

**Learning Outcomes based Curriculum Framework  
(LOCF)**

**For**

**Bachelor of Library & Information Science  
(One Year Degree Programme)  
w.e.f. Session 2021-22**



**University School for Graduate Studies  
Chaudhary Devi Lal University**

**Sirsa-125055, Haryana**

**2021**

## **1. Learning Outcomes based Curriculum Framework**

The Choice Based Credit Scheme (CBCS) evolved into learning outcome-based curriculum framework and provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective/minor or skill-based courses. The courses can be evaluated following the grading system, which is considered to be better than the conventional marks system. Grading system provides uniformity in the evaluation and computation of the Cumulative Grade Point Average (CGPA) based on student's performance in examinations which enables the student to move across institutions of higher learning. The uniformity in evaluation system also enables the potential employers in assessing the performance of the candidates.

## **2. Objectives of the Programme**

The overall objectives of Bachelor's degree programme in Library and Information Science (B.Lib.I.Sc.) are:

- (a) To provide students with learning experiences that help to instill deep interests in learning Library and Information Science; develop broad and balanced knowledge and understanding of fundamental concepts, principles, and theories related to Library and Information Science.
- (b) To equip students with skills essential to carry out library housekeeping activities and to provide various library and information services using Information and Communication Technologies.
- (c) To instill in students, professional attitude and ethical values for providing library and information services.
- (d) To impart students with the knowledge and skill base that would enable them to undertake further studies in Library and Information Science and in related areas or in multidisciplinary areas that involve Library and Information Science and to help them develop a range of generic skills that are relevant to wage employment in Libraries and Information Centers and also for self-employment and to practice infopreneurship.

## **3. Programme Learning Outcomes (PLOs)**

The programme learning outcomes relating to Bachelor's degree in Library and Information Science (B.Lib.I.Sc.) may include the following:

- (a) Demonstrate in depth knowledge of the basic concepts, principles, theories and laws related with the broad field of Library and Information Science and its sub-fields such as types of libraries, types of information sources, library management, reference and information services.
- (b) Demonstrate understanding of rationality and procedures of (i) selection, acquisition, classification, cataloguing and physical processing of documents; (ii) using Information and Communication Technologies in Libraries and Information Centers; (iii) providing library and information services and managing other library routine activities.
- (c) Apply skills in carrying out professional activities such as (i) acquisition, accessioning, classification, cataloguing, and physical processing of documents; (ii) housekeeping operations using library management software and Information and Communication Technologies; (iii) maintaining library collection and; (iv) educating users.
- (d) Demonstrate skills in providing various library services such as document circulation,

reference and information services, Internet and database searching.

- (e) Demonstrate knowledge, understanding and skills that offer job opportunities as librarians in public libraries and school libraries; as assistant librarians in different types of college libraries, as library assistants / technical assistants in university libraries and other libraries of higher education institutes, as librarians and/or assistant librarians in corporate and industrial libraries, libraries of research institutes, etc.
- (f) Demonstrate professional attitude through commitment for providing every user his/her document/information; ensuring every document/information its user; saving time of the user and enhancing use of reading material and user satisfaction through effective and efficient library services.
- (g) Demonstrate core values by honouring diversity and insuring inclusion by treating all students and colleagues with respect and dignity, showing respect for and sensitivity to gender, culture and religious differences; and challenging prejudice, biases and intolerance at the workplace etc. and displaying ethical integrity which involves honest behaviour.

#### **4. Programme Structure**

Bachelor of Library & Information Science (B.Lib.I.Sc.) - One year (Two semesters) degree programme is of 52 credits weightage consisting of Core Courses (CC), Discipline Specific Elective Courses (DSE), Skill Enhancement Courses (SEC), Generic Elective Courses (GEC) and Ability Enhancement Compulsory Courses (AECC).

**Table 1: Courses and Credit Scheme**

Semester	Core Courses (CC)		Discipline Specific Elective Courses (DSC)		Skill Enhancement Courses (SEC)		Ability Enhancement Compulsory Courses (AECC)		Generic Elective Courses (GEC)		Grand Total Credits
	1	2	3	4	5	6	7	8	9	10	
	No. of Courses	Total Credits	No. of Courses	Total Credits	No. of Courses	Total Credits	No. of Courses	Total Credits	No. of Courses	Total Credits	(2+4+6+8+10)
<b>I</b>	5	20	-	-	1	2	-	-	1	4	26
<b>II</b>	5	20	1	4	-	-	1	4	-	-	28
<b>Total</b>	<b>Core Credits</b>	<b>40</b>	<b>Discipline Specific Elective Credits</b>	<b>4</b>	<b>Skill Enhancement Credits</b>	<b>2</b>	<b>Ability Enhancement Credits</b>	<b>4</b>	<b>Generic Elective Credits</b>	<b>4</b>	<b>54</b>

**Table 2: Detailed break-up of Credit Courses**

Semester	Core Courses (CC)	Discipline Specific Elective Courses (DSE)	Skill Enhancement Courses (SEC)	Ability Enhancement Compulsory Courses (AECC)	Generic Elective Courses (GEC)	Total Courses (CC+DSE+SEC+AECC+GEC)
I	CC1 CC2 CC3 CC4 CC5	-	SEC1		GEC1	<b>07</b>
II	CC6 CC7 CC8 CC9 CC10	DSE1		AECC1	-	<b>07</b>

**Table 3: Course code and Title along with Credits details**

Sr. No.	Course Code	Course Title	Credits		
			Theory	Practical	Total
<b>Semester I</b>					
1.	B.Lib.I.Sc./1/CC1	Foundations of Library and Information Science	4	-	4
2.	B.Lib.I.Sc./1/CC2	Library Management	4	-	4
3.	B.Lib.I.Sc./1/CC3	Information Sources, Systems and Services	4	-	4
4.	B.Lib.I.Sc./1/CC4	Knowledge Organization: Classification (Theory)	4	-	4
5.	B.Lib.I.Sc./1/CC5	Knowledge Organization: Cataloguing (Theory)	4	-	4
6.	B.Lib.I.Sc./1/GEC1	Generic Elective (GE) Course (to be opted by the student)	4	-	4
7.	COMP/1/SEC1	Computer Skills	-	2	2
<b>Total</b>			<b>24</b>	<b>2</b>	<b>26</b>
<b>Semester II</b>					
1.	B.Lib.I.Sc./2/CC6	Knowledge Organization: Classification (Practice)	-	4	4
2.	B.Lib.I.Sc./2/CC7	Knowledge Organization: Cataloguing (Practice)	-	4	4
3.	B.Lib.I.Sc./2/CC8	Basics of Information and Communication Technology (Theory)	4	-	4
4.	B.Lib.I.Sc./2/CC9	Basics of Information and Communication Technology (Practice)	-	4	4
5.	B.Lib.I.Sc./2/CC10	Internship	-	4	4
6.	B.Lib.I.Sc./2/DSE1	Discipline Specific Elective (DSE) Course (to be opted by the student)	4	-	4
7.	ENG/1/AECC1	Functional English	4	-	4
<b>Total</b>			<b>12</b>	<b>16</b>	<b>28</b>

**Discipline Specific Elective (DSE) courses:**

Student have to opt one course out of the following courses.

