



# UNIVERSITY OF JAMMU

(NAAC ACCREDITED 'A ++' GRADE' UNIVERSITY)  
Baba Sahib Ambedkar Road, Jammu-180006 (J&K)

Academic Section

Email: [academicsectionju14@gmail.com](mailto:academicsectionju14@gmail.com)

## NOTIFICATION

(25/Sep/Adp./ 59 )

It is hereby notified for the information of all concerned that the Vice-Chancellor, in anticipation of the approval of the Academic Council, is pleased to authorize the following

- a) The existing syllabi and Courses of Studies of the subject of **Library Science** of semester Ist, IInd and IIIrd for Four Year Under Graduate Programme as per **NEP-2020** as notified vide no. F.Acd./II/23/3046-3057 dated 17.05.2023 is applicable for the examinations to be held as per the details given below:

| Subject         | Semester     | for the examination to be held in the years |
|-----------------|--------------|---------------------------------------------|
| Library Science | Semester- I  | December 2023 and 2024 only                 |
|                 | Semester-II  | May 2024 and 2025 only                      |
|                 | Semester-III | December 2023 and 2024 only                 |

- b) Adoption of the revised Syllabi and Courses of Study of subject of **Library Science** of Semesters Ist, IInd and IIIrd for Four Year Under Graduate Programme as per NEP-2020 (as given in the annexure) for the examinations to be held in the years as per the details given below:

| Subject         | Semester     | Old Course | New Course | For the examinations to be held on | Change of % |
|-----------------|--------------|------------|------------|------------------------------------|-------------|
| Library Science | Semester-I   | UMJLST106  | UMJLST110  | Dec. 2025, 2026 and 2027           | 50%         |
|                 |              | UMILST107  | UMILST112  | Dec. 2025, 2026 and 2027           | 100%        |
|                 |              | UMDLST108  | UMDLST113  | Dec. 2025, 2026 and 2027           | 100%        |
|                 |              | USELST109  | USELST111  | Dec. 2025, 2026 and 2027           | 100%        |
|                 | Semester-II  | UMJLST206  | UMJLST210  | May 2026, 2027 and 2028            | 50%         |
|                 |              | UMILST207  | UMILST212  | May 2026, 2027 and 2028            | 50%         |
|                 |              | UMDLST208  | UMDLST213  | May 2026, 2027 and 2028            | 100%        |
|                 |              | USELST209  | USELST211  | May 2026, 2027 and 2028            | 100%        |
|                 | Semester-III | UMJLST301  | UMJLST301  | Dec. 2026, 2027 and 2028           | 10%         |
|                 |              | UMJLST302  | UMJLST306  | Dec. 2026, 2027 and 2028           | 100%        |
|                 |              | UMILST303  | UMILST303  | Dec. 2026, 2027 and 2028           | No Change   |
|                 |              | UMDLST304  | UMDLST307  | Dec. 2026, 2027 and 2028           | 100%        |
|                 |              | USELST305  | USELST311  | Dec. 2026, 2027 and 2028           | 100%        |

The Syllabi of the courses is available on the University website: [www.jammuuniversity.ac.in](http://www.jammuuniversity.ac.in)

Sd/-

DEAN ACADEMIC AFFAIRS

No. F. Acd/II/25/ 8393-39

Dated: 02/9/25

Copy for information and necessary action to:

1. Dean Faculty of Social Science





# UNIVERSITY OF JAMMU

(NAAC ACCREDITED 'A ++' GRADE' UNIVERSITY)  
Baba Sahib Ambedkar Road, Jammu-180006 (J&K)

*Academic Section*

*Email: [academicsectionju14@gmail.com](mailto:academicsectionju14@gmail.com)*

- 
2. HOD/Convener, Board of Studies Library Science
  3. Sr. P.A.to the Controller of Examinations
  4. All members of the Board of Studies
  5. Director, Centre for IT Enabled service and Management, University of Jammu for information and for uploading on University Website.
  6. Confidential Assistant to the Controller of Examinations
  7. Director, Computer Centre, University of Jammu
  8. Deputy Registrar/Asstt. Registrar (Conf. /Exams. UG )
  9. Incharge Director, Computer Centre, University of Jammu for necessary action please

*Abuoca*  
*11/9/25*  
Joint Registrar (Academic)

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*11/9/25*



**UNIVERSITY OF JAMMU**  
**Department of Library and Information Science**

**Course Scheme of Syllabus**

**Syllabi of Library Science at FYUGP**  
**(General/ Honours/ Honours with Research)**  
**as per the Guidelines of the**  
**National Education Policy (NEP 2020)**

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# Course Scheme of Syllabus Library Science at FYUGP as per NEP- 2020

## Semester-I

| S. No. | Course Type | Course Code | Course Title                                 | Credits       | Maximum Marks |               |               |       | Change in % |
|--------|-------------|-------------|----------------------------------------------|---------------|---------------|---------------|---------------|-------|-------------|
|        |             |             |                                              |               | Mid Sem. Test | Tutorial      | End Sem. Exam | Total |             |
| 1      | Major       | UMJLST110   | Library and Society                          | 4<br>(3Th+1T) | 15            | 25<br>(15+10) | 60            | 100   | 50 %        |
| 2      | Minor       | UMILST112   | Fundamentals of Library Science              | 4<br>(3Th+1T) | 15            | 25<br>(15+10) | 60            | 100   | 100 %       |
| 3      | MD          | UMDLST113   | Foundations of Library & Information Science | 3             | 15            | ---           | 60            | 75    | 100 %       |
| 4      | SEC         | USELST111   | Communication Skills                         | 3             | 25            | ---           | 50            | 75    | 100 %       |

## Semester-II

| S. No. | Course Type | Course Code | Course Title                          | Credits       | Maximum Marks |               |               |       | Change in % |
|--------|-------------|-------------|---------------------------------------|---------------|---------------|---------------|---------------|-------|-------------|
|        |             |             |                                       |               | Mid Sem. Test | Tutorial      | End Sem. Exam | Total |             |
| 1      | Major       | UMJLST210   | Library Administration and Management | 4<br>(3Th+1T) | 15            | 25<br>(15+10) | 60            | 100   | 50 %        |
| 2      | Minor       | UMILST212   | Library Administration and Management | 4<br>(3Th+1T) | 15            | 25<br>(15+10) | 60            | 100   | 50 %        |
| 3      | MD          | UMDLST213   | Foundations of Library Science        | 3             | 15            | ---           | 60            | 75    | 100 %       |
| 4      | SEC         | USELST211   | Basics of Website Design              | 3             | 25            | ---           | 50            | 75    | 100 %       |

## Semester-III

| S. No. | Course Type | Course Code | Course Title                                      | Credits       | Maximum Marks |               |               |       | Change in % |
|--------|-------------|-------------|---------------------------------------------------|---------------|---------------|---------------|---------------|-------|-------------|
|        |             |             |                                                   |               | Mid Sem. Test | Tutorial      | End Sem. Exam | Total |             |
| 1      | Major       | UMJLST301   | Library Classification                            | 4<br>(3Th+1T) | 15            | 25<br>(15+10) | 60            | 100   | 10 %        |
| 2      | Major       | UMJLST306   | Preservation and Conservation of Library Material | 4<br>(3Th+1T) | 15            | 25<br>(15+10) | 60            | 100   | 100 %       |
| 3      | Minor       | UMILST303   | Types of Libraries                                | 4<br>(3Th+1T) | 15            | 25<br>(15+10) | 60            | 100   | No Change   |
| 4      | MD          | UMDLST307   | Foundations of Library Science                    | 3             | 15            | ---           | 60            | 75    | 100 %       |
| 5      | SEC         | USELST311   | Literature Search                                 | 3             | 25            | ---           | 50            | 75    | 100 %       |

**Course Scheme of Syllabus Library Science at FYUGP as per NEP- 2020**

**Semester-I**

| S. No. | Course Type | Course Code | Course Title                                 | Credits       | Maximum Marks |               |               |       | Change in % |
|--------|-------------|-------------|----------------------------------------------|---------------|---------------|---------------|---------------|-------|-------------|
|        |             |             |                                              |               | Mid Sem. Test | Tutorial      | End Sem. Exam | Total |             |
| 1      | Major       | UMJLST110   | Library and Society                          | 4<br>(3Th+1T) | 15            | 25<br>(15+10) | 60            | 100   | 50 %        |
| 2      | Minor       | UMILST112   | Fundamentals of Library Science              | 4<br>(3Th+1T) | 15            | 25<br>(15+10) | 60            | 100   | 100 %       |
| 3      | MD          | UMDLST113   | Foundations of Library & Information Science | 3             | 15            | ---           | 60            | 75    | 100 %       |
| 4      | SEC         | USELST111   | Communication Skills                         | 3             | 25            | ---           | 50            | 75    | 100 %       |

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# Course Scheme of Syllabus Library Science at FYUGP as per NEP- 2020

## SEMESTER-I

(Examination to be held in December 2025, 2026, 2027)

### MAJOR COURSE

Course Code: UMJLST110  
Course Title: Library and Society  
Total Lectures: Theory 45 + Tutorial 15  
Credits: 4 (3Th + 1T)

Max. Marks: 100  
Mid Sem. Test: 15  
End Sem. Exam: 60  
Tutorial: 25 (15 + 10)

#### Course Outcome:

The student will be able to:

- ❖ Understand the concept and development of libraries.
- ❖ Classify the libraries based on their purpose and functions.
- ❖ Understand laws related to Library Science.

