



Re-Accredited 'B++' 2.85 CGPA by NAAC

VEER NARMAD SOUTH GUJARAT UNIVERSITY

University Campus, Udhna-Magdalla Road, SURAT - 395 007, Gujarat, India.

વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી

યુનિવર્સિટી કેમ્પસ, ઉધના-મગદલા રોડ, સુરત - ૩૯૫ ૦૦૭, ગુજરાત, ભારત.

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ક્રમાંક : ઓથો./પરિપત્ર/૧૪૧૮૪/૨૦૨૬
તા.૨૪-૦૬-૨૦૨૬

પ્રતિ,
વિભાગીય વડાશ્રી,
ડિપાર્ટમેન્ટ ઓફ લાઈબ્રેરી એન્ડ ઈન્ફોર્મેશન સાયન્સ,
વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી,
સુરત.

વિષય:- NEP-2020 અંતર્ગત B.L.I.Sc. Sem-1 & 2 ના અભ્યાસક્રમ અંગે.

સુજાશ્રી,

સવિનય જણાવવાનું કે, શૈક્ષણિક વર્ષ ૨૦૨૬-૨૭ થી અમલમાં આવનાર NEP-2020 અંતર્ગત B.L.I. Sc. નો સેમ. ૧ અને ૨ નો અભ્યાસક્રમ અંગે લાયબ્રેરી એન્ડ ઈન્ફોર્મેશન સાયન્સ વિષયની એડહોક (નિયુક્ત) સમિતિની તા.૦૭/૫/૨૦૨૬ ની સભાનાં ઠરાવ ક્રમાંક: ૨ થી કરેલ ભલામણ સ્વીકારી વિનયન વિદ્યાશાખાની તા.૧૦/૦૬/૨૦૨૬ ની સભાનાં ઠરાવ ક્રમાંક: ૩૪ થી કરેલ ભલામણ સ્વીકારી એકેડેમિક કાઉન્સિલની તા.૧૮/૦૬/૨૦૨૬ ની સભાનાં ઠરાવ ક્રમાંક: ૭૬ થી મંજૂર કરેલ છે. જેનો અમલ કરવા આથી જાણ કરવામાં આવે છે.

(બિડાણ: ઉપર મુજબ)

કુલસચિવ

પ્રતિ,
૧) અધ્યક્ષશ્રી, વિનયન વિદ્યાશાખા.
૩) પરીક્ષા નિયામકશ્રી, પરીક્ષા વિભાગ, વીર નર્મદ દ. ગુ. યુનિવર્સિટી, સુરત.

.....તરફ જાણ તેમજ અમલ સારું.

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT

PROGRAM TITLE

Name of Program	Bachelor of Library & Information Science
Program Abbreviation	B.L.I.Sc.
Duration	1 Year
Eligibility Criteria	Any Graduate
Pre-requisite	
Medium of Instruction	English-Gujarati
Objective of Program	To equip the students with the advanced professional skills for the management of information knowledge, libraries and information centre, so that they can serve the society through an institution of library and information Centre or through consultancy of the institutional objectives. To achieve the above objectives of the Programme, it needs to realize the following: 1. To impart the students through understanding of patterns of knowledge development and its organization. 2. To train the students in the advanced skills of information knowledge gathering, Processing, Organization and retrieval. 3. To familiarize the knowledge about the characteristics of the information resources in society. 4. To train the students in information knowledge analysis, repackaging and marketing. 5. To provide the students through understanding of information technology applications in information environment including networks and communication systems. 6. To train the students in the analysis, planning and management of the systems of library and information centre. 7. To provide an understanding of research methods and activities of research organizations. 8. To understand the structure and department of the specific Subjects/discipline and to prepare specialized professional manpower in the subject/discipline for handling information related activities.
Program Outcome (PO)	PO1: Fundamental Knowledge Enrichment of Library Science To aware students with various libraries, its services and rules of various libraries. PO2: Critical Thinking Development To develop critical thinking, problem-solving, evaluative learning of various techniques in libraries, and understanding the essence of the problem. PO3: Awareness of the Library Literature To allow students to dive into the

	deep and vast ocean of rich Library Literature. It will enhance their understanding of the development of library literary traditions and values. PO4: Awareness of the World Library Literature To help students to have a better understanding of the ideas trending in World Library literature. Students can learn about various customs and traditions of different cultures of the World Library through the library Literature. PO5: Enhance Knowledge of Classification, Cataloguing and IT To improve students' knowledge and will equip them with the necessary practical work of classification, cataloguing and computers PO6: focuses on equipping students with essential administrative and leadership skills for the efficient management of a modern library. It encompasses financial planning, human resource management, and data-driven decision-making.																																																								
Program Specific Outcomes (PSO)	PSO1: Develop and strengthen the Critical thinking and Practical work of the student. PSO2: Improve knowledge regarding various themes and genres of library and help the learner to understand their characteristics properly. To make them understand various Orient and traditions about libraries. PSO3: Nurture the students to understand various types of libraries and train them to analyses their characteristics. Also, to help them understand various practical in classification, cataloguing and IT. PSO4: Enable students to apply practical knowledge to analyses and evaluate in any types libraries. PSO5: Give students a better understanding of the relation between Library and society, development of Library throughout History and, familiarize them with various kind of reading materials and traditions of various libraries. PSO6: Train students to do all kind of library works and helpful to users of library. And to acquaint students with different library rules and services.																																																								
Mapping between Pos and PSOs	<table><tr><td></td><td>PSO1</td><td>PSO2</td><td>PSO3</td><td>PSO4</td><td>PSO5</td><td>PSO6</td></tr><tr><td>PO1</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>PO2</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>PO3</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>PO4</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>PO5</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>PO6</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>PO7</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PO1							PO2							PO3							PO4							PO5							PO6							PO7						
	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6																																																			
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Structure of Program (Semester-wise)

Course Category	Course Code	Course Title	Mark sheet Title in English	Level of Course	Teaching Hours/Week		Exam Duration		Credit		Internal Marks			External Marks		Total Marks	
					TH	PR	TH	PR	TH	PR	Internal test	Assignment/viva voce	Attendance	TH	PR	TH	PR
Major	101	Library, Information and Society	Library, Information and Society	1	40	-	2	-	4	-	30	10	10	50	-	100	-
Major	102	Knowledge Organization: Classification Theory and Digital Trends	Knowledge Organization: Classification Theory and Digital Trends	2	40	-	2	-	4	-	30	10	10	50	-	100	-
Major	103	Library Classification: Dewey Decimal Classification (Practice)	Library Classification: Dewey Decimal Classification (Practice)	3	40	-	2	-	4	-	30	10	10	50	-	100	-
Major	104	Information Technology: Fundamentals and Applications	Information Technology: Fundamentals and Applications	4	-	40	-	-	-	4	30	10	10	-	50	-	100
SEC	105	Communication Skills and Professional Development	Communication Skills and Professional Development	5	20	-	1	-	2	-	15	05	05	25	-	50	-
Major	106	Information Sources & Library Services	Information Sources & Library Services	6	40	-	2	-	4	-	30	10	10	50	-	100	-

Note:

(1) Paper - 103 (Classification Practical - DDC - 19th Edition) is based on practical. However, student has to appear internal as well as external examination in written form. For which University has to appoint chairman, paper setter and examiner for examination and evaluation. Chairman / Paper setter needs to submit solution along with paper.

(2) Paper - 104 (Information Technology) is based on practical for which practical examination will be conducted by university. For which university has to appoint chairman, paper setter and examiner for examination and evaluation.

