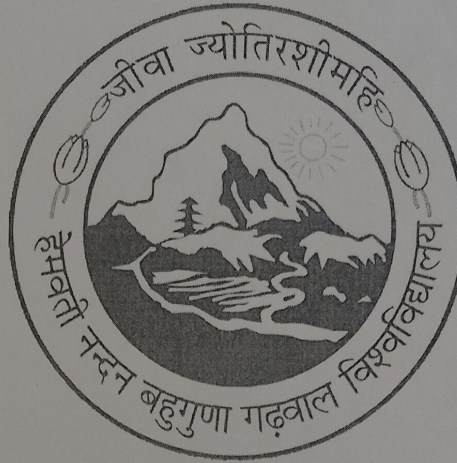


Curriculum
Bachelor of Library and Information Science (BLIS)
Based on NEP 2020



Department of Library and Information Science
School of Arts, Communication and Languages
Hemvati Nandan Bahuguna Garhwal University (A Central University)

Board of Studies (BOS):

3rd and 4th March 2025

School Board Approved:

-----th April 2025

Academic Council Approved

----- 2025

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04/03/2025

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04/03/2025

Department of Library and Information Science
Syllabus Regulation and Evaluation Scheme
Bachelor of Library and Information Science (B.L.I.S.) Programme

1. Programme Evaluation Structure

The Bachelor of Library and Information Science (B.L.I.S.) programme follows a continuous and semester-end evaluation system. The performance of students shall be assessed through the following two components:

Component	Weightage	Minimum Passing Requirement
Internal Assessment (IA)	30%- 30 Marks	Minimum 40% separately
Semester Examination (SE)	70%- 70 Marks	Minimum 40% separately

To successfully complete a course, a student must obtain **at least 40% marks in the Internal Assessment as well as 40% in the Semester Examination** independently. Merely obtaining an aggregate of 40% shall not be sufficient unless the minimum required marks are secured in each component separately.

2. Elective Course Structure

The programme includes elective courses to allow learners to select subjects based on their interests and career orientation.

Semester	Course Code/Course Title
Semester I	BLIS 106 - <i>Community Information Services</i>
	BLIS 107- <i>Media and Information Literacy</i>
Semester II	BLIS 112- <i>Review of Literature</i>
	BLIS 113- <i>E-Resources</i>

Students must choose **one elective paper in each semester** from the above-listed options.

Question Paper Pattern of Elective Course

For elective courses, the evaluation will be based solely on the Semester Examination, which will be conducted at the end of the semester. This examination will carry a total of 50 marks, and the question paper will comprise eight questions. Students are required to attempt any five of these questions, with each question valued at 10 marks.

3. Internal Assessment (IA) - 30% weightage

Internal Assessment aims to evaluate a student's continuous academic engagement and learning progression throughout the semester. Assessment will be carried out through:

- Class participation and academic engagement

- Assignments and tutorials
- Presentations and seminars
- Quizzes and/or written tasks

The specific criteria and weightage distribution may vary from course to course and shall be communicated by the respective course instructor at the beginning of the semester.

4. Semester Examination (SE) - 70% weightage

The Semester Examination shall be held at the end of each semester for each course and will carry **70 marks per course**. This examination evaluates the comprehensive understanding of the subject acquired by the student during the semester.

5. Question Paper Pattern

Section	Nature of Questions	Marks	Instructions
Section A	Descriptive/ Long-answer Questions	50 Marks	Seven (07) questions will be given out of which students must attempt any five (05). Each question carries 10 marks.
Section B	Short-answer Questions	20 Marks	Short-answer-type questions assessing fundamental concepts and clarity of understanding.

6. Declaration of Result

A student shall be declared *pass* in a course only if they secure:

- Minimum **40% marks in Internal Assessment**, and
- Minimum **40% marks in Semester Examination**, and
- Minimum **40% marks in total (IA + SE)**

Failure to meet the minimum passing criteria in any one of the components will result in the student being declared *fail* in that course, irrespective of the overall aggregate.

