No. 14361/GA - IV - B1/2013/CU (I)

Calicut University.P.O
Dated: 24.08.2020

From

The Registrar

To

The Principal,
Farook College,
Kozhikode.

Sir,

Sub:- Syllabus of B.Lib.I.Sc of Farook College, Kozhikode w,e,f 2019 Admissions-Approved-reg

Ref:- 1. Your mail dated 07.07.2020 forwarding the corrected Syllabus of B.Lib.I,Sc
Programme w.e.f 2019 admissions.
2. Minutes of the meeting of Board of Studies in Library Sciences (SB) held on
18.08.2020 (Item No.3)

With reference to the letter (1) above, it is informed that the meeting of Board of Studies in Library Science(SB) held on 18.08.2020 vide reference cited (2)above has approved the corrected and revised Syllabus of **B.Lib.I.Sc Programme** submitted by Farook College (Autonomous), Kozhikode. The Vice-Chancellor has approved the above resolution of the Board of Studies.This matter is informed for necessary action.The approved Syllabus is appended

Yours faithfully

Ajitha P.P
Joint Registrar
(For The Registrar)

Regulation for one year B.Lib.I.Sc. Programme

2019 Admission onwards

SHORT TITLE

This regulation shall be 'Regulations for one year post graduate degree of Bachelor of Library and Information Science (B.Lib.I.Sc.) curriculum 2019'.

SCOPE

The regulation provided herein shall apply to regular one year post graduate degree of Bachelor of Library and Information Science (B.Lib.I.Sc.) programme conducted conducted by Farook College (Autonomous) with effect from the academic year 2019-20).

The provisions herein supersede all the existing regulations for the regular postgraduate programmes conducted by Farook College (Autonomous) unless otherwise specified.

DEFINITION

Programme means the entire course of study and examinations (traditionally referred to as course).

Duration of programme means the period of time required for the conduct of the programme. The duration of this postgraduate B.Lib.I.Sc. programme shall be one year.

Course means a segment of subject matter to be covered in a in a year (Traditionally referred to as paper). The programme shall include 3 types of courses. Core courses, Elective courses and Audit courses. There are six core courses, two elective courses, two audit courses, and finally project and viva voce.

Credit of a course is a measure of the weekly unit of work assigned for that course.

Repeat course is a course that is repeated by a student for having failed in that course in an earlier registration. If the attendance of a student at particular year is beyond condonable limit, he/ she can be permitted to continue in the next year. This is allowed only once in a programme.

Improvement course is a course registered by a student for improving his/ her performance in that particular course. In caseof a student who secureds a lower mark on improvement, the higher mark in the previous attempt will be retained.

Department means any teaching department offering a programme of study approved by the University in the college as per the Statute and Act of the University.

Department council means the body of all teachers of a department in the college.

Department coordinator is a teacher nominated by a department council to coordinate the continuous evaluation undertaken in the department.

Parent department means the department which offers this particular one year postgraduate programme (B.Lib.I.Sc.)

Duration: The duration of the programme shall be one academic year.

Course code: Each course shall have a unique alphanumeric code number, which includes abbreviation of the subject in three letters, one letter to indicate the type of course and the serial number of the course (01,02.....). Eg. BLS C01 means Batchelor of Library and Information Science Core course number 1.

Credits: Each course shall have certain credits. No course shall have more than 4 credits and for project and viva voce the maximum credits shall be 2 each. General Viva-Voce covers questions from all courses in the programme. A student shall have a minimum of 40 credits to complete the programme successfully.

Attendance: A student shall be permitted to appear for the annual examination, only if he/she secures not less than 75% attendance. Condonation of shortage of attendance is not a matter of right, but a maximum number of nine days may be granted during the whole period of a Programme. Participation in Extra Curricular activities may be treated as presence in lieu of their absence on production of participation / attendance certificate in such activities.

Project: Every student of a B.Lib.I.Sc. degree programme shall have to complete and submit four different projects such as evaluation of reference sources, compilation of bibliography, preparing index of a book, and observation report of different types of libraries in Kerala as per the curriculum.

Words and expressions used and not defined in this regulation but defined in the Calicut University Act and Statutes shall have the meaning assigned to them in the Act and Statute.

EVALUATION

Mark system is to be followed for each course. Each course may contain 100 marks each, 80 marks for external evaluation and 20 marks for internal evaluation.

