Colon Classification a practical introduction. Delhi, Ess Ess, 1989.
- Ranganathan, SR: Colon Classification. 6th rev ed. Banglaore, SRELS, 1968.
- 6. Salija, MP; Manual of Practical Colon Classification. 3rd rev ed. New Delhi, Sterling, 1995.

Note: There will be Three Sections A, B and C.

Section A will consist of *Eight* Titles and the examinee will classify *Pive* Titles by Dewey Decimal Classification Edition 19th. Each Title carries 6 marks.

Section 3 will consist of Eight Titles and the examinee will classify Five Titles by Colon Classification Scheme 6th Revised and Enlarged Edition. Each Title carries 6 marks.

Section C will consist of *Two* Titles and the examinee will classify *One* Title by both Dewey Decimal Classification Edition 19th and Colon Classification Scheme 6th Revised and Enlarged Edition. This Title carries 15 marks.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL	
Further Suggestions:	

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Programme/Class: Certificate	Year First	Semester First
Sul	pject: Library and Information	Science
Course Code	Course Title: Libr	ary Cataloguing (Practical)
ourse outcomes: After studying	the paper, students shall b	be able to use the AACR-2 and CCC

Course outcomes: After studying the paper, students shall be able to use the AACR-2 and CCC cataloguing codes for cataloguing of printed documents in a library. Preparation of catalogue for single personal author, joint personal author and pseudonymous works. Preparation of catalogue for simple personal name entries in Hindi and Urdin by AACR-2. To Prepare different types of entries in order to fulfill various search approaches of users. Practically identify and describe various bibliographic elements of the documents. Derive subject headings using Sear's List of Subject Headings and Chain Procedure method for subject entries.

Credits: 4	Core Compulsory
Max. Marks: 25+75	Min. Passing Marks: 40

Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 0-0-4

Unit	Topics	No. of Lectures
	Part I	
1	Cataloguing of documents (using AACR II) Cataloguing of books and periodicals in accordance with the latest edition of AACR II and Sears List of Subject Headings	20
п	Cataloguing of documents (using CCC) Cataloguing of books and periodicals in accordance with the Classified Catalogue Code (CCC) 5 th Edition.	20
ш	Computerised Cataloguing through MARC	20

Recommended Books

- Ranganathan, SR: Classified Catalogue Code with additional rules for Dictionary Catalogue Code. Assisted by A. Neelameghan. 5th reprinted ed. Bangalore, SRELS, 1988.
- 2. Anglo American Cataloguing Rules. (North American Text). Chicago, ALA, 1967.

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- Ranganathan, SR: Cataloguing Practice. Assisted by G. Bhatta harps. Tombay, Asia Pub. House, 1974.
- 4. Job, M.M. (1989). Theory and practice of Cataloguing. New Delhi: Metropolitan.
- Gernert, Leigh (2003). A l'extbook of Cataloguing. New Delhi: Dominant Publishers and Distributors.
- 6. Krishan Kumar (2001). An Introduction to AACR-2 (Anglo-American Cataloguing Rules) New Delhi: Vikas Publishing.
- 7. Siddiqui, JA and Husain, Molid Sabir. Library Cataloguing with AACR-II. New Delhi, Ess Ess Publications, 2018. ISBN 978-93-87698-03-1
- 8 Siddiqui, JA; IIusain, Mohd. Sabir and Sharma, BK. Hindi Granthon ki Suchikaran Pirkriya. Agra, Y. K. Publishers, 2018. ISBN 978-93-80668-97

Note: There will be Three Sections A, B and C

Section A will consist of *Four* Entries and the examinee will prepare *Two* Entries by using AACR-II.

Each Entry carries 15 marks.

Section B will consist of *Four* Entries and the examinee will prepare *Two* Entries by using CCC.

Each Entry carries 15 marks.

Section C will consist of *Two* Entries and the Examinee will prepare only *One* Entry through MARC.

Each Entry carries 15 marks.

Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent online course	s: Courses on Swayam /	MOOCS/NPTEL	
Further Suggestions:			
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Programm	ie/Class: Certificate	Year First	3711125(6)	SCORIG
		Subject: Library and Information	mation Science	
Co	ourse Code:	Course Title: Managemen	nt of Libraries and Information	n Centres (Theory)
Course oute	omes: After studyi	ng the paper, students shal	l be able to understand the	concept and scop
of library ma	anagement. Elabora	te principles and functions	of library management. F	fficiently carry or
arious ope	erations of Library	and Information Centr	es. Comprehend the cor	ncept of financia
nanagement	t and human resour	ce management. Designi	ng of library and informa	tion system/ MIS
Maintain the	library statistics an	d prepare annual report		
	Credits: 4		Core Compulso	ry
	Max. Marks: 25	+75	Min. Passing Mark	s: 40
	Total No. of Led	tures-Tutorials-Practical (i	n hours per week): L-T-P: 4	-0-0
Unit		Topics		No. of Lectures
		Part I		
I	management. Co.	nanagement: Concept, he neept and principles of scits and standards of TQM		15
п	analysis, specific	ement-general aspects: cation and evaluation. Sel ning and Development.	ection and Recruitment.	15
ш	Library Management -specific aspects: Library authority and library committee. Staffing. Different sections of libraries and their working. Annual report.		15	
IV	The state of the s	d Conservation of librar l Management in Librarie		15

Recommended Books

- Mittal, RL: Library and Administration: Theory and practice. New Delhi: Metropolitan Book, 1983.
- 2. Ranganathan, SR: Library Book Selection. Bombay: Asia Pub. House, 1966.

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- Brown, James Duff: Manual of Library Economy, London, Andre Deutsch, 1961.
- 4. Mahapatra, PK and Chakrabarti, B: Preservation in Libraries, New Delhi: EssEss, 2003
- 5. Adhikari, Rajiv: Library Preservation and Automation. Delhi: Rajat Publications, 2002.

Suggestive digital platforms web links

- 1. https://lisstudymaterials.wordpress.com/
- 2. http://egyankosh.ac.in/
- 3. http://library-soup.blogspot.com/

Elective Paper

This course can be opted as an elective by the students of following subjects: Open for all.

Note: The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75words. The examined will attempt all questions. Each question carries 2 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL

Further Suggestions:

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name and Information Edward and Information Edward

Programme/Class: Certificate	Year: First	Semester: Second
S	ibject: Library and Information	Science

Course Code: Course Title: Information Sources and Services (Theory)

Course outcomes: After studying the paper, students shall be able to understand the concept of reference and information sources and services provided in libraries. Understand criteria of evaluation of different sources of information. Understand the reference interview and various techniques of scarching information. Understand the latest trends in Reference & Information Sources and Services.