#### Unit-I:

- Library: Definition, need, and purpose
- Role of Libraries in Society
- Data, Information, and Knowledge
- Information and Its Impact on Society

#### Unit-II:

- Academic Libraries: Concept, Need, Purpose, and Services.
- Public Libraries: Concept, Need, Purpose, and Services.
- Special Libraries: Concept, Need, Purpose, and Services.
- National Libraries: Concept, Need, Purpose, and Services.

#### Unit-III:

- First Law of Library Science and Its Implications.
- Second Law of Library Science and Its Implications.
- Third Law of Library Science and Its Implications.
- Fourth Law of Library Science and Its Implications.
- Fifth Law of Library Science and Its Implications.

#### Unit-IV:

- Library extension activities: Need, purpose and methods
- Resource Sharing: Concept, need, purpose and methods
- Library and Information Networks: INFLIBNET and DELNET
- Library Consortia

#### Recommended Books:

- Dhiman, A. K. (2021). Library consortia: A complete handbook. Ess-Ess Publications. ISBN: 978-8194739821.
- Dhiman, A. K., & Rani, Y. (2005). Learn library and society. Ess-Ess Publications. ISBN: 978-8170004479.
- Feather, J. (2017). The information society: A study of continuity and change. Facets Publications. ISBN: 9781856049597.
- Hessel, A. (1955). History of libraries (Reuben Press, Trans.). Scarecrow Press.

SEMESTER-I

(Examination to be held in December 2025, 2026, 2027)

MAJOR COURSE

Course Code: UMJLST110

Course Title: Library and Society

Total Lectures: Theory 45 + Tutorial 15

Credits: 4 (3Th + 1T)

Max. Marks: 100

Mid Sem. Test: 15

End Sem. Exam: 60

Tutorial: 25 (15 + 10)

- Isaac, K. A. (2004). Library legislation in India: A comparative study of state library acts. Ess-Ess Publications. ISBN: 978-8170004110.
- Khanna, J. K. (1987). Library and society. Research Publication.
- Marshal, D. N. (1983). History of libraries: Ancient and medieval. Oxford & IBH.
- Mattelart, A. (2003). The information society: An introduction. Sage Publications. ISBN: 978-0761949480.
- Nasirudheen, T. (Ed.). (2018). Library movement and development in India: A state-wise scan. Ess-Ess Publications. ISBN: 978-8193607466.
- Ranganathan, S. R. (1963). Five laws of library science. Asia Publications.
- Rout, R. K. (1991). Library legislation in India. Reliance Publishing House.
- Rout, R. K. (Ed.). (1989). Library legislation in India: Problems and prospects. S. K. Bhatia for Reliance Publishing House. ISBN: 9788185047898.
- Sharma, P., & Pandey, S. K. (1992). Library and society (2nd rev. & enl. ed.). Ess-Ess.
- Singh, J. (2018). Academic libraries. <https://ebooks.inflibnet.ac.in/lisp11/>.
- Tiwari, P. (2012). Library and society. APH Publishing Corp. ISBN: 978-9331317698.
- Vasishta, C. P. (Ed.). (1994). Library Movement and Library Development in India. ILA.

**Scheme of Examination:**

(A) **Mid Semester Assessment Test** shall be conducted by the course coordinator after completion of the syllabus up-to 50% and the pattern of examination will be as follows-

**Section-A** (5 marks)- 5 Very Short Answer questions of 1 mark each to be attempted.

**Section-B** (10 marks)- 2 Long Answer questions of 5 marks each to be attempted out of 3 questions.

**Maximum Marks: 15 marks**

**Time duration: 1½ hours**

(B) **End Semester Examination** shall be conducted for the entire syllabus and the breakup for the examination will be as follows-

**Section-A** shall consist of **four** (4) short answer questions, having one question from each unit. The students are required to attempt all questions. Each question shall be of **three** (3) marks (4x3=12).

**Section-B** shall consist of **eight** (8) long-answer questions, having **two** (2) questions from each Unit. The students are required to attempt one question from each unit. Each question shall be of **twelve** (12) marks (2x6=12).

**Maximum Marks: 60 marks**

**Time duration: 3 hours**

**Course Scheme of Syllabus Library Science at FYUGP as per NEP- 2020**

**SEMESTER-I**

**(Examination to be held in December 2025, 2026, 2027)**

**MAJOR COURSE**

**Course Code: UMJLST110**

**Course Title: Library and Society**

**Total Lectures: Theory 45 + Tutorial 15**

**Credits: 4 (3Th + 1T)**

**Max. Marks: 100**

**Mid Sem. Test: 15**

**End Sem. Exam: 60**

**Tutorial: 25 (15 + 10)**

**(C) Practical/ Tutorial Assessment: Total Marks: 25 (15 + 10)**

- i) The course coordinator/ Subject teacher will assign a topic to each student. On the topic assigned, the student will be evaluated as follows for the assigned topic:
  - a) Report: **05** marks
  - b) Presentation: **05** marks
  - c) Viva-Voce: **05** marks
- ii) **10 Marks** will be given based on daily performance/ Continuous assessment only.



**Course Scheme of Syllabus Library Science at FYUGP as per NEP- 2020**

**SEMESTER-I**  
**(Examination to be held in December 2025, 2026, 2027)**  
**MINOR COURSE**

**Course Code: UMILST112**

**Course Title: Fundamentals of Library Science**

**Total Lectures: Theory 45 + Tutorial 30**

**Credits: 4 (3Th + 1T)**

**Max. Marks: 100**

**Mid Sem. Test: 15**

**End Sem Exam: 60**

**Tutorial: 25 (15 + 10)**

**Course Outcome:**

The student will be able to:

- ❖ Understand the concept and development of libraries
- ❖ Classify the libraries based on their purpose and functions
- ❖ Understand laws related to Library Science

**Unit-I:**

- Library: Definition, Need, and Purpose
- Role of Libraries in Society
- Data, Information and Knowledge
- Information and Its Impact on Society

**Unit-II:**

- Types of Libraries: Academic Libraries, Public Libraries, Special Libraries: Concept, need & Purpose
- Overview of the Development of Libraries in India
- Library Legislation: Need, Functions
- Overview of the Development of Library Legislation in India

**Unit-III:**

- First Law of Library Science and Its Implications
- Second Law of Library Science and Its Implications
- Third Law of Library Science and Its Implications
- Fourth Law of Library Science and Its Implications
- Fifth Law of Library Science and Its Implications

**Unit-IV:**

- Library Extension Activities: Need, purpose and methods
- Resource Sharing: Concept, need, purpose and methods
- Library and Information Networks: INFLIBNET and DELNET
- Library Consortia

**Recommended Books:**

- Dhiman, A. K. (2021). Library consortia: A complete handbook. Ess-Ess Publications. ISBN: 978-8194739821.
- Dhiman, A. K., & Rani, Y. (2005). Learn library and society. Ess-Ess Publications. ISBN: 978-8170004479.



# Course Scheme of Syllabus Library Science at FYUGP as per NEP- 2020

## SEMESTER-I

(Examination to be held in December 2025, 2026, 2027)

### MINOR COURSE

**Course Code: UMILST112**

**Course Title: Fundamentals of Library Science**

**Total Lectures: Theory 45 + Tutorial 30**

**Credits: 4 (3Th + 1T)**

**Max. Marks: 100**

**Mid Sem. Test: 15**

**End Sem. Exam: 60**

**Tutorial: 25 (15 + 10)**

- Feather, J. (2017). The information society: A study of continuity and change. Facets Publications. ISBN: 9781856049597.
- Hessel, A. (1955). History of libraries (Reuben Press, Trans.). Scarecrow Press.
- Isaac, K. A. (2004). Library legislation in India: A comparative study of state library acts. Ess-Ess Publications. ISBN: 978-8170004110.
- Khanna, J. K. (1987). Library and society. Research Publication.
- Marshal, D. N. (1983). History of libraries: Ancient and medieval. Oxford & IBH.
- Mattelart, A. (2003). The information society: An introduction. Sage Publications. ISBN: 978-0761949480.
- Nasirudheen, T. (Ed.). (2018). Library movement and development in India: A state-wise scan. Ess-Ess Publications. ISBN: 978-8193607466.
- Ranganathan, S. R. (1963). Five laws of library science. Asia Publishing.
- Rout, R. K. (1991). Library legislation in India. Reliance Publishing House.
- Rout, R. K. (Ed.). (1989). Library legislation in India: Problems and prospects. S. K. Bhatia for Reliance Publishing House. ISBN: 9788185047898.
- Sharma, P., & Pandey, S. K. (1992). Library and society (2nd rev. & enl. ed.). Ess-Ess.
- Singh, J. (2018). Academic libraries. <https://ebooks.inflibnet.ac.in/lisp11/>.
- Tiwari, P. (2012). Library and society. APH Publishing Corp. ISBN: 978-9331317698.
- Vasishta, C. P. (Ed.). (1994). Library movement and library development in India. ILA.