7. Award of Degree

Upon successful completion of all courses, examinations, and credit requirements as prescribed by the University regulations, students shall be awarded the **Bachelor of Library and Information Science (B.L.I.S.) Degree**.

Important Note

If the student who fails to secure the minimum passing mark of 40% in either the Internal Assessment or the Semester Examination for any course in the first semester, will be permitted a re-examination opportunity during the second semester.

These regulations are subject to amendments and modifications as per decisions of the University's statutory bodies, including the Academic Council, and in accordance with UGC norms and national regulatory guidelines.

About the Program:

The Bachelor of Library & Information Science (BLIS) is a one-year professional degree program divided into two semesters. Individuals who have completed a Bachelor's or Master's degree in any field from a recognised university or institution, are eligible to apply.

This program is designed to provide students with the fundamental knowledge and practical necessary skills necessary for various library and information management roles. Upon completion, graduates can pursue careers as Librarians in public and school libraries, Assistant Librarians in college libraries, and Library Assistants/Technical Assistants in university and higher education institution libraries. Additionally, they are well-suited for positions as Librarians professionals in corporate, industrial, and research institute libraries.

Programme Objectives:

- To provide foundational knowledge of librarianship, including its philosophy, fundamental laws, ethics, and legal frameworks for professional conduct.
- To develop expertise in information processing, organisation, retrieval, and library management, equipping students for diverse roles in Library and Information Centres.
- To integrate technology in library services by introducing digital tools, automation, and computer applications for efficient knowledge management.

Programme Outcomes:

- Graduates will demonstrate proficiency in library operations, classification, cataloguing, and digital resource management, ensuring effective information dissemination.
- They will be equipped with leadership and managerial skills for the administration of Library and Information Centers, adapting to evolving social, cultural, and technological trends.
- Students will gain hands-on experience with modern digital tools, fostering critical thinking, problem-solving, and lifelong learning in Library and Information Science

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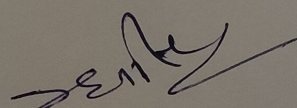
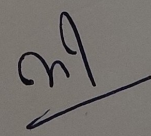
First Semester

Course Code	Course Title	L	T	P	Total Credit	Marks (Scaled)
BLIS101	Foundation of Library & Information Science	4	0	0	4	100
BLIS102	Knowledge Organization-Classification: Theory	4	0	0	4	100
BLIS103	Knowledge Organization-Classification: Practise	4	0	0	4	100
BLIS104	Basis of Information Communication Technology (Theory and Practice)	4	0	2	6	100
BLIS105	Information Sources and Services	4	0	0	4	100
Elective Course Title (For students of other departments also)						
BLIS106	Community Information Service	2	0	0	2	50
BLIS107	Media and Information Literacy	2	0	0	2	50

L = Lectures, T = Tutorials, P = Practical

Second Semester

Course Code	Course Title	L	T	P	Total Credit	Marks (Scaled)
BLIS108	Management of Library and Information Centres	4	0	0	4	100
BLIS109	Knowledge Organization: Cataloguing (Theory)	4	0	0	4	100
BLIS110	Knowledge Organization: Cataloguing (Practice)	0	0	4	4	100
BLIS111	Experiential Learning Study Tour	0	0	4	4	100
Elective Course Title (For students of other departments also)						
BLIS112	Review of Literature	2	0	0	2	50
BLIS113	E-Resources	2	0	0	2	50


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First Semester

Course Code: BLIS 101

Course Name: Foundation of Library & Information Science

Credit Distribution			Total Credits	Internal Marks (Assignment)	Semester Exam	Total Marks
L	T	P	L+T+P	M1	M2	M1+M2
4	0	0	4	30 Marks	70 Marks	100 Marks

Course Objectives: To acquaint students with the fundamental concepts and philosophy of librarianship.