	Credits: 4	Core Compulsor	V
	Max. Marks: 25+75	Min. Passing Marks	: 40
	Total No. of Lectures-Tutorials-Practic	cal (in hours per week): I-T-P: 4-	0-0
Unit	Topics		No. of Lectures
	Part I		
I	Information Sources I Concept of insources of information -journal, confimaterials, standards, Newspapers, patend their electronic form etc.	erence proceedings, archival	15
n	Information Sources – II Secondary sources of information-Bibliographic Sources INB and BNB, Encyclopedias – General and Special, Dictionaries – General and Special Yearbooks, Biographical Source, Geographical Source, text book, Index and abstract and their electronic form		15
ш	Information Sources — III Tertiary source of information- Bibliography of bibliographies, Directory, and guide to literature and their electronic form. Human Resources, Information Centres		15
IV	Five Laws and Reference Sources		15

Recommended Books

- 1. Bradford, SC: Documentation. 2nd ed. London, Lockwood, 1953.
- 2. Foskett, AC: Subject approach to Information. 5th ed. London, Library Association, 1997.
- 3. Guha, B: Documentation and Information: services, techniques and systems. 2nd rev ed.









- Kawatra, PS: Fundamentals of Documentation with special reference to India. New Delhi, Sterling, 1983.
- Khanna, JK: Documentation and Information Services: systems and techniques. Agra, Y K
 Publishers, 2000
- Lancaster, FW. Information Retrieval Systems: Characteristics, Testing and Evaluation. New York, John Wiley, 1968.
- 7. Ranganathan, SR. Documentation and its facets. London, Asia Pub. House, 1963.
- 8. Prasher, RG: Index and Indexing. New Delhi, Medallion Press, 1989.
- 9. Sukula, Shiva: Information Retrieval. New Delhi, Ess Ess Publications, 2014.

Suggestive digital platforms web links

- 1. https://lisstudymaterials.wordpress.com/
- 2. http://egyankosh.ac.in/
- 3. http://library-soup.blogspot.com/

Note: The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75words. The examinee will attempt all questions. Each question carries 2 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MODES/NPTEL

Further Suggestions:

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da helps ("Thoras and Information Science

Programma/Clase Cardificate	Year Fran	Semester: Second
	Subject: Library and Information	Science
Course Code:	Course Title: Information	Processing and Retrieval (Theory)

Course outcomes: After studying the paper, the students shall be able to understand the concept and process of documentation and its services in libraries. Understand the types and characteristics of indexing languages including the vocabulary Control and information retrieval thesaurus. Understand the concept and types of indexing and abstracting services at the National and International Level. Understand the various categories of users and different methods of providing user studies in libraries.

Credits: 4 Core Compulso		Core Compulsory
	Max. Marks: 25+75	Min. Passing Marks: 40
	Total No. of Lectures-Tutorials-Practic	cal (in hours per week): L-T-P: 4-0-0
Unit	Topics	No. of Lectures
	Part I	
ĭ	Documentation: Definition, Need, Purpose. Documentation Work, Service, CAS and SDI. Index and Indexing: Scope and Importance Types of indexes • Keyword indexing	
п	Index and Indexing: Pre and Post Co-ordinate Indexing. Chain Procedure, PRECIS, POPSI, Citation Indexing. Indexing Languages: Types and Characteristics. Vocabulary Control and IR Thesaurus. Indexing Services: National and International	
ш	Abstracting: Types and Guidelines. Abstracting Services: National and International, Chemical Abstract, Biological Abstract, Physics Abstract, Psychological Abstract, Indian Science Abstract	
IV	Search Strategies, Feedback and I Categories. User Studies: Methods, To	21

Recommended Books

Brown, A.G. (1982). An Introduction to Subject Indexing. London: Clive Bingly.

- Sing

- Mohanmad, Riaz (1989). Advanced Indexing and Abstracting Fractices. New Delhi: Atlantic Publishers
- Chakraborty, A.R. and Chakraborty, B. (1984). Indexing: Principles, Process and Products.
 Calcutta: The World Press.
- Sengupta, B. and Chatterjee, M. (1977). Documentation and Information Retrieval. Calcutta: The World Press.
- 7. Rajan, T.N. (1981). Indexing Systems: Concepts, Models and Techniques. Calcutta: IASLIC.
- 8. Ranganathan, S.R. (1963). Documentation and its Facts London: Asia Publishing House.
- 9. Shera, J.H., Kent, A and Pessy, J.W. (1957). Documentation in Action. New York: Reinhold Publishing.

Suggestive digital platforms web links

- 1. https://lisstudymaterials.wordpress.com/
- 2. http://egyankosh.ac.in/
- 3. http://library-soup.blogspot.com/

Note: The paper will be divided into Three Sections A, B and C.

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- Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.
- Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions Each question carries 15 marks.

Methodology: Lectures, sclf study, case studies, assignments, experimental learning exercises

Course prcrequisites: To study this course,	a student	must have	had the	Graduation	in any	discipline	with
a minimum of 45% in aggregate.							

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL

Further Suggestions:

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Bacheto of Library and Information Science

Programm	e/Class: Certificate	Year: First	Semester	Second
	S	ubject. Library and Inform	ation Science	
Co	ourse Code:	Course Title: Librar	y and Information Technol	ogy (Theory)
assess the fe concept and Understand	ion of automation in va easibility of various lib purpose of a digital the computer networks	prious library housekeep orary automation softwa library and the new co	hall be able to understanting operations and service and their functionalities oncepts of mining and appreciately protocols and Stanting prevalent in India.	es. Understand and cs. Understand the etrieving the data
	Credits: 4		Core Compulso	ry
	Max. Marks: 25+75		Min. Passing Mark	s: 40
	Total No. of Lectur	es-Tutorials-Practical (in	hours per week): L-T-P:	1-0-0
Unit		Topics		No. of Lectures
		Part I		
I	Types of Information History, Classification Hardware and Software	Information Technology – I Concept of Information Technology. Types of Information Technology. Computer Technology – History, Classification and Generation of Computers, Computer Hardware and Software, Operating Systems – WINDOWS, Linux. Programming Languages, Algorithm & Flow Charting		
п	General Aspects. R	nology — II Commur Reprographic Technolog cologies — General Aspe	gy - General Aspects.	15
m	Planning and imploperations (Acquisit	ementation of library tion, Cataloguing, Circu		15
IV	including Open S		for Windows, Libsys orary Networks, New use of RFID etc.	15

Recommended Books

- 1. Kumar, PSG: Computerization of Indian Libraries. Delhi, B. R. Publishing, 1987.
- 2. Pandey, SK Sharma: Library Computerization: theory and practice. New Delhi, Ess Ess, 1993.
- 3. Satyanarayana, NR: A manual of Library Automation and Networking. 2nd ed. Lucknow, New

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Royal Beek, 2005.

