

Sant Gadge Baba Amravati University, Amravati

As Per NEP 2020 Syllabus Session- 2025-26

Faculty: Humanities/Interdisciplinary

Three Years- Six Semesters Bachelor's Degree Programme

Subject –B.A.-II Sem-IV Library & Information Science

Course Code – 636205

Major - Theory-V – Management of Library Operation

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Total Teaching Hours	Max Marks	Internal Marks	Total Marks
5.0	IV	636205	Theory-2 Management of Library Operation	5	5	75	60	40	100

Course Code – 636205

Title - Theory-V – Management of Library Operation

Course Objective	- Understand the fundamental principles of library and information science. - Analyze the different types of libraries and their organizational structures. - Develop and implement effective library policies and procedures. - 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
Unit I	Management: - Management: Definitions, Purpose and Steps , History of Management, - Administration: Definitions, and Purpose. - Qualities of Good Manager.		15 Hours	10 Marks
Unit II	Classification Definitions, Need and Purpose.		15 Hours	10 Marks

	• Book Classification Schemes. • 3. D.D.C. and Colon Classification system.			
Unit III	Cataloguing • Catalogue : Need Purpose and Importance. • Physical forms of Catalogue: Printed book Catalogue. • Sheaf Catalogue, Card Catalogue, OPAC & others.	15 Hours	10Marks	
Unit IV	Library Records and Reports • Library Statistics: Purpose, Sources and Kind • Records- Accession Register, Membership Register, Periodical Record Register, Withdrawal Register, Binding Register. • Reports – Annual Report Rules and Regulation Library Committee	15 Hours	10Marks	
Unit V	Circulation and Stock Verification • Registration of Borrowers • Charging Systems: Brown and Newark Stock Verification • Weeding of Books	15 Hours	10 Marks	
Unit VI	Library Technology • Library automation systems: integrated library systems . • Online catalogs and databases. • Digital libraries and e-resources.	15Hours	10 Marks	
References:	• Library Management : A Practical guide for Libraries by Rowman & Littlefield. • Management of Libraries by Okiy. • Operation Research-Management of Libraries and Information center-INFLIBNET. • Library Operations Manual/Catalog by Ves.			

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Faculty: Humanities/Interdisciplinary

Three Years- Six Semesters Bachelor's Degree Programme

Subject – B.A.-II Sem-IV. Library & Information Science

Course Code – 636206

Major - Theory-VI – Manuscripts to E-Books

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Total Teaching Hours	Max Marks	Internal Marks	Total Marks
5.0	IV	636206	Theory-I Manuscripts to E-Books	4	4	60	60	40	100

Course Code – 636206

Title - Theory-1 – Manuscripts to E-Books

Course Objective	• To familiarize students with the historical evolution of books and the transition from print to digital formats and to equip students with the skills necessary to convert manuscripts into various e-book formats. • To introduce students to e-book publishing platforms and distribution channels. • To develop critical thinking and analytical skills related to the digital publishing landscape.			
Course Outcomes:	• Understand the history and evolution of book publishing. • Gain knowledge of different e-book formats. • Understand the principles of good e-book design and formatting. • Develop the ability to convert manuscripts into professional-quality e-books. • Develop skills in publishing e-books to various platforms			
Unit System	Contents	Workload Allotted	Weightage of Marks Allotted	
Unit I	Introduction to Books and their Evolution • A Brief History of Books: From Scrolls to Print. • Ancient writing literature and methods. • Manuscripts: An important information sources.	10 Hours	10 Marks	

Unit II	Manuscript : Concept • Manuscripts used: Papyrus, parchment, Vellum. • Techniques of manuscript production(Writing, binding etc) • Preservation and conservation of manuscripts.	10 Hours	10Marks	
Unit III	The Printing Revolution • History & Evolution of Writing Skills. • Invention of Printing Techniques. • Impact of movable type printing on society and literacy.	10Hours	10 Marks	
Unit IV	Book Publishing Process • Standards of Book publishing. • Book publishing and International standards. • Key historical milestone in book publishing.	10 Hours	10 Marks	
Unit V	Traditional to Digital Media. • Technological advancement in Publishing. • Emergence of e-books: Definition, features and formats. • E-books Publishing Platforms..	10 Hours	10 Marks	
Unit VI	Comparative Study • Manuscripts vs Printed Books vs e-books • Changes in reading habits and consumption patterns. • Environmental impact of print vs digital publishing.	10 Hours	10 Marks	
References:	• The E-book Formatting Handbook" by Dave Thomas. • E-book Essentials" by Dave Gash. • Reflowable E-books: A Guide to the EPUB Standard" by Aaron Gustafson. • Designing for E-readers" by Christian Crumlish.			

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Faculty: Humanities/Interdisciplinary

Three Years- Six Semesters Bachelor's Degree Programme

Subject – B.A.-II Sem-IV. Library & Information Science

Course Code – 636242

Title – Role of Gurukul and Pathshala as Information Center.