Course Outcome: Upon completing this course, students will understand the role and evolution of libraries, key library legislations, and various types of libraries and professional associations. They will develop essential skills, ethical awareness, and competencies required for library and information professionals in the digital era.

UNIT – I: Role of Libraries

- Library as a Social Institution
- Development of Libraries in India
- Role of Library and Information Centres in Modern Society
- Five Laws of Library Science

UNIT – II: Library Legislation

- Library Legislation: Need, Purpose, Objectives, and Model Library Act
- Library Legislation in India: Structure and Salient Features
- Press and Registration Act
- Delivery of Books (Public Libraries) Act

UNIT – III: Types of Libraries, Professional Associations, and Organizations

- Public Libraries, Academic Libraries, and Special Libraries
- National Library of India: Concept, Functions, and Services
- Professional Associations: ILA, IASLIC, ALA, ASLIB
- National and International Organizations: RRRLF, UNESCO, IFLA

UNIT – IV: Library and Information Profession

- Professional Skills and Competencies
- Professional Ethics
- Role of Library and Information Professionals in the Digital Era

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Course Code: BLIS102

Course Name: Knowledge Organisation: Classification (Theory)

Credit Distribution			Total Credits	Internal Marks (Assignment)	Semester Exam	Total Marks
L	T	P	L+T+P	M1	M2	M1+M2
4	0	0	4	30 Marks	70 Marks	100 Marks

Course Objective: To provide students with a comprehensive understanding of library classification theories, principles, systems, and modern developments.

Course Outcome: Students will gain knowledge of classification concepts, subject structuring, and postulation approaches while understanding various classification schemes like DDC and CC. They will also develop skills in classification notation, facet analysis, and modern classification trends

UNIT - I: Theory of Classification

- Definition, Need, and Purpose of Library Classification
- Universe of Knowledge: Structure and Attributes
- Modes of Formation of Subjects
- Different Types of Subjects
- General Theories of Library Classification

UNIT - II: Postulation Approach & Fundamental Categories

- Basic Facet, Isolate, Rounds & Levels
- Principles of Facet Sequence and Helpful Sequence
- Phase Relations
- Common Isolates
- Canons of Classification

UNIT – III: Classification Systems and Notations

- Types of Classification Systems: Enumerative, Faceted and Analytico-synthetic classification
- Characteristics of Notation: Need, Types, and Functions
- Mnemonics and Devices
- Call Number

UNIT – IV: Schemes of Library Classification

- Dewey Decimal Classification
- Universal Decimal Classification
- Colon Classification
- Trends & Developments in Library Classification

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Course Code: BLIS103

Course Name: Knowledge Organisation: Classification (Practical)

Credit Distribution			Total Credits	Internal Marks (Assignment)	Semester Exam	Total Marks
L	T	P	L+T+P	M1	M2	M1+M2
4	0	0	4	30 Marks	70 Marks	100 Marks

Course Objective: To equip students with practical knowledge of Colon and Dewey Decimal Classification systems for organizing and retrieving information effectively.

Course Outcome: Students will develop skills in classifying documents using Colon and Dewey Decimal Classification systems, including handling compound and complex subjects. They will also learn to apply indexing techniques, common isolates, and phase relations for precise information organization

UNIT – I: Colon Classification (6th Edition)

- Introduction, Structure, and Organisation
- Steps in Classification
- Classification of Documents with Basic Subjects
- Classification of Documents with Compound Subjects

UNIT – II: Dewey Decimal Classification (23rd Edition)

- Introduction, Structure, and Organisation
- Steps in Classification
- Classification of Documents
- Use of Relative Index

UNIT – III: Colon Classification (6th Edition)

- Use of Common Isolates, Phase Relations, and Devices
- Classification of Documents with Compound and Complex Subjects

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Course Code: BLIS103

Course Name: Knowledge Organisation: Classification (Practical)

Credit Distribution			Total Credits	Internal Marks (Assignment)	Semester Exam	Total Marks
L	T	P	L+T+P	M1	M2	M1+M2
4	0	0	4	30 Marks	70 Marks	100 Marks

Course Objective: To equip students with practical knowledge of Colon and Dewey Decimal Classification systems for organizing and retrieving information effectively.