### Scheme of Examination:

(A) **Mid Semester Assessment Test** shall be conducted by the course coordinator after completion of the syllabus up-to 50% and the pattern of examination will be as follows-

**Section- A** (5 marks)- 5 Very Short Answer questions of 1 mark each to be attempted.

**Section- B** (10 marks)- 2 Long Answer questions of 5 marks each to be attempted out of 3 questions.

**Maximum Marks: 15 marks**

**Time duration: 1½ hours**

(B) **End Semester Examination** shall be conducted for the entire syllabus and the breakup for the examination will be as follows-

**Section-A** shall consist of **four** (4) short answer questions, having one question from each unit. The students are required to attempt all questions. Each question shall be of **three** (3) marks (4x3=12).

**Section-B** shall consist of **eight** (8) long-answer questions, having **two** (2) questions from each Unit. The students are required to attempt one question from each unit. Each question shall be of **twelve** (12) marks (12x4=48).

**Maximum Marks: 60 marks**

**Time duration: 3 hours**

**SEMESTER-I**

(Examination to be held in December 2025, 2026, 2027)

**MINOR COURSE**

**Course Code: UMILST112**

**Course Title: Fundamentals of Library Science**

**Total Lectures: Theory 45 + Tutorial 30**

**Credits: 4 (3Th + 1T)**

**Max. Marks: 100**

**Mid Sem. Test: 15**

**End Sem. Exam: 60**

**Tutorial: 25 (15 + 10)**

**(C) Practical/ Tutorial Assessment: Total Marks: 25 (15 + 10)**

- i) The course coordinator/ Subject teacher will assign a topic to each student. On the topic assigned, the student will be evaluated as follows for the assigned topic:
  - a) Report: **05** marks
  - b) Presentation: **05** marks
  - c) Viva-Voce: **05** marks
- ii) **10 Marks** will be given based on daily performance/ Continuous assessment only.



# Course Scheme of Syllabus Library Science at FYUGP as per NEP- 2020

## SEMESTER-I (Examination to be held in December 2025, 2026, 2027) MULTIDISCIPLINARY COURSE

Course Code: UMDLST113

Course Title: Foundations of Library & Information Science

Total Lectures: Theory 45

Credits: 3

Max. Marks: 75

End Sem. Exam: 60

Mid Sem. Test: 15

### Course Outcome:

The student will be able to:

- ❖ Understand the concept, and types of libraries.
- ❖ Know about the different sections of libraries.
- ❖ Learn about the Reference Service and Information Sources.
- ❖ Learn about Library Automation.

### Unit-I:

- Library: Definitions, Aims, Objectives, Functions and Services
- Role of Libraries in Society
- Types of Libraries: Their Objectives and Functions
- Five Laws of Library Science

### Unit-II:

- Acquisition Section
- Technical Processing Section
- Circulation Section
- Library Maintenance

### Unit-III:

- Reference Services- Definition, Need & Purpose
- Types of Reference Service: Ready Reference Services and Long-Range Service
- Information Sources: Definition, Need & Purpose
- Information Sources: Characteristics & Types

### Unit-IV:

- Library Automation: Definition, Need & Purpose
- Introduction to Housekeeping Operations and Library Services
- Selection of Software and Hardware
- INFLIBNET

### Recommended Books:

- Chowdhury, G. & Chowdhury, S. (2001). Information sources and searching on the world wide web. Facet Publishing.
- INFLIBNET Centre. (n.d.). Information and Library Network (INFLIBNET) Centre. <https://www.inflibnet.ac.in>.
- Jain, M.K., & Sharma, S.C. (2018). Library and information science: UGC NET guide. Upkar Prakashan.
- Kumar, K. (2007). Library organization. Vikas Publishing House.

**SEMESTER-I**

(Examination to be held in December 2025, 2026, 2027)

**MULTIDISCIPLINARY COURSE**

**Course Code: UMDLST113**

**Max. Marks: 75**

**Course Title: Foundations of Library & Information Science**

**End Sem. Exam: 60**

**Total Lectures: Theory 45**

**Mid Sem. Test: 15**

**Credits: 3**

- Kumar, P.S.G. (2003). Foundation of library and information science. B.R. Publishing.
- Kumar, P.S.G. (2004). Information sources and services. B.R. Publishing.
- Mittal, R.L. (2007). Library administration: Theory and practice (5<sup>th</sup> ed.). Metropolitan Books.
- Neelameghan, A., & Lalitha, S.K. (2000). Library automation. Ess-Ess Publications.
- Ranganathan, S.R. (1999). Reference Service (2<sup>nd</sup> ed.). Sarada Ranganathan Endowment for Library Science.
- Ranganathan, S.R. (1999). The five laws of library science (Reprint ed.). Sarada Ranganathan Endowment for Library Science.

**Scheme of Examination:**

**(A) Mid Semester Assessment Test** shall be conducted by the course coordinator after completion of the syllabus up-to 50% and the pattern of examination will be as follows-

**Section- A** (5 marks)- 5 Very Short Answer questions of 1 mark each to be attempted.

**Section- B** (10 marks)- 2 Long Answer questions of 5 marks each to be attempted out of 3 questions.

**Maximum Marks: 15 marks**

**Time duration: 1½ hours**

**(B) End Semester Examination** shall be conducted for the entire syllabus and the breakup for the examination will be as follows-

**Section-A** shall consist of **four** (4) short answer questions, having one question from each unit. The students are required to attempt all questions. Each question shall be of **three** (3) marks (4x3=12).

**Section-B** shall consist of **eight** (8) long-answer questions, having **two** (2) questions from each Unit. The students are required to attempt one question from each unit. Each question shall be of **twelve** (12) marks (2x4=48)

**Maximum Marks: 60 marks**

**Time duration: 3 hours**



**SEMESTER-I**

**(Examination to be held in December 2025, 2026, 2027)**

**SKILL ENHANCEMENT COURSE**

**Course Code: USELST-111**

**Course Title: Communication Skills**

**Credits: 03 (01 Theory + 02 Practical)**

**Max. Marks: 75 (25 Theory + 50 Practical)**

**Mid Sem. Exam (Theory): 25 Marks**

**End Sem. Exam (Practical): 50 Marks**

The student will be able to:

- ❖ Understand the importance of Communication
- ❖ Understand the concept, modes and styles of communication
- ❖ Practice how to greet, introduce yourself and your friend

**Unit-I:**

- Communication: Concept and Need
- Kinds of Communication: Verbal and Non-Verbal
- Communication Process, Channels
- Barriers to Communication

**Unit-II:**

- The Seven Cs of Effective Communication- Clarity, Conciseness, Concreteness, Correctness, Coherence, Completeness, and Courtesy.
- Social media-enabled Communication
- Telephone Skills, Phone Etiquette. E-Mail Skills, E-Mail Etiquette
- Features of Effective Written Communication

**Unit-III:**

- Reading Skills: Comprehension
- Speaking Skills in Conversation Skills
- Formal Writing Skills: Job applications, biodata (solicited and unsolicited)
- Interview Skills: Interview Preparation, Interviewing Essentials, Types of Interviews

**Recommended Books:**

- Kumar, S., & Lata, P. (2024). Communication skills (3rd ed.). Oxford University Press.
- Labade, S., & Katre, D. (2021). Communication skills in English. Orient Blackswan Pvt. Ltd.
- Lonsdale, L. (2014, November 3). The secrets of learning a new language [Video]. TEDx Talks. [https://youtu.be/o\\_XVt5rdpFY](https://youtu.be/o_XVt5rdpFY)
- Lowndes, L. (2024). How to talk to anyone at work: 72 little tricks for big success communicating on the job. McGraw-Hill.
- McKay, M., & Catella, S. (2024). The emotional intelligence skills workbook. New Harbinger Publications.
- Monippally, M. M. (1996). Effective communication skills. Tata McGraw-Hill.



SEMESTER-I

(Examination to be held in December 2025, 2026, 2027)

SKILL ENHANCEMENT COURSE

Course Code: USELST-111

Course Title: Communication Skills

Mid Sem. Exam (Theory): 25 Marks

Credits: 3

Max. Marks: 75 (25 Theory + 50 Practical)

Credits: 03 (01 Theory + 02 Practical)

End Sem. Exam (Practical): 50 Marks

- Pullum, G. K. (2024). The truth about English grammar. Oxford University Press.
- Schnurr, S. (2012). Exploring professional communication. Routledge.
- Sethi, J. (2011). Standard English and Indian usage: Vocabulary and grammar. PHI Learning Pvt. Ltd.
- Sethi, J. Standard English and Indian usage: Vocabulary and grammar. PHI Learning Pvt. Ltd., 2011.
- Taylor, G. (2013). English conversation practice. Tata McGraw-Hill. (Original work published 1967)
- Taylor, Grant. English Conversation Practice. 1967. Tata McGraw-Hill, 2013.
- Video on the English language: Where did English come from? <https://youtu.be/YEaSxhcns7Y>.