The internal evaluation shall be based on a predetermined transparent system involving continuous assessment tests (CAT), assignments, seminars and attendance. (If a fraction appears in internal marks, it would be rounded to the nearest whole number).

Distribution of Internal marks

Components	Marks	Conditions
Assignment	4	Best of the two assignments is considered per course.
Seminar	4	The student has to take a minimum of one seminar per course.
Attendance	4	The minimum required percentage of attendance for appearing in the various semester examinations is fixed as 75.
CAT I & II	8	A minimum of two Continuous assessment tests are to be attended.
Total	20	

Attendance of each course will be evaluated and the marks will be given as per the norms presented in the table given below.

Attendance	Marks
91% and above	4
85 to 90%	3
80 to 84 %	2
75 to 79%	1
Below 75 %	0

There shall not be any chance for improvement for internal mark. The course teacher(s) shall maintain the academic record of each student registered for the course.

Annual Examination:

Annual Examination carries 80 marks for each course. The examination is to be conducted with question papers set by external experts. The evaluation of the answer scripts shall be done by examiners based on a well-defined scheme of valuation.

MARK SYSTEM

Mark System is used to evaluate the performance of students. Each question is evaluated by assigning certain number of marks. An aggregate of 40 percentage marks (after external and internal evaluation put together) is required for a pass in each course and also for awarding a degree. Appearance for Continuous Assessment and Final Examination are compulsory and no marks shall be awarded to a candidate if she/he is absent for Continuous Assessment or Final Examination or both. A student who fails to secure a minimum marks of 40 for a pass in a course is permitted to write the examination along with the next batch. The marks awarded to Audit courses will not be counted for pass in the programme.

AWARD OF DEGREE

Those who secure not less than 40 percentage of marks (both internal and external put together) for all the courses (excluding Audit courses) of the programme shall be declared to have successfully completed the programme.

Scheme of

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

One Year Post-Graduate Programme

2019 Admission onwards

Course Code	Course title	Credits of the course	Duration of the Exam	Internal (Marks)	External (Marks)	Total
BLS C01	Foundation of Librarianship	4	3 Hrs	20	80	100
BLS C02	Management of Libraries and Information Centres	4	3 Hrs	20	80	100
BLS C03	Information Sources and Services	4	3 Hrs	20	80	100
BLS C04	Library Classification Theory	4	3 Hrs	20	80	100
BLS C05	Library Cataloguing Theory	4	3 Hrs	20	80	100
BLS A01	Library Observation and Study	4		20	80	100
BLS E01	Information Technology Applications in Libraries	4	3 Hrs	20	80	100
BLS C06	Library Classification Practice (DDC)	4	3 Hrs	20	80	100
BLS C07	Library Cataloguing Practice (AACR2)	4	3 Hrs	20	80	100
BLS E02 (L)	Information Technology Applications in Libraries (Practical)	4	3 Hrs	20	80	100
BLS A02	Greenstone Software	4	3 Hrs	20	80	100
	Project work	2			50	50
BLS C08	Viva-Voce	2			50	50
					Total	1000

Syllabus of Bachelor of Library and Information Science (B.Lib.I.Sc.)
One Year Post-Graduate Programme

BLS C01   FOUNDATION OF LIBRARIANSHIP (4 Credits)

Unit 1 Library in Social Context

Concept of Modern Library - Digital Library- Social, Cultural and Educational Role of Libraries in Contemporary Society- Evolution of Information Science – Librarianship, Library Science, Documentation, Library and Information Science - Five Laws of Library Science

Unit 2 Types of Libraries and their Functions

Academic Libraries - School, College and University Libraries- Public Libraries-National Libraries-Special Libraries

Unit 3 Library Movements and Policies

Library Movements in India- Library Development and Policies in India-Library Movement in Kerala – Kerala State Library Council-Kerala Granthasala Sangam-Library Associations and Organizations in India –ILA, IASLIC, RRRLF

Unit 4- Library Legislation

Need, Purpose and Features- Ranganathan's Model Public Libraries Act 1972- Public Libraries Acts in India – in Kerala, Tamil Nadu and Karnataka-Indian Copy Right Act 1957-Delivery of Books and News Paper Act 1956-Right To Information Act 2005