Course Outcome: Students will develop skills in classifying documents using Colon and Dewey Decimal Classification systems, including handling compound and complex subjects. They will also learn to apply indexing techniques, common isolates, and phase relations for precise information organization

UNIT – I: Colon Classification (6th Edition)

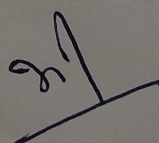
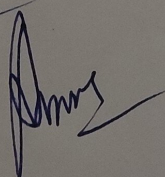
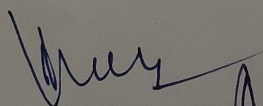
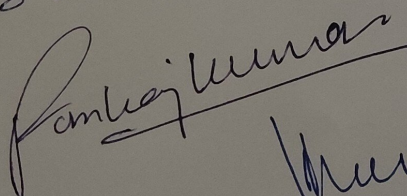
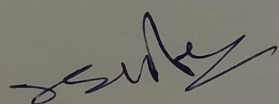
- Introduction, Structure, and Organisation
- Steps in Classification
- Classification of Documents with Basic Subjects
- Classification of Documents with Compound Subjects

UNIT – II: Dewey Decimal Classification (23rd Edition)

- Introduction, Structure, and Organisation
- Steps in Classification
- Classification of Documents
- Use of Relative Index

UNIT – III: Colon Classification (6th Edition)

- Use of Common Isolates, Phase Relations, and Devices
- Classification of Documents with Compound and Complex Subjects



Course Code: BLIS104

Course Name: Basis of Information Communication Technology: Theory and Practice

Credit Distribution			Total Credits	Internal Marks (Assignment)	Semester Exam	Total Marks
L	T	P	L+T+P	M1	M2	M1+M2
4	0	2	6	30 Marks	70 Marks	100 Marks

Course Objective: To acquaint students with fundamental knowledge of IT, networking, and their applications in libraries.

Course Outcome: Students will develop skills in IT, digital library management, and hands-on experience with software and internet technologies

UNIT I: Information Technology Basics

- Overview of Information Technology
- Computer and Communication Technology
- Application of IT in Libraries

UNIT II: Computer Technology

- History & Types of Computers
- Character Representation: ASCII, ISCII, Unicode
- Computer Hardware, Software & Storage Devices
- Software Types: System & Application Software
- Open Source Software (OSS) & Open Office
- Operating Systems: Windows & Linux
- Programming Languages: Object-Oriented, Procedural, High-Level, Scripting, Web

UNIT III: Communication Technology

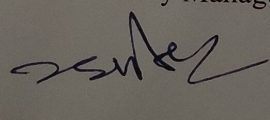
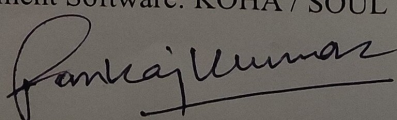
- Fundamentals: Media, Mode, and Components
- Network Media: UTP, Optical Fiber, Ethernet
- Networking Components: NIC, Hubs, Routers, Modem
- Network Types: LAN, MAN, WAN
- Network Topologies: Bus, Star, Ring, Tree
- Wireless communication –Media, Wi-Fi, Li-Fi

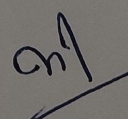
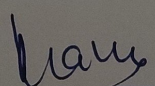
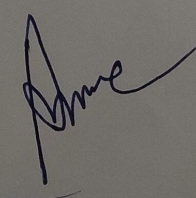
UNIT IV: Internet Technologies

- Basic Features & Net-Based Information Services
- Connectivity Types: Dial-up, Lease Line, ISDN, DSL
- Client-Server Architecture & Cloud Computing
- Web Technologies: Web Browsers & Email, Web 2.0 Tools & Services

UNIT V: Practical (2 Credits)

- **Hands-on Training in:**
- Word Processor, Spreadsheet, Presentation Software
- Web Searching techniques
- Library Management Software: KOHA / SOUL

Course Code: BLIS105
Course Name: Information Sources and Reference Service

Credit Distribution			Total Credits	Internal Marks (Assignment)	Semester Exam	Total Marks
L	T	P	L+T+P	M1	M2	M1+M2
4	0	0	4	30 Marks	70 Marks	100 Marks

Course Objective: To develop students' understanding of reference services, information sources, and digital resources for effective information retrieval and research.

