SURESH GYAN VIHAR UNIVERSITY

Bachelor of Library & Information Science (B. Lib. I. Sc.)

Program Project Report (PPR)
2024-25

SGVU Distance Education

Centre for Distance & Online Education (CDOE)

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Program Mission and Objectives

Suresh Gyan Vihar University, Jaipur, established in 2008, is a leading private university of Rajasthan. SGVU, Jaipur is accredited with Grade A+ by National Assessment and Accreditation Council (NAAC), offers courses like Engineering, Management, hotel Management, Pharmacy, Arts, Humanities, Law, Agriculture, B.lib etc. in conventional mode. SGVU is renowned for its innovative academic practices, brilliance in technical education and consultancy to high profile industries. The program's mission is to impart, train and transform a student completely for high caliber competence through latest concepts and technology and equip the students as per the demands of the industry.

The program aims to achieve the following objectives

i.   To provide an opportunity to get a B.Lib.I.Sc (Bachelor of Library & Information Science) degree to those who find it difficult or even impossible to pursue regular B.Lib.I.Sc. course at a university either due to their job commitments or certain other circumstances.

ii.   To help the learners, study at their own pace, from their own chosen place.

iii.   To develop skills in matters related to library Science.

iv.   To create an additional avenue of self-employment and also to benefit various institutions by providing them with suitable qualified persons.

v.   To develop Information Technology skills in the students, which now a days is essential in library science.

Program Relevance with the University Mission & Goals

Suresh Gyan Vihar University (SGVU) was established with a vision to become a university with commitment to excellence in education, research and innovation aimed towards human advancement.

 The proposed program is highly relevant to the SGVU's mission i.e.

●   Facilitate holistic education through knowledge sharing, skilling, research, and entrepreneurial development.

●   Integrate academic and industrial collaborations towards nation's development.

●   Mentor students' physical, mental, emotional, secular, and spiritual attributes to become

a valued human resource as it aims to provide quality education to those aspiring candidates who are deprived of higher education due to the limited number of intakes in the conventional mode of education in the Universities.

Moreover, to keep the quality intact the curriculum and syllabus has been designed at par with the conventional mode keeping in mind the specific needs and acceptability of the learners' ODL mode and in keeping with the aims and objectives of the University also ensures the industry and future skills relevance.

Nature of Prospective Target Group of Learners

The curriculum of B.Lib.I.Sc is designed in such a way that it helps the students to become not only more employable but also encourage them to become entrepreneurs. Primarily the target group of learners will be:

● Those deprived of admission in the regular mode due to limited intake capacity.

● Those employed in various organizations who desire to pursue higher education as a passion or as a means for movement up the promotional ladder.

● Drop outs primarily due to social, financial, and economic compulsions as well as demographic reasons.

● Population of any age and those living in remote areas where higher education institutes are not easily accessible.

Program Appropriateness for conduction in ODL mode

Conducting a Bachelor of Library Science (B.Lib.I.Sc) program in Open and Distance Learning (ODL) mode is highly appropriate and effective for acquiring specific skills and competencies in the field. A well-structured ODL program can effectively prepare students for professional roles in library science, equipping them with the necessary competencies to succeed in the field.

PROGRAMME OUTCOMES (PO)

- PO 1: Illustrate knowledge as mapped in different classification schemes.
- PO 2: Compile book numbers and be able to use index of the classification scheme.
- PO 3: Understand the nature and functions of School Library and Media Centre

- PO 4: Know the standards for bibliographic interchange and communication
- PO 5: Identify and state the features of telecommunication channels, modes, media, modulation, standards, and protocols.

PROGRAMME SPECIFIC OUTCOMES (PSO)

- PSO 1: Students will be able to understand the nature and functions of School Library and Media Centre.
- PSO 2: Learn how to express the meaning, purpose, functions, theories and canons of library classification
- PSO 3: Student will be able to understand the concept of library resource sharing and consortia
- PSO 4: Students will learn to carry out various operations of Library and Information Centers.
- PSO 5: Learners will understand the development of libraries

Instructional Design

Curriculum Design

The curriculum is designed by experts in the field of library science and have considered to include relevant topics that are contemporary and create environmental awareness. It is approved by the BoS (Board of Studies), the CIQA (Centre for Internal Quality Assurance), and the AC (Academic Council) of university.

