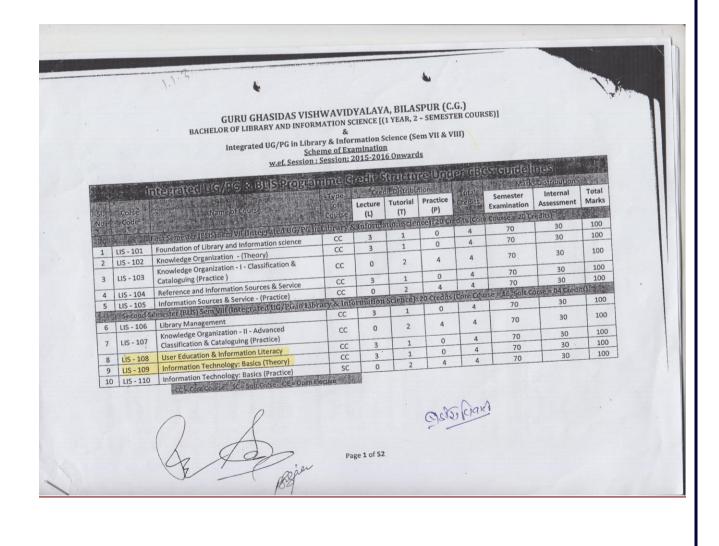
गुरू घासीदास विश्वविद्यालय (केटीय विश्वविद्यालय अधिन्यम 2009 ज्ञ. 25 के अंतर्गत स्वापित केन्द्रीय विश्ववेद्यात्य) कोनी, बिलासपुर - 495009 (छ.ग.)



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# List of Courses Focus on Employability/ Entrepreneurship/ Skill Development

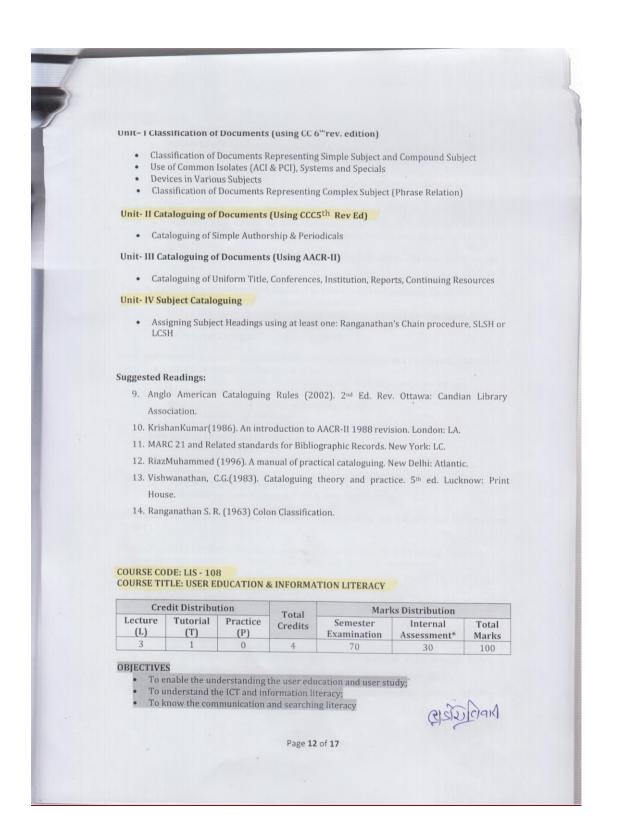
Depar	tment	: Library and information Science			
Programme Name : B. Lib. I. Sc.					
Academic Year : <mark>2017-18</mark>					
List of Courses Focus on Employability/ Entrepreneurship/Skill Development					
Sr. No.	Course Code	Name of the Course			



# गुरू घासीदास विश्वविद्यालय (केन्रीय विश्वविद्यालय अधिनेयम 2009 ज्ञ. 25 के अंतर्गत खावित केन्न्रीय विश्वविद्यालय) कोनी, बिलासपुर - 495009 (छ.ग.)



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# गुरू घासीदास विश्वविद्यालय अ केन्द्रीय विश्वविद्यालय अधिनियम 2009 क्र. 25 के अंतर्गत स्थापित केन्द्रीय विश्वविद्यालय) कोनी, बिलासपुर - 495009 (छ.ग.)



