

Sant Gadge Baba Amravati University, Amravati
As Per NEP 2020 Syllabus
Faculty: Humanities
Three Years- Six Semesters Bachelor's Degree Programme

B.A.-II, SEM-IV (Library & Information Science)

Course Code –636205

Major-1: Management of Library Operation

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks	Internal Marks	Total Marks
5.0	IV	636205	Major-I Management of Library Operation	4	4	3 Hours	60	40	100

Course Code –636205

Major-1: Management of Library Operation

Course Objectives	- To understand the fundamental principles of library and information science. - To manage library collections effectively, including selection, acquisition, organization, and preservation.								
Course Outcomes:	- Provide high-quality user services, including reference, circulation, and information literacy instruction. - Utilize technology effectively in library operations, including library automation systems, digital libraries, and online resources. - Understand the importance of library marketing and outreach in promoting library services to the community. - Analyze the ethical and social responsibilities of library professionals.								
Unit System	Contents				Workload Allotted	Weightage of Marks Allotted	Incorporation of Pedagogies		
Unit I	Management: Management: Definitions, Purpose and Steps. History of Management, Administration: Definitions, and Purpose. Qualities of Good Manager.				10 Hours	10 Marks	Interactive Lectures: 2. Problem Solving Sessions: 3. Flip- Class: a		
Unit II	Introduction to Library Operations Meaning, Scope, and Objectives of Library Operations. Functions of Library Operations. Organization of Library Work.				10 Hours	10 Marks			

	Library Policies and Standard Operating Procedures.		
Unit III	Acquisition and Collection Management • Collection Development Policy • Selection of Library Materials • Acquisition Procedures • Accessioning of Documents	10 Hours	10 Marks
Unit IV	Technical Processing of Library Materials • Physical Processing of Books. • Classification and Call Number Assignment. • Cataloguing and Bibliographic Records. • Labeling, Barcoding, Shelving and Shelf Rectification.	10 Hours	10 Marks
Unit V	User Services and Library Sections • Circulation Services • Membership Registration • Issue, Return, Renewal and Reservation • Serials Management	10 Hours	10 Marks
Unit VI	Administrative and Financial Management • Human Resource Management • Staff Duties and Responsibilities • Library Budget and Financial Control • Library Statistics and Annual Reports	10 Hours	10 Marks
References:	• Information Technology for Management by Efraim Turban • Introduction to Information Technology by V. Rajaraman • Fundamentals of Computers by P. K. Sinha • Computer Fundamentals by Anita Goel Library Automation and Networking by P. S. G. Kumar		

Sant Gadge Baba Amravati University, Amravati
As Per NEP 2020 Syllabus
Faculty: Humanities
Three Years- Six Semesters Bachelor's Degree Programme
B.A-II, SEM-IV (Library & Information Science)

Course Code –6362026

Major-2: Introduction to Information Technology

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks	Internal Marks	Total Marks
5.0	IV	636206	Major-2: Introduction to Information Technology	4	4	3 Hours	60	40	100

Course Code –6362026

Major-2: Introduction to Information Technology

Course Objectives	- To introduce the basic concepts of Information Technology (IT). - To study computer systems, networks and Internet technologies.			
Course Outcomes:	- Describe the role of IT in modern society. - Identify computer hardware components. - Understand Internet and networking concepts. - Explain applications of IT in libraries. - Identify emerging IT technologies.			
Unit System	Contents	Workload Allotted	Weightage of Marks Allotted	Incorporation of Pedagogies
Unit I	Fundamentals of Information Technology - Meaning and concept of Information Technology. - Components and characteristics of IT. - Evolution and generations of computers. - Types of computers and their applications.	10 Hours	10 Marks	Interactive Lectures: 2. Problem Solving Sessions: 3. Flip- Class: a
Unit II	Computer Hardware and Software	10 Hours	10 Marks	

	• Components of computer system. • Input, output and storage devices. • Primary and secondary memory. • System software and application software.			
Unit III	Internet and Web Technologies • Introduction to Internet and World Wide Web. • Web browsers and search engines. • E-mail and online communication tools. • Networking concepts and types of networks.	10 Hours	10 Marks	
Unit IV	Information Technology in Libraries • Library automation concepts. • Integrated Library Management Systems (ILMS). • Digital libraries and institutional repositories. • E-resources and online databases.	10 Hours	10 Marks	
Unit V	Information Retrieval and Database Management • Database concepts and DBMS. • Data processing and storage. • Information retrieval techniques. • Search strategies and search operators.	10 Hours	10 Marks	
Unit VI	Emerging Trends in IT • Cyber security and data protection. • Computer viruses and preventive measures. • Information ethics and cyber laws. • Artificial Intelligence and emerging technologies.	10 Hours	10 Marks	
References:	• Information Technology for Management by Efraim Turban • Introduction to Information Technology by V. Rajaraman • Fundamentals of Computers by P. K. Sinha • Computer Fundamentals by Anita Goel • Library Automation and Networking by P. S. G. Kumar			