- (i) School Library and Media Centre.
- (ii) Public Library and Information System.
- (iii) Project work: Literature Survey and Field Work.

**Generic Elective (GE) courses:**

Student have the choice to select one Generic Elective Course from other department(s).

## **Internship of one-month duration constitutes the B.Lib.I.Sc. Programme.**

### **Notes:**

1. For one credit of theory, one hour of lecture will be delivered while for one credit of practical, two hours of laboratory work will be conducted, per week.
2. The evaluation of Theory Courses consists of Internal Assessment- 30 marks and Final Term Exam- 70 marks. The Internal Assessment consists of Mid-term exam-20 marks, Assignment-05 marks, and Attendance-05 marks.
3. The evaluation of Practical Courses (Final Term Exam- 100 marks) will be done by the External and Internal examiners. It consists of Experiment and Written part-70 marks, Viva-voce-20 marks and Lab Records-10 marks.

# **SEMESTER - I**

## **B.Lib.I.Sc./1/CC1– Foundations of Library and Information Science**

**Credits: 4**

**Lectures: 60**

**Duration of Exam.: 3 Hrs.**

**Max. Marks: 100**

**Final Term Exam.: 70**

**Internal Assessment: 30**

**Learning Outcomes:** After studying this paper, students shall be able to:

1. Comprehend the concept of information and the discipline of Library and Information Science
2. Understand the development of libraries
3. Classify libraries on the basis of their purpose and functions
4. Know the role of libraries in the development of various aspects of society
5. Comprehend the basic philosophy of Library and Information Science
6. Understand laws related to libraries and information
7. Understand librarianship as a profession
8. Assess the role of national and international library associations and organizations
9. Highlight role of various library promoters at the national and international level

**Note for the Paper Setter:** The question paper will consist of Nine questions in all. The first question will be compulsory and will consist of Five short questions of 2 marks each covering the whole syllabus. In addition, Eight more questions will be set unit-wise comprising of two questions from each of the four units. The candidates are required to attempt Four more questions selecting at least one question from each unit.

### **Unit 1: Information, Knowledge and Society**

- Information: Meaning, Characteristics
- Data, Information, Knowledge, Wisdom; Knowledge Society
- Information Transfer Cycle: Generation, Storage and Dissemination of information
- Library and Information Science as a Discipline

### **Unit 2: Libraries- Types and Roles**

- Historical Development of Libraries
- Types of Libraries and Information Centres: Objectives, Features, Functions; Public Relations and Extension Activities
- Role of Libraries in Socio-economic, Cultural, Educational, Scientific and Technological Developments
- Five Laws of Library Science



### **Unit 3: Laws Related to Libraries and Information**

- Library Legislation: Need, Features
- Library Legislation in India
- The Press and Registration of Books Act; The Delivery of Books and Newspapers (Public Libraries) Act; Copyright Act
- Right to Information Act; Intellectual Property Rights; Information Technology Act; Plagiarism

### **Unit 4: Professional Associations and Organizations**

- Librarianship as a Profession
- Professional Ethics
- National and International Professional Associations: ILA, IASLIC, IATLIS, IFLA, ALA, CILIP, ASLIB and SLA
- Role of UNESCO, UGC and RRRLF in the promotion and development of libraries

### **Recommended Books:**

1. Bawden, D., & Robinson, L. (2013). Introduction to information science. Chicago: Neal Schuman.
2. Davies, D. L. (2013). Library and information science. New Delhi: Random Exports.
3. Hill, M. W. (1998). The impact of information on society. London: Bowker-Saur.
4. Isaac, K. A. (2004). Library legislation in India: A critical and comparative study of state library Acts. New Delhi: EssEss Publications.
5. Leckie, G. J., Given, L. M., & Buschman, J. (2010). Critical theory for library and information science: Exploring the social from across the disciplines. Santa Barbara, Calif: Libraries Unlimited.
6. Mangla, P.B. (1981) (Ed). Library and information science education in India. New Delhi: Macmillan.
7. McIntosh, J. (2011). Library and information science: Parameters and perspectives. Oakville, Ont: Apple Academic Press.
8. Ranganathan, S. R. (1957). The five laws of library science. Bombay: Asia Publishing House.
9. Rout, R. K. (1986). Library legislation in India: Problems and prospects. New Delhi: Reliance Publishing House.
10. Rubin, Richard E. (2013). Foundations of library and information science. 3<sup>rd</sup> ed. New Delhi: DBS Imprints.
11. Smith, M. M.(1999). Information ethics. London: Bowker-Saur.
12. Stock, W. G., Stock, M., & Becker, P. (2013). Handbook of information science. Berlin; Boston: De Gruyter Saur.
13. Venkaṭappaiah, V. & Madhusudhan, M. (2006). Public library legislation in the new millennium: New model public library Acts for the Union, States, and Union Territories. New Delhi: Bookwell.

## **B.Lib.I.Sc./1/CC2– Library Management**

**Credits: 4**

**Lectures: 60**

**Duration of Exam.: 3 Hrs.**

**Max. Marks: 100**

**Final Term Exam.: 70**

**Internal Assessment: 30**

**Learning Outcomes:** After studying this paper, students shall be able to:

1. Understand the concept and history of management
2. Elaborate principles and functions of management
3. Carry out various operations of Library and Information Centres
4. Manage, preserve and provide access to various print and non-print information sources
5. Comprehend the concept of financial management and human resource management
6. Maintain the library statistics and prepare annual report

**Note for the Paper Setter:** The question paper will consist of Nine questions in all. The first question will be compulsory and will consist of Five short questions of 2 marks each covering the whole syllabus. In addition, Eight more questions will be set unit-wise comprising of two questions from each of the four units. The candidates are required to attempt Four more questions selecting at least one question from each unit.