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT

SYLLABUS

Program Name	Bachelor of Library & Information Science					
Semester	I					
NCRF Credit Level	6					
Course Type	Major					
Course Sub type	Employ ability / Skill Development					
Subject Type	Discipline Specific					
Course Code	101					
Course Level	400-499					
Course Title	Library, Information and Society					
Credit	Theory:	4	Practical:	-	Total:	4
Effective Form	Academic Year: June 2026-27					
Course Outcomes	CO1: To introduce students to Different types of Libraries. CO2: To make students familiar with various Acts and library commission. CO3: To develop students critical comprehension of any kind of library work. CO4: Enable students to analyze the implications of the Five Laws of Library Science and understand the significance of key Acts (RTI, Copyright, Press & Registration) in library operations. CO5: Familiarize students with the historical foundation and development of the Library Movement in India and Gujarat, highlighting the contributions of key figures (e.g., Sayajirao Gaikwad). CO6: Acquaint students with the role of various Commissions (UGC, Kothari, Knowledge) in library development and train them in the planning of Public Relations and Extension Activities (e.g., publicity, outreach).					
Course Content	Unit – 1: Library as a Social Institution ➤ Social Historical foundation of Library Different types of Libraries and their Features and Functions: ➤ Academic Libraries , Public Libraries and Special Libraries ➤ National Libraries of India ➤ Role of Library in formal and informal education Laws Relating to Libraries and Information Library legislation Need, Purpose and Features ➤ Library legislation in India					

	2. ચરણ, કૃષ્ણલાલ પી. ગ્રંથાલય: ઇતિહાસ, સામાજિક સંદર્ભ. અમદાવાદ: ગ્રંથાગાર, ૧૯૯૧. 3. ચરણ, કૃષ્ણલાલ પી. ગ્રંથાલય: સામાજિક સંદર્ભ. વલ્લભવિદ્યાનગર: સ.પ. યુનિ., ૧૯૯૩. 4. ચૌહાણ, મીનળ સી. સાર્વજનિક ગ્રંથાલયોની સામાજિક ભૂમિકા. અમદાવાદ: સેજલ પ્રકાશન, ૧૯૯૩. 5. ગ્રંથાલય અને સમાજ - ૧ થી ૫. અમદાવાદ: ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી, ૨૦૦૪. 6. સાર્વજનિક ગ્રંથાલય પદ્ધતિ અને સેવાઓ (BLISC-03). ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી, ૨૦૦૬. 7. ત્રિવેદી, એન.આઈ. અને ત્રિવેદી, એસ.એન. શાળા પુસ્તકાલય સંચાલન. અમદાવાદ: ભારત પ્રકાશન, ૧૯૭૨. 8. ફિડિયા, પદ્મા. શાળા પુસ્તકાલય. અમદાવાદ: રવાણી પ્રકાશન, ૧૯૬૩. 9. ભૈયા, કે.એમ. ગ્રંથાલય સેવા: પાંચ સૂત્રોની અટારીએથી. અમદાવાદ: ગૂર્જર ગ્રંથરત્ન, ૧૯૮૭. 10. ભૈયા, કે.એમ. શાળા પુસ્તકાલય સંચાલન. અમદાવાદ: પાર્શ્વ પબ્લિકેશન, ૨૦૦૧. 11. ભૈયા, કે.એમ. ગ્રંથાલય અને સમાજ. અમદાવાદ: ગૂર્જર ગ્રંથરત્ન કાર્યાલય, ૧૯૮૭. 12. વેગડ, પ્રકાશ. જાહેર ગ્રંથાલય: સંકલ્પ, સ્વરૂપ અને વ્યવસ્થા વિચાર. અમદાવાદ: લીલાબહેન વેગડ, ૧૯૮૮. 13. વૈદ્ય, વિજય કુ. અર્વાચીન સાર્વજનિક પુસ્તકાલયો. વડોદરા: પુ. સ. સ. મંડળ લિ., ૧૯૩૨. 14. લેત, એન.ડી., અને શુક્લ, કિશોરભાઈ. શાળા પુસ્તકાલય સંચાલન. મોડાસા: મેહુલ પ્રકાશન, ૧૯૮૬. 15. ત્રિપાઠી, એસ.એમ., સી. લાલ. ગ્રંથાલય એવં સમાજ. નવી દિલ્હી: એસ. એસ. પબ્લિ., ૨૦૦૩. 16. શર્મા, અજયકુમાર. પુસ્તકાલય એવં સમુદાય. દિલ્હી: ચેતના પબ્લિશર્સ, ૧૯૯૧. 17. શર્મા, પ્રહલાદ. પુસ્તકાલય ઔર સમાજ. જયપુર: યુનિવર્સિટી પબ્લિકેશન્સ, ૨૦૦૨. 18. Pandey S.K. Sharma. Libraries and society. New Delhi: Ess Ess Publications, 1992 19. https://epgp.inflibnet.ac.in 20. https://egyankosh.ac.in 21. http://baou.edu.in
Teaching Methodology	Lecture, Assignment, Discussion, ICT-Based Teaching.
Evaluation Method	Internal Assessment: 50 Percentage External Assessment: 50 Percentage

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT

SYLLABUS

Program Name	Bachelor of Library and Information Science					
Semester	I					
NCF Credit Level	6					
Course Type	Major					
Course Sub type	Employ ability / Skill Development					
Subject Type	Discipline Specific					
Course Code	102					
Course Level	400-499					
Course Title	Knowledge Organization: Classification Theory and Digital Trends					
Credit	Theory:	4	Practical:	-	Total:	4
Effective Form	Academic Year: June 2026-27					
Course Outcomes	CO1: To make students understand the theoretical idea for the practical of classification. CO2: To familiarize students with the various classification. CO3: To understand knowledge classification CO4: To enable students to apply facet analysis, citation order, and canons for constructing class numbers. CO5: To develop the ability to compare and evaluate major classification schemes (DDC, CC, UDC). CO6: To understand new trends in classification, including Web Dewey, digital and modern classification developments.					
Course Content	Unit – 1 Document Classification Conceptual Foundation ➤ Library Classification: Definition, Scope and Purpose ➤ Normative Principles Classification and their Application – Basic Law – Five Law of Library Science and Their Canons : Idea Plane, Verbal Plane and Notational Plane ➤ SKOS, Taxonomies and Folksonomies as Knowledge Organization Models ➤ Trends in Knowledge Organization for Digital Information Environment Unit-2 Spices of Classification Scheme Types & Structure of Classification ➤ Enumerative classification (EC) ➤ Almost Enumerative classification ➤ Rigidly faceted Classification (RFC) ➤ Freely Faceted Classification (FFC) ➤ Citation Order and Facet Sequence Principles ➤ Application of Faceted Classification to Digital / Web Resources ➤ Role of Species of Classification in Resource Retrieval					

	Unit-3 Scheme of Classification classification Schemes and Notational Practices ➤ Overview of schemes of classification ➤ Detailed Study of DDC (19th Edition) & CC (6th Edition) ➤ Call Number: Class Number, Book Number, Collection Number New Trends in Library Classification ➤ Call Number Building for Digital & Non-Book Materials ➤ Use of DDC Web Dewey in Library Automation ➤ Classification Notation: Hospitality, Brevity and Expressiveness ➤ Classification-related Fields in MARC 21 / Koha Unit-4 Five Fundamental Categories PMEST Facet Theory, PMEST & Modern Trends in Classification ➤ Postulates pertaining to fundamental categories ➤ Isolates: Common Isolates, Special Isolates, Devices ➤ Phase Relation : Phase – Intra Facet , Intra – Array Computer And Classification New, Trend and Development, Web Dewey ➤ Facet Analysis for Information Retrieval in Digital Libraries ➤ Application of Classification in Metadata Standards (Dublin Core, MODS, BIBFRAME) machine Learning / AI in Knowledge Organization (Current Trend)						
Mapping between Cos and PSOs		PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
	CO1						
	CO2						
	CO3						
	CO4						
	CO5						
	CO6						
Reference Books	References : 1. ગાંધી, રમેશ. ગ્રંથાલય સૂચિકરણ ભાગ ૧ : સિધ્ધાંત અને સ્વરૂપ.અમદાવાદ : ગુજરાત યુનિવર્સિટી, ૧૯૭૭. 2. ગાંધી, રમેશ. ગ્રંથાલય સૂચિકરણ ભાગ ૨: ઇતિહાસ અને સંલેખ. અમદાવાદ : ગુજરાત યુનિવર્સિટી, ૧૯૭૯. 3. ચારણ, શિવદાનભાઈ. સૈધ્ધાંતિક વર્ગીકરણ. કરમસદ :ગાયત્રી પ્રકાશન, ૧૯૯૧. 4. ગ્રંથાલય વર્ગીકરણ સિધ્ધાંત-૧ થી ૪. અમદાવાદ: ડો. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી, ૨૦૦૮. 5. બરોડિયા, નવીન અને ભૈયા, છગનલાલ. ગ્રંથાલય સૂચિકરણ.અમદાવાદ: મૌલિક પ્રકાશન, ૧૯૮૪. 6. ભાવસાર, કિરીટ.ડીડીસી-૧૯. અમદાવાદ: પાર્શ્વ પબ્લિકેશન, ૧૯૯૭. 7. ભૈયા, છ. મ. ગ્રંથાલય વર્ગીકરણ પ્રવેશિકા. અમદાવાદ: ગુજરાત યુનિવર્સિટી, ૧૯૮૧. 8. ભૈયા, છ. મ. (અનુ.).૬યૂઈ દશાંશ વર્ગીકરણ અને સાપેક્ષ સૂચિ. અમદાવાદ: ગૂર્જર, ૧૯૮૯. 9. ભૈયા,છ.મ.ગ્રંથાલય સૂચિકરણપ્રવેશિકા.અમદાવાદ: પાર્શ્વ પબ્લિકેશન, ૨૦૧૩. 10. સંહ, અજયકુમાર. પુસ્તકાલય સૂચિકરણ. નથી દિલ્લી: અર્જુન પબ્લિશીંગ હાઉસ, ૨૦૧૧. 11. શર્મા, પ્રહલાદ. પુસ્તકાલય સૂચિકરણ.જયપુર: યુનિવર્સિટી પબ્લિકેશન, (-). 12. ત્રિપાઠી, એસ.એમ., શૌકીન, એન.એસ. સૂચિકરણ સિધ્ધાંત કે મૂલ તત્વ. આગ્રા : વાય.કે.						