Faculty Requirement

Name of Program	Faculty Required	Faculty Available	Name of Faculty	Designation	Date of Joining
Bachelor of Library and Information Science	2	2	Dr. Pramod Singh	Assistant Professor	11/07/2021
			Dr. Alam Tab	Assistant Professor	14/10/2024

Instructional Delivery:

- Interacting with learning materials (Hard Copy Textbooks)

- Delivery of Learning Materials through SLM

- Personal Mentor Available

- Personal Contact Programme (PCP) conducted at campus on Saturday and Sunday

Bachelor of Library and Information Science (Regular & Distance Mode)

Year: I   Semester: AUTUMN/PAVAS

S. No.	Course Code	Course Name	Credits	Contact Hours per week			Exam Hrs.	% Weightage	
				L	T/S	P		CIE	ESE
1	LIS-101	Library, Information and Society	4	4			3	30	70
2	LIS-102	Library Management and Information Centre	4	4			3	30	70
3	LIS-103	Information Services and Sources	4	4			3	30	70
4	LIS-104	Fundamentals of Information Technology	4	4			3	30	70
5	LIS-105	Basic Communication Skills	4	4			3	30	70
6	LIS-106	Project	4			2	2	30	70
		TOTAL	**24**						

Year: I   Semester: SPRING/BASANT

S. No.	Course Code	Course Name	Credits	Contact Hours per week			Exam Hrs.	% Weightage	
				L	T/S	P		CIE	ESE
1	LIS-201	Information Management and Organization	4	4			3	30	70
2	LIS-202	Information Services and Products	4	4			3	30	70
3	LIS-203	Document Processing	4	4			3	30	70
4	LIS-204	Information Technology Lab	4	4			3	30	70
5	LIS-205	Project	4			2	2	30	70
		TOTAL	**20**						

L= Lecture	**T=Tutorial**	**CIE=Continuous Internal Evaluation**
S= Seminar	**P= Practical**	**ESE= End Semester Examination**

Syllabus

LIS-101 LIBRARY, INFORMATION AND SOCIETY

UNIT 1: LIBRARIES, INFORMATION AND KNOWLEDGE-BASED SOCIETY- Libraries - Role of Libraries in Society, Information and its Impact on Society, Information Society- Evolution of the Concept, Knowledge Society-Characteristics, Establishment and Economy

UNIT 2 : TYPES OF LIBRARIES- Introduction, Types of Library Models, Specific Functions and Services Based on Library Type, Importance of Libraries

UNIT 3 : INFORMATION INSTITUTIONS- Information Institutions :Introduction, Functions and Services, Importance of Information Institutions, Role of Information Institutions in Knowledge Dissemination

UNIT 4 : LAWS OF LIBRARY SCIENCE-First Law: Books Are for Use, Second Law: Every Reader His or Her Book, Third Law: Every Book Its Reader, Forth Law: Save the Time of the User, Fifth Law: The Library is a Growing Organism

UNIT 5 : LIBRARY LEGISLATION ANDMODEL PUBLIC LIBRARY ACTS/ BILLS- State Policy for Library and Information Services, Need for Library Legislation, Components of Library Legislation, Model acts/Bills, Indian Public Library Legislation.

UNIT 6 : LIBRARY LEGISLATION IN INDIAN STATES – THEIR SALIENT FEATURES- Introduction, Legislations Studied , Comparison of the Ten Acts, Challenges in Implementing Library Legislation Opportunities in Library Legislation.

UNIT 7 : OTHER INFORMATION RELATED LEGISLATIONS- RTI, IT ACT, IPR, PATENT ACT AND CYBER LAWS

UNIT 8: RESOURCE SHARING- Introduction, Types **of Resource Sharing, Benefits of Resource Sharing in Libraries, Challenges in Resource Sharing,** Methods of Resource Sharing, Tools and Technologies for Resource Sharing.

UNIT 9 : LIBRARY AND INFORMATIONNETWORKS AND CONSORTIA- Introduction, Global Library Networks and Consortia: Overview, Functions, Examples, Benefits ,Role of Technology in Library Networks and Consortia

UNIT 10 : LIBRARY AND INFORMATION NETWORKS AND CONSORTIA:NATIONAL AND INTERNATIONAL- Indian Library Networks and Consortia, Library Networks in India: A Growing Phenomenon, Library Consortia: Collaborative Models in India, Role of Technology in Enhancing, Library Networks and Consortia, Challenges Faced by Indian Library Networks and Consortia

UNIT 11 : LIBRARIANSHIP AS A PROFESSION- Introduction, Characteristics of a Profession, Library andInformation Science (LIS) As A Profession, Evolution of the LIS Profession, LIS Profession in India, Qualifications and Skills Required for Librarianship

UNIT 12 : ETHICAL ISSUES IN LIBRARIANSHIP- Introduction, General Ethics, Professional Ethics, Code of Ethics for LIS Professionals, Facets Of LIS Code Of Ethics, Issues and Problems

UNIT 13 : ROLE OF PROFESSIONAL ASSOCIATIONS- Professional Associations: Introduction, Need and Importance , Functions of Professional Associations, Association for information Management (ASLIB) Address, Major Professional Associations in Librarianship, Ethical Considerations and Responsibilities

UNIT 14 : ORGANISATIONS AND INSTITUTIONS INVOLVED IN THE DEVELOPMENT OF LIBRARYAND INFORMATION SERVICES- Introduction, Organizations and Institutions Involved, Contributions of Organizations and Institutions, Organizations contribute in different ways to improving access to information, Importance of Collaboration Between Institutions.

