ADMISSION NOTICE

Bachelor Of Library and Information Science (B.Lib & I.Sc.) One Year Degree Programme For the Academic Session 2025–26

Dr Yashwant Singh Parmar University of Horticulture and Forestry, Nauni (Solan), invites **offline applications** for admission to the **Bachelor of Library and Information Science (B.Lib &.I.Sc.)** one year Degree Programme for the academic session **2025–26**. The details regarding eligibility, seat matrix, and important dates are as follows:

A. Eligibility Criteria

- The applicant must hold a **Bachelor's degree** in any discipline from a recognized university.
- Minimum **50% marks** in graduation are required (5 % **relaxation in case of** SC/ST candidates).
- Admission shall be based **purely on merit**, calculated as:

S.No.	Qualification	Weightage
1	Senior Secondary (10+2)	40%
2	Graduation (Any Stream)	60%
	Total	100%

B. Seat Matrix

- **Total Seats: 45**
  - **Regular Mode**: 30 seats
  - **Distance Learning Mode**: 15 seats

(Reservation as per university norms—please refer to the Prospectus.)

C. Important Dates & Application Process

- **Application Fee**:
  - ₹1000/- for **General (UR)/ Other** category
  - ₹750/- for **SC/ST** category
  (Payment via Bank Draft drawn in favour of "The Comptroller, Dr YS Parmar University of Horticulture and Forestry, Nauni-Solan　(HP) – 173230" payable at Nauni (Solan)
- **Last Date for Submission**:
  - **Without Late Fee**: 30th July 2025
  - **With Late Fee of ₹500**: 5th August 2025

- **Mode of Submission:**
  - Application forms along with self-attested documents and bank draft may be submitted **in person** or sent **via post which should reach before the due date** to:
    Room No. 217, General Administrative Branch, Administrative Block, Registrar's Office
    Dr YS Parmar University of Horticulture and Forestry, Nauni, Solan (HP) – 173230

D. Admission & Counselling

- **No Entrance Test** will be conducted.
- **Merit-based Counselling** will be held **in person** on **6th August 2025** at **LS Negi Auditorium**, Dr YS Parmar University of Horticulture and Forestry, Nauni, Solan (HP)

E. Fee Structure per Semester (*For detailed breakup, refer to the Prospectus*)

1. Regular: ₹26,750/-
2. Distance: ₹35,450/-

F. Commencement of Classes

- 7th August 2025

G. Application Form

The application form for applying alongwith the Prospectus is attached with this notice. Candidates must ensure that all required enclosures are submitted along with the application. Furthermore, the Candidates are advised to go through the prospectus for detailed information mentioned above.

(Siddhartha Acharya, HPAS)
Registrar

Endst. No. Even. **9781-813**
Dated: **26.06.2025**

Copy forwarded for information and wide publicity to:

1. The Director, Higher Education, Himachal Pradesh, Shimla
2. The Director, Horticulture/Agriculture/Animal Husbandry/ Principal Chief Conservator of Forests, Himachal Pradesh, Shimla
3. The Secretary, Horticulture/Agriculture/Forests to the Government of Himachal Pradesh, Shimla-171002
4. The Secretary, Indian Council of Agricultural Research, Krishi Anusandhan Bhavan, New Delhi.
5. The Secretary, University Grants Commission, New Delhi.
6. The Secretary to the Hon'ble Chancellor (The Governor, Himachal Pradesh), Raj Bhavan, Shimla (HP)

7. The Public Relation Officer/Secretary to the Vice-Chancellor, Dr. Y. S. Parmar University of Horticulture and Forestry, Nauni-Solan.

8. The Director of Research/Director, Extension Education/Students' Welfare Officer/Librarian, UHF, Nauni, Solan

9. The Dean, College of Horticulture/College of Forestry, Nauni (Solan), College of Horticulture & Forestry, Neri (Hamirpur)/Thunag (Mandi).

10. All the Associate Directors/Programme Coordinators/Incharges, Regional Research & Training Stations/ Krishi Vigyan Kendras of the University

11. Incharge, Computing and Informatics Centre, UHF, Nauni (Solan). He is requested to get the Admission Notice uploaded on the University Website.

Registrar

Application Form
Dr. Yashwant Singh Parmar University of Horticulture and Forestry, Solan -173230 (HP)
Application Form for B.Lib. and I.Sc.
Academic Session 2025-26

Affix Stamp size photo

1. Name of the Candidate _____
2. Father's Name Shri_____
3. Nationality _____ 4. Gender Male/ Female
5. Date of Birth _____
6. Whatsapp Mobile No. _____
7. E-mail ID _____
8. Permanent Address 9. Address for Correspondence

_____ _____

_____ _____

_____ _____

Pin Code_____ Pin Code_____

Write carefully "Yes" or "No" in the appropriate boxes and attach relevant certificate

10.	Are you domicile of Himachal Pradesh?	
11.	Do you belong to Scheduled Caste (SC)?	
12.	Do you belong to Scheduled Tribe (ST)?	
13.	Are you a ward of a serving/ex-defense personnel?	
14.	Are you a ward of a serving/ retired CAPFs personnel?	
15.	Are you a single girl child?	
16.	Are you a person with disability (PwD)?	