	પબ્લિશર્સ, ૧૯૯૮. 13. ભારદ્વાજ, ચન્દ્રભાનુ. વર્ગીકરણ: સિધ્ધાંત એવમ વ્યવહાર. જયપુર: પ્રિન્ટવેલ પબ્લિ. ૧૯૮૪. 14. ધ્યાની, પુષ્પા. પુસ્તકાલય વર્ગીકરણ. નવી દિલ્લી: એસ એસ પબ્લિકેશન્સ, ૧૯૯૯. 15. Sehgal, R. L. An Introduction to D.D.C. New Delhi: Ess Ess Publications, 2005. 16. Satija, M. P. DDC. New Delhi: Ess Ess Publications, 2004. 17. Sehgal, R. L. Cataloguing manual AACR-II. New Delhi: Ess Ess Publications, 2005. 18. https://epgp.inflibnet.ac.in 19. Broughton, V. (2015). <i>Essential classification</i> (2nd ed.). Facet Publishing. 20. Hodge, G. (2000). <i>Systems of knowledge organization for digital libraries: Beyond traditional authority files</i>. Digital Library Federation. 21. Mazzocchi, F. (2018). <i>Knowledge organization and classification: A modern approach</i>. Chandos Publishing. 22. Rowley, J., & Hartley, R. (2017). <i>Organizing knowledge: An introduction to managing access to information</i> (4th ed.). Routledge. 23. Zeng, M. L., & Qin, J. (2016). <i>Metadata</i> (2nd ed.). American Library Association.
Teaching Methodology	Classwork, Discussion, Assignment and Practical Work.
Evaluation Method	Internal Assessment: 50 Percentage External Assessment: 50 Percentage

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT

SYLLABUS

Program Name	Bachelor of Library & Information Science					
Semester	I					
NCRF Credit Level	6					
Course Type	Major					
Course Subtype	Employability / Skill Development					
Subject Type	Discipline Specific					
Course Code	103					
Course Level	400-499					
Course Title	Library Classification: Dewey Decimal Classification (Practice)					
Credit	Theory:	-	Practical:	4	Total:	4
Effective Form	Academic Year: June 2026-27					
Course Outcomes	CO1: To make students understand the idea for the practical of Classification. CO2: To familiar students with the DDC. CO3: To develop students for subject headings and indexing. CO4: To enable students to understand the structure, organization, summaries, and procedural steps involved in practical classification using DDC (19th Edition). CO5: To develop students' ability to classify basic and compound subjects using DDC tables, including Tables 1–7, auxiliary tables, sectors, and sub-sectors. CO6: To equip students with practical skills in constructing accurate class numbers using the Relative Index and applying DDC tools for effective subject representation and information retrieval.					
Course Content	Unit – 1 : Dewey Decimal classification 19th Edition) ➤ Introduction, Structure and Organization, ➤ Introduction to three summaries, ➤ Steps in Practical Classification Unit – 2 :Dewey Decimal Classification 19th Edition) ➤ Classification of Basic Subjects ➤ Use of Table-1 ➤ Use of Table-2 (Subject + Area) ➤ Use of Table-3(Use of Literary Forms)					

	Unit – 3 : Dewey Decimal Classification 19th Edition) ➤ Classification of Compound Subjects ➤ Using Sectors and Sub-sectors ➤ Auxiliary Tables and Devices Unit – 4 : Dewey Decimal Classification 19th Edition) ➤ Classification of Documents using Tables 4 to 7 ➤ Relative Index and Its Use.						
Mapping between Cos and PSOs		PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
	CO1						
	CO2						
	CO3						
	CO4						
	CO5						
	CO6						
Reference Books	References : 1. DEWEY, Melvil. (1979) Dewey decimal classification. 19 th Ed. –Albany: Forest Press, USA. 2. RANGANATHAN, S R (1989). Elements of library classification. -Bangalore: Sarda Ranganathan ,Endowment for Library Science. 3. SATIJA, M P (2007). The theory and practice of the Dewey Decimal Classification system. - Chandos , Publishing, Oxford. 4.ગ્રંથાલય વર્ગીકરણ પ્રાયોગિક 1 થી 2. અમદાવાદ બાબાસાહેબ. ડૉ : આંબેડકર ઓપન યુનિવર્સિટી, 2008. 5. Sen,B K(2008). DDC: Indian Subjects, Language and Literature. -New Delhi: ESS ESS Publications..						
	Teaching Methodology						
	Class work, Discussion, Assignment And Practical						
	Evaluation Method						
	Internal Assessment: 50 Percentage External Assessment: 50 Percentage						

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT

SYLLABUS

Program Name	Bachelor of Library & Information Science					
Semester	I					
NCRF Credit Level	6					
Course Type	Major					
Course Sub type	Employ ability / Skill Development					
Subject Type	Discipline Specific					
Course Code	104					
Course Level	400-499					
Course Title	Information Technology: Fundamentals and Applications					
Credit	Theory:	-	Practical:	4	Total:	4
Effective Form	Academic Year: June 2026-27					
Course Outcomes	CO1: To acquaint students with knowledge of IT. CO2: To make students understand how to use information and technology in various services of library. CO4: To enable students to understand the fundamentals of computers, operating systems, input/output devices, and the application of computers in library and information canterers. CO5: To develop students' practical skills in word processing, spreadsheet management, and presentation tools for library documentation, data analysis, reporting, and professional communication. CO6: To equip students with essential skills in internet usage, online searching, email communication, and digital collaboration tools for effective information retrieval, networking, and library services.					
Course Content	Unit – 1 : Introduction to Computer & Operating Systems ➤ Introduction to Computer ➤ Computer Introduction ➤ Characteristics and limitation of computer ➤ Block diagram of computer ➤ Input/output/Storage Devices ➤ Use of computers in Library ➤ Operating System - Introduction, Functions of OS, Types of OS, Examples of OS Unit – 2 :Understand Word Processing					

- Formatting text and paragraph
- Working with tables
- Bullets and numbering
- Graphics
- Hyperlink and bookmark
- Macro
- Mail merge
- Header & Footer
- Table of content, footnotes, citations and bibliographies

Unit – 3 : Using Spread Sheets & Presentation Package

Using Spread Sheets

- Formatting workbook, Conditional formatting, Working with charts, Data Validation, filter.