**Scheme of Examination:**

**A) Mid Term Examination (Theory):** The question paper will be of **25 marks**. There shall be 2 Sections in the question paper with the pattern as follows:

- Section- A** shall comprise of 4 short-answer type questions of  $2^{1/2}$  marks each, covering all three units, with at least one question from each unit. The students have to attempt all 4 questions from section-A.
- Section- B** shall comprise a total of 6 questions, with two questions selected from each unit. Each question shall be of 5 marks. The students have to attempt 3 questions, selecting only one question from each unit.

Course Code: USELST 111

Course Title: Communication Skills

End Sem. Examination (Practical): 50 Marks

Total Marks: 50 (Practical)

Credits 02 (Practical)

**Practical:** List of Communication Skills Exercise (BUT NOT LIMITED TO):

|                                         |                                 |
|-----------------------------------------|---------------------------------|
| Self-Introduction Practice              | Listening Comprehension         |
| Reading Aloud and Comprehension         | Mock Interview Practice         |
| Oral Presentation (with PPT)            | Formal Letter/ Email Writing    |
| Resume and Cover Letter Writing         | Telephone Etiquette: Role, Play |
| Non-Verbal Communication activity, etc. |                                 |

**Note:** A Practical file to be prepared by students with a geo-tagged photograph (wherever relevant) as a report of all the practical conducted.

**Scheme of Examination:**

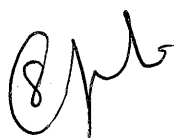
**B) End Sem. Examination (Practical):** The evaluation of skills will be internal. The examination of skills shall be of **50 marks**. The evaluation of skills will be done internally through the Board of three members (including the trainer of the course).



**Course Scheme of Syllabus Library Science at FYUGP as per NEP- 2020**

**Semester-II**  
**(Examination to be held in May 2026, 2027, 2028)**

| S. No. | Course Type | Course Code | Course Title                                 | Credits       | Maximum Marks |               |               |       | change in %      |
|--------|-------------|-------------|----------------------------------------------|---------------|---------------|---------------|---------------|-------|------------------|
|        |             |             |                                              |               | Mid Sem. Test | Tutorial      | End Sem. Exam | Total |                  |
| 1.     | Major       | UMJLST210   | Library Administration and Management        | 4<br>(3Th+1T) | 15            | 25<br>(15+10) | 60            | 100   | 50 %             |
| 2.     | Minor       | UMILST212   | Library Administration and Management        | 4<br>(3Th+1T) | 15            | 25<br>(15+10) | 60            | 100   | 50 %             |
| 3.     | MD          | UMDLST213   | Foundations of Library & Information Science | 3             | 15            | ---           | 60            | 75    | 100 %            |
| 4.     | SEC         | USELST211   | Basics of website design                     | 3             | 25            | ---           | 50            | 75    | <del>100</del> % |



**SEMESTER-II**  
(Examination to be held in May 2026, 2027, 2028)  
**MAJOR COURSE**

**Course Code: UMJLST 210**

**Course Title: Library Administration and Management**

**Total Lectures: Theory 45 + Tutorial 30**

**Credits: 4 (3Th + 1T)**

**Max. Marks: 100**

**Mid Sem. Test: 15**

**End Sem. Exam: 60**

**Tutorial: 25 (15 + 10)**

**Course Outcome:**

The student will be able to:

- ❖ Understand the concept, scope and functions of Library Management
- ❖ Understand the principles of Library Management

**Unit-I:**

- Definition, Scope and Objectives of Library Administration
- Elements and Functions of Management
- Principles of Management
- Organisational Structure of Libraries: Staffing

**Unit-II:**

- Library Authority: Concept and Functions
- Library Committee: Concept and Functions
- Library Building
- Library Furniture, Library Equipment

**Unit-III:**

- Library Rules and Regulations
- Stock Verification: Tools and Techniques; Weeding Policy in the Library
- Annual Report
- Library Statistics

**Unit-IV:**

- Library Budget and Budgeting
- Sources of Library Finance
- Acquisition Section
- Circulation Section

**Recommended Books:**

- Bryson, J. (2011). Managing information services: A sustainable approach. Farnham: Ashgate Pub.
- Christian, A. R. (2013). Academic library management: Universities, colleges and institutions. Jaipur: Vista Publishers.
- Dedha, P. K., & Pundir, V. S. (2023). Library management: New concepts and practices. Flipkart.
- IGI Global. (2024). Library collection development for professional programs: Trends and best practices. IGI Global. <https://www.igi-global.com/book/library-collection-development-professional-programs/63868>.
- Johnson, P. (2014). Fundamentals of collection development & management (3<sup>rd</sup> ed.). Chicago: American Library Association.



**SEMESTER-II**  
**(Examination to be held in May 2026, 2027, 2028)**  
**MAJOR COURSE**

**Course Code: UMJLST 210**

**Course Title: Library Administration and Management**

**Total Lectures: Theory 45 + Tutorial 30**

**Credits: 4 (3Th + 1T)**

**Max. Marks: 100**

**Mid Sem. Test: 15**

**End Sem. Exam: 60**

**Tutorial: 25 (15 + 10)**

- Jothimani, B., Anandraj, K. C., & Aravind, S. (2023). Artificial intelligence in collection development and management in libraries: A research overview. Academia.edu.
- Metcalf, Keyes D. (1966). Planning Academic and Research Library Buildings. McGraw-Hill.
- Thompson, Godfrey (1973). Planning and Design of Library Building 2<sup>nd</sup> ed. Architectural Press.
- Tripathi, M. (2024). Integrating artificial intelligence in library management. In Khosrow-Pour, M. (Ed.), Encyclopaedia of Information Science and Technology (6th ed.). IGI Global.
- Tripathi, P. C. and Reddy, P. N. (1991). Principles of Management. 2nd ed. New Delhi: Tata McGraw-Hill.
- Webb, W. (2024). Strategic library management: Leading, innovating, and succeeding in public libraries. Amazon Kindle Edition.

**Scheme of Examination:**

**(A) Mid Semester Assessment Test** shall be conducted by the course coordinator after completion of the syllabus up-to 50% and the pattern of examination will be as follows-

**Section- A** (5 marks)- 5 Very Short Answer questions of 1 mark each to be attempted.

**Section- B** (10 marks)- 2 Long Answer questions of 5 marks each to be attempted out of 3 questions.

**Maximum Marks: 15 marks**

**Time duration: 1½ hours**

**(B) End Semester Examination** shall be conducted for the entire syllabus, and the breakup for the examination will be as follows-

**Section-A** shall consist of **four** (4) short answer questions, having one question from each unit. The students are required to attempt all questions. Each question shall be of **three** (3) marks (4x3=12).

**Section-B** shall consist of **eight** (8) long-answer questions, having **two** (2) questions from each Unit. The students are required to attempt one question from each unit. Each question shall be of **twelve** (12) marks (2x6=12).

**Maximum Marks: 60 marks**

**Time duration: 3 hours**

**(C) Practical/ Tutorial Assessment: Total Marks: 25 (15 + 10)**

i) The course coordinator/ Subject teacher will assign a topic to each student. On the topic assigned, the student will be evaluated as follows for the assigned topic:

- a) Report: **05** marks
- b) Presentation: **05** marks
- c) Viva-Voce: **05** marks

ii) **10 Marks** will be given based on daily performance/ Continuous assessment only.



**SEMESTER-II**

(Examination to be held in May 2026, 2027, 2028)

**MINOR COURSE**

**Course Code: UMILST-212**

**Course Title: Library Administration and Management**

**Total Lectures: Theory 45 + Tutorial 30**

**Credits: 4 (3Th + 1T)**

**Max. Marks: 100**

**Mid Sem. Test: 15**

**End Sem. Exam: 60**

**Tutorial: 25 (15 + 10)**

The student will be able to:

- ❖ Understand the concept, scope and functions of Library Management
- ❖ Understand the principles of Library Management

**Unit-I:**

- Definition, Scope and Objectives of Library Administration
- Elements and Functions of Management
- Principles of Management
- Organisational Structure of Libraries: Staffing

**Unit-II:**

- Library Authority: Concept and Functions
- Library Committee: Concept and Functions
- Library Building
- Library Furniture, Library Equipment

**Unit-III:**

- Library Rules and Regulations
- Stock Verification: Tools and Techniques; Weeding Policy in Library
- Annual Report
- Library Statistics

**Unit-IV:**

- Library Budget and Budgeting
- Sources of Library Finance
- Acquisition Section
- Circulation Section

**Recommended Books:**

- Bryson, J. (2011). Managing information services: A sustainable approach. Farnham: Ashgate Pub.
- Bryson, Jo (1990). Effective Library and Information Centre Management. England: Grower.
- Christian, A. R. (2013). Academic library management: Universities, colleges and institutions. Jaipur: Vista Publishers.
- Dedha, P. K., & Pundir, V. S. (2023). Library management: New concepts and practices. Flipkart.
- Evan, G. Edward (1976). Management Techniques for Libraries. New York: Academic Press.
- Hitt, Michael A. [et al]. (1979). Effective Management. New York: West Publishing Co.
- Johnson, P. (2014). Fundamentals of collection development & management (3<sup>rd</sup> ed.). Chicago: American Library Association.
- Jothimani, B., Anandraj, K. C., & Aravind, S. (2023). Artificial intelligence in collection development and management in libraries: A research overview. Academia.edu.