- 4. Dhawan, A: Computers for Beginners. New Delhi, Frank Bros, 1990.
- 5. Sehgal, RL: An introduction to Library Networks. New Delhi, EssEss, 1996.
- 6. Devrajan, G and Rahelamma, AV: Library Computerization in India. New Delhi, EssEss, 1990.
- Siddiqui, JA: Information Technology Application in Libraries. New Delhi, Shree Publishers & Distributors. 2019. ISBN 978-81-8329-988-6.
- 8. Sukula, Shiva: Demystifying Databases: A hands-on Guide to Database Management. New Delhi. Ess Ess Publications, 2016.

Suggestive digital platforms web links

- 1. https://lisstudymaterials.wordpress.com/
- 2. http://egyankosh.ac.in/
- 3. http://library-soup.blogspot.com/

Note: The paper will be divided into Three Sections A, B and C.

- **Section A** will consist of *Five* Short Answer Type questions not exceeding 75words. The examinee will attempt all questions. Each question carries 2 marks.
- **Section B** will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.
- Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL

Further Suggestions:

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Programme/Class. Certificate Year: First Semester: Second

Subject: Library and Information Science

Course Code: Course Title: Library and Information Technology (Practical)

Course outcomes: After studying the paper, students shall be able to familiarize with housekeeping operations using library management software packages. Create database for different categories of documents. Generate barcode labels and membership cards. Search online databases.

Credits: 4		Core Compulsory		
Max. Marks: 25+75		Min. Passing Marks: 40		
	Total No. of Lectures-Tutorials-Pract	cal (in hours per week): L-T-P: 0-0-4		
Unit	Unit Topics			
	Part I			
I	Installation and Functions of Different Operating Systems: Windows NT, Linux. Setting of Desktop, Library Server and its Maintenance. Editing and Formatting Word Documents. Creating Presentations with PowerPoint.			
п	Database Creation and Library Software Installation and Creation of Databases: Import, Export, Hyperlinks and Alice for Windows.			
ш	Installation, Configuration and Configuration and Application of SO	3.5		
IV	Online and Offline Searching, Web Searching, Advanced Internet Searching, Search through Meta Search Engines, Offline Databases Internet and E-mail			

Recommended Books

- 1. Kumar, PSG: Computerization of Indian Libraries. Delhi, B. R. Publishing, 1987.
- 2. Pandey, SK Sharma: Library Computerization: theory and practice. New Delhi, EssEss, 1993.
- Satyanarayana, NR: A manual of Library Automation and Networking. 2nd ed. Lucknow, New Royal Book, 2003.

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- Dhawan, A. Computers for Beginners, Blew Della, Frank Bros. 1990.
- 5. Sehgal, RL: An introduction to Library Networks. New Delhi, Ess Ess, 1996.
- 6. Devrajan, G and Rahelumma, AV: Library Computerization in India. New Delhi, EssEss, 1990.
- Shiva Sukula. Information Technology: Bridge to the Wired Virtuality, New Delhi, EssEss Publications, 2008.
- 8. Shiva Sukula: Electronic Resource Management: What, why and how, New Delhi, EssEss Publications, 2010
- Note: There will be *Eight* questions. The examinee has to answer *Five* questions. Each question carries 15 marks.
- i) Documents, data, database, etc. to work on for the practical assignments will be provided by the Teacher in the computer lab
- ii) Students are required to do the practical assignment in the computer lab. Evaluation of the assignment will be done by the Teacher on the spot.
- iii) Students have to make Screen Captures for all the answers and save them in one file. The Teacher will evaluate these screen captures and give marks accordingly.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL.

Further Suggestions:

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Program Outcome

B.A. (Library and Information Science) aims to:

- Train students in modern library administration and prepare them for careers in Academic, Public and Special Libraries.
- Fig. 1. Impart education and training for generating budding library professionals in the p[resent scenario of information age.
- Develop manpower for libraries and information centres for effective and efficient services,
 professional values, dedication and attitude.
- To equip students with competent skills essentially required for carrying out various housekeeping operations of library and Information Centers using ICT.
- To develop LIS students as competent professionals in the field by imparting employability skill based on effective communication, critical thinking, and ethical literacy.

• Enable to become lifelong learners for their personal growth and development.

F. A. Chracy and Information Science

Programme/Class: Certificate		Year: Flist	Semesi	er I
	St	bject: Library and Informa	tion Science	
Course (Code: A180101T	Course Title: Fund	amentals of Librarianship	(Theory)
bjectives as	nd development of librararianship and the five l	ries and its importance windows of library science wi	shall be able to compre- to the society. Understan th their implications on v on and features of library	d the profession various services
	Credits: 6		Core Compulsor	y
	Max. Marks: 25+75		Min. Passing Marks	: 40
	Total No. of Lecture	s-Tutorials-Practical (in h	ours per week): L-T-P: 6-	0-0
Unit		Topics		No. of Lectures
I	Contribution of Indian LIS Professionals in the development of Library Profession: S. R. Ranganathan, B.S. Kesvan, P.N. Kaula, S. Bashiruddin, M. Gopinath, A. Neelameghan		15	
II	Librarianship as a Profession Definition and Concept of Library, Objectives and Functions of Libraries. Role of Libraries in the development of Society.		15	
Ш	User Education; Public relation; Library Extension Services; Library Building			10
IV	Functions and Duties of Librarian, History of Libraries, Development of Libraries in India		10	
. v	Types and Functions of Libraries: Academic Libraries, Public and Rural Libraries in Uttar Pradesh. Special Libraries		10	
VI	Laws of Library Science: Five Laws of Library Science; Library Legislation-Need and essential Features;		10	
VII	Library Acts Library Acts in India; Intellectual Property Right, Right to Information Act, Plagiarism			10
VIII	Book Selection :	Policy and Procedure erification, Charging Sys		10
	The state of the s			

Suggested Readings:

