

Sant Gadge Baba Amravati University, Amravati

As Per NEP 2020 Syllabus Session- 2026-27

Faculty: Humanities

Three Years- Six Semesters Bachelor's Degree Programme

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

Course Code – 636284

VSC Theory: Library Administrative Skills

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Total Teaching Hours	Max Marks	Internal Marks	Total Marks
5.0	III	636284	VSC Theory: Library Administrative Skills	2	2	30	30	20	50

Course Code – 636284

VSC Theory: Library Administrative Skills

Course Objective	- To develop students' understanding of library administration and organizational management. - To familiarize students with planning, organizing, staffing, directing, coordinating, and controlling library activities.								
Course Outcomes:	- Explain the principles and functions of library administration. - Apply administrative techniques for planning, organizing, and managing library services. - Manage financial, human, and physical resources in libraries. - Prepare administrative documents such as budgets, reports, and policy manuals. - Demonstrate leadership, communication, and decision-making skills in library administration.								
Unit System	Contents					Workload Allotted	Weightage of Marks Allotted	Exam Type & Marks	
Unit I	Fundamentals of Library Administration - Meaning, Definition, Scope. - Objectives of Library Administration. - Principles of Administration - Functions of Library Administration					8 Hours	8 Marks	Theory-60 Internal Assessment-40 Marks Total Marks-100	

Unit II	Planning and Organization • Planning: Meaning, Objectives, and Types. • Organization of Library Work. • Organizational Structure and Departmentation. • Coordination and Supervision.	7 Hours	7 Marks
Unit III	Human Resource Management • Staff Recruitment and Selection . • Staff Training and Development. • Job Analysis and Job Description . • Motivation and Leadership.	8 Hours	8 Marks
Unit IV	Financial and Office Administration • Library Finance: Sources of Funds. • Budget Preparation and Budgetary Control. • Accounting and Financial Records . • Office Administration.	7 Hours	7 Marks
References:	• Ranganathan, S. R. Library Administration. Asia Publishing House. • Kumar, P. S. G. Library Administration: Theory and Practice. B.R. Publishing Corporation. • Krishan Kumar. Library Administration and Management. Vikas Publishing House. • Mittal, R. L. Library Administration: Theory and Practice. Metropolitan Book Co. • Stueart, Robert D. & Moran, Barbara B. Library and Information Center Management. Libraries Unlimited.		