### **Unit 1: Principles and Functions of Management**

- Management: Concept, Scope
- Schools of Management Thoughts
- Principles of Management
- Functions of Management

### **Unit 2: Collection Development and Management**

- Acquisition of Books and Subscription of Periodicals
- Technical Processing
- Circulation Methods and Processes
- Maintenance: Stock Verification, Shelf-rectification, Binding, Preservation

### **Unit 3: Financial and Human Resource Management**

- Sources of Library Finance, Estimation of Library's Financial Requirements
- Budgeting, Accounting and Auditing
- Cost Effectiveness Analysis and Cost Benefit Analysis
- Human Resource Management: Introduction

#### **Unit 4: Library Committee, Rules, and Reports**

- Library Committee
- Library Statistics; Annual Report
- Library Rules and Regulations
- Library Building and Space Management

#### **Recommended Books:**

1. Beard W. Ian & Holden, Len. (1996). Human Resource Management: A contemporary perspectives. London: Longman.
2. Bryson, Jo. (1996). Effective library and information management. New Delhi: Jaico Publishing House.
3. Evans, G. Edward & Layzell, Patricia. (2007). Management basics for information professionals. 2<sup>nd</sup> ed. London : Libraries Unlimited.
4. Harvey, Poss. (1993). Preservation in libraries: a reader. London: R.R. Bowker.
5. Johnson, P. (2014). Fundamentals of collection development and management. 3<sup>rd</sup> ed. Chicago: American Library Association.
6. Koontz, H. & Wehrich, H. (2015). Essentials of management. 10<sup>th</sup> ed. Chennai, McGraw Hill Inc.
7. Krishan Kumar, (2007). Library management in electronics environment. New Delhi: Har -Anand Publications.
8. Mittal, R. (2007). Library administration: Theory and practice. New Delhi: EssEss Publications.
9. Narayana, G J. (1991). Library and information management. New Delhi: Prentice Hall of India.
10. Stoner, James A.F. et al. (1996). Management: Global perspectives. 10<sup>th</sup> ed. New Delhi: McGraw Hill Inc.
11. Stueart, Robert D. & Moran, B. (2007). Library and information centre management, 7<sup>th</sup> ed. London: Libraries Unlimited.

## **B.Lib.I.Sc./1/CC3– Information Sources, Systems and Services**

**Credits: 4**

**Lectures: 60**

**Duration of Exam.: 3 Hrs.**

**Max. Marks: 100**

**Final Term Exam.: 70**

**Internal Assessment: 30**

**Learning Outcomes:** After studying this paper, students shall be able to:

1. Understand, identify and explore the different types of information sources
2. Evaluate various types of information sources
3. Explore, collate and facilitate access to the electronic resources, such as e- journals, e-books, databases and institutional repositories
4. Provide library services using sources such as blogs, portals, wikies, subject gateways, digital libraries
5. Understand the concept of library resource sharing and consortia
6. Comprehend the nature and functions of various information systems and networks

**Note for the Paper Setter:** The question paper will consists of Nine questions in all. The first question will be compulsory and will consist of Five short questions of 2 marks each covering the whole syllabus. In addition, Eight more questions will be set unit-wise comprising of two questions from each of the four units. The candidates are required to attempt Four more questions selecting at least one question from each unit.

### **Unit 1: Information Sources**

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

### **Unit 2: Reference Sources and Electronic Information Sources**

- Reference Sources: Characteristics, Types, Usefulness
- Electronic Sources: E-books, E-journals, ETDs
- Subject Gateways, Web Portals, Bulletin Boards, Discussion Group/Forum, Multimedia Resources, Databases, Institutional repositories
- Evaluation of Reference Sources and Electronic Information Sources

### **Unit 3: Reference and Information Services**

- Reference Service: Concept, Purpose, Types, Theories
- Documentation Services: Current Awareness Service (CAS), Selective Dissemination of Information (SDI), Translation Services, Indexing and Abstracting Services, Bibliographical Services

- Document Delivery Services, Inter Library Loan (ILL) Service
- Online Services: Instant Messaging, RSS Feeds, Podcasts, Vodcasts, Ask a Librarian, Mobile Based Library Services and Tools; Collaborative Services: Social Networks, Social Bookmarking; Community Information Services

#### **Unit 4: Information Systems and Networks**

- Information Systems: Characteristics, Functions
- National Information Systems and Networks: NISCAIR, NASSDOC, DESIDOC, SENDOC, ENVIS, NICNET, ERNET; National Knowledge Network (NKN)
- Global Information Systems and Network: MEDLARS, AGRIS, INIS, INSPEC, BIOSIS, ERIC, Patent Information System (PIS), Biotechnology Information System (BIS)
- Library resources sharing and Consortia

#### **Recommended Books:**

1. Bopp, R. E. & Smith, L. C. (Eds.). (2011). Reference and information services: An introduction. Santa Barbara: ABC-CLIO Publishing.
2. Cassell, K. A. & Hiremath, U. (2013). Reference and information services: An introduction. Chicago: American Library Association.
3. Chowdhury, G. & Chowdhury, S. (2001). Information sources and searching on the World Wide Web. London: Facet Publishing.
4. Cheney, F N. & Williams, W. J. (2000). Fundamentals of reference sources. Chicago: American Library Association.
5. Grogan, Dennis (1982). Science and technology: An introduction to literature. London: Clive Bingley.
6. Guha, B. (1999). Documentation and Information Services (2nd Ed.). Kolkata: World Press.
7. Higgs, C. (Ed.). (1980). Printed reference materials. London: Library Association.
8. Katz, W. A. (2000). Introduction to Reference work. London, Butterworths.
9. Krishan Kumar (1984). Reference Service. New Delhi, Vikas Publishing House.
10. Ranganathan, S. R. (1991). Reference Service. Bangalore: SaradaRanganathan Endowment for Library Science.
11. Rowley, J. E. (1996). The basics of information systems. London: Facet Publishing.
12. Shuman, Bruce A. (2004). Issues for libraries and information science in the internet age. London: Libraries Unlimited Inc.