Course Outcome: Students will learn to evaluate, access, and utilize diverse information sources, including electronic and web-based resources, while understanding the impact of Library 2.0

UNIT I: Reference Service

- Concept, Definition, Need, and Purpose
- Types of Reference Service
- Evaluation of Reference Sources
- Information Needs, User Studies, and Information Literacy
- Information Products and Services: Document Delivery, Current Awareness Services, Trend Reports

UNIT II: Information Sources

- Documentary and Non-Documentary Sources
- Primary, Secondary, and Tertiary Sources and their Characteristics

UNIT III: Electronic Resources

- e-Journals, e-Books, Online Databases
- Institutional Repositories
- Open Access Resources (DOAB, DOAJ, DOAR)

UNIT IV: Web Resources

- Blogs, Portals, Wikis
- Subject Gateways & Virtual Libraries
- Academic Social Platforms
- Library 2.0 and its impact

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Course Code: BLIS106
Course Name: Community and Information Service

Credit Distribution			Total Credits	Internal Marks (Assignment)	Semester Exam	Total Marks
L	T	P	L+T+P	M1	M2	M1+M2
2	0	0	2	10 Marks	40 Marks	50 Marks

Course Objective: To acquaint students with the needs and purpose of community information services.

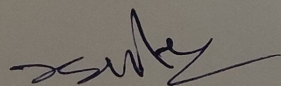
Course Outcome: After completion of the course, students will be aware of developing a community information centre for providing services to the community.

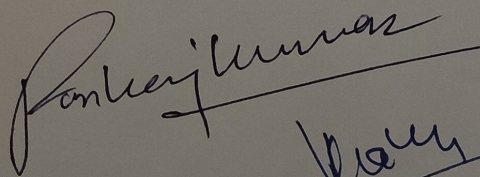
Unit 1: Foundations of Community Information and Services

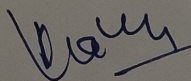
- **Community Information: Definition, Origin, and Scope**
- **Need for and Sources of Community Information**
- **Role of Libraries in Dissemination of Community Information**
- **Community Information Services: Meaning, Types, and Target Users**
- **Community Information Centres: Planning and Role of Information Services**
- **Community Information Services to Specific Communities**
 - a) **Rural, Urban, and Metropolitan Communities**
 - b) **Industrial and Business Communities**
 - c) **Academic, Research, Institutional, and R&D Communities**
 - d) **Physically/Mentally Disadvantaged Communities**
 - e) **Children, Women, and Senior Citizens:**

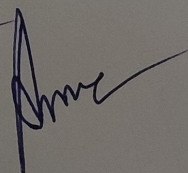
Unit 2: Global Perspectives and Governance in Community Information

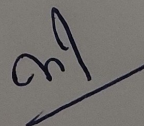
- **Community Information Services in India, the UK, and the USA.**
- **E-Governance: Meaning, Scope, and Purposes**
- **E-Governance Initiatives in India**
- **Right to Information: Concept and RTI Act, 2005 (Introduction only)**











Course Code: BLIS107
Course Name: Media and Information Literacy

Credit Distribution			Total Credits	Internal Marks (Assignment)	Semester Exam	Total Marks
L	T	P	L+T+P	M1	M2	M1+M2
2	0	0	2	10 Marks	40 Marks	50 Marks

Course Objective: To familiarise students with the significance and principles of information literacy and its application in library environments.