# Guru Ghasidas Vishwavidyalaya (A Central University Established by the Central Universities Act 2009 No. 25 of 2009) Koni, Bilaspur - 495009 (C.G.)

### Unit- 1 Users and their Needs

- Information Needs: Definition and Model
- Categories and Nature of different Information users .
- Information Seeking Pattern
- User Studies and User Education: Concept, Types, Methods and Evaluation
- Techniques of Survey for Library and Information Centre's

#### Unit- 2: Information Literacy on the Web

- Web searching: Simple and Advanced using various search techniques
- Searching Tools and their Usage: Search Engines Meta Search Engines and Subject Gateways etc.
- Application of various Emerging Web Services (Link Blogs, RSS feed, wikis, etc.) in . Libraries

#### Unit- 3: Application of Information Literacy in Library and Information Centre's

- Information Literacy Skills: Concept and Models
- Information Literacy for Users: Professionals, Research and Development
- Information Literacy Guidelines: UNESCO, IFLA and ALA
- Information Literacy and Lifelong Learning

#### Unit- 4: Information Communication Skills for User Education and Information Literacy

- Formal and Informal Communication Written Communication: Meaning, Elements, Basic knowledge for written
- Communication
- Oral Communication: Interview, Speeches, Lecturer
- Self-assessment and Feedback

### **Unit5: Information Literacy and Retrieval**

- Basic Strategy of Retrieval
- Searching of Databases: CD-ROM, Online Searching of Full-text, Bibliographic . Databases
- Searching of World Wide Web
- Citing Source: Style Manual, BIS, MLA, APA, CHICAGO, etc.

#### \*Students have to submit a Survey Report on surveying any Library and Information Centre

[Note: Of the total 40 Marks Internal Assessment, Unit Test will be of 15 Marks, 5 marks will be for Attendance and Rest 20 marks will be for Survey Report & Presentation]

#### Suggested Readings:

- 1. American Library Association: Information for a new age: Redefining the librarian. Chicago: ALA, 1995.
- 2. Eisenberg, Michael B., Lowe Carrie, A. and Spitzer Karthleen, L. Information Literacy: Essential Skills for the information age. London: Libraries Unlimited, 2004.
- 3. Gaur, Ramesh C. Re-engineering Library and Information Services: Process, People and Technology. Mumbai: Allied, 2003. CISD (Jak)

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# गुरू घासीदास विश्वविद्यालय (केन्रीय विस्तविद्यात्य अधिनेयम 2009 क. 25 के अंतर्गत स्वापित केन्द्रीय विश्वविद्यात्य) कोनी, बिलासपुर - 495009 (छ.ग.)



Guru Ghasidas Vishwavidyalaya (A Central University Established by the Central Universities Act 2009 No. 25 of 2009) Koni, Bilaspur – 495009 (C.G.)

- Grassian, E.S. and Kaplowitz, J.R. Information Literacy Instruction: Theory and practice. EdisonNJ; Neal Schuman, 2001.
- 5. http://fiste.jrc.es/
- 6. <u>http://www.presidentofindia.nic.in/scripts/sllatest1.jsp?id=20</u>
- 7. http://www.unesco.org/courier/1998 12/uk/dossier/txt21.htm
- 8. Jukes, I., Dosaji, A. and Macdonald, B.F.Net savvy: Building information literacy in the classroom 2<sup>nd</sup> Ed. Thousand Oaks: Crowin press, 2000.
- 9. KrishnaGopal. Digital Libraries in electronic information era. New Delhi: Authors, 2000.
- 10. Landbook for the 21st century. Englewood: Libraries unlimited, 1994.
- 11. Prasher, R.G. Ed. Indian Libraries in IT envionment. Ludhiana: Medallion, 2003.
- 12. The Puzzle of the knowledge society European Foundation of the Improvement of Living and Working Conditions. Papers presented at the Irish Presidency Conference Foresight for innovations – thinking and debating the future: shaping and aligning policies. Dublin, 14-15 June 2004

### COURSE CODE: LIS - 109 COURSE TITLE: INFORMATION TECHNOLOGY: BASICS (Theory)

Credit Distribution			T 1	Marks Distribution		
Lecture (L)	Tutorial (T)	Practice (P)	Total Credits	Semester Examination	Internal Assessment*	Total Marks
3	1	0	4	70	30	100