**SEMESTER-II**  
**(Examination to be held in May 2026, 2027, 2028)**  
**MINOR COURSE**

**Course Code: UMILST-212**

**Course Title: Library Administration and Management**

**Total Lectures: Theory 45 + Tutorial 30**

**Credits: 4 (3Th + 1T)**

**Max. Marks: 100**

**Mid Sem. Test: 15**

**End Sem. Exam: 60**

**Tutorial: 25 (15 + 10)**

- Koontz, Harold and O' Donnell, Cyril (1974). Essentials of Management. New Delhi: Tata McGraw-Hill.
- Metcalf, Keyes D. (1966). Planning Academic and Research Library Buildings. New York: McGraw-Hill.
- Thompson, Godfrey (1973). Planning and Design of Library Building 2nd ed. London: Architectural Press.
- Tripathi, M. (2024). Integrating artificial intelligence in library management. In Khosrow-Pour, M. (Ed.), Encyclopaedia of Information Science and Technology (6th ed.).
- Tripathi, P. C. and Reddy, P. N. (1991). Principles of Management. 2nd ed. New Delhi: Tata McGraw-Hill.
- Webb, W. (2024). Strategic library management: Leading, innovating, and succeeding in public libraries. Amazon Kindle Edition.

**Scheme of Examination:**

**A) Mid Semester Assessment Test** shall be conducted by the course coordinator after completion of the syllabus up-to 50% and the pattern of examination will be as follows-

**Section- A** (5 marks)- 5 Very Short Answer questions of 1 mark each to be attempted.

**Section- B** (10 marks)- 2 Long Answer questions of 5 marks each to be attempted out of 3 questions.

**Maximum Marks: 15 marks**

**Time duration: 1½ hours**

**B) End Semester Examination** shall be conducted for the entire syllabus, and the breakup for the examination will be as follows-

**Section-A** shall consist of **four** (4) short answer questions, having one question from each unit. The students are required to attempt all questions. Each question shall be of **three** (3) marks (4x3=12).

**Section-B** shall consist of **eight** (8) long-answer questions, having **two** (2) questions from each Unit. The students are required to attempt one question from each unit. Each question shall be of **twelve** (12) marks (12x4=48).

**Maximum Marks: 60 marks**

**Time duration: 3 hours**

**C) Practical/ Tutorial Assessment: Total Marks: 25 (15 + 10)**

- i) The course coordinator/ Subject teacher will assign a topic to each student. On the topic assigned, the student will be evaluated as follows for the assigned topic:
  - a) Report: **05** marks
  - b) Presentation: **05** marks
  - c) Viva-Voce: **05** marks
- ii) **10 Marks** will be given based on daily performance/ Continuous assessment only.

**SEMESTER-II**

(Examination to be held in May 2026, 2027, 2028)

**MULTIDISCIPLINARY COURSE**

**Course Code: UMDLST213**

**Course Title: Foundations of Library & Information Science**

**Total Lectures: Theory 45**

**Credits: 3**

**Max. Marks: 75**

**Mid Sem Test: 15**

**End Sem. Exam: 60**

**Course Outcome:**

The student will be able to:

- ❖ Understand the concept, importance, and history of IPR and key international treaties.
- ❖ Distinguish between patents, trademarks, and copyrights and their legal frameworks.
- ❖ Examine legal protection for traditional knowledge, plant varieties, trade secrets, and TCE.
- ❖ Assess international treaties (WCT & WPPT) and IPR management strategies globally.

**Unit-I:**

- Library: Definitions, Aims, Objectives, Functions and Services
- Role of Libraries in Society
- Types of Libraries: Their Objectives and Functions
- Five Laws of Library Science

**Unit-II:**

- Acquisition Section
- Technical Processing Section
- Circulation Section
- Library Maintenance

**Unit-III:**

- Reference Services- Definition, Need & Purpose
- Types of Reference Service: Ready Reference Services and Long-Range Service
- Information Sources: Definition, Need & Purpose
- Information Sources: Characteristics & Types

**Unit-IV:**

- Library Automation: Definition, Need & Purpose
- Introduction to Housekeeping Operations and Library Services
- Selection of Software and Hardware
- INFLIBNET

**Recommended Books:**

- Chowdhury, G. & Chowdhury, S. (2001). Information sources and searching on the world wide web. Facet Publishing.
- INFLIBNET Centre. (n.d.). Information and Library Network (INFLIBNET) Centre. <https://www.inflibnet.ac.in>.
- Jain, M.K., & Sharma, S.C. (2018). Library and information science: UGC NET guide. Upkar Prakashan.
- Kumar, K. (2007). Library organization. Vikas Publishing House.
- Kumar, P.S.G. (2003). Foundation of library and information science. B.R. Publishing.
- Kumar, P.S.G. (2004). Information sources and services. B.R. Publishing.
- Mittal, R.L. (2007). Library administration: Theory and practice (5<sup>th</sup> ed.). Metropolitan Books.

**SEMESTER-II**

**(Examination to be held in May 2026, 2027, 2028)**

**MULTIDISCIPLINARY COURSE**

**Course Code: UMDLST213**

**Course Title: Foundations of Library & Information Science**

**Total Lectures: Theory 45**

**Credits: 3**

**Max. Marks: 75**

**Mid Sem Test: 15**

**End Sem. Exam: 60**

- Neelameghan, A., & Lalitha, S.K. (2000). Library automation. Ess-Ess Publications.
- Ranganathan, S.R. (1999). Reference Service (2<sup>nd</sup> ed.). Sarada Ranganathan Endowment for Library Science.
- Ranganathan, S.R. (1999). The five laws of library science (Reprint ed.). Sarada Ranganathan Endowment for Library Science.

**Scheme of Examination:**

**(A) Mid Semester Assessment Test** shall be conducted by the course coordinator after completion of the syllabus up-to 50% and the pattern of examination will be as follows-

**Section- A** (5 marks)- 5 Very Short Answer questions of 1 mark each to be attempted.

**Section- B** (10 marks)- 2 Long Answer questions of 5 marks each to be attempted out of 3 questions.

**Maximum Marks: 15 marks**

**Time duration: 1½ hours**

**(B) End Semester Examination** shall be conducted for the entire syllabus and the breakup for the examination will be as follows-

**Section-A** shall consist of **four** (4) short answer questions, having one question from each unit. The students are required to attempt all questions. Each question shall be of **three** (3) marks (4x3=12).

**Section-B** shall consist of **eight** (8) long-answer questions, having **two** (2) questions from each Unit. The students are required to attempt one question from each unit. Each question shall be of **twelve** (12) marks (2x4=8).

**Maximum Marks: 60 marks**

**Time duration: 3 hours**



**SEMESTER-II**

(Examination to be held in May 2026, 2027, 2028)

**SKILLS ENHANCEMENT COURSE**

**Course Code: USELST 211**

**Course Title: Basics of Website Design**

**Credits: 03 (01 Theory + 02 Practical)**

**Max. Marks: 75 (25 Theory + 50 Practical)**

**Mid Sem. Test (Theory): 25 Marks**

**End Sem. Exam (Practical): 50 Marks**

**Course Outcome:**

The student will be able to:

- ❖ Develop and design professional websites with the aid of various designing tools and techniques
- ❖ Learn Webpage designing

**Unit-I:**

- Introduction to the Internet and Web
- Web Browsers: Edge, Chrome
- Introduction to Web Design: Static vs Dynamic Websites

**Unit-II:**

- Website Planning: Purpose, Target Audience, Content, Structure
- Principles of developing a website
- Difference between Web Design and Web Development

**Unit-III:**

- Steps of Web Designing in WordPress
- Deep Web & Dark Web
- Cyber Threats and Securities

**Recommended Readings:**

- Devika, P. M. (2003). Introduction to XML and HTML. In: PGDLAN course material, MLI-006, Unit 8. New Delhi: Indira Gandhi National Open University.
- Devika, P.M. (2003). Web basedWeb-based content development. In: PGDLAN course material, MLI-006, Unit 9. New Delhi: Indira Gandhi National Open University.
- Duckett, J. (2014). Web design with HTML, CSS, JavaScript and jQuery set. Wiley Publishing.
- HTML Tutorial. Link: <https://www.w3schools.com/html/default.asp>
- MacDonald, M. (2013). HTML5: The missing manual. " O'Reilly Media, Inc.".
- Powell, T. A. (2000). The HTML complete reference. (2nded.). New Delhi: Tata McGraw Hill.
- Robbins, J.N. (2012). Learning Web Design: A Beginners Beginner's Guide to HTML, CSS, JavaScript, and Web Graphics (4<sup>th</sup> ed). Cambridge: O'Reilly. ISBN: 9781449319274
- Scharl, A. (2012). Evolutionary web development. Springer Science & Business Media.
- Schewe, K. D., & Thalheim, B. (2019). Design and development of web information systems (p. 599). Heidelberg: Springer.