## **B.Lib.I.Sc./1/CC4– Knowledge Organization: Classification (Theory)**

**Credits: 4**

**Lectures: 60**

**Duration of Exam.: 3 Hrs.**

**Max. Marks: 100**

**Final Term Exam.: 70**

**Internal Assessment: 30**

**Learning Outcomes:** After studying this paper, students shall be able to:

1. Explain the nature and attributes of universe of knowledge
2. Elaborate meaning and types of subjects and modes of subject formation
3. Illustrate knowledge as mapped in different classification schemes
4. Express the meaning, purpose, functions, theories and canons of library classification
5. Elucidate various facets of notation and call number
6. Discuss the characteristics, merits and demerits of different species of library classification schemes
7. Highlight salient features of major classification schemes
8. Review current trends in library classifications

**Note for the Paper Setter:** The question paper will consist of Nine questions in all. The first question will be compulsory and will consist of Five short questions of 2 marks each covering the whole syllabus. In addition, Eight more questions will be set unit-wise comprising of two questions from each of the four units. The candidates are required to attempt Four more questions selecting at least one question from each unit.

### **Unit 1: Universe of Knowledge**

- Universe of Knowledge: Nature, Attributes
- Subject: Meaning, Types (Basic, Compound, Complex)
- Modes of Subject Formation
- Universe of Knowledge as Mapped in Different Classification Schemes (DDC, UDC, CC, LCC)

### **Unit 2: Library Classification**

- Concept, Purpose, Functions
- Canons and Postulates
- Knowledge Classification and Book Classification
- Notation: Meaning, Need, Functions, Types, Qualities, Call number

### **Unit 3: Classification Schemes**

- Species of Library Classification Schemes
- Dewey Decimal Classification (DDC)
- Colon Classification (CC); Universal Decimal Classification (UDC)
- Library of Congress Classification (LCC)

#### **Unit 4: Current Trends**

- Simple Knowledge Organization Systems (SKOS)
- Automatic Classification, Web Dewey
- Taxonomies
- Folksonomies

#### **Recommended Books:**

1. Chan, L. M. and Salaba, Athena (2015). Cataloguing and classification: an introduction. 4<sup>th</sup> ed. Lanham, MD: Rowman & Littlefield Publishers
2. Dhyani, Pushpa (2000). Theory of library classification. Delhi: VishwaPrakashan.
3. Jennifer, E. R. (1987). Organizing knowledge: an introduction to information retrieval. Aldershot: Gower.
4. Joudrey, Daniel N. & Taylor, Arlene G. (2015). Introduction to cataloguing and classification, 11<sup>th</sup> ed. Santa Barbara: Libraries Unlimited.
5. Krishan Kumar (1993). Theory of classification. New Delhi: Vikas Publishing House.
6. Kumbhar, Rajendra (2011). Library classification trends in 21<sup>st</sup> century. Oxford: Chandos Publishing.
7. Lazarinis, Fotis (2014). Cataloguing and classification: an introduction to AACR2, RDA, DDC, LCC, LCSH and MARC 21 standards. Oxford: Chandos Publishing.
8. Mann, Margaret (1943). Introduction to cataloguing and the classification of books. 2<sup>nd</sup> ed. Chicago: American Library Association.
9. Ranganathan, S. R. (2006). Prolegomena to library classification. 3<sup>rd</sup> ed. New Delhi: EssEss Publications.
10. Rowley, Jennifer & Hartley, Richard (2008). Organizing knowledge: an introduction to managing access to information. 4<sup>th</sup> ed. London: Routledge.

## **B.Lib.I.Sc./1/CC5– Knowledge Organization: Cataloguing (Theory)**

**Credits: 4**

**Lectures: 60**

**Duration of Exam.: 3 Hrs.**

**Max. Marks: 100**

**Final Term Exam.: 70**

**Internal Assessment: 30**

**Learning Outcomes:** After studying this paper, students shall be able to:

1. Understand the concept of library catalogue
2. Comprehend various inner and outer forms of library catalogue
3. Understand the main and added entries of library catalogue
4. Understand various approaches of deriving subject headings
5. Know about the normative principles of cataloguing
6. Understand the concept of co-operative and centralized cataloguing
7. Explain the current trends in library cataloguing
8. Know the standards for bibliographic interchange and communication

**Note for the Paper Setter:** The question paper will consist of Nine questions in all. The first question will be compulsory and will consist of Five short questions of 2 marks each covering the whole syllabus. In addition, Eight more questions will be set unit-wise comprising of two questions from each of the four units. The candidates are required to attempt Four more questions selecting at least one question from each unit

### **Unit 1: Library Catalogue:**

- Introduction to various parts of documents
- Library Catalogue: Concept, Objectives, Functions
- Physical Forms of Library Catalogue: Conventional and Non-conventional
- Types of Catalogue: Dictionary Catalogue, Classified Catalogue, Alphabetic-Classified Catalogue, Alphabetic-Subject Catalogue

### **Unit 2: Catalogue Codes and Normative Principles**

- Catalogue Codes: History and Development
- Normative Principles
- Catalogue Entries according to CCC and AACR (latest editions)
- Authority File

### **Unit 3: Subject and Union Catalogue**

- Subject Catalogue: Meaning, Purpose
- Union Catalogue: Concept, Purpose
- Tools and Techniques for Deriving Subject Headings
- Selective, Simplified, Cooperative and Centralized Cataloguing

### **Unit 4: Current Trends in Cataloguing**

- ISBD, CCF, RDA, FRBR and Bibframe.
- Metadata: Meaning, Purpose, Types, Uses
- MARC 21, DUBLIN CORE, TEI (Text Encoding Initiative), METS, EAD, VRA



## Core, MODES

- Standards for Bibliographic Interchange and Communication: ISO 2709, Z39.50 and Z39.71

### **Recommended Books:**

1. Bowman, J. H. (2003). Essential cataloguing. London: Facet Publishing.
2. Brenndorfer, Thomas (2016). RDA Essentials. Chicago, American Library Association.
3. Bristow, Barbara A. (2018). Sears List of subject headings. 22<sup>nd</sup> ed. New York: Grey House Publishing.
4. Chan, L. M., & Hodges, T. (2007). Cataloging and classification: An introduction. 3<sup>rd</sup> ed. Lanham, Md: Scarecrow Press.
5. Chowdhury, G. G., & Chowdhury, S. (2007). Organizing information: From the shelf to the Web. London: Facet Publishing.
6. Girja Kumar & Krishan Kumar (2011). Theory of cataloguing. 5<sup>th</sup> ed. Delhi: Vikas Publishing House.
7. Gorman, M., & Winkler, P. (2005). Anglo-American Cataloguing Rules -2R. Chicago: American Library Association.
8. Krishan, G. (2000). Library online cataloguing in digital way. Delhi: Authors press.
9. Lazarinis, Fotis (2014). Cataloguing and classification: An introduction to AACR2, RDA, DDC, LCC, LCSH and MARC 21 Standards. London: Chandos Publishing.
10. Mitchell, A. M., & Surratt, B. E. (2005). Cataloging and organizing digital resources: A how to-do-it manual for librarians. London: Facet Publication.
11. Ranganathan, S. R. (1964). Classified catalogue code: With additional rules for dictionary catalogue. 5<sup>th</sup> (Reprint) ed. New Delhi: EssEss Publications.
12. Taylor, A. G. & Miller, D. P (2007). Introduction to cataloging and classification. 10<sup>th</sup> ed. Westport, Conn: Libraries Unlimited.
13. Welsh, A., & Batley, S. (2012). Practical cataloguing: AACR, RDA and MARC 21. London: Facet Publishing.