### **OBJECTIVES**

- To provide basic ICT concepts;
- To explore the possibilities of ICT in designing library services;
- To know the use of networking technologies in developing library systems and services

# Unit- I Information Technology & Computers Basics

- Information Technology -Definition, Need, Scope and Objectives
- Historical Development of Computers Generation and Classification of Computers
- Computer-Impact on Libraries and Society
- Numbering system: Binary, Decimal, Octal, Hexadecimal; ASCII

# Unit- II Computer Architecture

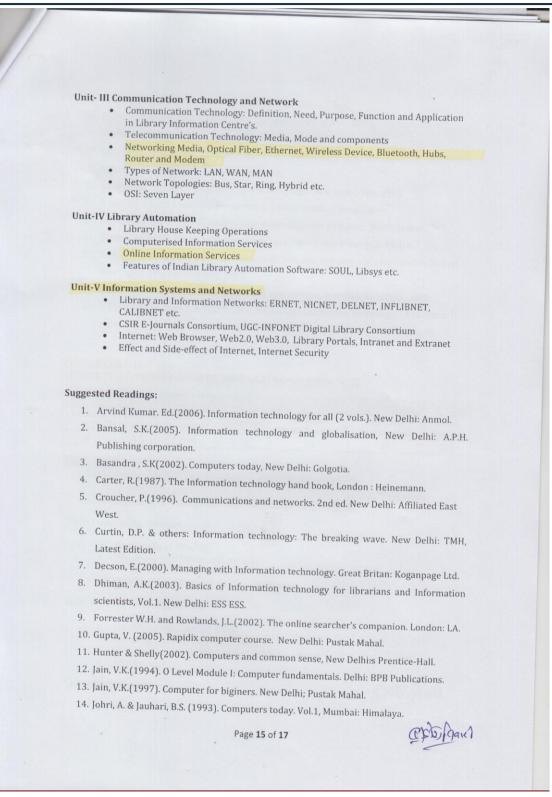
- Computer Hardware and Software
- Languages: Machine Level Language, Assembly Level Language, High Level Language
- Storage Devices: Permanent Drive, Flash Drive, Cache, USB, DVD

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# गुरू घासीदास विश्वविद्यालय (केन्रीय विश्वविद्यालय अधिनेयम 2009 क. 25 के अंतर्गत स्वापित केन्न्रीय विश्वविद्यालय) कोनी, बिलासपुर - 495009 (छ.ग.)



# Guru Ghasidas Vishwavidyalaya (A Central University Established by the Central Universities Act 2009 No. 25 of 2009) Koni, Bilaspur – 495009 (C.G.)



# गुरू घासीदास विश्वविद्यालय (केन्रीय विस्तविद्यात्य अधिनेयम 2009 ज्ञ. 25 के अंतर्गत रचावित केन्न्रीय विश्ववेद्यात्य) कोनी, बिलासपुर - 495009 (छ.ग.)



Guru Ghasidas Vishwavidyalaya (A Central University Established by the Central Universities Act 2009 No. 25 of 2009) Koni, Bilaspur – 495009 (C.G.)

- 15. Kashyap, M.M. (2003). Database systems. New Delhi: Vikas.
- *16. Keren, C & Perlmutter, L,Ed.* (1995). The application of mini and micro computers inInformation, documentation, and Libraries. Amsterdam: Elsevier.
- 17. Lancester, F.W. and Sandore, B.(1997). Technology for management in library information services. London: Grover Press.
- 18. Rajaraman, V. (1995). Fundamentals of Computes. New Delhi: PHI, 1995.
- 19. Rowely, J. (2001). Information systems, 2 Ed. London: Clive Bingley.
- 20. Satyanarayana, R. (2005).Information technology and its facets. Delhi: Manak.
- 21. Saxena, S.(2001). A first course in computers. New Delhi: Vikas pub. House.
- 22. Sinha, P.K.(1992). Computer fundamentals: concept, systems and applications. 2nd ed. New Delhi: BPB Publications, 1992.
- 23. Shroff, R.(2000). Computer systems and applications, Mumbai: Himalaya, 2000.
- 24. Williams, B, Sawyer, S. & Hutchinson, S.E. Using Information technology : A practical Introduction to computers and Communication. New Delhi:TMH, (latest edition)