Functions

- Mathematical, Statistical, Logical, Counting, Date and Time, Text Functions, Lookup and Reference, D Function, Total and Subtotal function

Presentation Package

- Creating and editing slides and objects
- Custom animation effect
- Slide transition effect
- Design templates
- Running slide show

Unit – 4 :Introduction to Internet &Communications

Introduction to Internet, WWW and Web Browsers

- Concept of Internet
- Applications of Internet
- connecting to internet
- What is ISP
- Knowing the Internet
- Basics of internet connectivity related troubleshooting
- World Wide Web
- Web Browsing software
- Search Engines
- Downloads Files and Photos from Internet

	Communications and Collaboration ➤ Basics of electronic mail ➤ Getting an email account ➤ Sending and receiving emails ➤ Accessing sent emails ➤ Using Emails ➤ Document collaboration ➤ Instant Messaging						
Mapping between Cos and PSOs		PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
	CO1						
	CO2						
	CO3						
	CO4						
	CO5						
	CO6						
Reference Books	References : 1) Computer Application In Management By Riternde Goel 2) PC Software for windows Made Simple By R.K. Taxali 3) Computer Application in Management By A.K. Saini 4) Fundamental of Computer By P. Mohan 5) Information Technology By Sushila Madan 6) Computer Fundamentals By Ashok Arora & Sefali Bansal 7) Computer Fundamentals By Arora Ashok and Bansal Shefali (Excel Books) 8) Computer Networks, Andrew s. Tanenbaum 9) ABC of Internet, Dyson–BPB 10) How Internet Works, Gralla-Tech Media 11) Internet Marketing E-commerce and Cyber Loss, Asit, Narayan & L.K. Thakur-Author Press 12) E commerce (Concepts, Models, Strategies) ,By C.S.V. Murthy, Himalaya Publishing House						
Teaching Methodology	Class work, Discussion, Assignment And Practical						
Evaluation Method	Internal Assessment: 50 Percentage External Assessment: 50 Percentage						

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VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT

SYLLABUS

Program Name	Bachelor of Library & Information Science					
Semester	I					
NCRF Credit Level	6					
Course Type	SEC					
Course Sub type	Employ ability / Skill Development					
Subject Type	Discipline Specific					
Course Code	105					
Course Level	400-499					
Course Title	Communication Skills and Professional Development					
Credit	Theory:	2	Practical:	-	Total:	2
Effective Form	Academic Year: June 2026-27					
Course Outcomes	CO1: To develop and refine the student's communication skills in English. CO2: To acquaint students with skills and aids for their better professional life. CO3: To enable students to apply English grammar and language structures accurately in spoken and written communication. CO4: To develop students' understanding of the communication process, including verbal and non-verbal modes, and strategies to overcome barriers to effective communication. CO5: To equip students with skills in written correspondence, professional presentation, workplace interaction, and information-related competencies relevant to library and information services. CO6: To prepare students for employment by developing competencies in resume writing, portfolio preparation, job interviews, and group discussions.					
Course Content	Unit – 1 : English Grammar & Languages ➤ Tenses ➤ Conjunctions ➤ Prepositions ➤ Voices (Active & Passive) ➤ Speeches (Direct & Indirect) ➤ Punctuations ➤ Model Auxiliaries Understanding of Communication ➤ Definitions, Process, Importance and Benefits ➤ Types, Characterize, Mode of Communications ➤ Role of Verbal and non-verbal Communication ➤ Barriers to Effective Communication, overcoming barriers Unit – 2 : Written Correspondence ➤ Business letter, Order letter, Reminder Letter, Employment Communication (Library Related)					

	Orientation Process ➤ User’s Profile, body language and Psychological Approach ➤ Resource Profile Working Place Skills ➤ Relationship with Management, Vendors and Users ➤ Presentation Skills ➤ Information Retrieval and Preservation Skill ➤ Managerial Skill ➤ Technological Skill Preparing Job Interview ➤ Institutional Profile: The Contents ➤ Your Profile and Portfolio ➤ Resume and Curriculum Vitae (CV) ➤ The Job Interview ➤ Group Discussions																																																	
Mapping between Cos and PSOs	<table><tr><td></td><td>PSO1</td><td>PSO2</td><td>PSO3</td><td>PSO4</td><td>PSO5</td><td>PSO6</td></tr><tr><td>CO1</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>CO2</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>CO3</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>CO4</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>CO5</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>CO6</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	CO1							CO2							CO3							CO4							CO5							CO6						
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CO6																																																		
Reference Books	References : 1. Interactive English : Macmillan 2. Essential English for Indian Learners: Foundation : Macmillan 3. Dangwal, Surekha. The Art of Effective Communication : Macmillan Corder, S. Pit, An Intermediate English Practice Book : Longman 4. https://egyankosh.ac.in 5. https://baou.edu.in 6. https://ir.inflibnet.ac.in/bitstream/1944/1372/1/47.pdf 7. https://lisstudymaterials.files.wordpress.com/2017/12/mlisc-technial-writing.pdf																																																	
Teaching Methodology	Class work, Discussion, Assignment And Practical																																																	
Evaluation Method	Internal Assessment: 50 Percentage External Assessment: 50 Percentage																																																	

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT

SYLLABUS

Program Name	Bachelor of Library & Information Science					
Semester	I					
NCRF Credit Level	6					
Course Type	Major					
Course Subtype	Employability / Skill Development					
Subject Type	Discipline Specific					
Course Code	106					
Course Level	400-499					
Course Title	Information Sources & Library Services					
Credit	Theory:	4	Practical:	-	Total:	4
Effective Form	Academic Year: June 2026-27					
Course Outcomes	CO1: To familiarize students with use of information sources and services and marketing of information. CO2: To make students understand how to provide information and Services with its use. CO3: To acquaint students with Knowledge of information sources and Services. CO4: Enable students to differentiate between data, information, and knowledge, and to understand the processes of information generation, communication, and use. CO5: Develop the ability to identify, classify, and evaluate documentary and non-documentary information sources (print, electronic, human, institutional, and internet-based) according to user needs. CO6: Equip students with an understanding of information needs and information-seeking behavior models to effectively match information sources with specific user requirements.					
Course Content	Unit – 1 : Information Sources ➤ Information; Characteristics, Nature, Value and Use of Information Conceptual difference between Data, Information and Knowledge Information generation, communication and use ➤ Information needs- definition and models Information seeking behavior ➤ information Sources: Meaning, Definition and Evaluation Kinds of Information Sources: Documentary Sources - Print and Non Print; Primary, Secondary and Tertiary sources Non-Documentary; Human and Institutional, Sources VS Resources ➤ Internet as source of Information					

	Human as Source of Information ➤ Introduction and Objective, ➤ source Vs resource Unit – 2 :Document Services ➤ Abstracting, Indexing, Translation, Reprography, Alternate Services, Current Awareness Service & SDI Service – Explain this Services Indexing System ➤ PRECIS, POPSI, KWIC, KWAC, KWOC, UNITERM Types of Reference Tools: ➤ Encyclopedia, Dictionary, Directories, Year Books, Hand Books, Manuals, Almanacs, Geographical Sources, Bibliographical Sources, Current Reference Sources, Online Sources Unit – 3 : INSTITUTIONS AS SOURCES OF INFORMATION ➤ Introduction, Objectives ➤ Government Ministries and Departments, Non-Governmental Organizations International Agencies, R & D Organizations, Academic Institutions, Learned Societies ➤ Publishing Houses – Press, Broadcasting Stations, Museums, Archives MARKETING OF INFORMATION SERVICES ➤ Introduction, Definition, Objectives and Need for Marketing of Information Services ➤ Marketing Mix and Implementing Marketing Concept in Library and Information Centers Unit – 4 :Practical : ➤ News Paper Clipping (National, International, Sports, Economy, Literature, etc...) ➤ Bibliography VS References (APA style Bibliography Preparation) ➤ Review of Articles of (Books, Journal, Magazine) ➤ Indexing																																																	
Mapping between Cos and PSOs	<table><tr><td></td><td>PSO1</td><td>PSO2</td><td>PSO3</td><td>PSO4</td><td>PSO5</td><td>PSO6</td></tr><tr><td>CO1</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>CO2</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>CO3</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>CO4</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>CO5</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>CO6</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	CO1							CO2							CO3							CO4							CO5							CO6						
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Reference Books	References : 1. Bose, H. (1986), Information Services: Principles & Practice, N.D. Sterling. 2. Catherine, Sheldrick-Ross, Kristi, -sen & Petrice, Dewdrop (2002),																																																	