Unit 5- Resource Sharing and Networks,Resource Sharing - Concepts and Forms,Library Networks in India – DELNET, INFLIBNET, NICNET, Library Consortia: e-Shod Sindhu – INDEST, INFONET, N-LIST

BLS C02 LIBRARY MANAGEMENT (4 Credits)

Unit 1- Principles of Management

Management Concepts - School of Management Thoughts- Fayol's Principles- POSDCORB

Unit 2- Library House Keeping Operations

Acquisition Section-Policy and Procedure- Technical Section - Classification, Cataloguing- Maintenance Section - Shelf Rectification, Stock Verification- Circulation Section-Membership, Charging- Methods, Overdue, Collection, ILL- Periodical Section-Routines, Three Card System, Kardex- Reference Section- Library as a systems – PERT/ CPM, SWOT anlaysis

Unit 3- Collection Development

Methods, Techniques and Principles- Print and Digital Collection - Institutional Repository- Preservation of Collection

Unit 4- Human Resource Management

Organizational Structure- Recruitment, Selection, Induction- Professional and Non-Professional Duties and Responsibilities- Participative Management- Motivation, Performance Appraisal

Unit 5- Financial and Record Management

Source of Finance- Methods of Financial Estimation- Budgeting Techniques- Line, PPBS, ZBB- Annual Report, Staff Manual, Library Rules

BLS C03 - INFORMATION SOURCES AND SERVICES (4 Credits)

Unit 1- Basic Concepts

Data, Information, Knowledge, Wisdom , Information - Need, Use , Types, Information Sources - Nature, Characteristics And Kinds

Unit 2- Reference and Information Sources

Primary Resources: Periodicals, Patents, Standards, Research, Reports, Theses, Dissertations, Govt. Publications, Secondary Sources: Dictionaries and Encyclopedias, Bibliographical Sources - Subject and Trade Bibliographies, National Bibliography - INB, BNB, Biographical Sources – Biographical Dictionaries – Autobiographies, Geographical Sources – Gazetteers, Maps and Atlases, Indexing and Abstracting Periodicals, Yearbooks – Almanacs – Handbooks, Tertiary Sources - Bibliography of Bibliographies, Reviews - Guide to Literature – Directories, E-Resources - E-Books, E-Journals, ETDs, E-Zines.

Unit 3 - Reference Service

Concept, Definition, Types - Ready and Long Range Reference Service, Referral Services, Online Reference Service, Information Search – Techniques, User Study, User Education and Information Literacy.

Unit 4 - Documentation and Information Services

Documentation - Definition and Facets, Current Awareness Service (CAS), Selective Dissemination of Information (SDI), Translation Service - National and International Centres, Document Delivery Service, Reprographic Service

Unit 5 - Documentation Centres and Information Systems

International Documentation Centres - UNESCO, FID, National Documentation Centres - NISCAIR, NASSDOC, Information Systems - CAS, AGRIS, INSPEC, MEDLINE, BIOSIS, Web of Science/ SCOPUS

BLS C04 - LIBRARY CLASSIFICATION THEORY (4 Credits)

Unit 1- Library Classification

Concept, Meaning, Definition, Need and Functions, Normative Principles of Classification, Canons of Library Classification for Idea Plane and Verbal Plane, Principles of Helpful Sequence

Unit 2 - Notational System

Notation, Need, Qualities, Functions and Canons, Mnemonics – Types, Devices for Hospitality, Devices for Sharpening or Formation of Isolates

Unit 3 - Mapping of Knowledge in Classification Schemes

Enumerative and Faceted Classification Schemes, DDC: History and Development - Features - Standard Subdivisions, CC: Five Fundamental Categories - Facet Analysis and Sequence, Principles of Facet Sequence - Common Isolates - Systems and Specials, UDC: Common and Special Auxiliaries

Unit 4 - Modes of Formation and Developments of Subjects

Different Types of Subjects - Simple, Compound, Complex Subjects - Phase Relations

Unit 5 - Document Classification

Call Number - Class Number, Book Number and Collection Number, Different Methods of constructing Book Numbers, Ranganathan's Facet Formula for Book Number.