SEMESTER-II

(Examination to be held in May 2026, 2027, 2028)

SKILLS ENHANCEMENT COURSE

Course Code: USELST 211

Course Title: Basics of Website Design

Credits: 03 (01 Theory + 02 Practical)

Max. Marks: 75 (25 Theory + 50 Practical)

Mid Sem. Test (Theory): 25 Marks

End Sem. Exam (Practical): 50 Marks

**Scheme of Examination:**

**A) Mid Term Examination (Theory):** The question paper will be of **25 marks**. There shall be 2 sections in the question paper with the pattern as follows:

**Section A:** shall comprise of 4 short-answer type questions of 2 ½ marks each, covering all three units, with at least one question from each unit. The students have to attempt all 4 questions from section A (**2.5 x 4= 10 Marks**).

**Section B:** shall comprise a total of 6 questions, with two questions selected from each unit. Each question shall be of 5 marks. The students have to attempt 3 questions, selecting only one question from each unit (**5 x 3= 15 Marks**).

Course Code: USELST 211

Course Title: Basics of Website Design

Credits: 02 (Practical)

Max. Marks: 50 (Practical)

End Sem. Exam (Practical): 50 Marks

**Practical:**

**List of Practical (BUT NOT LIMITED TO):**

1. Build a basic static website by creating web pages using HTML for structure and CSS for styling. Include headings, paragraphs, images, lists, and a personal bio. Add a contact form, design a navigation bar, and link multiple pages. Structure a mini website with 3–4 interconnected pages using HTML, CSS, and JavaScript.
2. Create and customize a WordPress website by setting it up on WordPress.com or locally. Choose a suitable theme and personalize it with your logo, layout, fonts, and colors. Build and organize essential pages like Home, About, Contact, and Blog to structure your site and enhance user experience effectively.
3. Enhance WordPress functionality by adding and configuring essential plugins such as contact forms and image galleries. Use the Gutenberg block editor to customize content with ease. Preview or publish your website to see changes in real-time, and manage basic settings to ensure proper site performance, appearance, and user interaction.
4. Explore alternative website builders by creating a simple site using CMS platforms like Wix or Google Sites. Compare their features, ease of use, design flexibility, and customization options with WordPress. This helps in understanding the different tools available for web development and choosing the best platform based on your needs.

**Note:** A Practical file to be prepared by students with a geo-tagged photograph (wherever relevant) as a report of all the practical conducted.



**SEMESTER-II**

(Examination to be held in May 2026, 2027, 2028)

**SKILLS ENHANCEMENT COURSE**

**Course Code: USELST 211**

**Max. Marks: 50 (Practical)**

**Course Title: Basics of Website Design**

**End Sem. Exam (Practical): 50 Marks**

**Credits: 02 (Practical)**

**Recommended Resources:**

***Free Tools:***

- VS Code / Notepad++ (offline)
- CodePen / Replit (online)
- GitHub Pages for deployment

***Learning Resources:***

- w3schools.com (offline PDFs recommended)
- NPTEL / Spoken Tutorial (IIT Bombay) – Free Hindi/vernacular videos
- Free Coding Tools: Notepad++, Visual Studio Code
- WordPress Access: [www.wordpress.com](http://www.wordpress.com)

***Tutorial Sites:***

- W3Schools
- WordPress Learn

***CMS:***

- WordPress.com (Free)
- Google Sites (Free, login required)
- Wix.com (Free basic plan)

**Scheme of Examination:**

- B) End Sem. Examination (Practical):** The evaluation of skills will be internal. The examination of skills shall be of **50 Marks**. The evaluation of skills will be done internally through the Board of three members (including the trainer of the course).



**Course Scheme of Syllabus Library Science at FYUGP as per NEP- 2020**

**Semester-III**

(Examination to be held in <sup>Dec</sup>~~May~~ 2026, 2027, 2028)

| S. No. | Course Type | Course Code | Course Title                                      | Credits       | Maximum Marks |               |               |       | Change in % |
|--------|-------------|-------------|---------------------------------------------------|---------------|---------------|---------------|---------------|-------|-------------|
|        |             |             |                                                   |               | Mid Sem Test  | Tutorial      | End Sem. Exam | Total |             |
| 1      | Major       | UMJLST301   | Library Classification                            | 4<br>(3Th+1T) | 15            | 25<br>(15+10) | 60            | 100   | 10 %        |
| 2      | Major       | UMJLST306   | Preservation and Conservation of Library Material | 4<br>(3Th+1T) | 15            | 25<br>(15+10) | 60            | 100   | 100 %       |
| 3      | Minor       | UMILST303   | Types of Libraries                                | 4<br>(3Th+1T) | 15            | 25<br>(15+10) | 60            | 100   | No change   |
| 4      | MD          | UMDLST307   | Foundations of Library Science                    | 3             | 15            | ---           | 60            | 75    | 100 %       |
| 5      | SEC         | USELST311   | Literature Search                                 | 3             | 25            | ---           | 50            | 75    | 100 %       |



**SEMESTER-III**

(Examination to be held in ~~May~~<sup>See</sup> 2026, 2027, 2028)

**MAJOR COURSE**

**Course Code: UMJLST-301**

**Course Title: Library Classification**

**Total Lectures: Theory 45 + Tutorial 30**

**Credits: 4 (3Th + 1T)**

**Max. Marks: 100**

**Mid Sem Exam: 15**

**End Sem. Exam: 60**

**Tutorial: 25 (15 + 10)**

**Course Outcome:**

The student will be able to:

- ❖ Explain the process of classification.
- ❖ Explain the basic concepts of classification.
- ❖ Discuss the various manifestations of library classification.

**Unit-I:**

- Library Classification: Definition, Need and Purpose
- Library Classification Scheme: Concept and Types
- History and development of Library Classification Schemes
- Call Number: Class number, Book Number and Collection Number

**Unit-II:**

- Structure and Features of Dewey Decimal Classification (DDC)
- Structure and Features of Universal Decimal Classification (UDC)
- Structure and Features of Colon Classification (CC)
- Comparison of major schemes of library classification (DDC, UDC)

**Unit-III:**

- Notation: Meaning, Types and Functions
- Mnemonics: Kinds- Alphabetical, Scheduled, Systematic, Seminal
- Five Fundamental Categories
- Steps for Practical Classification

**Unit-IV:**

- Ontologies, Taxonomies, Folksonomies, Clustering, Categories
- Automatic classification research at OCLC
- Knowledge Organisations: ISKO and CRG

**Recommended Books:**

- Chan, Lois Mai. Cataloguing and Classification: An Introduction. 3rd ed. Lanham, MD: The Scarecrow Press, 2007. 309-314. Print.
- Krishan Kumar. Theory of Classification, 4<sup>th</sup> Ed. 1988
- Ranganathan, S.R. Elements of Library Classification, 3rd Ed. 1967
- Ranganathan, S.R. Prolegomena to Library Classification, 3rd ed. Bombay, Asia, 1967. 77-79, 547. Print
- Satija M.P. "Classification: Some Fundamentals Some Myths". Knowledge Organisation. 25.1-2(1998): 32- 35. Print.



**SEMESTER-III**

(Examination to be held in May 2026, 2027, 2028)

**MAJOR COURSE**

**Course Code: UMJLST-301**

**Course Title: Library Classification**

**Total Lectures: Theory 45 + Tutorial 30**

**Credits: 4 (3Th + 1T)**

**Max. Marks: 100**

**Mid Sem Exam: 15**

**End Sem. Exam: 60**

**Tutorial: 25 (15 + 10)**

- Satija, M. P. "Classification: An Essay in Terminology". Knowledge Organisation. 27. 4(2000): 221-229. Print.
- Satija, M.P. A Dictionary of Knowledge Organisation. Amritsar: Guru Nanak Dev University, 2004.35-36. Print.

**Scheme of Examination:**

**(A) Mid Semester Assessment Test** shall be conducted by the course coordinator after completion of the syllabus up-to 50% and the pattern of examination will be as follows-

**Section- A** (5 marks)- 5 Very Short Answer questions of 1 mark each to be attempted.

**Section- B** (10 marks)- 2 Long Answer questions of 5 marks each to be attempted out of 3 questions.

**Maximum Marks: 15 marks**

**Time duration: 1½ hours**

**(B) End Semester Examination** shall be conducted for the entire syllabus, and the breakup for the examination will be as follows-

**Section-A** shall consist of **four** (4) short answer questions, having one question from each unit. The students are required to attempt all questions. Each question shall be of **three** (3) marks (**4x3=12**).