	Conducting the Reference Interview: A How-to-do Manual for librarian. London : Facet Publishing 3. Coote, H. How to Market your Library Services Effectively. 2nd ed. London: ASLIB, 1997.Print. 4. Cronin, B., Ed. The Marketing of Library and Information Services. London: ASLIB, 1981.Print. 5. DeSaez, E. Marketing Concepts for Library and Information Services. 2nd ed. London: Facet Publishing, 2002.Print. 6. Fisher, Patricia H. Blueprint for your Library Marketing Plan. Chicago: American Library Association, 2006.Print. 7. Guha, B. (1983), Documentation & Information, 2nd Edition, Calcutta : World Press 8. Gupta, D.K., and A. Jambhekar, Eds. An Integrated Approach to Services Marketing: A Book of Reading on Marketing of Library and Information Services. Mumbai, India: Allied Publishers Private Unlimited, 2003.Print. 9. Hart, Keith. Putting Marketing Ideas into Action. London: Library Association Publishing, 1999.Print. 10. Information Science-3 (ELIS-3). Taylor & Francis.(Forthcoming) 11. Jain, Abhinandan, et al., eds. Marketing Information Products and Services: A Primer for Librarians and Information Professionals. New Delhi: Tata Mc Grawhill, 1999.Print. 12. Kapoor, S. K., and Amitabh Chatterjee, eds. Proceedings of the IASLIC 13th National Seminar on Marketing of Library and Information Services in India. Calcutta: IASLIC, 1988. Print. 13. Katz, A (1982), Introduction to Reference Work, 2 V. 6th Edition. New York: McGraw Hill 14. Katz, Bill and Tarr, Andres (1978), Reference and Information Services, A Reader. N.J : The Scarcrow Press 15. Kowatra, P.S. (1982), Fundamentals of Documentation with Special Reference to India. New Delhi, Sterling 16. Krishan Kumar (1989), Reference Service. New Delhi : Vikas Publisher. 17. Ramanathan S R (1960), Reference Service & Bibliography, Edition 2nd, Bombay, USB Publishers 18. Rejean, Savard. "Marketing Library and Information Services". Encyclopaedia of Library and 19. Shores, L. (1954), Basic Reference Sources. Chicago : ALA. 20. ଶାନ୍ତି, ଗୁଣମିତ୍ରା (୧୯୮୭), ସଂସ୍କୃତି ଓ ଶିକ୍ଷା : ଅନୁବାଦ : ପାଞ୍ଚ ପ୍ରକାଶନ 21. https://egyankosh.ac.in/bitstream/123456789/35350/5/Unit-14.pdf 22. https://egyankosh.ac.in/bitstream/123456789/35308/5/Unit-5.pdf 23. https://egyankosh.ac.in/bitstream/123456789/35338/5/Unit-10.pdf 24. https://egyankosh.ac.in/bitstream/123456789/35309/5/Unit-6.pdf
Teaching Methodology	Class work, Discussion, Assignment And Practical
Evaluation Method	Internal Assessment: 50 Percentage External Assessment: 50 Percentage

Structure of Program (Second Semester)

Course Category	Course Code	Course Title	Mark sheet Title in English	Level of Course	Teaching Hours/Week		Exam Duration		Credit		Internal Marks			External Marks		Total Marks	
					TH	PR	TH	PR	TH	PR	Internal Test	Assignment/viva	Attendance	TH	PR	TH	PR
Major	201	Information Literacy and User Study	Information Literacy and User Study	1	40	-	2	-	4	-	30	10	10	50	-	100	-
Major	202	Library Systems and Management	Library Systems and Management	2	40	-	2	-	4	-	30	10	10	50	-	100	-
SEC	203	Library Classification System : Colon Classification (Practice)	Library Classification System : Colon Classification (Practice)	3	-	20	-	2	-	2	15	05	05	-	25	-	50
Major	204	Knowledge Organization: Cataloguing and Metadata	Knowledge Organization: Cataloguing and Metadata	4	40	-	-	-	-	4	30	10	10	-	50	-	100
Major	205	Library Cataloguing Practice	Library Cataloguing Practice	5	-	40	-	2	-	4	30	10	10	-	50	-	100
Major	206	Library Management: HRD and Strategic Planning	Library Management: HRD and Strategic Planning	6	40	-	2	-	4	-	30	10	10	50	-	100	-
Summer Internship	207	Internship Program	Internship Program	7	-	120	-	30 Days	-	4*	50			-	50	-	100

Note:

(1) Paper 205 (Cataloguing Practical) is based on practical. However, student has to appear internal as well as external examination in written form. For which university has to appoint chairman, paper setter and examiner for examination and evaluation. Chairman / Paper setter needs to submit solution along with paper.

(2) Paper 203 (Classification Practical) (CC 6 th Edition) is based on practical. However, student has to appear internal as well as external examination in written form. For which university has to appoint chairman, paper setter and examiner for examination and evaluation. Chairman / Paper setter needs to submit solution along with paper.

(3) Internship: After final examination of Second semester student has to undergo 2 week /60 hours internship. After completion of internship student will get the result of the final semester

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT

SYLLABUS

Program Name	Bachelor of Library & Information Science					
Semester	II					
NCRF Credit Level	6					
Course Type	Major					
Subject Type	Discipline Specific					
Course Code	201					
Course Level	400-499					
Course Title	(Information Literacy and User Study)					
Credit	Theory:	4	Practical:	-	Total:	4
Effective Form	Academic Year: June 2026-27					
Course Outcomes	CO1: To acquaint students with the interrelations between users of library and society and how they complement each other. CO2: Introduce students to with the reading material through prescribed Gujarati, Hindi and English text. CO3: To enable students to relate e-text contains produced by the various publisher. CO4: Enable students to identify and categorize diverse user groups and their specific information needs by applying various Information Need Models. CO5: Equip students to design and implement Information Literacy (IL) and User Education programs using modern and conventional techniques to support lifelong learning. CO6: Train students in the planning, execution, and evaluation of User Studies, mastering data collection methods and analysis techniques like Citation Studies.					
Course Content	Unit – 1 : Information Users and their Needs ➤ Identification of Information user ➤ Categories of information users, Academic Community – Teachers and Students, Scientist and Technologists, R & D Personnel, Other Professionals, Planners, Policy Makers, Ethnic groups ➤ Information Need, Definition, Models ➤ Information Seeking Behavior Unit – 2 :Information Literacy ➤ Definition, Concept, Objectives and Need, ➤ Information Literacy Activities: Library Bibliographic Instructions, Library tour, Initiation to Freshman, Library Orientation ➤ Information Digital Literacy, ➤ Information Digital literacy and lifelong learning					

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT

SYLLABUS

Program Name	Bachelor of Library & Information Science					
Semester	II					
NCRF Credit Level	6					
Course Type	Major					
Course Sub type	Employ ability / Skill Development					
Subject Type	Discipline Specific					
Course Code	202					
Course Level	400-499					
Course Title	(Library Systems and Management)					
Credit	Theory:	4	Practical:	-	Total:	4
Effective Form	Academic Year: June 2026-27					
Course Outcomes	CO1: To familiar students with the various genres for the management of libraries. CO2: To make students understand the theories of management and information Center. CO3:: To develop students' critical comprehension of library and information Center for its genre. CO4: To enable students to apply management tools and techniques such as PERT, CPM, SWOT analysis, TQM, performance measurement, and system analysis for effective planning, evaluation, and decision-making in library and information centres. CO5: To develop students' competencies in Human Resource and Financial Management, including staff organization, recruitment, motivation, budgeting techniques, cost analysis, and resource mobilization for efficient library administration. CO6: To equip students with practical understanding of housekeeping operations, collection management, preservation, library building planning, safety issues, and standards, ensuring quality services and inclusive library environments.					
Course Content	Unit - 1 Management ➤ Meaning, Definition, Level ➤ Principles and Functions of Management (POSDCORB) ➤ SWOT (Strength, weakness, opportunities, threats) ➤ Total Quality Management → Definition, Components LIS related standards Human Resource Management ➤ Organizational structure of staff					

	➤ Job Description, Job Analysis, Job Evaluation. ➤ Performance Appraisal ➤ Motivation, ➤ Inter-personal Relations ➤ Recruitment Procedure, Unit – 2: Financial Management ➤ Resources Mobilization ➤ Budgeting Techniques ➤ Budgetary Control ➤ Cost effectiveness and Cost benefit analysis Library Planning ➤ Library Committee ➤ Library Statistics and Annual Reports ➤ Library Rules and Regulations ➤ Library Building and Space Management in Library and Information Centers Housekeeping Operations: ➤ Book/ Information Resource selection and acquisition section, ➤ Technical processing section ➤ Serial control and circulation control ➤ Maintenance and stock verification ➤ Collection evaluation and weeding out ➤ Collection Management and Preservation, ➤ Library Building, space management and Safety Issues ➤ Equipment, Furniture-in addition for differently able people ➤ Library standards																																																								
Mapping between Cos and PSOs	<table><tr><td></td><td>PSO1</td><td>PSO2</td><td>PSO3</td><td>PSO4</td><td>PSO5</td><td>PSO6</td><td></td></tr><tr><td>CO1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>CO2</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>CO3</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>CO4</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>CO5</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>CO6</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		PSO1	PSO2	PSO3	PSO4	PSO5	PSO6		CO1								CO2								CO3								CO4								CO5								CO6							
	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6																																																			
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CO3																																																									
CO4																																																									
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CO6																																																									
Reference Books	References: 1) ચારણ, શિવદાનભાઈ. ગ્રંથાલય સંચાલન. અમદાવાદ: પાર્શ્વ પ્રકાશન, ૧૯૮૭. 2) ગ્રંથાલય સંચાલન 1 થી 5.અમદાવાદ: ડૉ.બાબાસાહેબે આંબેડકર ઓપન યુનિવર્સિટી,2008. 3) ભૈયા,છ,મ,ગ્રંથાલય સંચાલન .અમદાવાદ:સાહિત્ય મંદ્રુણાલય,1977.																																																								