Course Outcome: Upon successful completion of the course, students will be able to effectively apply information literacy skills in their academic and research pursuits.

Unit 1: Foundation of Information Literacy

- Information Society and Information Literacy
- Information Literacy: Definition, Models, and Standards
- Information Literacy: Strategic Plan
- Information Literacy and Lifelong Learning

Unit 2: Understanding Media and Digital Literacy

- Computer Literacy, Information Literacy, and Media Literacy
- New Media – Social Media
- Media Literacy and Bridging the Digital Divide
- Media Literacy: Impact on Academic, Public, and Special Library

Unit 3: Policies, Standards and Advocacy in Information Literacy

- Media and Information Literacy: Major Initiatives in the USA, UK, and Australia
- Policies, Guidelines, and Standards: UNESCO, IFLA, and ALA
- Media and Information Literacy: Skills and Competencies
- Media and Information Literacy: Best Practices

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Second Semester

Course Code: BLIS108

Course Name: Management of Library and Information Centres

Credit Distribution			Total Credits	Internal Marks (Assignment)	Semester Exam	Total Marks
L	T	P	L+T+P	M1	M2	M1+M2
4	0	0	4	30 Marks	70 Marks	100 Marks

Course Objective: To provide students with an understanding of management principles, financial planning, and operational functions in library and information centers

Course Outcome: Students will develop skills in collection management, budgeting, library administration, and modern managerial techniques for effective library operations.

UNIT I: Introduction to Management

- Concept, Definition, and Scope
- Management Styles and Approaches
- Management Vs Administration
- Principles and Functions of Management
- Principles of Scientific Management

UNIT II: Collection Development and Management

- Types of Documents: Print and Non-Print
- Library Operations: Acquisition, Serial Control, Technical Processing, Circulation, Reference, Shelving, Stock Verification, Binding, and Weeding Out
- Annual Report and Statistics

UNIT III: Financial and Quality Management

- Financial Responsibility and Control
- Budget Planning and Evaluation
- Budgeting Techniques: Cost-Benefit, Cost-Effectiveness Analysis, and Accounting
- Accountability and Reporting

UNIT IV: Library and Information Centre Management

- Principles of Organizational Structure
- Library Authorities, Statistics, Rules, and Regulations
- Changing Skills for Modern Library Managers
- Library Building Planning and Design

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Course Code: BLIS109
Course Name: Knowledge Organization: Cataloguing (Theory)

Credit Distribution			Total Credits	Internal Marks (Assignment)	Semester Exam	Total Marks
L	T	P	L+T+P	M1	M2	M1+M2
4	0	0	4	30 Marks	70 Marks	100 Marks

Course Objective: To provide knowledge of cataloguing principles, standards, and metadata for effective bibliographic organization.

Course Outcome: Students will learn cataloguing codes, metadata standards, and bibliographic formats for efficient library resource management and information retrieval.

UNIT I: Fundamental Concepts and Historical Developments

- Library Catalogue: Definition, Objectives, Purposes, and Functions
- History and Development of Library Catalogue Codes
- Physical Forms of Catalogues
- Types of Catalogues

UNIT II: Knowledge/Library Organization & Cataloguing

- Introduction to Catalogue Codes: CCC and AACR II
- Kinds of Entries and their Elements & Description
- Metadata and Metadata Standards: Dublin Core, EAD, METS, VRA Core

UNIT III: Choice and Rendering of Headings

- Personal Authors: Western & Indic Names
- Corporate Authors
- Pseudonymous, Anonymous Works, and Uniform Titles
- Non-Print Resources

UNIT IV: Standards of Bibliographic Description & Record Formats

- Cataloguing Standards: RDA, FRAD, FRBR
- Standards for Bibliographic Information Interchange & Communication:
- ISO 2709, Z39.50
- Subject Heading Lists: SLISH & LCSH
- Identifiers: ISBN & ISSN
- Bibliographic Records Format: MARC 21, CCF

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Course Code: BLIS110
Course Name: Knowledge Organization: Cataloguing (Practical)

Credit Distribution			Total Credits	Internal Marks (Assignment)	Semester Exam	Total Marks
L	T	P	L+T+P	M1	M2	M1+M2
4	0	0	4	30 Marks	70 Marks	100 Marks

Course Objective: To equip students with knowledge of cataloguing standards and rules for organising and managing library resources effectively.