**Section-B** shall consist of **eight** (8) long-answer questions, having **two** (2) questions from each Unit. The students are required to attempt one question from each unit. Each question shall be of **twelve** (12) marks (**12x4=48**).

**Maximum Marks: 60 marks**

**Time duration: 3 hours**

**(C) Practical/ Tutorial Assessment: Total Marks: 25 (15 + 10)**

- i) The course coordinator/ Subject teacher will assign a topic to each student. On the topic assigned, the student will be evaluated as follows for the assigned topic:
  - a) Report: **05** marks
  - b) Presentation: **05** marks
  - c) Viva-Voce: **05** marks
- ii) **10 Marks** will be given based on daily performance/ Continuous assessment only.



**SEMESTER- III**

(Examination to be held in May 2026, 2027,2028)

**MAJOR FOUNDATION COURSE**

**Course Code: UMJLST 306**

**Course Title: Preservation and Conservation of Library Material**

**Total Lectures: Theory 45 + Tutorial 30**

**Credits: 04 (3Th + 1T)**

**Max. Marks: 100**

**Mid Sem. Test: 15**

**End Sem. Examination:**

**60Tutorial: 25 (15 + 10)**

**Course Outcome:**

The student will be able to:

- know the concept of preservation and conservation and the role of the librarian in doing so
- understanding of the chemical nature and behaviour of these components during use, storage, transit and display of books and documents
- Obtain an insight into the techniques and chemicals deployed for stabilising, rehabilitating and reinforcing weak and damaged books and documents

**Unit-I:**

- Evolution of Reading and Writing Materials
- Preservation Challenges
- Agents Causing Physical Deterioration

**Unit-II:**

- Preservation: Concept, Need and Purpose
- Conservation: Concept, Need and Purpose
- Preservative Measures and Techniques

**Unit-III:**

- Conservation techniques
- Removal of Stains and Fumigation
- Flattening of Creases and Wrinkles

**Unit-IV:**

- Threats to Digital Materials
- Digitisation: Concept, Need, Purpose and Steps
- Digital Preservation Techniques

**Recommended Books:**

- Bilow, A., Ahmon, J., Spencer, R. (2011). Preparing Collections for Digitisation. Egypt: Facet Publishing.
- Feather, John (1996). Preservation and the Management of Library Collections. 2nd Ed. London: Library Association Publishing.
- Harvey, Ross. (1994). Preservation in libraries: principles, strategies and practices for librarians. London: Bowker Saur.
- Henderson, Kathryn, Luther and Henderson, William T. (ed). (1983). Conserving and Preserving Library Materials. Urbana-Champaign: University of Illinois.



**SEMESTER- III**

(Examination to be held in ~~May~~<sup>Oct</sup> 2026, 2027, 2028)

**MAJOR FOUNDATION COURSE**

**Course Code: UMJLST 306**

**Max. Marks: 100**

**Course Title: Preservation and Conservation of Library Material**

**Mid Sem. Test: 15**

**Total Lectures: Theory 45 + Tutorial 30**

**End Sem. Examination:**

**Credits: 04 (3Th + 1T)**

**60Tutorial: 25 (15 + 10)**

- Johnson, Arthur W. (1983). The Practical Guide to Book Repair and Conservation. London: Thames and Hudson.
- Morrow, Carolyn Clark. (1983). The Preservation Challenge: A Guide to Conserving Library Materials: Knowledge. Industry Publications.
- Mussell, J. (2016). Digitization. In The Routledge Handbook to Nineteenth-Century British Periodicals and Newspapers (pp. 17-28). Routledge.
- Page, M. (2016). Why preservation matters. Yale University Press.
- Tyler, N., Tyler, I. R., & Ligibel, T. J. (2018). Historic preservation: An introduction to its history, principles, and practice. WW Norton & Company.

**Scheme of Examination:**

**(A) Mid Semester Assessment Test** shall be conducted by the course coordinator after completion of the syllabus up-to 50% and the pattern of examination will be as follows-

**Section- A** (5 marks)- 5 Very Short Answer questions of 1 mark each to be attempted.

**Section- B** (10 marks)- 2 Long Answer questions of 5 marks each to be attempted out of 3 questions.

**Maximum Marks: 15 marks**

**Time duration: 1½ hours**

**(B) End Semester Examination** shall be conducted for the entire syllabus and the breakup for the examination will be as follows-

**Section-A** shall consist of **four** (4) short answer questions, having one question from each unit. The students are required to attempt all questions. Each question shall be of **three** (3) marks (4x3=12).

**Section-B** shall consist of **eight** (8) long-answer questions, having **two** (2) questions from each Unit. The students are required to attempt one question from each unit. Each question shall be of **twelve** (12) marks (12x4=48).

**Maximum Marks: 60 marks**

**Time duration: 3 hours**

**(C) Practical/ Tutorial Assessment: Total Marks: 25 (15 + 10)**

- i) The course coordinator/ Subject teacher will assign a topic to each student. On the topic assigned, the student will be evaluated as follows for the assigned topic:
  - a) Report: **05** marks
  - b) Presentation: **05** marks
  - c) Viva-Voce: **05** marks
- ii) **10 Marks** will be given based on daily performance/ Continuous assessment only.



**SEMESTER-III**  
(Examination to be held in <sup>May</sup> ~~May~~ 2026, 2027, 2028)  
**MINOR COURSE**

**Course Code:** UMILST303  
**Course Title:** Types of Libraries  
**Total Lectures:** Theory 45 + Tutorial 15  
**Credits:** 4 (3Th + 1T)

**Max. Marks:** 100  
**Mid Sem. Test:** 15  
**End Sem. Examination:** 60  
**Tutorial:** 25 (10 + 15)

**Course Outcome:**

The student will be able to:

- Explain the role of libraries at various levels of formal education.
- Describe the functions of libraries in schools, colleges, and universities.
- Explain the concept and the meaning of electronic, digital, virtual and hybrid libraries and their functions.

**Unit-I:**

- National Libraries: Objectives, Needs, and Functions
- Public Libraries: Objectives, Needs, and Functions
- Special Libraries: Objectives, Needs, and Functions

**Unit-II:**

- School Libraries: Objectives, Needs, and Functions
- College Libraries: Objectives, Needs, and Functions
- University Libraries: Objectives, Needs, and Functions

**Unit-III:**

- Digital Libraries: Concept, Needs, and Functions
- Virtual Libraries: Concept, Needs, and Functions
- Hybrid Libraries: Concept, Needs, and Functions

**Unit-IV:**

- National Digital Library of India: An overview
- Khuda-Baksh Oriental Library: An overview
- National Library for the Visually Impaired: An overview

**Recommended Books:**

- Balasubramanian, P., & Kumar, N. A. (2024). Types of libraries: Functions and services. Ess-Ess Publications. ISBN: 978-9392594250. <http://hdl.handle.net/123456789/35223>.
- Dolan, J. (2007). A blueprint for excellence: Public libraries 2008–2011: Connecting people to knowledge and inspiration. MLA.
- Grimes, D. J. (1998). Academic library centrality. ACRL Publications in Librarianship, 50. Association of College and Research Libraries. <http://www.theeuropeanlibrary.org/tel4/>.
- Hybrid library. (2012, September 25). Hybrid library. Wikipedia. <http://en.wikipedia.org/wiki/Hybridlibrary>.
- Moran, B. B., & Morner, C. J. (2017). Library and information centre management (9th ed.). Libraries Unlimited Inc. ISBN: 978-1440854477.



**SEMESTER-III**  
(Examination to be held in ~~May~~<sup>Dec</sup> 2026, 2027, 2028)  
**MINOR COURSE**

**Course Code:** UMILST303  
**Course Title:** Types of Libraries  
**Total Lectures:** Theory 45 + Tutorial 15  
**Credits:** 4 (3Th + 1T)

**Max. Marks:** 100  
**Mid Sem. Test:** 15  
**End Sem. Examination:** 60  
**Tutorial:** 25 (10 + 15)

- Ranganathan, S. R. (1973). New Educational School Library, New Delhi: Vikas Publications.
- Role and Functions of a School Library (1989). New Delhi: National Book Trust India (folder).
- The European Library. (2012, September 27). Connecting knowledge. The European Library.  
<http://www.theeuropeanlibrary.org/tel4/>.
- The European Library. Connecting Knowledge. Web. 27 September 2012.
- Trehan, G. L., & Malhan, L. V. (1980). School library management. Sterling.