	4) શુક્લ,ડી.એન. ગ્રંથાલય સેવાઓનું સંગઠન અને ઇતિહાસ: એક પરિચય : અમદાવાદ: ગુજરાત પુસ્તકાલય મંડળ,1978. 5) શ્રીવાસ્તવ, શ્યામનાથ એવમ વર્મા, સુભાષચંદ્ર ; પુસ્તકાલય સંગઠન એવમ સંચાલન.જયપુર:રાજસ્થાન હિન્દી ગ્રંથ અકાદમી,૧૯૭૮. 6) ઉપાધ્યાય,જે એલ.પુસ્તકાલય વિજ્ઞાન કે સિધ્ધાંત,, નઈ દિલ્લી : યુનિવર્સિટી પબ્લિકેશન,2007. 7) સકસેના,એલ એ પુસ્તકાલય સંગઠન તથા વ્યવસ્થાપન.ભોપાલ: હિન્દી ગ્રંથ અકાદમી,1988. 8) શર્મા, અનિલ. પુસ્તકાલય કા આધુનિક પ્રબંધન. નઈ દિલ્લી:કે.એસ.કે.પબ્લિકેશર્સ,2008. 9) સિંહ, રામ, શોભિત પ્રકાશ; પુસ્તકાલય સંગઠન એવમ પ્રશાસન. પટના: બિહાર હિન્દી ગ્રંથ અકાદમી,૧૯૭૩ . 10) Dawra, Manisha.Library Science and theories of Management. New Delhi: Rajat Publication,2004. 11) Sharma, C.K and Singh, Kiran.Library Management. New Delhi: Atlantic Publishers,2005. 12) Tiwari, Purushotham. Organization and Development of Libraries. New Delhi: A. P. H.Publishing Corporation, 2009. 13) Cowley, John. Personnel Management in Libraries, London, Clive Bingley, 1982. 14) Evans, G.E. Management Techniques for Libraries, New York, Academic press, 1983. 15) Jones, N and Jordan, P. Steps Management in Library and Information work, Aldershol,Gomer,1982 16) Mittal, R.L. Library Administration, Theory and Practice, New Delhi, EssEss, 2007. 17) Ranganathan, S.R. Library Administration 2nd Ed., Bombay, Asia Publishing, 1959. 18) Narayana, G.J. Library and Information Management, New Delhi, Prentice Hall, 1991 19) Seetharama, S. Guidelines for Planning of Libraries and Information Centres, IASLIC,1990 20) Singh, M. Library and Information, Management Theory and Practice, Delhi, IBT,1983 21) Singh,R.S.P.Fundamentals of Library Administration and Management Delhi, Prabhat,1990 22) Umapathy, K. S problems in library Management, 2nd Ed. New Delhi, Vikas.
Teaching Methodology	Class work, Discussion, Assignment And Practical
Evaluation Method	Internal Assessment: 50 Percentage External Assessment: 50 Percentage

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT

SYLLABUS

Program Name	Bachelor of Library & Information Science					
Semester	II					
NCRF Credit Level	6					
Course Type	SEC					
Course Sub type	Employ ability / Skill Development					
Subject Type	Discipline Specific					
Course Code	203					
Course Level	400-499					
Course Title	(Library Classification System : Colon Classification (Practice))					
Credit	Theory:	-	Practical:	2	Total:	2
Effective Form	Academic Year: June 2026-27					
Course Outcomes	CO1: To make students understand the practical of classification. CO2: To familiarize students with the colon classification system. CO3 : To develop skills of subject analysis and representation CO4: To enable students to analyze the structure, schedules, and techniques of Colon Classification (6th Edition) and apply systematic steps in classifying documents. CO5: To develop students' ability to classify documents with basic, compound, and complex subjects using common isolates, phase relations, and various devices. CO6: To acquaint students with the postulates and principles of facet analysis and synthesis, and to introduce the major changes in the 7th edition of Colon Classification.					
Course Content	Unit – 1 : Colon Classification (Ed. 6th) ➤ Introduction, Structure and Organization Steps in Classification ➤ Schedules and Techniques ➤ Steps in Classification Colon Classification (Ed. 6th) ➤ Classification of Documents with Basic Subjects					

	➤ Classification of Documents with Compound Subjects Unit – 2 :Colon Classification (Ed. 6th) ➤ Classification of Documents with Complex Subjects ➤ Use of Common Isolates and Phase Relations. ➤ Use of Varies Devices Colon Classification (Ed.6th) ➤ Introduction to the Application of Postulates and Principles for Facet Analysis and Synthesis ➤ Introduction to 7th edition of CC and Main Changes							
Mapping between Cos and PSOs		PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	
	CO1							
	CO2							
	CO3							
	CO4							
	CO5							
	CO6							
Reference Books	Reference: 1. Rangnathan, S R (2008). Colon Classification, 6th edition, Reprint, Bangalore: Sarda Rangnathan Endowment for Library Science, 2. Rangnathan, S R (1989). Prolegomena to Library Classification, 3rd edition, Reprint, Bangalore: Sarda Rangnathan Endowment for Library Science. 3. KAULA (P N).)1985(A treatise on colon classification.:NeW Delhi Sterling Publishers. 4. RANGANATHAN (S R))1989(. Elements of library classification.:Bangalore-Sarda Ranganathan Endowment for Library Science. 5. SATIJA (M P))1995(. Manual for practical colon classification. Rev. Ed.3. -New Delhi: Sterling Publishers. 6. ભૈયા,(૨૦૧૦).મ.છ,દ્વિભિંદુવર્ગીકરણ ગર્જર :અમદાવાદ .પરિચય અનેપ્રત્યક્ષકાર્ય: ગ્રંથરત્ન કાર્યાલય. 7. ભૈયા, છગન અને ,ભાવસાર, ડિરીટ,(૧૯૯૦),દ્વિભિંદુ વર્પગીકરણ પરિચય અનેપ્રત્યક્ષ કાર્ય: અમદાવાદ. ગ્રંથરત્ન કાર્યાલય. 8. ભૈયા,(૨૦૧૩).મ .છ ,ગ્રંથાલય વર્ગીકરણ પ્રવેશિકા ગુર્જર:અમદાવાદ , ગ્રંથરત્ન કાર્યાલય . 9. ગ્રંથાલય વર્ગીકરણ પ્રાયોગિક ૩-થી4. અમદાવાદબાબાસાહેબ .ડૉ : આંબેડકર ઓપન યુનિવર્સિટી, 2008. 10. ભૈયા, છ(૧૯૯૦).મ ., ગ્રંથાલય વર્ગીકરણ: તુલનાત્મક અભ્યાસગર્જર :અમદાવાદ . ગ્રંથરત્ન કાર્યાલય .							
	Teaching Methodology	Class work, Discussion, Assignment And Practical						

Evaluation Method	Internal Assessment: 50 Percentage External Assessment: 50 Percentage
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VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT

SYLLABUS

Program Name	Bachelor of Library and Information Science					
Semester	II					
NCRF Credit Level	6					
Course Type	Major					
Course Sub type	Employ ability / Skill Development					
Subject Type	Discipline Specific					
Course Code	204					
Course Level	400-499					
Course Title	(Knowledge Organization: Cataloguing and Metadata)					
Credit	Theory:	4	Practical:	-	Total:	4
Effective Form	Academic Year: June 2026-27					
Course Outcomes	CO1: To make students understand the theoretical an idea for the classification and cataloguing. CO2: To familiarize students with the various classification and cataloguing systems. CO3: To develop students for subject headings and indexing. CO4: o enable students to prepare bibliographic and authority entries based on AACR-II, CCC, and basic RDA rules. CO5: To develop the ability to assign and construct class numbers in major classification schemes. CO6: To understand cataloguing and classification applications in digital environments including OPAC, MARC, and metadata standards.					
Course Content	Unit – 1 Document Cataloguing Foundations of Library Cataloguing • Catalogue: Purpose, Structure and types, physical forms, filing rules. • Normative Principles and Laws & Canons of Cataloguing • Overview of Standard Codes of Cataloguing • OPAC (online Public Access Catalogue) • How to read a book technically Unit-2 Standards of Cataloguing Code Cataloguing Codes and Subject Access Tools • AACR II: Salient Features • Subject Heading: Definition, Evolution, Importance, Sear's list and					