LIS-105 BASIC COMMUNICATION SKILLS

UNIT 1 : THE BASIC AND SOCIAL SKILLS-Introduction, Basic Communication Skills, Importance of Basic Communication Skills, Social Skills in Communication, Importance of Social Skills

UNIT 2 : INTRODUCING THE INSTITUTION-Introduction, Mission Statement, Vision Statement, Core Values, Achievements and Legacy, Infrastructure and Facilities, Community Engagement

UNIT 3 : PREPARING YOUR PORTFOLIO AND PROFILE-Introduction, Understanding the Purpose of a Profile and Portfolio, Building a Strong Professional Profile, Portfolio Basics, Designing and Organizing Your Portfolio, Tailoring Your Profile and Portfolio

UNIT 4 : PREPARING YOUR RESUME /CURRICULUM VITAE- Introduction, Understanding the Purpose of a Resume, Types of Resumes, Key Sections of a Resume, Tailoring Your Resume, Formatting and Design, Common Mistakes to Avoid.

UNIT 5 : THE JOB INTERVIEW- Introduction, Preparing for a Job Interview, The Different Types of Job Interviews, Mastering Interview Techniques, Cultural Considerations in Job Interviews, The Role of Technology, The Psychology of Job Interviews.

UNIT 6: PRESENTATION SKILLS-Introduction, Preparation and Structuring a Presentation, Verbal Communication Skills, Non-Verbal Communication Skills, Engaging the Audience, Visual Aids and Multimedia, Managing Nervousness and Building Confidence.

UNIT 7 : TELEPHONE SKILLS- Introduction, Professional Telephone Etiquette, Handling Inbound and Outbound Calls, Call Transfers and Voicemail Management, Time Management and Call Efficiency, Handling Language Barriers, Privacy and Confidentiality

UNIT 8 : GROUP DISCUSSIONS- Introduction, Current Affairs & Global Issues, Technology & Innovation, Economy & Business, Environmental & Sustainability Issues, Ethics & Philosophy

UNIT 9 : BODY LANGUAGE-Introduction, The Psychology behind Body Language, Reading Facial Expressions, The Power of First Impressions, Mirroring and Synchrony, Understanding Posture

UNIT 10 : THE WRITING SKILL: SOME BASIC GUIDELINES-Introduction, Understand Your Purpose and Audience, Plan Your Structure, Clarity and Conciseness, Develop a Strong Vocabulary

UNIT 11: INTERNAL CORRESPONDENCE AT THE WORKPLACE-Introduction, The Importance of Clear and Effective Internal Communication, Types of Internal Correspondence: Email, Memos, and Instant Messaging, Creating a Communication Protocol for Teams, The Rise of Digital Communication Tools in the Workplace, Conflict Resolution through Internal Communication, The Future of Internal Communication: AI, Automation, and Chat bots

UNIT 12 : EXTERNAL CORRESPONDENCE AT THE WORKPLACE-Introduction , Writing Professional Business Letters, Email Etiquette and Best Practices, Memo Writing for External Stakeholders, Legal and Ethical Aspects of External Communication, Crisis Communication and Managing Difficult Situations

UNIT 13 : BASIC FEATURES OF PROPOSALS-Introduction, Title of the Proposal, Target Audience, Timeline and Deliverables, Promotion Strategy, Call to Action (CTA)

UNIT 14 : WRITING REPORTS-Introduction, Business and Work Reports, Academic and Educational Reports, Technical and Research Reports, Health and Safety Reports, Government and Policy Reports, Environmental and Social Reports

UNIT 15 : QUESTIONNAIRE METHOD-Types of Questionnaires, Designing a Questionnaire, Sampling Methods, Validity and Reliability, Ethical Considerations, Data Collection and Analysis

