

**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- 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      | <b>VSC Theory:</b><br>Library Administrative Skills | 2       | 2              | 30                   | 30        | 20             | 50          |

**Course Code – 636284**

**VSC Theory: Library Administrative Skills**

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                   |                             |                                                              |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------------------|--------------------------------------------------------------|
| Course Objective | <ul style="list-style-type: none"><li>To develop students' understanding of library administration and organizational management.</li><li>To familiarize students with planning, organizing, staffing, directing, coordinating, and controlling library activities.</li></ul>                                                                                                                                                                                                      |                   |                             |                                                              |
| Course Outcomes: | <ul style="list-style-type: none"><li>Explain the principles and functions of library administration.</li><li>Apply administrative techniques for planning, organizing, and managing library services.</li><li>Manage financial, human, and physical resources in libraries.</li><li>Prepare administrative documents such as budgets, reports, and policy manuals.</li><li>Demonstrate leadership, communication, and decision-making skills in library administration.</li></ul> |                   |                             |                                                              |
| Unit System      | Contents                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Workload Allotted | Weightage of Marks Allotted | Exam Type & Marks                                            |
| Unit I           | <b>Fundamentals of Library Administration</b> <ul style="list-style-type: none"><li>Meaning, Definition, Scope.</li><li>Objectives of Library Administration.</li><li>Principles of Administration</li><li>Functions of Library Administration</li></ul>                                                                                                                                                                                                                           | 8 Hours           | 8 Marks                     | Theory-60<br>Internal Assessment-40 Marks<br>Total Marks-100 |

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |         |         |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|
| Unit II     | <b>Planning and Organization</b> <ul style="list-style-type: none"> <li>• Planning: Meaning, Objectives, and Types.</li> <li>• Organization of Library Work.</li> <li>• Organizational Structure and Departmentation.</li> <li>• Coordination and Supervision.</li> </ul>                                                                                                                                                                                                                                                             | 7 Hours | 7 Marks |
| Unit III    | <b>Human Resource Management</b> <ul style="list-style-type: none"> <li>• Staff Recruitment and Selection .</li> <li>• Staff Training and Development.</li> <li>• Job Analysis and Job Description .</li> <li>• Motivation and Leadership.</li> </ul>                                                                                                                                                                                                                                                                                 | 8 Hours | 8 Marks |
| Unit IV     | <b>Financial and Office Administration</b> <ul style="list-style-type: none"> <li>• Library Finance: Sources of Funds.</li> <li>• Budget Preparation and Budgetary Control.</li> <li>• Accounting and Financial Records .</li> <li>• Office Administration.</li> </ul>                                                                                                                                                                                                                                                                | 7 Hours | 7 Marks |
| References: | <ul style="list-style-type: none"> <li>• Ranganathan, S. R. Library Administration. Asia Publishing House.</li> <li>• Kumar, P. S. G. Library Administration: Theory and Practice. B.R. Publishing Corporation.</li> <li>• Krishan Kumar. Library Administration and Management. Vikas Publishing House.</li> <li>• Mittal, R. L. Library Administration: Theory and Practice. Metropolitan Book Co.</li> <li>• Stueart, Robert D. &amp; Moran, Barbara B. Library and Information Center Management. Libraries Unlimited.</li> </ul> |         |         |