	Library of Congress list of Subject Headings. • Relation between Classification and Cataloguing • Co-operative & Centralized Cataloguing – Concept & Need Unit-3 Bibliographic Description Bibliographic Description and Metadata Standards • Overview of Principles in Document Description • Standard for Bibliographic Description : ISBD, ISBN, ISDN, ISSN Standards for Document Description • Importance of document description • Machine Readable Catalogue (MARC) : LCMARC, UKMARC, CANMARC, UNIMARC, CCF, MARC21 Current trends in standardization • RDA (Resource Description & Access) – Features & Sections • FRBR / FRAD — Objectives & Models • ISO 2709; Z39.50 and Z39.71 standards Unit-4 Standards of Cataloguing Advanced Cataloguing Practices and Metadata Applications • CCC: Special Features • Comparative study of AACR-II and CCC • Cataloguing of Non-Book Materials (NBM): Nature, Characteristics & Problems • Metadata Standards — Dublin Core: Elements & Types Chain Procedure — Concept & Application																																																								
Mapping between Cos and PSOs	<table><tr><td></td><td>PSO1</td><td>PSO2</td><td>PSO3</td><td>PSO4</td><td>PSO5</td><td>PSO6</td><td></td></tr><tr><td>CO1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>CO2</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>CO3</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>CO4</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>CO5</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>CO6</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		PSO1	PSO2	PSO3	PSO4	PSO5	PSO6		CO1								CO2								CO3								CO4								CO5								CO6							
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Reference Books	Reference 1. ગાંધી, રમેશ ગ્રંથાલય .સૂચિકરણ ભાગ :અમદાવાદ .સિદ્ધાંત અને સ્વરૂપ :૧-ગુજરાત યુનિવર્સિટી, ૧૯૭૭. 2. ગાંધી, રમેશ :અમદાવાદ .ઇતિહાસ અને સંલેખન :૨-ગ્રંથાલય સૂચિકરણ ભાગ .ગુજરાત યુનિવર્સિટી, ૧ bowling૭૯. 3. ચારણ, શિવદાનદાસગાયત્રી પ્રકાશન :કરમસદ .સૈદ્ધાંતિક વર્ગીકરણ ., ૧૯૯૧. 4. ગ્રંથાલય વર્ગીકરણ સિદ્ધાંત ૧ થી ૪બાબાસાહેબ આંબેડકર .ડૉ :અમદાવાદ .ઓપન યુનિવર્સિટી, ૨૦૦૮. 5. બરોડિયા, નવીન અને ભૈયા, છગનલાલમૌલિક :અમદાવાદ .ગ્રંથાલય સૂચિકરણ .પ્રકાશન, ૧૯૮૪. 6. ભાવસાર, કિરીટપાર્શ્વ પબ્લિકેશન :અમદાવાદ .૧૯-ડીડીસી ., ૧૯૯૭. 7. ભૈયા, છઅમદાવા .ગ્રંથાલય વર્ગીકરણ પ્રવેશિકા .મ.દગુજરાત યુનિવર્સિટી :, ૧૯૮૧. 8. ભૈયા, છ :અમદાવાદ .ડ્યૂઈ દશાંશ વર્ગીકરણ અને સાપેક્ષ સૂચિ .(.અનુ) .મ.																																																								

	ગૂર્જર, ૧૯૮૮. 9. ભૈયા, છપાર્થ પબ્લિકેશન :અમદાવાદ .ગ્રંથાલય સૂચિકરણ પ્રવેશિકા .મ., ૨૦૧૩. 10. સિંહ, અજયકુમારઅર્જુન પબ્લિશિંગ હાઉસ :નવી દિલ્હી .પુસ્તકાલય સૂચિકરણ ., ૨૦૧૧. 11. શર્મા, પ્રહલાદ.યુનિવર્સિટી પબ્લિકેશન્સ :જયપુર .પુસ્તકાલય સૂચિકરણ . 12. ત્રિપાઠી, એસઅને શૌકીન .એમ., એન :આગ્રા .સૂચિકરણ સિદ્ધાંત કે મૂલતત્વ .એસ. પબ્લિશર્સ .કે.વાય, ૧૯૮૮. 13. ભારદ્વાજ, ચંદ્રભાનુપ્રિન્ટવેલ :જયપુર .સિદ્ધાંત એવમ વ્યવહાર :વર્ગીકરણ . પબ્લિકેશન, ૧૯૮૪. 14. ધ્યાની, પુષ્પાપબ્લિકેશન .એસ.એસ :નવી દિલ્હી .પુસ્તકાલય વર્ગીકરણ ., ૧૯૯૯. 15. Sehgal, R. L. <i>Introduction to D.D.C.</i> New Delhi: Ess Ess Publication, 2005. 16. Satija, M. P. <i>DDC.</i> New Delhi: Ess Ess Publications, 2004. 17. Sehgal, R. L. <i>Cataloguing Manual: AACR-II.</i> New Delhi: Ess Ess Publication, 2005. 18. https://egyankosh.ac.in 19. https://www.baou.edu.in 20. Chan, L. M. (2007). <i>Cataloging and classification: An introduction</i> (3rd ed.). Scarecrow Press. 21. Gredley, E., & Hopkinson, A. (1990). <i>Exchanging bibliographic data: MARC and other international formats.</i> American Library Association. 22. Hagler, R., & Simmons, P. (1991). <i>The bibliographic record and information.</i> American Library Association. 23. Hillmann, D. (2005). <i>Dublin Core metadata.</i> MIT Press. 24. Joint Steering Committee for Development of RDA. (2010). <i>Resource description and access (RDA).</i> American Library Association. 25. Krishan Kumar, & Girija Kumar. (2004). <i>Theory of cataloguing.</i> Vikas Publishing House. 26. Miller, E. (2015). <i>Linked data and BIBFRAME in libraries.</i> MIT Press. 27. Pandey, S. K. (2001). <i>Library cataloguing theory.</i> Sahitya Prakashan. 28. Svenonius, E. (2000). <i>The intellectual foundation of information organization.</i> MIT Press. 29. Taylor, A. G., & Joudrey, D. N. (2009). <i>The organization of information</i> (3rd ed.). Libraries Unlimited.
Teaching Methodology	Classwork, Discussion, Assignment and Practical Work.
Evaluation Method	Internal Assessment: 50 Percentage External Assessment: 50 Percentage

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT

SYLLABUS

Program Name	Bachelor of Library and Information Science (BLISc.)/MLISC					
Semester	II					
NCRF Credit Level	6					
Course Type	Major					
Subject Type	Discipline Specific / Interdisciplinary / Emerging Technology / Vocational Education etc.					
Course Code	205					
Course Level	400-499					
Course Title	(Library Cataloguing Practice)					
Credit	Theory:	0	Practical:	4	Total:	4
Effective Form	Academic Year: June 2026-27					
Course Outcomes	CO1: Apply CCC 5th Ed. rules practically for various authorship types. CO2: Implement AACR2 rules in practical cataloguing scenarios. CO3: Create and format MARC21 records for different document types. CO4: Prepare catalogue entries for corporate bodies and serial publications. CO5: Assign subject headings using Sears List in practical exercises. CO6: Catalogue multi-volume works, composite books, and special materials.					