### COURSE CODE: LIS - 110 COURSE TITLE: INFORMATION TECHNOLOGY: BASICS (PRACTICE)

Credit Distribution			Trank	Marks Distribution		
Lecture (L)	Tutorial (T)	Practice (P)	Total Credits	Semester Examination	Internal Assessment	Total Marks
0	2	4	4	70	30	100

### OBJECTIVES

- To gain the practical skills and commands of operating systems;
- To understanding the hands on practice of text processing and DBMS software;
- To know the search techniques in online and offline databases

Unit- I Operating Systems

- Commands of MS-DOS
- Windows: Installation and Backup
- UNIX/ Linux: Basic Commands
- Hands on Learning on Computer Hardware

**Unit- II Text Processing Software** 

- Handling Text Data: MS WORD
- Handling Numeric Data: MS EXCEL
- Preparation of Presentation through Power Point
- DTP Software

### Unit-III DBMS Software

• WINISIS

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# गुरू घासीदास विश्वविद्यालय (केन्रीय विश्वविद्यालय अधिनेयम 2009 ज्ञ. 25 के अंतर्गत खावित केन्न्रीय विश्वविद्यालय) कोनी, बिलासपुर - 495009 (छ.ग.)



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Database Management Software

# Unit- IV Database Search and Retrieval

- Offline Database
- Online Database

# Unit-V Online search

- Use of Internet
  - How to Search on Web, Syntax and Semantics

### **Suggested Readings:**

- 1. Basandra , S.K(2002). Computers today, New Delhi: Golgotia
- 2. Carter, R.(1987). The Information technology hand book, London: Heinemann.
- 3. Croucher, P.(1996). Communications and networks. 2nd ed. New Delhi: Affiliated East West.
- 4. Curtin, D.P. & others: Information technology: The breaking wave. New Delhi: TMH, Latest Edition.
- 5. Rajaraman, V. (1995). Fundamentals of Computes. New Delhi: PHI, 1995.
- 6. Saxena, S.(2001). A first course in computers. New Delhi: Vikas pub. House.
- Sinha, P.K.(1992). Computer fundamentals: concept, systems and applications. 2nd ed. New Delhi: BPB Publications, 1992.
- 8. Shrivastave, R.K.(2001). A: Text book of Information technology, Delhi: Dominant Publishers
- 9. Shroff, R.(2000). Computer systems and applications, Mumbai: Himalaya, 2000.
- 10. Microsoft Office 2007 Training Manual



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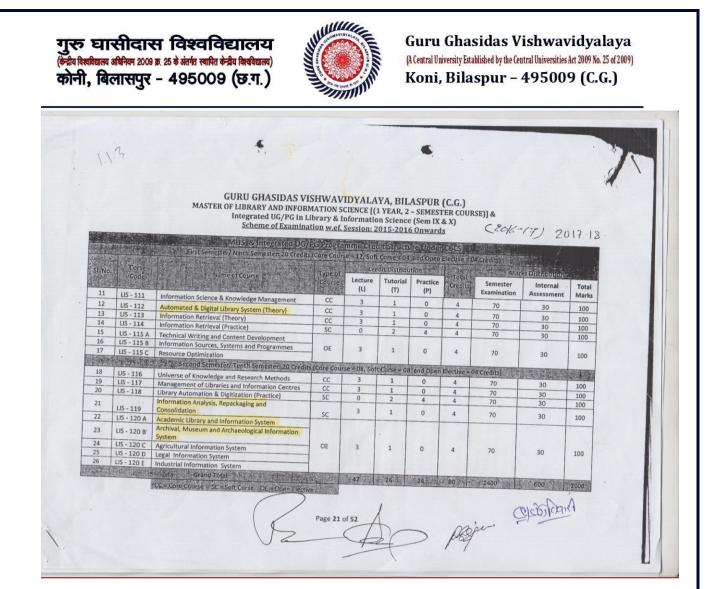
# List of Courses Focus on Employability/ Entrepreneurship/ Skill Development