**B.Lib.I.Sc./1/GEC1**

(To be opted by the student from Generic Elective Courses offered by other departments)

**Credits: 4**

**Lectures: 60**

**Duration of Exam.: 3 Hrs.**

**Max. Marks: 100**

**Final Term Exam.: 70**

**Internal Assessment: 30**

## COMP/1/SEC1- COMPUTER SKILLS

**Credits: 2 (Practical)**  
**Duration of Exam.: 3 Hrs.**

**Max. Marks: 50**  
**Final Term Exam.: 50**

**Objective:** The course aims to provide practical computer knowledge and skills to students and to enhance the usefulness of information technology tools in various activities.

**Learning Outcomes:** After completion of the course, learners will be able to:

**CO1:** Know about Operating System, Overview of various Computer & Mobile Operating systems and Applications.

**CO2:** Perform various features of Word processing such that Table, Mail merge, Hyperlink, etc.

**CO3:** Prepare a business presentation on MS PowerPoint.

**CO4:** Perform various mathematical, logical, and other functions on a large set of data using MS Excel.

### Unit-I

**Windows:** Installation of Windows, Windows Desktop, My computer, My documents, Network neighborhood, Recycle Bin, Quick launch tool bar, System tray, Start menu, Task bar - System Tray - Quick launch tool bar - Start button - Parts of Windows, Keyboard Accelerators: Key board short keys or hotkeys, Working with Notepad & WordPad, Creating & Editing Images with Microsoft paint, using the Calculator, Personalizing Windows.

**MS-Word:** Working with Documents, Formatting page & setting Margins, Converting files to different formats, Importing & Exporting documents, Formatting Documents - Setting Font styles, Font selection- style, Setting Paragraph style, Alignments, Indents, Line Space, Margins, Bullets& Numbering. Setting Page style - Formatting Page, Page tab, Margins, Layout settings, Border & Shading, Columns, Header & footer, Setting Footnotes & end notes, page break, Setting Document styles, Table of Contents, Index, Page Numbering, date & Time, Creating Tables- Table settings, Borders, Alignments, Insertion, deletion, Merging, Splitting, Sorting, Drawing - Inserting Clip Arts, Pictures/Files, Tools –Spell Checks, Mail merge, Templates, Printing Documents.

### Unit-II

**MS-Excel:** Spread Sheet & its Applications, Opening Spreadsheet, Menus , Working with Spreadsheets- opening, Saving files, setting Margins, Spread sheet addressing - Rows, Columns & Cells, Referring Cells & Selecting Cells – Shortcut Keys. Entering & Deleting Data, Inserting Data, Insert Cells, Column, rows & sheets, Inserting Functions, Formula - finding total in a column or row, Mathematical operations (Addition, Subtraction, Multiplication, Division, Exponentiation), Formatting Spreadsheets- Labelling columns & rows, Formatting- Cell, row, column & Sheet, Category - Alignment, Font, Border & Shading, Hiding/ Locking Cells, Working with sheets – Sorting, Filtering, Creating Charts , Tools – Error checking, Spell Checks.

**MS-Power-Point:** Introduction to presentation – Opening new presentation, Different presentation templates, setting backgrounds, selecting presentation layouts. Creating a presentation-Setting Presentation style, Adding text to the Presentation. Formatting a Presentation-Adding style, Colour, Arranging objects, Adding Header & Footer, Slide Background, Slide layout. Adding Graphics to the Presentation- Inserting pictures, tables into presentation, Adding Effects to the Presentation- Setting Animation & transition effect. Practical Exercises:

**Suggested Readings:**

1. Bharihoka, D. (2012). Fundamentals of Information Technology. New Delhi: Excel Book.
2. Boockholdt, J. L. (1999). Accounting Information System: Transaction Processing and Control. Boston: Irwin McGraw Hill.
3. Gelinas, U. J., & Steve, G. S. (2002). Sutton, Accounting Information System. Mason: South Western Thomson Learning.
4. Hall, J. A. (2006). Accounting Information System. Nashville: South Western College Publishing. Rajaraman, V. (2018). Introduction to Information Technology. New Delhi: PHI Learning Pvt. Ltd.
5. Note: Open-Source Software or MS Excel, MS Access, and Tally may be used at appropriate places.

# **SEMESTER - II**

## **B.Lib.I.Sc./2/CC6- Knowledge Organization: Classification (Practice)**

**Credits: 4 (Practice)**  
**Teaching per week: 8 Hrs.**

**Max. Marks: 100**  
**Duration of Exam: 3 Hrs.**

### **Learning Outcomes:**

After studying this paper, students shall be able to:

1. Construct class numbers for documents with simple, compound and complex subjects
2. Synthesize class numbers by using the standard subdivisions/common isolates/auxiliary tables
3. Compile book numbers and be able to use index of the classification scheme

**Unit 1: Classification of documents with simple subjects**

**Unit 2: Classification of documents with compound subjects**

**Unit 3: Classification of documents with complex subjects using standard subdivisions/common isolates/special isolates/auxiliary tables/add notes from schedules**

**Unit 4: Assigning Book Numbers**

### **Recommended Books:**

1. British Standards Institute (2006). Universal Decimal Classification. 2 vols. Standard ed. London: BSI.
2. Dewey, Melvil and Mitchell, Joan S. (2011). Dewey Decimal Classification and Relative Index. 23<sup>rd</sup> ed. Dublin: OCLC
3. Ranganathan, S. R. (2008). Colon classification. 6<sup>th</sup> rev. ed. New Delhi: EssEss Publications.
4. Ranganathan, S. R. &Gopinath, M. A. (1989).Colon classification. 7<sup>th</sup>ed.Vol. 1, schedules for classification. Banglore, SaradaRanganathan Endowment for Library Science.
5. Schedules of Library of Congress Classification Schemes