LIS-103 INFORMATION SERVICES AND SOURCES
UNIT 1 : CATEGORIZATION OF SOURCES-Introduction, Types of Sources, Evaluating Sources, Using Sources Effectively
UNIT 2 : PRIMARY SOURCES-Introduction , Types of Primary Sources, Evaluating Primary Sources, Using Primary Sources Effectively
UNIT 3 : SECONDARY AND TERTIARY SOURCES-Characteristics of Secondary Sources, Characteristics of Tertiary Sources, Evaluating Secondary and Tertiary Sources, Integrating Secondary and Tertiary Sources
UNIT 4 : CRITERIA OF EVALUATION –Introduction, Key Criteria for Evaluation, Applying Evaluation Criteria in Practice, Challenges in Evaluation
UNIT 5 : HUMANS AS SOURCES OF INFORMATION-Introduction, Types of Human Sources, Interviewing Humans as Sources, Ethical Considerations in Using Humans as Sources
UNIT 6 : INSTITUTIONS AS SOURCES OF INFORMATION-Types of Institutions as Information Sources, Characteristics of Reliable Institutional Information, Techniques for Accessing Institutional Information, Challenges and Ethical Considerations
UNIT 7: MEDIA AS SOURCES OF INFORMATION-Introduction ,Types of Media as Information Sources, Reliability and Credibility of Media Sources, Media's Role in Shaping Public Perception, Ethical Considerations in Media Consumption and Creation.
UNIT 8 : INFORMATION SERVICES: AN OVERVIEW-Types of Information Services, Characteristics of Effective Information Services, Techniques for Accessing Information Services, Challenges and Ethical Considerations
UNIT 9 : TYPES OF SERVICES: REFERENCE SERVICE, CAS, ETC.- Introduction, Reference Services, Current Awareness Services (CAS) Services, Selective Dissemination of Information (SDI)
UNIT 10 : LITERATURE SEARCH AND DATABASE SERVICES-Literature Search: Concept and Importance, Tools and Techniques for Effective Searches, Navigating Databases, Evaluating and Organizing Search Results
UNIT 11 : USER EDUCATION AND INFORMATION LITERACY-Introduction , Importance of User Education, Components of Information Literacy, Teaching Information Literacy, Tools and Technologies for Information Literacy
UNIT 12 : USER STUDIES-Introduction , Importance of User Studies, Assessing User Needs, Analyzing User Behaviour, Applications of User Studies
UNIT 13 : INFORMATION USE STUDIES-Introduction , The Concept and Scope of Information Use Studies, Methodologies in Information Use Studies, Applications of Information Use Studies
UNIT 14 : MARKETING OF INFORMATION SERVICES-Introduction , The Importance of Marketing in Information Services, Marketing Strategies and Tools for Information Services, Measuring the Impact of Marketing Efforts

LIS-104 FUNDAMENTALS OF INFORMATION TECHNOLOGY

UNIT 1: INTRODUCTION OF INFORMATION TECHNOLOGY-Introduction, Components of IT, Evolution of IT, Applications of IT

UNIT 2 : BASICS OF COMMUNICATION TECHNOLOGY-Introduction, Components of Communication Technology, Evolution of Communication Technology, Applications of Communication Technology

UNIT 3: INTRODUCTION OF NETWORK TECHNOLOGY-Introduction, Components of Network Technology Types of Networks , Network Topologies, Challenges in Networking

UNIT 4: CONVERGENCE OF TECHNOLOGIES-Introduction, Drivers of Technology Convergence, Examples of Technology Convergence, Challenges and Ethical Considerations

UNIT 5: OFFICE TOOLS: **WORD PROCESSING, PRESENTATION AND SPREADSHEETS**-Introduction, Word Processing , Presentation Software, Spreadsheets

UNIT 6: DATABASE MANAGEMENT SYSTEMS-Introduction, Types of Databases, Architecture of DBMS, Components of DBMS, Data Models

UNIT 7: MULTIMEDIA-Introduction, Components of Multimedia, Applications of Multimedia, Tools for Multimedia Development, Principles of Effective Multimedia

UNIT 9: COMMUNICATION PROTOCOLS AND NETWORK ADDRESSING, Introduction, Communication Protocols, Network Addressing.

UNIT 10: PROTOCOL ARCHITECTURES-Protocol Architecture, The OSI Model, The TCP/IP Model, Encapsulation and DE capsulation

UNIT 11: NETWORK APPLICATIONS AND MANAGEMENT-Introduction ,Types of Network Applications ,Principles of Network Management , Tools for Network Management

UNIT 12 : NETWORK SECURITY-Introduction, Principles of Network Security, Security Mechanisms and Protocols, Building a Secure Network

UNIT 13: EMAIL AND E-MESSAGING-Introduction, History and Evolution of Email and E-Messaging, Key Components of Email and Messaging Systems, Protocols and Technologies

UNIT 14: WORLD WIDE WEB (WWW) & SEARCH ENGINES-Introduction, Components of the WWW, Search Engines: Functionality and Importance, Best Practices for Effective Searching

UNIT 15 : INTERACTIVE AND DISTRIBUTIVE-Introduction ,Components and Technologies Enabling Interactivity and Distribution, Applications of Interactive and Distributive Systems, Advantages and Challenges