**Scheme of Examination:**

**A) Mid Semester Assessment Test** shall be conducted by the course coordinator after completion of the syllabus up-to 50% and the pattern of examination will be as follows-

**Section- A** (5 marks)- 5 Very Short Answer questions of 1 mark each to be attempted.

**Section- B** (10 marks)- 2 Long Answer questions of 5 marks each to be attempted out of 3 questions.

**Maximum Marks: 15 marks**

**Time duration: 1½ hours**

**B) End Semester Examination** shall be conducted for the entire syllabus and the breakup for the examination will be as follows-

**Section-A** shall consist of **four** (4) short answer questions, having one question from each unit. The students are required to attempt all questions. Each question shall be of **three** (3) marks (4x3=12).

**Section-B** shall consist of **eight** (8) long-answer questions, having **two** (2) questions from each Unit. The students are required to attempt one question from each unit. Each question shall be of **twelve** (12) marks (2x4=48).

**Maximum Marks: 60 marks**

**Time duration: 3 hours**

**C) Practical/ Tutorial Assessment: Total Marks: 25 (15 + 10)**

- i) The course coordinator/ Subject teacher will assign a topic to each student. On the topic assigned, the student will be evaluated as follows for the assigned topic:
  - a) Report: **05** marks
  - b) Presentation: **05** marks
  - c) Viva-Voce: **05** marks
- ii) **10 Marks** will be given based on daily performance/ Continuous assessment only.



**SEMESTER-III**

(Examination to be held in ~~May~~<sup>Dec</sup> 2026, 2027, 2028)

**MULTIDISCIPLINARY COURSE**

**Course Code: UMDLST307**

**Course Title: Foundations of Library & Information Science**

**Total Lectures: Theory 45**

**Credits: 3**

**Max. Marks: 75**

**Mid Sem. Test: 15**

**End Sem. Exam: 60**

**Course Outcome:**

The student will be able to:

- ❖ Understand the concept, importance, and history of IPR and key international treaties.
- ❖ Distinguish between patents, trademarks, and copyrights and their legal frameworks.
- ❖ Examine legal protection for traditional knowledge, plant varieties, trade secrets, and TCE.
- ❖ Assess international treaties (WCT & WPPT) and IPR management strategies globally.

**Unit-I:**

- Library: Definitions, Aims, Objectives, Functions and Services
- Role of Libraries in Society
- Types of Libraries: Their Objectives and Functions
- Five Laws of Library Science

**Unit-II:**

- Acquisition Section
- Technical Processing Section
- Circulation Section
- Library Maintenance

**Unit-III:**

- Reference Services- Definition, Need & Purpose
- Types of Reference Service: Ready Reference Services and Long-Range Service
- Information Sources: Definition, Need & Purpose
- Information Sources: Characteristics & Types

**Unit-IV:**

- Library Automation: Definition, Need & Purpose
- Introduction to Housekeeping Operations and Library Services
- Selection of Software and Hardware
- INFLIBNET

**Recommended Books:**

- Chowdhury, G. & Chowdhury, S. (2001). Information sources and searching on the world wide web. Facet Publishing.
- INFLIBNET Centre. (n.d.). Information and Library Network (INFLIBNET) Centre.  
<https://www.inflibnet.ac.in>.
- Jain, M.K., & Sharma, S.C. (2018). Library and information science: UGC NET guide. Upkar Prakashan.
- Kumar, K. (2007). Library organization. Vikas Publishing House.



**SEMESTER-III**

(Examination to be held in <sup>Dec</sup> ~~May~~ 2026, 2027, 2028)

**MULTIDISCIPLINARY COURSE**

**Course Code: UMDLST307**

**Course Title: Foundations of Library & Information Science**

**Total Lectures: Theory 45**

**Credits: 3**

**Max. Marks: 75**

**Mid Sem. Test: 15**

**End Sem. Exam: 60**

- Kumar, P.S.G. (2003). Foundation of library and information science. B.R. Publishing.
- Kumar, P.S.G. (2004). Information sources and services. B.R. Publishing.
- Mittal, R.L. (2007). Library administration: Theory and practice (5<sup>th</sup> ed.). Metropolitan Books.
- Neelameghan, A., & Lalitha, S.K. (2000). Library automation. Ess-Ess Publications.
- Ranganathan, S.R. (1999). Reference Service (2<sup>nd</sup> ed.). Sarada Ranganathan Endowment for Library Science.
- Ranganathan, S.R. (1999). The five laws of library science (Reprint ed.). Sarada Ranganathan Endowment for Library Science.

**Scheme of Examination:**

**A) Mid Semester Assessment Test** shall be conducted by the course coordinator after completion of the syllabus up-to 50% and the pattern of examination will be as follows-

**Section- A** (5 marks)- 5 Very Short Answer questions of 1 mark each to be attempted.

**Section- B** (10 marks)- 2 Long Answer questions of 5 marks each to be attempted out of 3 questions.

**Maximum Marks: 15 marks**

**Time duration: 1½ hours**

**B) End Semester Examination** shall be conducted for the entire syllabus and the breakup for the examination will be as follows-

**Section-A** shall consist of **four** (4) short answer questions, having one question from each unit. The students are required to attempt all questions. Each question shall be of **three** (3) marks (4x3=12).

**Section-B** shall consist of **eight** (8) long-answer questions, having **two** (2) questions from each Unit. The students are required to attempt one question from each unit. Each question shall be of **twelve** (12) marks (12x4=48)

**Maximum Marks: 60 marks**

**Time duration: 3 hours**



**SEMESTER III**  
(Examination to be held in <sup>Dec</sup> ~~May~~ 2026, 2027, 2028)  
**SKILL ENHANCEMENT COURSE**

**Course Code: USELST311**

**Course Title: Literature Search**

**Credits: 03 (01 Theory + 02 Practical)**

**Max. Marks: 75 (25 Theory + 50 Practical)**

**Mid Sem Test: 25 Marks**

**End Sem. Exam: 50**

**Course Outcome:**

The student will be able to:

- Elaborate on the term 'literature search'.
- Describe the search technique involving the subject approach and the author approach.
- Discuss the steps involved in conducting a manual as well as computer-based search.

**Unit-I:**

- Literature Search: An Overview
- Importance of Literature Search
- Planning Literature Search

**Unit-II:**

- Formulating Search Strategy
- Searching Tools: Boolean Operators, Truncation and Proximity
- Advanced Search Techniques

**Unit-III:**

- Full-text Databases: Research Gate and Google Scholar
- Open Source Full-text Databases: DOAJ, DOAB
- Bibliographic Databases Search: Scopus, ICI

**Recommended Books:**

- Armstrong, C. J., & Large, J. A. (Eds.). (2018). Manual of online search strategies. Routledge.
- Jeevan, V.K. Technology Enhanced Library Services and the Librarian's Identity Crisis in Academic and Research Libraries of India. Libri 57 (2007): 100- 109. Print.
- Monippally, M. M. 1996. Effective Communication Skills. Tata McGraw-Hill.
- Ridley, D. (2012). The literature review: A step-by-step guide for students.
- Sen, B. K. Literature Search. Training Course in Documentation and Information Services. October 18 –December 13, 1975. – Course Material. Paper IV.3. Print.
- Tuckman, B.W. (1988). Conducting Educational Research. San Diego: Harcourt Brace Jovanovich Publishers.
- Wiersma, W. (1986); Research Methods in & Education: An Introduction. Boston: Allyn and Bacon Inc.



**SEMESTER- III**  
(Examination to be held in ~~May~~<sup>Dec</sup> 2026, 2027, 2028)  
**SKILL ENHANCEMENT COURSE**

**Course Code: USELST311**  
**Course Title: Literature Search**  
**Credits: 03 (01 Theory + 02 Practical)**

**Max. Marks: 75 (25 Theory + 50 Practical)**  
**Mid Sem Test: 25 Marks**  
**End Sem. Exam: 50**

**Scheme of Examination:**

**A) Mid Term Examination (Theory):** The question paper will be of **25 marks**. There shall be 2 Sections in the question paper with the pattern as follows:

**Section- A** shall comprise of 4 short-answer type questions of 2<sup>1/2</sup> marks each, covering all three units, with at least one question from each unit. The students have to attempt all 4 questions from section-A.

**Section- B** shall comprise a total of 6 questions, with two questions selected from each unit. Each question shall be of 5 marks. The students have to attempt 3 questions, selecting only one question from each unit.

**Course Code: USELST311**  
**Course Title: Literature Search**  
**Credits: 02 (Practical)**

**Max. Marks: 50 (Practical)**  
**End Sem. Exam: 50**

**Practical:**

**List of Search Exercise/ Practice includes (BUT IS NOT LIMITED TO):**

Simple Search, Internet Search, Boolean Search, Federated Search, Advanced Search, Google Scholar Search, DOAJ Search, DOAB Search, Database Search, etc.

**Note:** A Practical file to be prepared by students with a geo-tagged photograph (wherever relevant) as a report of all the practical conducted.

**Scheme of Examination:**

**B) End Sem. Examination (Practical):** The evaluation of skills will be internal. The examination of skills shall be of **50 Marks**. The evaluation of skills will be done internally through the Board of three members (including the trainer of the course).