**B.Lib.I.Sc./2/CC7- Knowledge Organization: Cataloguing (Practice)**

**Credits: 4 (Practice)**

**Teaching per week: 8 Hrs.**

**Max. Marks: 100**

**Duration of Exam: 3 Hrs.**

**Learning Outcomes:** After studying this paper, students shall be able to:

1. Use the catalogue codes and standards
2. Prepare catalogue entries for various types of information sources
3. Derive subject headings using various methods and tools

**Unit 1: Cataloguing of Works of Single Authorship, Shared Authorship, Pseudonyms,**

**Mixed Responsibilities**

**Unit 2: Cataloguing of Editorial Works, Composite Works, Multi-volume Works Unit 3:**

**Cataloguing of Serial Publications, Uniform Titles**

**Unit 4: Cataloguing of Works of Corporate Authorship**

**Recommended Books:**

1. Bristow, Barbara A. (2018). *Sear's list of subject headings*. 22<sup>nd</sup> ed. New York: Grey House Publishing.
2. Gorman, M., & Winkler, P. (2005). *Anglo-American Cataloguing Rules -2R*. Chicago: American Library Association.
3. Ranganathan, S. R. (1964). *Classified catalogue code: with additional rules for dictionary catalogue*. 5<sup>th</sup> (Reprint) ed. New Delhi: EssEss Publications.

## **B.Lib.I.Sc./2/CC8- Basics of Information and Communication Technology (Theory)**

**Credits: 4**

**Lectures: 60**

**Duration of Exam.: 3 Hrs.**

**Max. Marks: 100**

**Final Term Exam.: 70**

**Internal Assessment: 30**

**Learning Outcomes:** After studying this paper, students shall be able to:

1. Understand the structure of computer and functions of its various units
2. Plan and implement automation in library housekeeping operations and services
3. Evaluate various library management software
4. Identify and state the features of telecommunication channels, modes, media, modulation, standards and protocols
5. Highlight the nature and components of computer networks and their protocols and standards
6. Discuss of Internet, search engines and network security
7. Examine the concept of library networks and highlight their types and importance

**Note for the Paper Setter:** The question paper will consist of Nine questions in all. The first question will be compulsory and will consist of Five short questions of 2 marks each covering the whole syllabus. In addition, Eight more questions will be set unit-wise comprising of two questions from each of the four units. The candidates are required to attempt Four more questions selecting at least one question from each unit

### **Unit 1: Fundamentals of Computers**

- Concept, Generations, Types, Hardware
- Units of Computers: Arithmetic and Logic Unit, Control unit, Input and Output Unit, Memory Unit
- Software: System Software - Operating Systems-MS-Windows, UNIX and LINUX; Application Software - MS-Word, MS-Excel and MS-Power point
- Introduction to Character Recognition, Programming Languages

### **Unit 2: Library Automation**

- Definition, Purpose, Historical Development
- Planning and Implementation of Automation in Housekeeping Operations, Retrospective Conversion
- Standards for Library Automation
- Library Management Software: Proprietary, Free and Open Source Software (FOSS); Evaluation

### **Unit 3: Telecommunication Technologies**

- Transmission Channels, Mode, and Media, ISDN, PSDN,
- Modulation, Frequency, Bandwidth and Multiplexing,
- Standards and Protocols
- Wireless Communication: Media, Wi-fi, Li-fi, Satellite Communication, Mobile Communication.s



#### **Unit 4: Computer Networks and Library Networks**

- Computer Networks: Concept, Need, Topologies, Types: LAN, MAN, WAN
- Internet: Web Browsers, WWW, E-mail; Search Engines (Meta & Entity); Internet Protocols and Standards: HTTP, SHTTP, FTP, SMTP, TCP/IP, URI, URL; Search Strategies
- Data Security and Network Security: Firewalls, Cryptographic Techniques, Anti-virus software, Anti-spyware, Intrusion Detection System
- Library Networks: Concept, History, Need, Types (Regional, National, International)

#### **Recommended Books:**

1. Bharihoke, Deepak (2012). Fundamentals of Information Technology. 4<sup>th</sup> ed. New Delhi: Excel Books.
2. Borgman, Christine L. (2017). Big data, little data, no data: Scholarship in the networked world. Cambridge: The MIT Press.
3. Haravu, L. J. (2014). Library automation: Design, principles and practice. Allied Publishers, New Delhi.
4. Hennig, Nicole. (2017). Keeping up with emerging technologies: Best practices for information professionals. Santa Barbara: Libraries Unlimited.
5. Joiner, Ida. (2017). Emerging library technologies: It's not just for geeks. Oxford: Chandos Publishing.
6. Leon-Garcia, Alberto & Widjaja, Indra (2006). Communication networks: Fundamental concepts and key architectures. 2<sup>nd</sup> ed. New Delhi: McGraw-Hill.
7. Phadke, D. N. (2017). Library information technology. Pune: Universal Publications.
8. Rajaraman, V. & Adabala, Neeharika (2014). Fundamentals of computers. 6<sup>th</sup> ed. New Delhi: Prentice-Hall of India.
9. Tanenbaum, Andrew S. & Wetherall, David J. (2013). Computer networks. 5<sup>th</sup> ed. New Delhi: Prentice Hall.

## **B.Lib.I.Sc./2/CC9- Basics of Information and Communication Technology (Practice)**

**Credits: 4 (Practice)**

**Teaching per week: 8 Hrs.**

**Max. Marks: 100**

**Duration of Exam: 3 Hrs.**

**Learning Outcomes:** After studying this paper, students shall be able to:

1. Create, edit and manage files using Word Processing, Spread Sheet and Power Point Presentation software
2. Carry out library housekeeping operations using library management software
3. Generate different types of report using library management software
4. Search information from internet and databases adopting suitable search strategies
5. Find bibliographic information from WebOPAC, WorldCat, IndCat

**Unit 1:** Setting of Desktop; Use of Operating System; Use of Word Processing Software, Spread Sheet Management Software and Power Point Presentation Software

**Unit 2:** Installation and Use of Library Management Software (all modules); Generation of Various Reports using Library Management Software

**Unit 3:** Searching Information from Internet using Different Search Engines; Searching WebOPAC, WorldCat, IndCat; Formulating and applying various strategies

**Unit 4:** Searching Databases by adopting various search strategies and filters

### **Recommended books:**

1. Brown, Christopher & Bell, Suzanne (2018). Librarian's guide to online searching: cultivating database skills for research and instruction. 5<sup>th</sup> ed. London: Libraries Unlimited
2. Clayton, Marlene (2018). Managing library automation. 2<sup>nd</sup> ed. London: Routledge.
3. Markey, Karen (2019). Online searching: A guide to finding quality information efficiently and effectively. 2<sup>nd</sup> ed. Lanham, Maryland: Rowman & Littlefield Publishers.
4. Marmel, Elaine (2015). Office 2016 Simplified. Hoboken. New Jersey: John Wiley & Sons.
5. Mishra, Vinod Kumar (2016). Basics of library automation, Koha library management software and data migration: Challenges with case studies. New Delhi: EssEss Publications.