LIS-102 LIBRARY MANAGEMENT AND INFORMATION CENTRE
UNIT 1: PRINCIPLES AND FUNCTIONS OF MANAGEMENT-Introduction, Planning , Organizing, Staffing, Directing, Controlling
UNIT 2: TOTAL QUALITY MANAGEMENT-Introduction, Principles of Total Quality Management, Key Tools and Techniques in TQM, Continuous Improvement
UNIT 3: CHANGE MANAGEMENT-Introduction to Change Management, Types of Change in Organizations, Key Change Management Models, Role of Leadership in Change Management, Resistance to Change
UNIT 4 : APPLICATION OF PRINCIPLESOF MANAGEMENT IN LIBRARYAND INFORMATION CENTRES-Introduction, Planning in Library Management, Organizing Resources and Tasks, Staffing in Libraries, Directing and Leadership in Library Management, Controlling and Performance Evaluation
UNIT 5 : BASIC HOUSEKEEPING OPERATIONS PART-1: Introduction, Guest Room Cleaning, Laundry Operations, Sanitation and Safety Protocols
UNIT 6 : BASIC HOUSE KEEPING OPERATIONS PART 2-Introduction, Room Cleaning Procedures, Laundry and Linen Management, Cleaning Chemicals and Tools, Health and Safety in Housekeeping
UNIT 7 : PHYSICAL INFRASTRUCTUREPLANNING- Introduction, Understanding Physical Infrastructure, Key Factors Influencing Physical Infrastructure Planning, Challenges in Physical Infrastructure Planning, Best Practices in Physical Infrastructure Planning
UNIT 8 : MAINTENANCE AND PLANNINGPRESERVATION-Introduction, Types of Maintenance Practices, Maintenance Planning and Scheduling, Preservation Techniques, Life Cycle Management
UNIT 9 : DISASTER MANAGEMENT-Introduction, Types of Disasters, Disaster Preparedness, Disaster Response, Disaster Mitigation, Disaster Recovery
UNIT 10 : SOURCES OF FINANCE AND RESOURCE MOBILISATION-Introduction, Internal Sources of Finance, External Sources of Finance, Resource Mobilization Strategies, Challenges in Resource Mobilization
UNIT 11 : BUDGETING TECHNIQUES-Zero-Based Budgeting (ZBB), Incremental Budgeting, Flexible Budgeting, Capital Budgeting, Performance-Based Budgeting, Program Budgeting, Priority-Based Budgeting**.**
UNIT 12 :BUDGET PREPARATION-Types of Budgets, Steps in Budget Preparation, Budgeting Methods, Importance of Budgeting, Budget Variance Analysis
UNIT 13 :BASICS OF HUMAN RESOURCE MANAGAEMENT-Introduction, Functions of HRM, Strategic HRM, Challenges in HRM, Trends in HRM
UNIT 14 :HUMAN RESOURCE PLANNING-Introduction, Importance of Human Resource Planning, Key Components of HRP, HRP Process, Challenges in HRP, Strategic Role of HRP
UNIT 15 :HUMAN RESOURCEDEVELOPMENT-Introduction, Importance of HRD in Organizations, Components of HRD, HRD Process, Evaluation Models in HRD, Trends in HRD

LIS-201 INFORMATION MANAGEMENT AND ORGANIZATION

UNIT 1: BASIC CONCEPTS OF CLASSIFICATION-Introduction, Principles of Classification, Types of Classification, Tools and Technologies in Classification

UNIT 2: TYPES OF CLASSIFICATION-Introduction , Hierarchical Classification, Faceted Classification Alphabetical Classification, Numerical and Statistical Classification

UNIT 3: POSTULATIONAL APPROACH-Introduction, Fundamentals of the Postulational Approach, Scientific Theories and the Postulational Approach, Logic and Philosophy

UNIT 4: COMPARATIVE STUDY OFSCHEMES OF CLASSIFICATION-Introduction, Dewey Decimal Classification (DDC), Library of Congress Classification (LCC), Colon Classification (CC), Universal Decimal Classification (UDC)

UNIT 5: BASIC CONCEPTS OF LIBRARY CATALOGUE-Introduction, Purpose and Objectives of a Library Catalogue, Types of Library Catalogues, Traditional vs. Digital Library Catalogues

UNIT 6: TYPES AND FORMS OF CATALOGUES-Introduction, Classified Catalogue, Dictionary Catalogue, Subject Catalogue, Forms of Catalogues

UNIT 7: FORMATS AND STANDARDS-Definition and Importance of Formats and Standard,Types of Formats and Standards, Development and Implementation of Standards, Key Organizations in Standards Develop

UNIT 8: CATALOGUING OF NON-BOOK MATERIAL- Introduction, Non-Book Material, Principles of Cataloguing Non-Book Materials, Cataloguing Tools and Standards