17. Education from 10th Class onwards (Attach self-attested copies of the certificates)

Exam. Passed	Name of Board	Yr. of passing	Marks		Subjects
			Max. Marks	Marks Obtained	
10th					
12th					
Graduation					

Declaration: I solemnly declare that the statements made by me in the form are complete and true to the best of my knowledge and belief and I accept liability for action under the rules and regulations of the University for any mis-statement or concealment of facts.

Signature of Applicant

Note: Candidates must provide the official conversion formula used by their university for converting OGPA/OCPA/CGPA into percentage, duly certified and attached with the application form.

DR YS PARMAR UNIVERSITY OF HORTICULTURE AND FORESTRY NAUNI-SOLAN 173230 (HP)

1985

ADMISSION OPEN FOR
2025-2026

PROSPECTUS FOR ADMISSIONS
TO
BACHELOR OF LIBRARY AND INFORMATION SCIENCE
(REGULAR MODE AND DISTANCE MODE)

ENROLL NOW

INSTRUCTIONS TO APPLY ON PAGE 12
APPLICATION FORM INSIDE ON PAGE 32
FOLLOW US ON

01792 252209
admission@yspuniversity.ac.in
HTTPS://WWW.YSPUNIVERSITY.AC.IN/

DESIGNED BY GEC DESIGN

Table of Contents

About University

Dr Y.S. Parmar University of Horticulture and Forestry, Solan, was established on 1st December, 1985 with the objective to promote education, research and extension education in the fields of horticulture, forestry and allied disciplines. Late Dr. Yashwant Singh Parmar, the first Chief Minister and the architect of Himachal Pradesh perceived the importance of horticulture and forestry to develop and improve the state economy which led to the establishment of this University. Its history lies in erstwhile Himachal Agricultural College, Solan, established in 1962 and affiliated to the Panjab University. It became one of the campuses of agriculture complex of Himachal Pradesh University on its formation in 1970. Consequent upon the establishment of Himachal Pradesh Krishi Vishva Vidyalaya in 1978, this campus became its horticulture complex and finally in 1985, assumed the status of a state university, being the only university in the country engaged exclusively in teaching, research and extension in horticulture and forestry.

The University is located at Nauni in Solan district of Himachal Pradesh, 13 km from Solan on Solan-Rajgarh road, at an elevation of 1300 meters above mean sea level. Solan town is situated on national highway (NH-22) and is well connected by train and bus services.

The university has four constituent colleges, out of which, two are located at the main campus Nauni, one for Horticulture and the other for Forestry, having 9 and 7 departments, respectively. The third college i.e., College of Horticulture &Forestry is located at Neri in Hamirpur district on Nadaun-Hamirpur state highway, about 6 km from Hamirpur town and is well connected with bus service. The college offers three undergraduate degree programmes i.e. BSc (Hons.) Horticulture, BSc (Hons.) Forestry and B. Tech. Biotechnology and MSc degree programme in a few subjects. The fourth college i.e. College of Horticulture and Forestry, Thunag (Mandi) is located at Thunag district Mandi. This college offer BSc (hons.) Horticulture and BSc (hons.) Forestry degree programme. In addition, there are five regional research stations, 12 satellite stations and five Krishi Vigyan Kendras (KVKs) situated in different zones of the state.

System of Education

This is a residential university and all the students are required to reside in the hostels, unless otherwise permitted. The university follows the semester system of education which requires continuous hard work and regularity on the part of the students in the classes throughout the semester.

Under the new system of examination for undergraduate students, evaluation is partially external and partially internal. The education aims at an all-round development of the personality of the student and the university provides necessary facilities to achieve this objective. Emphasis is laid on the high academic standards and discipline. The university also provides facilities for different games and sports, NCC/NSS and other co-curricular activities (literary, cultural, hobby development, etc.). These activities are looked after by the Student's Welfare Organization.

MANDATE

- Providing education in horticulture, forestry and allied branches of learning and scholarship
- Advancement of basic and applied research pertaining to horticulture, forestry and other allied sciences
- Extension and dissemination of scientific information among rural masses of the state
- Developing linkages with the state/central/international institutions, NGOs, orchardists, farmers and industrialists for ensuring economic and ecological security in the state
- Pursuit of other objectives that the university may determine from time to time.