- 1. Khanna, JK: Library and Society. Kurukshetra: Research Publications, 1987.
- 2. Pandey, SK Sharma: Libraries and Society. New Delhi: Ess Ess, 1992.
- 3. Ranganathan, SR: The Five Laws of Library Science. Bangalore: Sarda Ranganathan Endowment for Library Science, 1988.
- 4. Sukula, Shiva: Librarianship: Redefining and Redesigning Beyond the Customary Craft. New Delhi, Ess Ess Publications, 2016
- शर्मा, बीo केo. ठाकूर, युoएमo, एवं लाल, सीo : ग्रन्थालय एवं सूचनायिज्ञान, आगरा, वाईo

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कें। प्रक्रिशार, 2015

६. सेनी, ओमप्रकाश: नान्धालय युवलमाज, आयस, वाई० के० विल्लशर, 1999

Suggestive digital platforms web links

- 1. https://lisstudymaterials.wordpress.com/
- 2. http://egyankosh.ac.in/
- 3. http://library-soup.blogspot.com/

This course can be o	pted by the students of B.A.	

Suggested Continuous Evaluation Methods:

Internal Evaluation 25 Marks: 20 Marks(2 Tests 10 Marks each) 05 Marks(Assignment)

External Evaluation 75 Marks: The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75words. The examinee will attempt all questions. Each question carries 2 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had passed XII in any combination of subjects with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on S	Swayam / MOOCS/NPTEL
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Further Suggestions:	

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B. - Library and information Science

Programme/Olias; Certificate	No.	iisi	Samester, II
	Subject: Librar	y and Information	Science

Course Code: A1802011 Course Title: Information Sources and Services(Theory)

After studying the paper, students shall be able to understand the concept of Course outcomes: reference and information sources and services provided in libraries. Understand criteria of evaluation of different sources of information. Understand the reference interview and various techniques of searching information. Understand the latest trends in Reference & Information Sources and Services.

Credits: 6	Core Compulsory
Max. Marks: 25+75	Min. Passing Marks: 40

Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 6-0-0

Unit	Topics	No. of Lectures
1	Information Sources: Definition, Need and Purpose of Information Sources	15
П	Types of Information Sources - Primary, Secondary and Tertiary, Criteria of Evaluating Information Sources	15
Ш	Five Laws of Library Science and Reference Sources; Human Resources; Institutional Information Sources	10
IV	Information Services: Definition, Need, Purpose and Types, Reference Service and Reference Sources	10
v	Searching of Information: Techniques of Information Search, Online searching of Information Sources	
VI	User Education and Information Literacy: Definition, Importance and Methods, Online Information Sources	
VII	Dictionaries: General and Special, Geographical Sources: Maps, Atlas, Gazetteers, Census,	
VIII	Encyclopedias: General and Special Bibliographies: Definition, Types and Techniques	10

Suggested Readings:

- Krishan Kumar: Reference Service. 5th rev ed. New Delhi, Vikas, 1982.
 Ranganathan, SR: Reference Service. 2nd ed. Bombay, Asia Pub. House, 1961.
- 3. Mukherjee, AK: Reference Work and its Tools. 3rd rev ed. Calcutta, World Press, 1975.
- 4. Cheney, FN: Fundamental Reference Sources. Chicago: ALA, 1971.
- 5. त्रिपाठी, एस० एम० सूचना एंव संदर्भसेवा के प्रमुख स्रोत, आप्रार्स, वाई० के० पब्लिशर्स, 2010.
- त्रिपाठी, एस० एम०, संदर्भ सेवा के नवीनआयाम, आगरा, वाई० केव पब्लिशर्स, 2010.

Suggestive digital planforms web links

- https://lisstudymaterials.wordpress.com/
- 2. http://egyankosh.ac.in/
- 3. http://library-soup.blogspot.com/

This course can be opted by the students of BA

Suggested Continuous Evaluation Methods:

Internal Evaluation 25 Marks: 20 Marks(2 Tests -10 Marks each) 05 Marks(Assignment)

External Evaluation 75 Marks: The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75words. The examinee will attempt all questions. Each question carries 2 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had passed XII in any combination of subjects with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL	
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Further Suggestions:

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B.A. Library and Information Science

Programme/Class: Certificate Year: Second Saméster: III

Subject: Library and Information Science

Course Code: A180301T Course Title: Library Management(Theory)

Course outcomes: After studying the paper, students shall be able to understand the concept and scope of library management. Elaborate principles and functions of library management. Efficiently carry out various operations of Library and Information Centres. Comprehend the concept of financial management and human resource management. Designing of library and information system/ MIS. Maintain the library statistics and prepare annual report

Credits: 6	Core Compulsory
Max. Marks: 25+75	Min. Passing Marks: 40
Total No. of Lectures-Tutorials-Pra	ctical (in hours per week): L-T-P: 6-0-0
	No of

Unit	Topics	No. of Lectures
	Part I	
1	General Principles of Management and their Applications to Libraries,	15
п	Functions of various sections of a library : Acquisition, Circulation, Technical and Periodical	
ш	Library Authority and Library Committee, Preservation of Library Resources	
IV	Library Budget, Recruitment, Staff Formula,	
v	Library Rules and Regulations, Role of Librarian in the development and management of library.	
VI	Stock Verification, Library Statistics	10
VII	Library Building and Furniture Planning	10
VIII	Binding of Library Materials, Annual Report	10.

Suggested Readings:

- Mittal, RL: Library and Administration: Theory and practice. New Delhi: Metropolitan Book, 1983.
- 2. Ranganathan, SR: Library Book Selection. Bombay: Asia Pub. House, 1966.
- 3. Mahapatra, PK and Chakrabarti, B: Preservation in Libraries. New Delhi: Ess Ess, 2003
- 4. Adhikari, Rajiv: Library Preservation and Automation. Delhi: Rajat Publications, 2002.
- 5. व्यास, एस० डी०, पुस्तकालय प्रबन्ध, जयपुर पंचशीलप्रकाशन, 2002.

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सिंह कर्म निखा सुधा एंग नवासानी किशनी पुस्तकालक प्रवन्ध जयपुर गवस प्रकाशन, 2010

Suggestive digital platforms web links

- 4. https://lisstudymaterials.wordpress.com/
- 5. http://egyankosh.ac.in/
- 6. http://library-soup.blogspot.com/

This course can be opted by the students of BA

Suggested Continuous Evaluation Methods:

Internal Evaluation 25 Marks: 20 Marks(2 Tests –10 Marks each) 05 Marks(Assignment)

External Evaluation 75 Marks: The paper will be divided into Three Sections A, B and C.