UNIT 9: BASICS OF SUBJECT INDEXING-Introduction , Definition and Importance of Subject Indexing, Types of Subject Indexing, Tools and Standards in Subject Indexing, Techniques of Subject Indexing

UNIT 10: INDEXING LANGUAGES-Definition and Importance of Indexing Languages, Types of Indexing Languages, Tools and Techniques in Indexing Languages, Application of Indexing Languages

UNIT 11: INDEXING TECHNIQUES-Introduction, Concept of Indexing, Types of Indexing Techniques, Optimizing Query Performance

UNIT 12: CONCEPTUAL CHANGES: IMPACT OF TECHNOLOGY-Introduction Impact on Communication and Information Sharing Economic and Workplace Transformations Cultural and Social Dynamics

UNIT 13: ONLINE CATALOGUES: DESIGNAND SERVICES-Introduction Concept and Importance of Online Catalogues Design Principles of Online Catalogues Services Offered by Online Catalogues

UNIT 14: OVERVIEW OF WEB INDEXING,METADATA, INTEROPERABILITYAND ONTOLOGIES-Introduction, Web Indexing Metadata Interoperability Ontologies

LIS-202 INFORMATION SERVICES AND PRODUCTS

UNIT 1: LITERATURE SEARCH AND BIBLIOGRAPHIC SERVICES-Introduction, The Importance of Literature Search, Conduct an Effective Literature Search, Bibliographic Services, Citation and Referencing

UNIT 2: CURRENT AWARENESS SERVICES (INCLUDING SDI AND ALERTING SERVICES)- Introduction, Current Awareness Services (CAS), Selective Dissemination of Information (SDI), Alerting Service

UNIT 3 : ABSTRACTING, DIGEST AND NEWSPAPER CLIPPING SERVICES- Introduction, Abstracting Services, Digesting Services, Newspaper Clipping Service

UNIT 4: REFERRAL SERVICE- Introduction, The Referral Process, Key Elements of Referral, Ethical and Legal Considerations, Collaboration and Networking, Common Challenges in Referral Services

UNIT 5: INFORMATION ANALYSIS- Introduction, Understanding Information Analysis, Types of Data in Information Analysis, Methods of Information Analysis, Tools for Information Analysis, Applications of Information Analysis

UNIT 6: INFORMATION CONSOLIDATION AND REPACKAGING - Introduction, Information Consolidation, Repackaging Information, Tools for Information Consolidation and Repackaging, Techniques of Repackaging Information

UNIT 7: INFORMATION ANALYSIS AND CONSOLIDATION PRODUCTS - Introduction, The Importance of Information Analysis, Data Collection and Integration, Techniques for Information Consolidation, Analyzing Consolidated Data, Presenting the Results.

UNIT 8: DOCUMENT DELIVERY SERVICE: AN OVERVIEW- Introduction, Types of Document Delivery Services**,** Technology behind Document Delivery, Challenges in Document Delivery

UNIT 9: ELECTRONIC DOCUMENTDELIVERY SERVICE - Introduction, Understanding EDDS, Components of EDDS, Security in EDDS, Challenges and Risks, Future of EDDS.

UNIT 10: TRANSLATION SERVICE - Introduction, Types of Translation, Translation Process, Challenges in Translation, Ethical Considerations in Translation

UNIT 11: WEB SHARING -Types of Web Sharing, Tools for Web Sharing, Privacy and Security in Web Sharing**,** Ethical and Legal Considerations, Impact of Web Sharing

UNIT 12: COLLABORATIVE CONTENTDEVELOPMENT - Introduction, The Importance of Collaboration in Content Development, Tools and Platforms for Collaborative Content Development, Benefits of Collaborative Content Development, Challenges of Collaborative Content Development

UNIT 13: WEB MARKETING - Introduction, SEO (Search Engine Optimization), PPC Advertising, Content Marketing, Social Media Marketing, Email Marketing, Analytics and Conversion Rate Optimization