MISSION

- Strategic, need based and farmer-oriented development of horticulture and forestry in Himachal Pradesh through excellence in education and research for food and ecological security, improved livelihood opportunities and economic prosperity of farming communities.

GOALS

- Human resource development through excellence in education and skill upgradation with intensive practical trainings.
- Creation of sound scientific base for research and extension education in horticulture, forestry and allied sectors.
- Dissemination of generated technologies to farming community through region specific
- transfer of technology modules.
- Effective management of financial, structural and administrative resources of the university for competitive result-oriented initiatives.

OBJECTIVES

- Human resource development in horticulture, forestry and allied sciences.
- Advancement of basic and applied research pertaining to horticulture, forestry and allied sciences.
- Extension and dissemination of scientific information among the rural masses of the state.
- Development of linkages with state, central, international institutions, NGOs, orchardists, farmers and industrialists for ensuring nutritional, economic and ecological security in the state.

The university has a faculty of 237 teachers/scientists out of which 169 teachers/scientists are posted at the main campus catering to the needs of teaching, research and extension education activities at the main campus. The colleges have well equipped laboratories and class rooms with state of art instruments and teaching aids. Separate laboratories for conducting undergraduate practical are available besides postgraduate laboratories catering to latest research. Being farm university, it has a vast experimental area of about 550 hectares at main campus and 202 ha with regional horticultural research & training stations and Krishi Vigyan Kendras (KVKs), provided with modern facilities like poly-houses, glass houses, mist chambers, sprinklers/drip irrigation system, precision farming etc. Besides, herbal garden and demonstration area serve as effective live tools for easy learning.

The students' welfare organization of the university attends to the residential requirements, sports, cultural/co-curricular activities, NCC/NSS and medical care of the students. The university has a placement cell for career counseling. The university has eight hostels, four for boy students and four for girl students. Each hostel has a common room equipped with tv and facilities for indoor games and a badminton court. Besides, there is one international hostel for foreign national students. Important newspapers and magazines are also subscribed for general reading of the students in the hostel. The university has a big playground where facilities for all outdoor games and sports exist. In order to cater to the need of indoor games, a national level indoor gymnasium is nearing completion. The students are encouraged to participate in district, state and inter-university competitions. The campus has facilities of student centre, shopping centre, banks, post and telegraph office. NCC, NSS, sports and games are compulsory for all undergraduate students. However, the girls, foreign nationals and in-service candidates are exempted from NCC. Physical education is compulsory except for in-service candidates. The university has a health centre with the staff strength of a senior medical officer, lady doctor, two pharmacists, lab technician and staff nurse. The medical facilities including ambulance services are available to all the students and residents round the clock.

Satyanand Stokes Library
Readers' Paradise: Connecting People to Learning

Satyanand Stokes Library of the University is named after Mr.Satyanand Stokes (initially Samuel Nickoles Stokes) a resident of Philadelphia, the USA who was a pioneer in introducing delicious varieties of apple and heralding the economic revolution in Himachal Pradesh. This beautiful building was inaugurated by Sh. R. Venkataraman, former Hon'ble President of India on December 7, 1988. The library specializes in horticulture and forestry information services. It serves its users through computerized in house, national and international databases e.g. Books, e-books, theses, e-thesis, journals, e-journals, and CD-ROM databases. Housed in a beautiful modular building, the library offers an excellent study environment. With a plinth area of 3975 sq. Mts. And a reading space of 665.60 sq. Mts., it provides seating for more than 400 users in common reading area and dedicated cubicles for research scholars. As an open access library, it offers various services including a book bank, interlibrary loan, document delivery services, and reprographic services. Additionally, the library has acquired essential databases in horticulture, forestry, and related disciplines.

It has a rich collection of latest books and journals on horticulture, forestry, allied subjects, and business management. The Satyanand Stokes Library has been trying to cope up with new emerging technologies and adopt the same in the library to upgrade its functioning. The feedback reports received from its patrons and visitors have also been quite useful and it enabled us to achieve our target. The library not only proactively works on its collection, building, and infrastructural augmentation, but also puts a lot of emphasis on creating facilities for its users.

With the implementation of RFID, the issue/return processes become more convenient to the users. It saves the time of the member and the staff of the library, now staff can devote more time to satisfy the need of the users. The library has adopted KOHA, library management software (open source) with cloud server and OPAC (online public access catalogue) operational for the easy and fast delivery of bibliographic information of documents available in the library with its transactional history through e-mail to the user. OPAC can be accessed on the web from any corner of the world.