Level	Sem ester	Course Code	Course Name	Credits	Teachin g Hours	TotalTe aching Hours	Theory Marks	Internal Marks	Total Marks
5.0	IV	636242	Major IKS Role of Gurukul and Pathshala as Information Center	1	1	15	15	10	25

Course Code – 636242

Title - Theory-3 – Ancient Indian Library System

Course Objective	• Understand the historical evolution and characteristics of Gurukul and Pathshala systems. • Analyze the processes of knowledge creation, acquisition, and organization within these traditional settings. • Evaluate the methods of information preservation and dissemination employed in Gurukuls and Pathshalas. • Identify the unique aspects of the guru-shishya parampara as a model of information transfer and mentorship.								
Course Outcomes:	• Understanding the Purpose, Role and Importance of Libraries in ancient Indian period. • Aims to explore the importance of Gurukul and Pathshala in knowledge dissemination.								
Unit System	Contents					Workload Allotted	Weightage of Marks Allotted	Exam Type & Marks	
Unit I	Gurukuls as Residential Information Hubs • Structure and Organization of a Gurukul: Ashram life, roles of Guru and Shishyas. • Oral Tradition (Shruti and Smriti) as a Primary Information Transmission					8 Hours	10 Marks	Theory-15 Internal Assessment-10 Marks	

	Method: Techniques of memorization, recitation, and their significance. • Preservation of Knowledge in Gurukuls: Human memory, commentary traditions (Bhashya), and early forms of manuscript creation (palm-leaf, birch bark).			Total Marks-25
Unit II	Pathshalas as Community-Based Information Nodes • Nature and Function of Pathshalas: Localized, informal learning centers, often community-supported. • Basic Curriculum and Practical Skills: Elementary literacy (Sanskrit, local languages), arithmetic, ethical teachings, vocational skills relevant to the community. • Information Dissemination within Pathshalas: Recitation, storytelling, folk traditions, and community engagement.	7Hours	5 Marks	
References:	• Altekar, A. S. (1934). <i>Education in Ancient India</i>. Nand Kishore & Bros. • Das, S. K. (1930). <i>The Educational System of the Ancient Hindus</i>. University of Calcutta. • Mookerji, R. K. (1947). <i>Ancient Indian Education: Brahmanical and Buddhist</i>. Macmillan and Co.			

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Faculty: Humanities/Interdisciplinary

Three Years- Six Semesters Bachelor's Degree Programme

Subject – B.A.-II Sem-IV. Library & Information Science

Course Code – 636272

Minor Theory-IV – Library Automaton using SOUL

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks	Internal Marks	Total Marks
5.0	IV	636272	Theory-2 Library Automaton using SOUL	4	4	3 Hours	60	40	100

Course Code – 636272

Minor Theory-IV – Library Automaton using SOUL

Course Objective	To understand the concept and need for library automation. To familiarize students with the SOUL software and its modules. To equip students with practical skills in implementing and managing automated library services. To explore issues related to automation, such as data migration, standards, and interoperability.								
Course Outcomes:	1. Understand the fundamentals of library automation. 2. Gain knowledge of SOUL library software. 3. Acquire practical skills in using SOUL. 4. Develop an understanding of library data management. 5. Appreciate the role of technology in library services.								
Unit System	Contents					Workload Allotted	Weightage of Marks Allotted	Incorporation of Pedagogies	
Unit I	Introduction to Library Automation. - Definition and objectives of library automation. - Benefits and challenges of library automation. - Overview of library automation software.					7 Hours	10 Marks	Interactive Lectures: 2. Problem Solving Sessions: 3. Flip-Class: a	
Unit II	SOUL Software Overview. Introduction to SOUL: Features, modules, and architecture.					7Hours	10 Marks		

	• Versions of SOUL: SOUL 2.0 and 3.0. • System requirements and installation of SOUL.			
Unit III	Key Modules of SOUL • Acquisition Module: Procurement, vendor management, and budget tracking. • Cataloguing Module: Data entry, MARC tagging, authority files, and importing/exporting bibliographic data. • Circulation Module: Member management, issue/return, fines, and notices.	8 Hours	10Marks	
Unit IV	Key Modules of SOUL • Serial Control Module: Subscription management, renewal, and binding. • OPAC (Online Public Access Catalogue). • Administration Module.	8 Hours	10Marks	
Unit V	Practical Implementation of SOUL • Configuring SOUL software for library use. • Backup and recovery processes in SOUL. • Generating reports and statistics using SOUL.	8 Hours	10 Marks	
Unit VI	Challenges and Future Trends in Library Automation. • Data migration challenges and solutions. • Integration of emerging technologies (RFID, IoT, AI) in library automation.. • Role of automation in digital and hybrid libraries.	7Hours	10 Marks	
References:	• Library Automation by I.K. Ravichandra Rao: • Indian Libraries: Documentation and Automation in Library Services by Krishna Das Gupta. • Automating Book Acquisition by S. Amba and S. Doss: • SOUL; A Library Management Software: INFLIBNET Center. • Library Automation in India: A case study of SOUL implementation in Indian libraries.			