LIS-203 DOCUMENT PROCESSING
UNIT 1: INTRODUCTION TO STRUCTURE AND ORGANIZATION-Introduction, Understanding Organizational Structure, The Importance of Structure in Organizations, Principles of Effective Organization
UNIT 2: DEFINITIONS, NOTES AND INSTRUCTIONS-Introduction, Importance of Definitions, Types and Uses of Notes, Writing Effective Instructions
UNIT 3: INTRODUCTION TO THREE SUMMARIES AND STEPS IN CLASSIFYING DOCUMENTS-Introduction, Types of Summaries, Steps in Classifying Documents
UNIT 4: RELATIVE INDEX AND ITS USE- Introduction, Relative Index, Structure of a Relative Index, Using the Relative Index in Document Classification
UNIT 5: STUDY OF TABLES AND SCHEDULES- Introduction, Understanding Tables of Schedules, Components of Tables of Schedules, Application in Document Classification
UNIT 6: AUXILIARY TABLES AND DEVICES-Introduction, Auxiliary Tables, Types of Auxiliary Tables Role of Auxiliary Devices
UNIT 7: PRACTICAL CLASSIFICATION-Introduction , Principles of Practical Classification, Types of Classification, Tools and Technologies for Classification, Challenges in Practical Classification
UNIT 8: AACR-2R: PRELIMINARIES-Introduction, Structure and Principles of AACR-2R, Bibliographic Description in AACR-2R, Access Points and Authority Control, Applications and Limitations of AACR-2R
UNIT 9: CHOICE AND RENDERING OF HEADINGS AND STATEMENT OF RESPONSIBILITY-Introduction ,Choice of Headings, Rendering of Headings, Statement of Responsibility, Importance of Choice and Rendering
UNIT 10: CATALOGUING MULTI-VOLUMES, SERIAL PUBLICATIONS AND NON-PRINT MEDIA- Introduction, Cataloguing Multi-Volume Works, Cataloguing Serial Publications, Cataloguing Non-Print Media
UNIT 11: MARC-21 CATALOGUING-Introduction , Structure of MARC-21 Records, Key MARC-21 Fields and Their Functions, Using MARC-21 for Library Automation
UNIT 12: STRUCTURE OF SEARS LIST OFSUBJECT HEADINGS (18TH EDITION)- Introduction ,Purpose and Principles of the Sears List, Components of the Sears List, Updates in the 18th Edition, Applications in Cataloguing
UNIT 13: KEYWORD INDEXING-Introduction ,Concept and Principles of Keyword Indexing, Comparison with Other Indexing Methods, Tools and Techniques in Keyword Indexing, Applications and Challenges of Keyword Indexing
UNIT 14: CHAIN INDEXING (DDC – 19TH EDITION)- Introduction, Principles of Chain Indexing, Application of DDC-19th Edition in Chain Indexing, Modern Relevance of Chain Indexing,

LIS-204 INFORMATION TECHNOLOGY LAB
UNIT 1: INTRODUCTION TO LIBRARY AUTOMATION-Introduction, Types of Library Automation Systems, Key Components of Library Automation, Benefits and Challenges of Library Automation, Future Trends in Library Automation
UNIT 2: LIBRARY AUTOMATION PROCESSES-Introduction, Library Automation Overview, Components of Library Automation, Automation of Core Library Processes, Advantages of Library Automation Challenges in Library Automation, Future Trends in Library Automation
UNIT 3: LIBRARY AUTOMATION – SOFTWARE PACKAGES-Introduction, Integrated Library Systems (ILS), Koha Software ,Libsys ,Ex Libris Alma
UNIT 4: LIBRARY AUTOMATION: APPLICATION OF OPEN SOURCE SOFTWARE-Introduction, Library Automation and its Importance, Open Source Software in Library Automation, Popular Open Source Library Automation Software**,** Challenges in Implementing Open Source Library Automation**,** Impact of Library Automation on Library Services**.**
UNIT 5: INTRODUCTION TO DIGITAL LIBRARY-Components of a Digital Library, Types of Digital Libraries**,** Technologies and Standards in Digital Libr, Digital Preservation Challenges, Future Trends in Digital Libraries
UNIT 6: DIGITISATION PROCESS-Digitization, Technologies Used in Digitization, Applications of Digitization, Challenges in Digitization
UNIT 7: CREATING DIGITAL LIBRARIES USING DSPACE-Introduction to DSpace, Creating a Digital Library Using DSpace, Metadata Standards in DSpace ,Preserving Digital Content ,Providing Access to Digital Libraries
UNIT 8: CREATING DIGITAL LIBRARIES USING GSDL-Introduction, Understanding Digital Libraries Overview of Greenstone Digital Library (GSDL) ,Creating a Digital Library with GSDL Managing and Distributing Digital Libraries

Procedure for Admission, Curriculum Transaction and Evaluation

The proposed program in ODL mode will be conducted by CDOE-SGVU with the support of various departments of the University. Eligibility criteria, course structure, detailed curriculum, duration of program and evaluation criteria shall be approved by Board of Studies and Academic Council, SGVU, Jaipur which are based on UGC guidelines for the program which comes under the purview of ODL and mode for award of Degree. Details of Procedure for admission in which eligibility criteria for admission and fee structure of the course, Curriculum includes Program delivery, norms for delivery of courses in ODL mode, use of IT services to academic support services, course design academic calendar and Evaluation which includes Distribution of Marks in Continuous internal assessments, Minimum Passing criteria and system of Grading formats are given in detail as under.

Procedure for Admission

Students who will seek admission in B.Lib.I.Sc (Bachelor of Library & Information Science) program to apply through its website www.sgvu.edu.in.