Depar	rtment	: Library and information Science			
Programme Name : M.Lib. I. Sc					
Academic Year : <mark>2017-18</mark>					
List of	List of Courses Focus on Employability/ Entrepreneurship/Skill Development				
Sr. No.	Course Code	Name of the Course			
01.	LIS-112	Automated and Digital Library System			
02.	LIS-119	Information Analysis, Repacking and Considation IX			
03.	LIS-120 A	Optional - Acadamic Library & Information System			
04.	LIS-120 B	Optional - Archival Museum and Archaeological Infor System			

Qisis) िवारी

विभागाध्यक्ष HEAD पुस्तकालय एवं सूचना विज्ञान विभाग Depit. of Library & Info. Science गुरू घासीदास विश्वविद्यालय, Guru Ghasidas Vishwavidyalays. विलासपुर (छ.ग.) Bilaspur (C.G.)

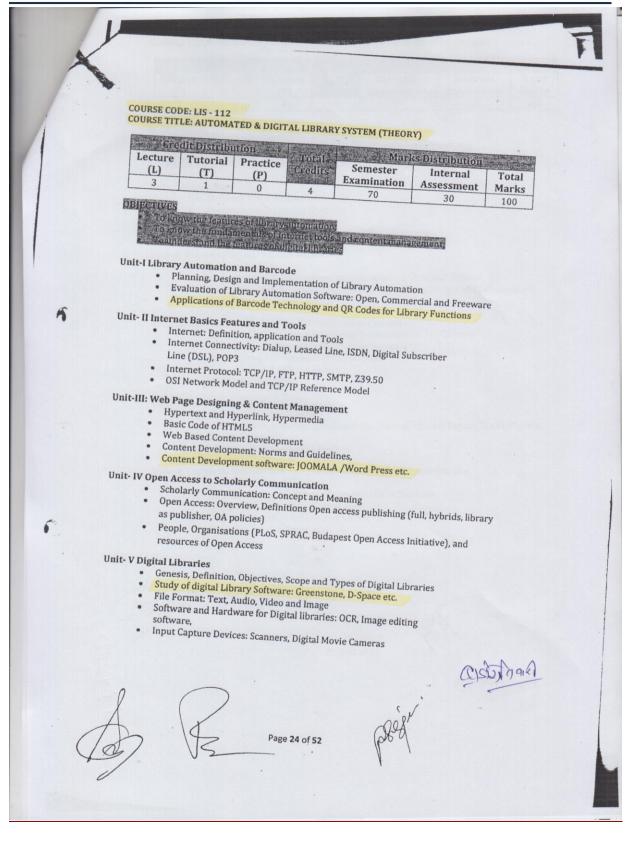
Courses Focus on Employability/Entrepreneurship/Skill Development



# गुरू घासीदास विश्वविद्यालय (केन्रीय विश्वविद्यालय अधिनेयम 2009 ज्ञ. 25 के अंतर्गत रचावित केन्न्रीय विश्ववेद्यातय) कोनी, बिलासपुर - 495009 (छ.ग.)



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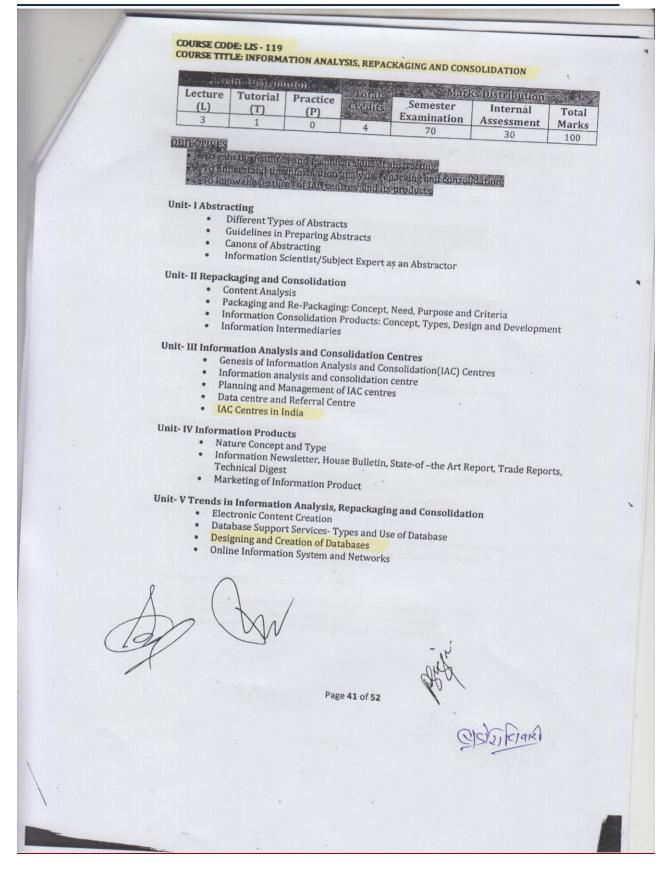