Course Content	Course Content (Practical Exercises)						
	Unit 1: Anglo American Cataloguing Rules 2 Practical Applications						
	- Exercise 1: Cataloguing single and shared authorship works - Exercise 2: Handling mixed responsibility publications - Exercise 3: Editorial and series publications - Exercise 4: Multi-volume and pseudonymous works						
	Unit 2: Anglo American Cataloguing Rules 2 Practical Implementation						
	- Exercise 5: Practical application of Anglo American Cataloguing Rules 2 rules - Exercise 6: Cataloguing complex authorship scenarios - Exercise 7: Series and multi-volume cataloguing - Exercise 8: Special format cataloguing						
	Unit-3 Classified Catalogue Code 5th Ed. Practical Applications						
	- Exercise 9: Pseudonym and corporate authorship works - Exercise 10: shared authorship works - Exercise 11: Serial publications cataloguing - Exercise 12: Subject heading assignment using Sears List and Introduction to Chain procedure (for CCC)						
Mapping between Cos and PSOs	Unit 4: MARC21 Practical Training						
	- Exercise 9: Introduction to MARC21 format structure - Exercise 10: Creating MARC21 records for books - Exercise 11: MARC21 coding for special materials - Exercise 12: Format integration exercises						
		PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
	CO1						
	CO2						
	CO3						
	CO4						
CO5							
CO6							

Reference Books	Classified catalogue code Resources 1. Ranganathan, S. R. (1988). Classified catalogue code (5th ed.). Sarada Ranganathan Endowment for Library Science. 2. Dubey, J. K. (2023). Cataloguing practice (CCC & AACR-2) (As per NEP 2020). Youth Knowledge Publishers. 3. These support Modules 1 exercises on authorship, series, and multi-volume works. AACR2 Resources 1. Anglo-American Cataloguing Rules. (2005). Anglo-American cataloguing rules (2nd ed., 2002 revision, 2005 update). American Library Association. 2. Aswal, R. S. (2004). AACR2R with MARC21. Ess Ess Publications. 3. Hindi: Library Science Made Easy. (2022). Pustakalay suchikaran evam paddhati [Library cataloguing and codes]. Retrieved from https://librarysciencemadeeasy.blogspot.com 4. Bhaiya, Chhagan, and Pandya Lata. (2013), Cataloging Practice, (According to AACR-2R, 1988 and CCC, Eds 1964) English Gujarati examples. Ahmedabad: Parshva. 5. Chauhan,D.J.(2024) Library Cataloguing Practice,Guj.:Jaipur:Prism Books India. MARC21 Training Books 1. Library of Congress. (2023). Understanding MARC21 standards. INFLIBNET Centre. https://ebooks.inflibnet.ac.in 2. Indira Gandhi National Open University. (n.d.). Unit 11: MARC-21 cataloguing. eGyanKosh. https://egyankosh.ac.in
Teaching Methodology	Teaching Methodology 100% Practical Sessions: 40 hours of lab exercises and hands-on practice Case Studies: Real library cataloguing scenarios Software Training: MARC21 editors and library management systems Individual Practice: Document-based cataloguing exercises Peer Review: Cross-verification of catalogue entries
Evaluation Method	Internal Assessment: 50 Percentage External Assessment: 50 Percentage

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT

SYLLABUS

Program Name	Bachelor of Library & Information Science					
Semester	II					
NCRF Credit Level	6					
Course Type	Major					
Course Sub type	Employ ability / Skill Development					
Subject Type	Discipline Specific					
Course Code	206					
Course Level	400-499					
Course Title	(Library Management: HRD and Strategic Planning)					
Credit	Theory:	4	Practical:	-	Total:	4
Effective Form	Academic Year: June 2026-27					
Course Outcomes	CO1: know about HRD : value and important management techniques of Human Resources Development (HRD) and TQM CO2: understand the meaning and concept Management Information System. CO3: obtain a proper considerate of personnel planning; CO4: students are known about standards and specifications necessary for Physical planning of a library. CO5: To enable students to apply HRD, MIS, and TQM principles for improving organizational efficiency, service quality, and decision-making in library and information centres. CO6: To develop students' practical skills in planning library buildings, space utilization, furniture, equipment, lighting, and layout to ensure functional, user-friendly, and sustainable library environments.					

Course Content	Unit – 1 : HUMAN RESOURCE DEVELOPMENT ➤ Need and Purpose ➤ Components of HRD ➤ Strategic and Operational Planning ➤ Mechanisms ➤ HRD Process HUMAN RESOURCE DEVELOPMENT (HRD) IN INDIAN LIBRARIES AND INFORMATION CENTERS Unit – 2 :MANAGEMENT INFORMATION SYSTEM (MIS) ➤ Definition and Objectives of MIS ➤ Scope, Characteristics and Benefits of MIS ➤ Management Information System for Library Professionals/Managers ➤ Problems and Issues in Developing MIS TOTAL QUALITY MANAGEMENT IN LIBRARY AND INFORMATION CENTERS ➤ How to Use the Principles of TQM in Libraries ➤ Requirements for Implementing TQM in Libraries ➤ Problems in Implementing TQM in Libraries Unit – 3 : PERSONNEL PLANNING ➤ Meaning, Need and Purpose ➤ Elements of personnel planning and policy METHODS AND TECHNIQUES OF PERSONNEL PLANNING ➤ Estimating Manpower Requirements ➤ Recruitment and Selection ➤ Induction and Deployment ➤ Development of Knowledge and Skills ➤ Performance Assessment, Counselling and Coaching ➤ Communication PERSONNEL PLANNING FOR LIBRARIES AND INFORMATION CENTERS IN INDIA Unit – 4 :PHYSICAL PLANNING OF LIBRARY
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	7 MLI-102. Management of Library and Information Centre. Block 1 Unit 3 “TotalQuality Management”. New Delhi: IGNOU, 2005. Print 8 S. Siraj Nissa Begum. “Total Quality Management in the Academic Library.” Library Philosophy and Practice. 5.2 (2005). Print. 9 Davis, Gordon B. and Olson, Margrette H. (1975). Management Information Systems: Conceptual Foundations, Structure and Development. 2nd ed. New YorkMcGraw Hill. 10 Dickson, Gary W. and Wetherbe, James C (1985).” The Management Information Systems. New York:. McGraw Hill. 11 Indira Gandhi National Open University. (1992). School of Management Studies.MS54: Management of Information Systems. New Delhi IGNOU. 12 Kanter, Jerome (1990). Management Information System System (MIS) . 3rd ed. New Delhi: Prentice Hall of India. 13 Anthony; L. J. (1975). Planning Library and Information Services. In: Batten, W.E. (ed.). Handbook of Special Librarianship and Information Work. London: Aslib, pp. 8-71. 14 Brown, Carol R. (1989). Selecting Library Furniture; A Guide for Librarians, Designers and --Architects. Arizona: Oryx Press,: 15 Kaula, P. N. (1971). Library Building Planning and Design. Delhi: Vikas Publications. 13 Langmead, Stephen and Beckman, Margaret (1970). New Library Design: Guidelines to Planning Academic Library Buildings. Toronto: John Wiley. 14 https://egyankosh.ac.in
Teaching Methodology	Class work, Discussion, Assignment And Practical
Evaluation Method	Internal Assessment: 50 Percentage External Assessment: 50 Percentage

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT						
SYLLABUS						
Program Name	Bachelor of Library & Information Science					
Semester	II					
NCRF Credit Level	6					
Course Type	Summer Internship					
Subject Type	Discipline Specific					
Course Code	207					
Course Level	400-499					
Course Title	Internship Program					
Credit	Theory:	-	Practical:	4*	Total:	4*
Effective Form	Academic Year: 2026-27					
Course Outcomes	- To train the students in practical librarianship in the working environment of the library by deputing them in different types of libraries for a period of 30 days (120 hours). - To train them in preparing the Internship Report in a prescribed format based on their practical training and learning. - To bridge the gap between theoretical master's level concepts and practical library administration, organization, and automated operations.					
Course Content	UNIT- I: Internship Program Structure ➤ A. Report on Internship Program ➤ B. Viva-Voce					
Mapping between Cos and PSOs		PSO1	PSO2	PSO3	PSO4	PSO5
	CO1					
	CO2					
	CO3					
Teaching Methodology	Hands on Daily Practice, live Demonstrations & Mentorship and Project					
Evaluation Method	Internal Assessment: 50 Percentage External Assessment: 50 Percentage					

Rules & Guidelines (Note):

- **Compulsory Training:** Each student shall have to undergo an Internship Program at a library, selected or approved by the Department, for a strictly mandated period of **30 days (comprising 120 working hours)**.
- **Timing:** This internship must be undertaken immediately in Second Semester.
- **Mark sheet Integration:** The internship carries a weightage of **4 Credits**. These credits, along with the corresponding grades/marks for the Internship Report and Viva-Voce, will be explicitly added and displayed on the student's final M.L.I.Sc. Mark sheet.
- **Result Declaration:** The final degree results will be withheld until the successful completion of the internship and the submission of the verified Internship Report.