Course Outcome: Students will develop skills in cataloguing various types of publications using CCC and AACR-II standards, ensuring accurate bibliographic organisation.

Cataloguing Standards Used:

- Classified Catalogue Code (CCC), 5th Edition (with amendments)
- Anglo-American Cataloguing Rules (AACR-II) (Latest Edition)
- Sears List of Subject Headings (Latest Edition)

UNIT I: Classified Catalogue Code

- Works of Single and Shared Authorship
- Works of Mixed Responsibilities
- Editorial Publications
- Series Publications
- Multivolume Works and Pseudonymous

UNIT II: Anglo-American Cataloguing Rules (Latest Edition)

- Works of Single and Shared Authorship
- Works of Shared Responsibilities
- Editorial Publications
- Multivolume Works and Pseudonymous

UNIT III: Classified Catalogue Code

- Works of Corporate Authorship
- Works of Conflict of Authorship
- Periodical Publications
- Ordinary and Artificial Composite Books

UNIT IV: Anglo-American Cataloguing Rules (Latest Edition)

- Works of Corporate Bodies
- Serial Publications
- Works of Editorial Direction

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Course Code: BLIS 111
Course Name: Experiential Learning Study Tour

Credit Distribution			Total Credits	Viva Voce	Report	Total Marks
L	T	P	L+T+P	M1	M2	M1+M2
0	0	4	4	40 Marks	60 Marks	100 Marks

Course Objective: To provide students with immersive, real-world exposure to diverse library and information systems, bridging theoretical knowledge with practical application and fostering professional adaptability.

Course Outcome: After completion of the course, Students will learn to manage different types of libraries through real practice, using classroom knowledge to solve actual problems

Note: Students are required to prepare a report on working systems and management of visited libraries and information centres of a place outside the state, preferably in a Metropolitan city.

In the course, Total marks will be consisted as under:

(1) **Report** (60 marks)

(2) **Viva Voce** (40 marks)

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Course Code: BLIS 112
Course Name: Review of Literature

Credit Distribution			Total Credits	Viva Voce	Report	Total Marks
L	T	P	L+T+P	M1	M2	M1+M2
0	0	2	2	10 Marks	40 Marks	50 Marks

Course Objective – To undertake and critically evaluate an exhaustive and relevant literature on assigned research topic.

Course Outcome – After completion of the review of literature, students will be in a position to enhance the ability of evaluating and compiling literature systematically and further it will excel their research potential.

(1) Review of Literature - Report (40 Marks)

Candidates are required to prepare a report based on the literature review on the assigned topic. The report will be submitted by each candidate at the end of the semester for evaluation.

(2) Viva Voce (10 Marks)

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Course Code: BLIS 113
Course Name: E-Resources

Credit Distribution			Total Credits	Internal Marks (Assignment)	Semester Exam	Total Marks
L	T	P	L+T+P	M1	M2	M1+M2
0	0	2	2	10 Marks	40 Marks	50 Marks

Course Objective – To make the students aware of different types of e-resources and their use.

Course Outcome – After completion of the course, students will be able to differentiate and utilize e-resources for their learning and research activities.

Unit 1: E-Resources: Concepts and Types

- E-books, E-journals, E-reports, ETD
- Access to E-Resources through Library Consortia (NLIST, DELNET, TKDL and other access through Central Library)
- Open Educational Resources

Unit 2: Web Resources

- Science & Technology
- Humanities
- Social Sciences
- Evaluation of Web Resources

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Ranjith Kumar
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