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Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had passed XII in any combination of subjects with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL

Further Suggestions:

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Programme/Class: Certificate	Year: Second	Semester: IV
	Subject: Library and Information S	clence
Course Code, A180401T	Course Title: Information Stor	rage and Retrieval System(Theory)

Course outcomes: After studying the paper, the students shall be able to understand the concept and process of Information services in libraries. Understand the types and characteristics of index and indexing including Pre-Coordinate and Post Coordinate indexing. Understand the concept and types of abstract and abstracting services at the National and International Level. Understand the various Library professional associations including NISCAIR, INFLIBNET.

	Credits: 6	Core Compulsor	y
Max. Marks: 25+75		Min. Passing Marks: 40	
	Total No. of Lectures-Tutorials-Practice	ctical (in hours per week): L-T-P: 6-	0-0
Unit	Topics		No. of Lectures
	Part I		
I	Information Science : Definition Information Science	n, Need and Functions of	10
п	Documentation : Definition, Im Documentation	portance and Objectives of	10
ш	Current Awareness Service(CAS) and Selective Dissemination of Information (SDI)		10
IV	Concept of Index and Indexing, Subject Indexing, Keyword indexing		10
v	Pre-Coordinate Indexing: Chain Pro Post Coordinate Indexing System: U		10
VI	Abstract and Abstracting: Scop Abstracts	e and Importance, Types of	10
VII	Steps of Abstracting; Concept his Electronic information retrieval	tory and services of Internet;	15
VIII	Brief Idea of Some important Instit DESIDOC and INFLIBNET	utions: NISCAIR, NASSDOC,	15

Suggested Readings:

 Guha, B: Documentation and Information: services, techniques and systems. 2nd rev ed. Calcutta. World Press, 1983.

2. Kawatra, PS: Fundamentals of Documentation with special reference to India. New Delhi, Storling, 1983.

3. Khanna, JK: Documentation and Information Services: systems and techniques. Agra, Y K

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Publishers, 2000.

Ranganethan, SR: Documentation and its facets. London, Asia Pub. House, 1963.

5. Prasher, RG: Index and Indexing. New Delhi, Medallion Press, 1989.

6. जिपाठी, एस० एम० सूचना एवं रांदर्गरीवा के प्रमुख स्रोत, आगरा, वाई० के० पब्लिशर्स, 2010.

7. त्रिपाठी, एरा० एग०, संदर्भ सेवा के नवीन आयाम आगरा नाई० के० पब्लिशर्स, 2010.

Suggestive digital platforms web links

- 1. https://lisstudymaterials.wordpress.com/
- 2. http://egyankosh.ac.in/
- 3. http://library-soup.blogspot.com/

Suggested Continuous Evaluation Methods:

Internal Evaluation 25 Marks: 20 Marks(2 Tests -10 Marks each) 05 Marks(Assignment)

External Evaluation 75 Marks: The paper will be divided into Three Sections A, B and C.

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Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had passed XII in any combination of subjects with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL

Further Suggestions:

John

It. Library and Information Science.

Programme/Class Certificate	Year Third	Semester: V
Su	bject: Library and Information S	Science
Course Code: A180501T Course Title: Library Classification(Theory)		

Course Outcome

After studying this paper, the students shall be able to understand the meaning, purpose, functions, theories and canons of library classification. Analyze the characteristics, merits and demerits of different species of library classification Schemes. Highlight salient features of major classification schemes. Elucidate various facets of notation and call number. Review five fundamental categories and Mnemonics in Library Classification.

Credits: 4		Core Compulsory	
Max. Marks: 25+75		Min. Passing Marks: 40	
	Total No. of Lectures-Tutorials-Practical (in	n hours per week): L-T-P: 4-0-0	
Unit	Topics		
I	Library Classification: Need, funct importance.	ions, objectives and	
П	Species of Classification Schemes: Purely Enumerative; Almost Enumerative; Rigidly Faceted; Faceted; Almost Faceted		
ш	Normative Principles: Work in three planes, Canons of Library Classification,		
IV	Principles for Helpful sequence		
V	Notation: Definition, Types and Qualities of Notation,		
VI	Class Number, Book Number, Collection Number		
VII	Five Fundamental Categories, Salient Features of DDC and CC,		
VIII	Mnemonics: Definition, Types of Mnemonics		

Suggested Readings:

- Hussain, Shabahat: Library Classification, facets and analysis. 2nd rev. ed. New Delhi: B. R. Publishing Corp., 2004.
- 2. Krishan Kumar: Theory of Classification. 4th rev ed. Delhi: Vikas Publishing House, 1988.
- 3. Ranganathan, SR: Elements of Library Classification. Poona: NK Publishing House, 1945.
- 4. पुष्पध्यानी. पुस्तकालय वर्गीकरण. नई दिल्ली : एस. एस. पब्लिकेशन. 1999.
- 5- चम्पावत, जी एस. पुस्तकालयव गींकरण के सिद्धान्त.जयपुर : आर.बी.एस.ए. पब्लिशर्स. 1993.

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estive digital platforms web links

- 1. https://lisstudymaterials.wordpress.com/
- 2. http://egyankosh.ac.in/
- 3. http://library-soup.blogspot.com/

This course can be opted by the students of BA

Suggested Continuous Evaluation Methods:

Internal Evaluation 25 Marks: 20 Marks(2 Tests -10 Marks each) 05 Marks(Assignment)

External Evaluation 75 Marks: The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75words. The examined will attempt all questions. Each question carries 2 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had passed XII in any combination of subjects with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL

Further Suggestions:

8.4 Alberta and function Science

Programme/Class: Cessificate	Near: Thud	Semester: V
	Subject: Library and Information S	cience
Course Code: A180502P	Course Title: Library Classif	ication and Cataloguing(Practical)

Course Outcome

After studying the paper, students shall be able to classify and construct the class numbers simple titles using Dewy Decimal Classification Scheme Edition 19.Synthesize class numbers by using the tables. Understand the preparation of Catalogue entries by Anglo American Cataloguing Rules (AACR-II)

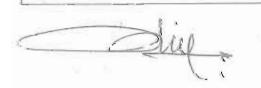
Credits: 2	Core Compulsory
Max. Marks: 25+75	Min. Passing Marks: 40

Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 0-0-2

Unit	Topics	No. of Lectures (Lat Hours)
	Section-A.	
I	Classification of documents (using DDC) Classification of documents with the Dewey Decimal Classification 19 th Edition with the following details: Main Classes, Divisions, Auxiliary Tables.	15
	Section-B	
п	Cataloguing of Documents by AACR-II Cataloguing of books in accordance with the latest edition of	15

Suggested Readings:

- Dewey, Melvil: Decimal Classification and Relative Index. 19th ed. New York, Lake Placed Club, 1979.
- 2. Ranganathan, SR: Elements of Library Classification. 3rd ed. Bombay, Asia Pub. House, 1962.
- 3. Anglo American Cataloguing Rules (AACR-II)





2	irse can be opted by the students of BA
	d Continuous Evaluation Methods: Evaluation 25 Marks :20 Marks(2 Tests -10 Marks each) 05 Marks(Assignment)
Externa	Evaluation 75 Marks
Note: Th	ere will be Two Sections A and B.
Section	A will consist of Six Titles and the examinee will classify Four Titles by Dewey Decima Classification Edition 19 th . Each Title carries 10 marks.
Section	B The practical class record of the items catalogued and entries made will be maintained by each student. • The Practical examination will be conducted through a paper containing reproductions of title pages of the documents along with other information required for cataloging.
	documents and the Examinee will prepare Two titles to be catalogued by AACR-2. Each Entry carries 17.5 marks. Slogy: Lectures, self study, case studies, assignments, experimental learning exercises
	orerequisites: To study this course, a student must have had passed XII in any combination of with a minimum of 45% in aggregate.
Suggeste	ed equivalent online courses: Courses on Swayam / MOOCS/NPTEL
Further	Suggestions:
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Biss Liferrey and information Science

Tugi annire/Class Contificate	Year, Third	Samsster: V
Sut	pject: Library and Information S	Science
Course Code: A180503T	Course Title: Libra	ry Cataloguing (Theory)

Course Outcome

After studying this paper, the students shall be able to understand the concept and objectives of library catalogue. To know about the normative principles of cataloguing. Comprehend various forms (inner and outer) of library catalogue. Review the features and development of different cataloguing codes. Understand various approaches of deriving subject headings. Understand the concept of co operative and centralized cataloguing. Examine the current trends in library cataloguing. Understand the complexities in rendering of entries and alphabetization.

	Credits: 4	Core Compulsory
	Max. Marks: 25+75	Min. Passing Marks: 40
	Total No. of Lectures-Tutorials-Practical (in	hours per week): L-T-P: 4-0-0
Unit	Topics	
	Part I	
I	Library Catalogue: Definition, Need, Objective and Functions of Library Catalogue.	
II	Normative Principles of Cataloguing: Forms of Library Catalogue: Physical forms and Inner forms.	
ш	Types and Functions of Cataloguing: Author Catalogue; Title Catalogue; Dictionary Catalogue, Classified Catalogue.	
IV	Library Catalogue Codes – Classified Catalogue Code (CCC) and AACR-II:	
V	Subject Cataloguing: Concept, Principles.	And Types 10
VI	Chain Procedure, Lists of Subject Headings. Thesaurus	
VII	Centralized and Cooperative Catalog selective Cataloguing	guing: Simplified and
VIII	Union Catalogue: Need, Rules for Catalogue	Compilation of Union 10



Dekested Readings Girja Kumar

Girja Kumar & Krishan Kumur (1975). Theory of calaloguing, New Delhi: Vikas Publishing House

- 2. Sharma, Pandey S. K. (1986). Cataloguing Theory. New Delhi: Ess Ess Publication.
- 3. Viswanathan, C. G. (1983). Cataloguing: Theory and Practice. Lucknow: Print House.
- Shera, Jesse H & Fagan, Margret E. (1956). Classified Catalog: basic principles and practices. Chicago: American Library Association.
- 5. Sengupta, B (1974). Cataloguing: Its theory & practice. Calcutta: World Press.
- Krishan Kumar (2001). An Introduction to AACR-2 (Anglo-American Cataloguing Rules). New Delhi: Vikas Publishing.
- 8. Siddiqui, JA and Husain, Mohd Sabir. Library Cataloguing with AACR-II. New Delhi, Ess Ess Publications, 2018, ISBN 978-93-87698-03-1
- 9 Siddiqui, JA; IIusain, Mohd. Sabir and Sharma, BK. Hindi Granthon ki Suchikaran Pirkriya. Agra, Y. K. Publishers, 2018. ISBN 978-93-80668-97
- 10. शर्मा, पाण्डेय एस० के०: पुरतकालय सूचीकरण के सिद्धान्त, नई दिल्ली, प्रभातप्रकाशन, 2015

Suggestive digital platforms web links

- 1. https://lisstudymaterials.wordpress.com/
- 2. http://egyankosh.ac.in/
- 3. http://library-soup.blogspot.com/

This course can be opted by the students of BA

Suggested Continuous Evaluation Methods:

Internal Evaluation 25 Marks: 20 Marks(2 Tests –10 Marks each) 05 Marks(Assignment)

External Evaluation 75 Marks: The paper will be divided into Three Sections A, B and C.

- Section A will consist of *Five* Short Answer Type questions not exceeding 75words. The examinee will attempt all questions. Each question carries 2 marks.
- Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.
- Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks

subjects with a minimum of 45% in aggrega		
Suggested equivalent online courses: Course	s on Swayam / MOOCS/NPTEL	
Further Suggestions:		
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5.3. Library and Information Science

Drogramme	Class Cuttificato	Town Third		Semes	ter: V
	Sul	bject. Library and Info	ormation Science	-	
Course C	ode: A180504R	Course Title: I	Project (Compila	tion of bibli	ography)
Course Oute	ome				
Course outco	omes: After doing	this project, student	s shall be able t	o compile a	a subject annotate
oibliography	on a given subject. I	Understanding meth	nods of searchin	ng sources	on a given topic
Compilation	of author index, tit	le index, assigning	g subject head	ings to va	arious entries and
alphabetizatio	011.				
	Credits: 3	1	Con	re Compulso	ry
	Max. Marks: 25+75		Min. F	Passing Mark	cs: 40
	Total No. of Lectures	s-Tutorials-Practical	(in hours per wee	k): L-T-P: ()-0-3
Unit		Topics			No. of Lectures
	The students shall	l be asked to	compile an a	annotated	Licetures
	bibliography with not less than One Hundred Entries on a				
ī	topic assigned by the	topic assigned by the concerned teacher/HOD. The compiled			
- 1	bibliography will be examined by an external examiner				
	appointed by the un	iversity/Head of th	e Institution.		
Suggested R	leadings:				
Suggestive d	ligital platforms web li	inks			
		1 /			
	//lisstudymaterials.word	ipress.com/			
2. http://	egyankosh.ac.in/				
3. http://	library-soup.blogspot.c	com/			
					6
This course	can be opted by the stud	ents of BA			
***********		*******		eranan.m	
Suggested Co Internal Eva	ntinuous Evaluation Me Aluation 25 Marks:20	thods: Marks(2 Tests 10	Marks each) 05 l	Marks(Assi	gnnieni)
External Ev	aluation 75 Marks)	
	ed bibliography will crsity/Head of the Institu		an external	examiner	appointed by the

Dly .