## **B.Lib.I.Sc./2/CC10- Internship**

**Credits: 4 (Practice)**

**Max. Marks: 100**

**Internship of one-month duration constitutes the B.Lib.I.Sc. Programme.**

### **Learning Outcomes:**

After Internship, students shall be able to:

- (i) introduce with the functioning of library.
- (ii) acquaint with various types of information sources and services.
- (iii) familiarize with different types of reference books/journals.
- (iv) develop practical skills in computerized system of library.

### **Note:**

Internship of one month duration after the examination is compulsory for all the students. A file with all sections will be prepared and the evaluation will be carried out by external examiner on the basis of Student's file, Power Point presentation and Viva-voce examination.

- i) Report of Internship prepared by Student- (50 marks)
- ii) Power Point Presentation + Viva-voce - (25+25 marks)

## **B.Lib.I.Sc./2/DSE1- (i) School Library and Media Centre**

**Credits: 4**

**Lectures: 60**

**Duration of Exam.: 3 Hrs.**

**Max. Marks: 100**

**Final Term Exam.: 70**

**Internal Assessment: 30**

### **Learning Outcomes**

After studying this paper, the students shall be able to:

1. Understand the nature and functions of School Library and Media Centre
2. Highlight the role of School Library and Media Centre in inculcating reading habit among school students
3. Select, acquire organize and manage collection of School Library and Media Centre
4. Promote reading among children and young adults through the use of quality literature that reflect and fulfils diverse developmental, cultural, social and linguistic needs of school students
5. Provide various types of library services to school students
6. Organize library orientation programmes for school students

***Note for the Paper Setter:** The question paper will consists of Nine questions in all. The first question will be compulsory and will consist of Five short questions of 2 marks each covering the whole syllabus. In addition, Eight more questions will be set unit-wise comprising of two questions from each of the four units. The candidates are required to attempt Four more questions selecting at least one question from each unit.*

### **Unit 1: Basics of School Library and Media Centre**

- School Library: Definition, Objectives, Functions
- Development of School Libraries in India
- Types of School Library Users: Their Reading Habits and Information Needs
- Role of School Library and Media Centre in Inculcating Reading Habits

### **Unit 2: Collection Development and Management**

- Print Information Sources: Selection, Acquisition, Evaluation
- Electronic Information Sources: Selection Acquisition, Evaluation
- Information Sources for Children: Illustrated Books, Literary Genre, Reference Books, Magazines, Comics, Audio-Video Collection, Internet Resources, Websites, Subject Portals, Digital Library Resources
- Organization and Management of Library Collection

### **Unit 3: Management of School Library and Media Centre**

- Financial Management
- Skills and Competencies for School Library and Media Centre staff
- Library Automation
- Resource Sharing and Library Networking

## Unit 4: Services of School Library and Media Centre

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

### Recommended Books:

1. Barr, Catherine & Gillespie, John T. (2009). *Best books for high school readers: Grades 9–12*. 2<sup>nd</sup> ed. Westport: Libraries Unlimited.
2. Craver, Kathleen W. (2002). *Creating cyber libraries: An instructional guide for school library media specialists*. Santa Barbara: Libraries Unlimited.
3. Dickinson, Gail K. & Repman, Judi (2015). *School library management*, 7<sup>th</sup> ed. Columbus: Linworth Publishing.
4. Harper, Meghan (2018). *Reference sources and services for youth*. Chicago: American Library Association.
5. Martin, Barbara Stein & Zannier Marco (2009). *Fundamentals of school library media management: A how-to-do-it manual*. New York: Neal-Schuman Publishers, Inc.
6. Messner, Patricia A. & Brenda S. Copeland (2011). *School library management: Just the basics*. Westport: Libraries Unlimited.
7. Mohanraj, V. M. (2011). *School library: An educational tool*. New Delhi: EssEss Publications.
8. Preddy, Leslie B. (2007). *SSR with intervention: A school library action research project*. Santa Barbara: Libraries Unlimited.
9. Ranganathan, S R., (2006). *New education and school library*, New Delhi: EssEss Publications.
10. Repman, Judi & Dickinson, Gail K. (2007). *School library management*, 6<sup>th</sup> ed. Columbus: Linworth Publishing.
11. United States Office of Education (2018). *Public, society, and school libraries* (Classic Reprint). London: Forgotten Books.
12. Vardell Sylvia M. (2014). *Children's literature in action: A librarian's guide*, 2<sup>nd</sup> ed. Santa Barbara: Libraries Unlimited
13. Wilson, Martha (2013). *School library management*. Charleston: Nabu Press.
14. Woolls, Blanche & Loertscher, David V. (2013). *The whole school library handbook 2*. Chicago: American Library Association.
15. Woolls, Blanche & Coatney, Sharon (2017). *The School library media manager: Surviving and thriving*, 6<sup>th</sup> ed. Santa Barbara: Libraries Unlimited.

## **B.Lib.I.Sc./2/DSE2- (ii) Public Library and Information System**

**Credits: 4**

**Lectures: 60**

**Duration of Exam.: 3 Hrs.**

**Max. Marks: 100**

**Final Term Exam.: 70**

**Internal Assessment: 30**

**Learning Outcomes:** After studying this paper, the students shall be able to:

1. Understand the nature and role of Public Libraries and Information Systems
2. Explain the role of government and other agencies in the development of libraries
3. Perceive the role of public library in the promotion of formal and informal education
4. Select, acquire, organize and manage public library collection
5. Provide various types of library and information services
6. Offer extension and outreach services to different categories of users
7. Organize information literacy programmes

***Note for the Paper Setter:** The question paper will consist of Nine questions in all. The first question will be compulsory and will consist of Five short questions of 2 marks each covering the whole syllabus. In addition, Eight more questions will be set unit-wise comprising of two questions from each of the four units. The candidates are required to attempt Four more questions selecting at least one question from each unit.*