BLS C05 - LIBRARY CATALOGUING THEORY (4 Credits)

Unit 1- Library Catalogue – Kinds and Forms

Concept of library catalogue – functions of library catalogue – Card catalogue and Computerized catalogue –Internal forms of catalogue – varieties and their relative merits

Unit 2- Description and Access Points

Kinds of entries and parts of entries – Main Entry and added entries – Analytical entries - Cross reference entries – Cross reference index entries – different types of cataloguing – Descriptive cataloguing and Limited cataloguing - CCF, AACR and ISBD, Dublin Core.

Unit 3 - Subject Cataloguing

Objectives of subject catalogue – Problems in assigning subject headings in catalogues – Chain Procedure for Classified Catalogue and Sears List of Subject Headings for Dictionary Catalogue.

Unit 4 - Centralisation and Cooperation

Centralised cataloguing – Objectives and Types – Machine Readable Catalogue (MARC) and their varieties – Cooperative cataloguing – Concept of Union Catalogue – Catalogue Networks – OPAC, OCLC

Unit 5 - Filing of Entries

Filing of entries in Classified and Alphabetical part of Classified catalogue, Filing of entries in a Dictionary catalogue, Word by word arrangement – Letter by letter arrangement –ALA Rules for filing alphabetical entries

BLS A01 - LIBRARY OBSERVATION AND STUDY (4 Credits)

Visit to a minimum of 6 prominent libraries in Kerala and observe and study the library in detail and submit a library observation report within one month of the visit conducted. Visit one library in a day and complete the visit before 2 months to the completion of the programme.

Attend a two-day workshop on library and information related topics OR on softskill development (Do it before last month of the completion of the programme).

BLS E01 - INFORMATION TECNOLOGY APPLICATIONS IN LIBRARIES (4 Credits)

Unit 1 - Introduction to Information Technology

Computer - Hardware, Software and Storage Devices, Database - Concepts, Organization and Utility, File Design - Data, Record, File, File Organization - Serial, Sequential, Direct, Indexed Sequential and Random Access File Organization

Unit 2 - Computer Networks and Networking

Computer Networks - Definition and Examples, Network Types - LAN, MAN, WAN, Wireless Network - WIFI, WIMAX, Network Topologies - Bus, Ring, Tree, MESH and Token Ring Networks

Unit 3 - Internet - Basic Features, Tools, Services and Utilities

Elements of Internet - Modem, Routers, Gateway, Hubs, Connectivity - Dialup, Leased Line, ISDN, Digital Subscriber Lines, WWW, E-Mail, FTP, Telnet, Mailing List, Newsgroups, Video Conferencing, Search Engines and Meta Search Engines, Internet Security, Firewall, Proxy Servers, Web Browsers

Unit 4 - Web2.0 Technologies

Semantic Web, Invisible Web, Deep Web, Application of Internet in Library and Information Works and Services – Social Media, RSS, Social bookmarking, Folksonomics

Unit 5 - Library Automation

Need for Automation, Areas of Computer Applications, Library Automation Software, Open and Proprietary Software - KOHA, LIBSYS

BLS C06 - LIBRARY CLASSIFICATION PRACTICE (DDC 23rd Edition) (4 Credits)

Classification of Simple, Compound And Complex Subjects according to 23rd Edition of DDC

BLS C07 - LIBRARY CATALOGUING PRACTICE (AACR2) (4 Credits)

Cataloguing of Books and Journals according to AACR2 (1988 Revision) supplemented with Sears List of Subject Headings (19th ed.)

BLS E02 (L) - INFORMATION TECHNOLOGY APPLICATIONS IN LIBRARIES (PRACTICAL)

Unit 1 - LibreOffice Writer

Unit 2 - LibreOffice Calc

Unit 3 - LibreOffice Impress

Unit 4 – KOHA

Unit 5 - DBMS (Open source)

BLS A02 - GREENSTONE DIGITAL LIBRARY SOFTWARE (4 Credits)

Installation – file creation – metadata creation – information search

Build a collection of 50 documents with different formats including text, PDF, scanned images, photo, audio and video, etc.

BLS C08 - Project and Viva-Voce

Evaluation of 30 Reference Books (20 Marks)

Compilation of an Annotated Bibliography of 100 micro documents such as articles in journals, newspapers, magazines and edited books on a given topic (10 Marks) (Use open source DBMS)

Preparing an Index of a Subject Book with not lessthan 100 pages. (10 Marks)

Observation Report of three types of libraries - Public, Academic and Special Libraries (10 Marks)

Viva-Voce (50 Marks)