J. Salar

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Suggested equivalent online courses: Courses on Swa	ayam / MOOCS/NPTEL
rurther Suggestions:	
July July	-

Mrs. Library and Information Science

Erogramme/Class Certificate	Mear Tidad	Separates, 71
	Subject: Library and Information S	Science
Course Code: A1806011	Course Title: Computer A	application in Libraries(Theory)

Course Outcome

The aim of this course is to understand the various applications of Information Technology in libraries with the concept of library automation, planning and implementation and to study different modules of library management software packages.

	Credits, 4	Core Compulsory
Max. Marks: 25+75 Min. Passing Marks:		Min. Passing Marks: 40
	Total No. of Lectures-Tutorials-Practical (in)	nours per week): L-T-P: 4-0-0
Unit	Topics	No. of Lecture
1	Introduction to Computers: Parts of Computer, Hardware and Software;	
11	Generation of Computers, MS Office : MS-Word, MS-Excel and MS-Power Point	
Ш	Application of Computers: Airport, Banks, Railway Stations, Hospitals and Libraries.	
rv	Memory and Storage: Internal Memory, External Memory, Storage Devices: Hard Disk, Portable Storage,	
v	Library Automation: Need and importance. Application of Library Software Packages for Library Automation, SOUL, KOHA, Lybsys.	
VI	Planning and implementation of Library Packages in Libraries. In house operations	Automation Software 10
VII	Internet: Features, Applications, Search Libraries, Repositories	ch Engines. Digital 10
VIII	Networking: Types of Networks, LAN, WA	N 10

Oliv.

Tracker

Dagested Rendings

- 1. Kumar, PSG: Computerization of Indian Libraries. Delhi, D. R. Publishing, 1987.
- 2. Pandey, SK Sharma: Library Computerization: theory and practice. New Delhi, Ess Ess, 1993.
- Satyanarayana, NR: A manual of Library Automation and Networking. 2nd ed. Lucknow, New Royal Book, 2003.
- 4. Dhawan, A: Computers for Beginners. New Delhi, Frank Bros, 1990.
- 5. Sehgal, RL: An introduction to Library Networks. New Dolhi, Ess Ess, 1996.
- सिंह, शंकर, कम्प्यूटर एंवसूचनातकनीक. नईदिल्ली. पूर्वांचलपब्लिकेशन, 2000.
- 7. शर्मा, बीठ केठ एंवठाकुर, यूठ एमठ. पुस्तकालय सूचनाविज्ञान एंव सूचना प्रोधोगिकी. आगरा, वाईठ केठ पब्लिशर्स, 2010

Suggestive digital platforms web links

- 1. https://lisstudymaterials.wordpress.com/
- 2. http://egyankosh.ac.in/
- 3. http://library-soup.blogspot.com/

This course can be opted by the students of BA

Suggested Continuous Evaluation Methods:

Internal Evaluation 25 Marks: 20 Marks(2 Tests -10 Marks each) 05 Marks(Assignment)

External Evaluation 75 Marks: The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75words. The examinee will attempt all questions. Each question carries 2 marks.

Section B will consist of Three questions not exceeding 200 words. The examined will attempt Two questions. Each question carries 10 marks.

Section C will consist of Five questions in detail. The examinee will attempt Three questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had passed XII in any combination of subjects with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL

Further Suggestions:

B # Library and Information Science

rogramme/Class, Certificate	Year, Third	Semester: VI
S	object: Library and Information S	Science
Course Code: A180602T	urse Code: A180602T Course Title: Library, Information and Society(Theorem	

After studying the paper, students shall be able to understand the development of civilization, growth of knowledge and information. To know the society and its informational needs. Evolution of libraries and role of library in the development of the society.

Credits: 4	Core Compulsory	
Max. Marks: 25+75	Min. Passing Marks: 40	

Unit	Topics	No. of Lectures
1	Introduction and definition of libraries. Purpose of libraries. Functions of libraries. Modern society and libraries.	15
п	Librarianship as a profession; Library Ethics; User Education; Public relation	15
ш	Library Path Finders; Social functions of Libraries; Types of documents and their utility	10
īV	Information and library. Role of libraries in the development of society	10
v	Role of libraries in Higher Education, Role of UGC in the development of Libraries	10
vı	Role of libraries in research and development. Role of National and International Organisations such as UGC; ILA; UNESCO.	10
VII	Role of libraries in information dissemination. Role of libraries in promotion and development of culture.	10
VIII	Role of libraries in recreation and leisure. Role of libraries in moral, ideological and spiritual development	10

Suggested Rentings:

- 1. Altay, Ahmet, The Role of the Libraries in the Information Society. Available at http:// www.kirklareli.edu.tr/download//by-files/31796092.html accessed on 05.02.14 at 22:00 hours IST.
- 2. Khanna, J. K. (1994). Library and Society, 2nd rev. ed. New Dolhi, EssEss Publication.
- 3. Ranganathan, S R(1990). Library Manual. Bangalore, Sarda Ranganathan Endowment for Library Science.
- 4. Ranganathan, S.R.(1961).Reference Service. Bangalore, Sarda Ranganathan Endowment for Library Science.
- 5. Sahai, Shrinath (1973) Tibrary and the Community New Dollii, Today and Tomonow's Printer & Publishers.

Suggestive digital platforms web links

- 1. https://lisstudymaterials.wordpress.com/
- 2. http://egyankosh.ac.in/
- 3. http://library-soup.blogspot.com/

Elective Paper

This course can be opted as an elective by the students of following subjects: Open for all. Moreover no additional faculty will be required to teach this paper in other faculties. The University/College librarians may teach this paper at their respective university/college.