Minimum Eligibility Criteria for Admission

The minimum eligibility criteria for admission in ODL B.Lib.I.Sc (Bachelor of Library & Information Science) program is a pass in Bachelor's (any stream).

Program Fee and Financial Assistance Policy

Program fees for students for proposed B.Lib.I.Sc (Bachelor of Library & Information Science) in various streams offered by CDOE-SGVU Jaipur is Rs. 11,000 Per year tuition fees and 3000 per year examination fees.

Program Delivery

The curriculum will be delivered through the Self Learning Materials (SLMs) supported by various learning resources including audio-video aids.

Academic Calendar

S. No.	Name of the Activity	Tentative months schedule during year			
		From (Month)	To (Month)	From (Month)	To (Month)
1	Admission	Jul	Sep	Jan	Feb
2	Assignment Submission (if any)	Oct	Nov	April	May
3	Evaluation of Assignment	Nov	Dec	May	June
4	Examination	Dec	Jan	June	Jul
5	Declaration of Result	Feb	Mar	Aug	Sep
6	Re–registration	Jan	Feb	Jul	Sep
7	Distribution of SLM	Jul	Sep	Jan	Feb
8	Contact Program, Counselling, Practical, etc.)	Nov	Dec	May	June

Evaluation

The evaluation shall include two types of assessments-

1. Continuous Assessment in the form of assignments (30% Weightage).

2. End Semester Examination, which will be held at the SGVU campus (70% Weightage).

Minimum Passing percentage

The marks of both the components (continuous assessment & end semester exam evaluation) of a course shall be added to get total marks out of 100. Minimum passing marks in end semester examinations/overall in each course shall be as follows:

• For UG program:

End semester examination: 30%, Total Marks: 37%

• For PG program:

End semester examination: 40%, Total Marks: 46%

Marks and Grades

Grades & Grade Points

a. At the end of the Semester / Year every student is assigned a 'Letter Grade' based on his/her performance over the semester in all courses for which he/she had registered.

b. The letter grade and grade point indicate the results of quantitative and qualitative assessment of the student's performance in a course.

c. There are seven letter grades: S, A+, A, B+, B, C, D, F that have grade points with values distributed on a 10-point scale.

Requirement of the Laboratory Support and Library Resources

The university is having the state-of-the-art computer labs and the associated peripherals to support any number of students at a given point of time, the students can learn and carry out in length research activities at the computer labs in the SGVU, Campus as far as the course of Bachelor and Library Science is concerned.

Library Resources

CDOE-SGVU has excellent library with all the books required for the course learning and reference books for the course of B.Lib.I.Sc (Bachelor of Library & Information Science)Adequate online learning links and e-learning materials will also be providedto students which will be support students in their learning cycle.

Cost Estimate of the Program and the Provisions

The Estimate of approximate Cost & Budget could be as follows (all figures on Annual basis):

1. Salaries: Rs. 60,00,000/- (Approx).

2. Travel: Rs. 30,000/- (Approx).

3. Seminars: Rs. 2,00,000/- (Approx).

4. SLM Preparation, Printing, Distribution: Rs. 3,00,000/- (Approx).

5. Library & e-resources (including membership like DELNET): 3,50,000/- (Approx).

6. Courier/Transportation: Rs. 50,000/- (Approx).

7. Infrastructure: Rs. 5,00,000/- (Approx)

8. Computer Labs & Leased Line: Rs. 1,00,000/- (Approx)

9. E-contents development: 8,00,000 (Approx)

10. LMS & its Maintenance (including server): 2,00,000 (Approx.)

Quality Assurance Mechanism and Expected Program Outcomes

- The quality of the program depends on the course curriculum and syllabus which meets the requirement of the industry and creates the skillful learning in the students. The ultimate aim of B.Lib.I.Sc (Bachelor of Library & Information Science)s program in ODL Mode is to enhance skill soft he learners as managers, entrepreneurs and seeing them excel in their profession and meeting global standards too by upgrading their career opportunities.

- The CDOE, SGVU, Jaipur has constituted Centre for Internal Quality Assurance (CIQA). The CIQA will do periodic assessment of the online learning course material and audio video tutorials to ensure quality of learning and time to time changes are made as per the course requirement.

- The CIQA will also access the quality of assignments, quizzes and end term assessment time to time and required changes will be assured. CIQA will assure that the learning is made a truly global experience for the learner along with inculcation of required skills in the learner as expected program outcome with CDOE, SGVU, Jaipur.

- The university will work continuously for the betterment of processes, assessments, teaching methodology, e-learning material improvisation as per four quadrant approach and implementation of the same as per New Education Policy. The University is committed to deliver the best education in all the learning modes with adherence to NEP, UGC and other regulatory guidelines in truly global sense.