### **Unit 1: Role of Public Library and Information System**

- Public Library: Definition, Purpose; Development of Public Library System in India
- Role of Public Library in Formal and Informal Education
- Role of Government and other agencies in the Development of Public Libraries: UNESCO, IFLA, Raja Rammohun Roy Library Foundation and National Mission on Libraries including National Knowledge Commission
- Organizational Structure of Public Libraries as depicted in Public Library Acts of States and Union Territories in India

### **Unit 2: Collection Development and Management**

- Printed Information Sources: Selection, Acquisition, Evaluation
- Electronic Information Sources: Selection, Acquisition, Evaluation
- Information Sources for Special Categories of Users: Children, Young Adults, Senior Citizens, Differently Abled People
- Organization and Management of Library Collection

### **Unit 3: Management of Public Library and Information System**

- Library Governance: Composition, and Functions of Library Authority/Library Committee in Public Library Acts of States and Union Territories in India
- Financial Management: Sources of Finance, Financial Provisions in Public Library Acts; Budgeting Methods
- Human Resource Management
- Resource Sharing and Library Networking

## Unit 4: Services of Public Library and Information Systems

- Circulation Service, Reference service, Readers' Advisory Service
- Information literacy
- Extension Services: Author Talk, Book Clubs, Exhibition, Lectures
- Outreach Activities: Mobile Library Services, Online Services

### Recommended Books:

1. Baker, Sharon L. & Wallace, Karen L. (2002). *The Responsive public library*. 2<sup>nd</sup> ed. Englewood Colo: Libraries Unlimited.
2. Goulding, Anne (2017). *Public libraries in the 21st century: Defining Services and debating the Future*. London: Routledge.
3. Koontz, Christie & Gubbin, Barbara. (2010). *IFLA public library service guidelines*. 2<sup>nd</sup> Rev ed. Berlin: Walter de Gruyter & Co.
4. Matthews, Joseph R. (2005). *Measuring for results: The dimensions of public library effectiveness*. London: Libraries Unlimited.
5. Matthews, Joseph R. & Herson, Peter (2013). *Reflecting on the future of academic and public libraries*. London: Facet Publishing.
6. McMenemy, David (2009). *Public library*. London: Facet publishing.
7. Nicholson, Kirstie (2017). *Innovation in public libraries: Learning from international library practice*. London: Chandos Publishing.
8. McCook, Kathleen de la Pena (2011). *Introduction to public librarianship*. New York: Neal Schuman Publication.
9. Pateman, John & Willimen, Ken (2017). *Developing community-led public libraries: Evidence from the UK and Canada*. London: Routledge.
10. Ranganathan, S. R, and Neelameghan, A. (1972). *Public library system*. Bangalore: Sarada Ranganathan Endowment for Library Science.
11. Shaffer, Gary L. (2018). *Creating the sustainable public library: The triple bottom line approach*. London: Libraries Unlimited.
12. Sharma, P. (1985). *Public libraries in India*. New Delhi: EssEss Publications.
13. Venkatappaiah, Velega. (2007). *Public library legislation in the new millennium*. New Delhi: Bookwell Publications.
14. Venkatappaiah, Velaga (1994). *Model library legislation*. New Delhi: Concept Publishing Company.
15. Wallace, Karen L. (2002). *Responsive public library: How to develop and market a winning publication, distribution, etc*. Englewood: Libraries Unlimited.

**B.Lib.I.Sc./2/DSE2- (iii) Project Work: Literature Survey and Field Work**

**Credits: 4 (Practice)**

**Max. Marks: 100**

**Learning Outcomes:** After Project work, students shall be able to:

- (i) introduce with the Literature Survey and Field Work.
- (ii) acquaint with various types of information sources and services.
- (iii) familiarize with different types of reference books/journals.
- (iv) develop practical skills in computerized system of library.

**Note:**

A project report will be prepared by the student and the evaluation will be carried out by external examiner on the basis of Student's project report, Power Point presentation and Viva-voce examination.

- (i) Report of Internship prepared by Student- (50 marks)
- (ii) Power Point Presentation + Viva-voce - (25+25 marks)



## ENG/1/AECC1- Functional English

**Credits: 4 (Theory)**  
**Lectures: 60**  
**Duration of Exam.: 3 Hrs.**

**Max. Marks: 100**  
**Final Term Exam.: 70**  
**Internal Assessment: 30**

**Objective:** The course aims to introduce students to the theory, fundamentals and tools of communication and to develop in them effective communication skills which should be integral to personal, social and professional interactions. In addition, to develop in them the understanding of the English language.

**Learning Outcomes:** After completion of the course, learners will:

**CO1:** have the knowledge of communication.

**CO2:** have speaking skills in social interactions and communication in professional situations such as interviews, group discussions and office environments,

**CO3:** have the knowledge and understanding of the language of communication.

**CO4:** have reading, listening and writing skills.

***Note for the Paper Setter:** The question paper will consist of five questions in all. The first question will be compulsory and will consist of five short questions of 2 marks each covering the whole syllabus. In addition, four more questions will be set unit-wise comprising of two questions from each of the two units. The candidates are required to attempt two more questions selecting at least one question from each unit.*

### Unit-I

**Introduction:** Definition and Theory of Communication, Types and modes of Communication. Language of Communication: Verbal and Non-verbal (Spoken and Written); Personal, Social and Business Barriers and Strategies; Intra-personal, Inter-personal and Group communication. Impact of communication on performance.

### Unit-II

**Speaking Skills:** Monologue, Dialogue, Group Discussion, Effective Oral Communication, Miscommunication, Oral Presentation, Interview, Public Speech.

### Unit-III

**Remedial English:** Parts of Speech, Sentences, Subject- Verb Agreement, Active and Passive Voice, Degrees of comparison, Direct and Indirect Speech, Question Tags.

**Reading and Understanding:** Close Reading, Comprehension, Summary, Paraphrasing, Analysis and Interpretation, Translation (from Indian language to English and vice-versa), Literary/Knowledge Texts.

### Unit-IV

**Writing Skills:** Elements of writing, Documenting, Report Writing, Making notes, Letter writing, Business communications

**Listening Skills:** Listening and its types, Barriers of effective Listening, Barriers and Strategies for effective listening, Listening to complaints.

**Suggested Readings:**

- B.K. Das and A. David, A Remedial Course in English, Book 2, C.I.E.F.L. (O.U.P.) 1980.
- A.S. Hornby, Oxford Advanced Learner's Dictionary of Current English (O.U.P.) 3, A Textbook of English Phonetics for Indian Students by T. Balasubramanian.
- Fluency in English - Part II, Oxford University Press, 2006.
- Business English, Pearson, 2008.
- Language, Literature and Creativity, Orient Blackswan, 2013.