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Three Years- Six Semesters Bachelor's Degree Programme

B.A.-II Sem-IV – Library & Information Science

Course Code – **636273**

Minor OE-I Title - Theory-V(A) – E-Resources Management

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Total Teaching Hours	Max Marks	Internal Marks	Total Marks
5.0	IV	636273	Minor OE Theory- 3 E-resources Management	4	4	60	100	40	100

Course Code – **636273**

Title - Theory-V(A) – E-Resources Management

Course Objectives	To familiarize students with the concept and significance of electronic resources in the digital age. To provide an in-depth understanding of various types of electronic resources like databases, e-journals, e-books, digital archives, and open access resources. Also to introduce students to the management and administration of electronic resources in libraries and other educational institutions.								
Course Outcomes:	1. Students can understand of the E-Resources. 2. Students can understand the ERMS. 3. Students can understand the collection development process. 4. Students can understand the web based e-resources. 5. Students can understand the recent trends in ERM.								
Unit System	Contents				Workload Allotted	Weightage of Marks Allotted	Incorporation of Pedagogies		
Unit I	Electronic Resources Overview. • Concept and Definition of E-Resources. • Evolution, Need and Characteristics of E-Resources. • Benefits and Drawbacks of E-Resources.				10Hours	10 Marks	Interactive Lectures: 2. ProblemSolving Sessions: 3. Flip-Class: a		
Unit II	Electronic Resource Management System				10Hours	10 Marks			

	(ERMS) • Methods of selection and acquisition of E-Resources. • Access and Authentication of E-Resources. • Recent trends in E-Resource Management.			
Unit III	Collection Development Process. • Procurement policy, budgeting, evaluation of E-Resources. • Organization & description of E-resources. • Cataloguing and Metadata of E-Resources: requirements and types.	10 Hours	10Marks	
Unit IV	Acquisition and Licensing of Electronic Resources • Purchasing Model • Licensing Agreement • Consortia Purchasing	10 Hours	10Marks	
Unit V	Access and Maintenance of Electronic Resources • Access Mechanisms • Discovery Tools • Hardware and Software Requirements	10 Hours	10Marks	
Unit VI	Preservation and Evaluation of E-Resources. • Preservation and archiving of E-resources. • Digital preservation standards and policies. • Legal and ethical issues related to E-Resources.	10 Hours	10 Marks	
References:	• Electronic Resource Management in Libraries: Concepts, Strategies and Best Practices by T.V. Sekhar and G.R. Shastri. • Managing Electronic Resources: Strategies for Libraries and Information Centers by Judith Geahigan. • Electronic Resources Management: A Practical Guide by Joan Giesecke. • The E-Resources Handbook by Tom Wilson.			

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B.A.-II Sem-IV – Library & Information Science

Course Code – 636274

Minor OE-II – Theory- V(B)- Search Strategies and Techniques

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Total Teaching Hours	Max Marks	Internal Marks	Total Marks
5.0	IV	636274	Theory- 4 – Search Strategies and Techniques	4	4	60	60	40	100

Course Code – 636274

Title - Theory- V(B) – Search Strategies and Techniques

Course Objectives	To make effective utilization of a variety of search and academic databases for research. To understand the strengths and weaknesses of different search engines and databases and also to develop effective search queries using Boolean operators, truncation, and other search techniques.								
Course Outcomes:	1.Gain knowledge of what is a search strategy, prerequisite and information search process. 2.Analyzing the various search techniques in relation to library scenario in particular and multidisciplinary scenario in general. 3.To create the ability to evaluate the current scenario and modern trends in online information searching. 4.Able to Search and handle the special search engines.								
Unit System	Contents					Workload Allotted	Weightage of Marks Allotted		
Unit I	Search Strategies and Pre-requisites • Concept, Definition, Need and purpose. • Use of Search Strategies. • Types of Searches.					10 Hours	10 Marks		
Unit II	Search Techniques • keyword and subject search. • Boolean Search.					10 Hours	10 Marks		

	Field-specific search, Limiting Search, Range Search.			
Unit III	Information search process & Tools. - Basic Features., Search Tactics. - Search engines. Meta Search engine. - Web search engines, Special search engines.	10 Hours	10 Marks	
Unit IV	Online Searching - Online search services.. - Basic step and features of an online search services. - Multiple Database searching.	10 Hours	10 Marks	
Unit V	Different Search Platforms - Library Catalogs (OPACs) - Bibliographic Databases - Online Searching, Research gateways and Portals.	10 Hours	10 Marks	
Unit VI	Challenges and Emerging Trends in Search - Ethical Implications of Search - Vocabulary Mismatch Problem - Cross-Language Information Retrieval	10 Hours	10 Marks	
References:	- Bates, H.J. Information search tactics. - Chowdhry, G.O. Introduction to modern information retrieval: Facet Publishing. - Gopinath, M.A. Search strategies and heuristics, ,New Delhi:IGNOU. Information Retrieval: Algorithms and Heuristics by Ricardo Baeza-Yates and Berthier Ribeiro-Neto. The Vector Space Model for Information Retrieval" by Gerard Salton, Anita Wong, and Chung-Shu Yang.			