Suggested Continuous Evaluation Methods:

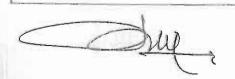
Internal Evaluation 25 Marks: 20 Marks(2 Tests -10 Marks each) 05 Marks(Assignment)

External Evaluation 75 Marks: The paper will be divided into Three Sections A, B and C.

- Section A will consist of Five Short Answer Type questions not exceeding 75words. The examined will attempt all questions. Each question carries 2 marks.
- Section B will consist of Three questions not exceeding 200 words. The examinee will attempt Two questions. Each question carries 10 marks.
- Section C will consist of Five questions in detail. The examinee will attempt Three questions. Eadh question carries 15 marks

Course prerequisites: To study this course, a student must have had passed XII in any combination of subjects with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL	
	·····
Further Suggestions:	





Sale Library and Information Science

rogramme/Class: Cardificate	Year Third	Semester: VI
Su	bject. Library and Information	Science
Course Code. A180603P	Course Title: IT Appl	ication in Libraries(Practical)

Course Outcome

Credits: 2

Course outcomes: After studying the paper, students shall be able to familiarize with the basic introduction of computers. Understanding different library automation softwares, Creation of databases, Information searching techniques and online searching of information on given topics. Generate barcode labels and membership cards. Scarch online databases.

Core Compulsory

	Max. Marks: 25+75	Min. Passing Marks: 40	
	Total No. of Lectures-Tutorials-Pra	ctical (in hours per week): L-T-P; 0-0	-2
Unit	Topics		No. of Labs
I	Library Server and its Mainter Word Documents. Creating Present		10
n	Installation, Configuration and I and KOHA software.	unctions: Installation of SOUL	10
m	Online and Offline Searching, W Searching,	eb Searching, Advanced Internet	05
1٧	Search Techniques: Scarching (I Databases Internet and E-mail	wough Search Engines, Offline	05

Suggested Readings:

- Kumar, PSG: Computerization of Indian Libraries. Delhi, B. R. Publishing, 1987.
- Pandey, SK Sharma: Library Computerization: theory and practice. New Delhi, Ess Ess, 1993.
- Satyanarayana, NR: A manual of Library Automation and Networking. 2nd ed. Lucknow, New Royal Book, 2003.
- Dhawan, A: Computers for Beginners. New Delhi, Frank Bros, 1990.
 - Sehgal, RL: An introduction to Library Networks. New Delhi, Ess Ess, 1996.
- Devrajan, G and Rahelamma, AV: Library Computerization in India. New Delhi, Ess Ess. 1990.

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(And)

Shira Sukula: Information Technology: Bridge to the Wired Wirtuality, New Delhi, Ess Ess Publications 2008.

 Shiva Sukula. Electronic Resource Management: What, why and how, New Delhi, Ess Ess Publications, 2010

Suggestive digital platforms web links

- 1. https://lisstudymaterials.wordpress.com/
- 2. http://egyankosh.ac.in/
- 3. http://library-soup.blogspot.com/

This course can be opted by the students of BA

Suggested Continuous Evaluation Methods:

Internal Evaluation 25 Marks: 20 Marks(2 Tests -10 Marks each) 05 Marks(Assignment)

External Evaluation 75 Marks

Note: There will be Eight questions. The examinee has to answer Five questions. Each question carries 15 marks.

- i) Documents, data, database, etc. to work on for the practical assignments will be provided by the Teacher in the computer lab
- ii) Students are required to do the practical assignment in the computer lab. Evaluation of the assignment will be done by the Teacher on the spot.
- iii) Students have to make Screen Captures for all the answers and save them in one file. The Teacher will evaluate these screen captures and give marks accordingly.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL

Further Suggestions:

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Dr. Library and Later and the delenge

Frugminne/Class: Certificate	Year, Third	Semester: V1
	Subject: Library and Information 3	Science
Course Code: A180604R	Course Title: Pro	oject (Library Survey)

Course Outcome

After doing this project, students shall be able to get the practical exposure of different types of libraries. Understanding the various functions of different types of libraries including acquisition, technical processing, management and retrieval of information.

Credits: 3		Core Compulsor	עי
Max. Marks: 25+75		Min. Passing Marks: 40	
	Total No. of Lectures-Tutorials-Pract	ical (in hours per week): L-T-P: 0	-0-3
Unit Topics			No. of Lectures
Ī	The students shall be asked to visit collection, services and the huminformation dissemination. Student complete report of the library commencement of sixth semester experiences.	ts shall be asked to submit a	45

Suggested Readings:

Suggestive digital platforms web links

- 1. https://lisstudymaterials.wordpress.com/
- 2. http://egyankosh.ac.in/
- 3. http://library-soup.blogspot.com/

This course can be opted by the students of BA

Suggested Continuous Evaluation Methods:

Internal Evaluation 25 Marks: 20 Marks(2 Tests -10 Marks each) 05 Marks(Assignment)

External Evaluation 75 Marks

The submitted report of library survey will be examined by an external examiner appointed by the university/Head of the Institution.

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	equisites. To study th of 45% in aggregate	is confise a	student mus	have had	the Groom	ition in any dis	scipline with
Suggested e	quivalent online cour	ses: Course	s on Swayam /	MOOCS/	NIPTEL		
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Panel of the Subject Experts

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03	Prof. Masoom Raza A.M.U., Aligarh		9719303275	masoomr@yahoo.com
04	Prof. B. S. Nigam	Prof. B. S. Nigam Former Director, MCRP, NOIDA Campus, NOIDA		drbsnigam@gmail.com
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John

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30	Dr. Chandrabir Singh	J. S. (PG) College, Sikandrabad	8006930675	
31	Dr. S. B. Kulshreshtha	MMH College, Ghaziabad	9350995630	
32	Dr. Kiran Bala	VMLG College, Ghaziabad		
33	Dr. Brijraj Singh Tomar	JV (PG) College, Baraut		
34	Dr. Madan Lal	SSSSV College, Rasna, Meerut	9759235533	
35	Dr. Rajeev Kumar	RK (PG) College, Shamli		
36	Dr. Aftab Khan	JV Jain College, Saharanpur		
37	Dr. Asha Pandey	MLJN Girls College, Saharanpur		ė
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39	Dr. Sarla Verma (Rtd.)	R. G. (PG) College, Meerut	7669993636	
40	Dr. Yogendra Singh (Rtd.)	IIT Roorkee		
41	Dr. Salma Khan	IFTM University, Moradabad	9927041216	salmakhan@iftmuniversity.ac.in
42	Dr. Deepak Sharma	MM (PG) College, Modinagar	9927722107	

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