Courses Focus on Employability/Entrepreneurship/Skill Development

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Courses Focus on Employability/Entrepreneurship/Skill Development

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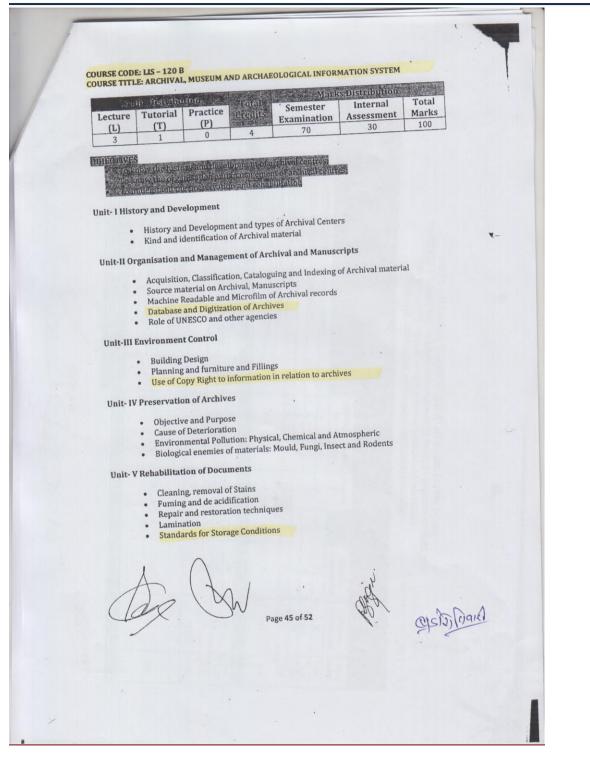
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### COURSE CODE: LIS - 120 A COURSE TITLE: ACADEMIC LIBRARY AND INFORMATION SYSTEM Credit Distribution Total Internal Total Tutorial Practice Semester Lecture Assessment Marks Examination (P) (L) (T) 30 100 0 4 70 3 OBJECTIVE now the features and historical development of academic libraries. ferstand the collection development policies of academi w the staffing and resource sharing ofacademiclibrari Unit- I Academic Library History and Development of Libraries with special reference to India Role of Academic Library in Education Academic Library as a support System for Education Unit- II Development of Academic Library Role of UGC in Promoting Academic Libraries, University College and other Institutions Role of library authorities of the Institutions in Promoting Library Resources **Development of Library Services** Financial Management of Academic Libraries Unit- III Collection Developments Collection Development Policy, Weeding policy . Problems in Collection Organization in an Academic Library Collection Development Programmes, Allocation of Funds to Collection Procurement, Curriculum and Collection Development Library Committees and their Role in Collection Development Unit- IV Staffing and Staff Development for Academic Library Norms and Patterns for Staffing in University, College and School Libraries . Continuing Education Programmes for Academic Library Development Personal Management in Academic Library **Unit- V Resource Sharing Programmes** Resource Sharing Services- its Objectives, Organization and Development INFLIBNET and its Implications to Library Resource Sharing Regional and City Network of Libraries and their Importance . Page 43 of 52

# गुरू घासीदास विश्वविद्यालय (केदीय विश्वविद्यालय अधिन्यम 2009 इ. 25 के अंतर्गत खापित केन्द्रीय विश्वविद्यालय) कोनी, बिलासपुर - 495009 (छ.ग.)



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**Scheme and Syllabus** 

Courses Focus on Employability/Entrepreneurship/Skill Development