

Title of course:		Library Science			
Nodal Department of HEI to run course					
Board Area/Sector-					
Sub Sector-					
Nature of Course-Independent and Progressive		Independent and Progressive			
Name of Suggestive Sector Skill Council					
Aliened NSQF Level		4			
Expected fee of the Course-Free/Paid					
Stipend to Student expected from industry					
Number of Seats.....					
Course Code- VOLS (VOLS101, VOLS102, VOLS201, VOLS202)		Credits-03(1 Theory,2 Practical)			
Max Mark 25+75		Minimum Marks.			
Name of proposed skill Partner (Please Specify,Name of industry, company etc for practical/training/internship/OJT.					
Job prospects- Expected field of Occupation where student will be able to Get job after the completing this course in (Please Specify, Name of industry, company etc).		In Library profession, Cataloguer, Library Attendant, Publishing House			
Syllabus:-					
Unit	Topics	General/Skill Component	Theory/Practical /OJT/internship /Training	No. of Theory Hours (Total-15 Hours=1 credit)	No. of skill hours (Total=60 Hours=2 credits)
Semester-1 VOLS101			3 Credits		
I.	Libraries: Basics And Contexts	General	Theory	15 Hours	
II.	Library Routines	Skill	Theory/Practical		30 Hours
III.	Document Processing and Organisation	Skill	Practical/Internship /Training		30 Hours
Semester-2 VOLS102			3 Credits		
I.	Classification	General	Theory/ Practical	15 Hours	
II.	Cataloguing	Skill	Theory/Practical		30 Hours
III.	Filing and Shelving	Skill	Practical/Internship /Training		30 Hours
Semester-3 VOLS201			3 Credits		
I.	Information Sources and Their Use	General	Theory/ Practical	15 Hours	
II.	Library Services	Skill	Theory/Practical		30 Hours
III.	Digitization of Library Materials	Skill	Practical/Internship /Training		30 Hours
Semester-4 VOLS202			3 Credits		
I.	Digital Literacy	General	Theory/ Practical	15 Hours	
II.	Library	Skill	Theory/Practical		30 Hours

	Automation			
III.	Internet Tools and Services	Skill	Practical/Internship /Training	30 Hours
Suggested Readings: Library Science by R. Gupta Library and Information Science				
Suggested Digital platforms/web link for reading- http://epgp.inflibnet.ac.in/Home/ViewSubject?catid=21 http://www.cbseacademic.nic.in/web_material/doc/2014/16_Library%20&%20Information%20Science%20Class%20XI.pdf				
Suggested OJT/internship/Training/Skill partner :				
Suggested Continuous Evaluation Methods: Internal Assessment: Every month will have one or two Grade test/Quiz/Practical test/ Seminar on the bases of theory and practical syllabus. Best 3 test/Quiz/Practical test/ Seminar marks will be considered for internal marks and carry 30 % of overall result. End term Exam will have 40 theory (Objective type) + 60 skill test plus report assessment marks based on visit and will carry 70 % of overall result. All students, who obtain 40% marks in internal assessment and 40% marks in end term, will be eligible for certificate and credit transfer. Course learners who qualify the end course examination can get a passing certificate and a marksheet for credit transfer. Course learners can get participation certificate and completion of the course for the participation in the course				
Course Pre-requisites:				
<ul style="list-style-type: none"> • No pre-requisite required, open to all • To study this Course, a student must have the any Subject in class/12th/certificate/diploma. • If progressive to study this course a student must have passed previous courses of this series. 				
Suggested Equivalent online courses:				
Any remarks/suggestions:				
Notes:				
<ul style="list-style-type: none"> • Number of units in theory/practical may vary as per need. • Total credit Semester-3(it can be more credits, but student will get only3 credits/semester or 5 credits/year). • Credit for theory=01(Teaching hours=15) • Credit for internship/OJT/Training/Practical=02(Training hours =60) 				