Satyanand Stokes Library of the university is pioneer in Automated Library Services with the provisions of in-house databases along with other important national and international databases. There is diversified library collection ranging from subject matter texts to the varied themes of religion, spirituality, philosophy, literature, art and culture, Braille texts and competitive examinations. The library has access to e-Resources including CeRA, e-books (perpetual) and different Open Access Databases. The SNS library is also recipient of Best Usage Award of J -Gate@ CeRA through J-Gate Discovery Platform for two consecutive years 2022 to 2023 AD. The SNS Library is registered as an Institutional Member of NDLI (National Digital Library of India) and is consistently encouraging the use of NDLI resources.

The library has also signed multiple MoUs with INFLIBNET(UGC Regulatory Body) to improve academic research integrity. All the theses of the university are uploaded on the ICAR database *Krishikosh* and INFLIBNET database *Shodhganga* for promoting university Research at global level. The library provides Plagiarism Detection Services to its faculty and users in the university and the consequent colleges of the university. The library provides services of Document Delivery Request, Inter-library Loan, Reference Services, News Clippings and Reprographic Services. A Reserved Reading Area for faculty and scholars is also provided. Awareness sessions and trainings for the students and the faculty are regularly organized for better understanding of the resources and services provided by the library. The SNS Library is offering one Course on Library and Information Service (PGS-501) to the post graduate students. The SNS Library also introduced a Bachelor Degree Programme in Library and Information Science from the academic session 2024-25. The vision of the library is to emerge as a digital platform compatible with the contemporary state of the art technologies including use of artificial intelligence for the library services. A hybrid mode of physical collections and digital resources will be the hall mark of SNS Library.

LIBRARY SERVICES

Multimedia services

- The library provides access to bibliographic databases subscribed on cd rom. The following databases are available on CD-ROM in the multimedia center of the library AGRIS, HORT-CD, CAB-CD, AGRICOLA, TREE-CD. The multimedia center provides access to a number of IP-Based /Subscribed databases to the students

Inter-library loan & document procurement service

- The library offers inter-library loan service to its users for the books and periodicals not available in the library by procuring them from other neighboring universities / institutes. This library, in turn also lends its resources to the libraries of other government and academic institutions. However, photocopies of articles are sent to the libraries situated anywhere in the country on demand.
- The library users are given assistance in locating misplaced books. The users may fill-in the location books, available at the circulation counter and in the serials division, for books / journals not found by them. The library staff makes a thorough search for the books / journals reported in the location books. The users are informed accordingly in due course of time.

Text book and book bank services

The library maintains a separate collection of textbooks in the text book section, which can be consulted within the library premises. Text books can also be issued for one/two days. A database of books available in text-book section and book bank collection is available for consultation at the text book section.

The library has a Book Bank section. The collection consists of prescribed text-books in paperback editions costing not less than Rs.20.00 and not more than Rs.800.00. The text-books to be included in this collection are recommended by the heads of the department. Students whose parent's income does not exceed Rs 2500.00 per month are given preference over others in grant of books from the book bank. The borrowers have to pay 10 per cent of the cost of books as rental charges per semester. The scheduled caste and scheduled tribes' students are given this facility free of charge. The book bank scheme is basically for undergraduates only.

Training programs

The library also conducts computer training programs for the students and faculty members of the university from time to time for enabling its users to get familiar with new technologies and new resources provided by the library. The library has conducted so far

thirteen training programs in collaboration with NISSAT, Raja Ram Mohan Rai Library Foundation, Calcutta, Department of Higher Education to The H.P. Government, National Digital Library of India and INFLIBNET.

Xeroxing facility

The Xeroxing facility in the library is extended through a private firm who is allowed to operate from within the library premises.

Bindery services

The library has a bindery section which looks after the maintenance of library documents. Most of the binding jobs for the library are done in the library bindery section. The library bindery also does the lamination work.

Newspaper clipping services

Library provides new related to university and its regional centers on daily basis through e-mail to all departments and displayed on notice board for physical users of the library.

The Satyanand Stokes Library believes that the journey of a thousand books begins with a single page. It welcomes its users to a realm where imagination knows no bounds and the pursuit of wisdom is a never-ending endeavor. In this digital age where information flows abundantly, library recognizes that users have countless avenues to explore. However, it is the belief of library that within the walls of our library, a treasure trove of wisdom and discovery awaits. As a custodian of knowledge, the aim is to curate an unparalleled collection that caters to diverse interests and spans countless genres. With commitment to staying current with the times, library also has embraced technology to enhance reading experience. Our digital library boasts an extensive collection of e-books, audio books and online resources, ensuring that access to knowledge is not constrained by physical boundaries. Users can now embark on literary adventures from the comfort of their own device, opening up a world of possibilities at your fingertips.

About Programme

INTRODUCTION

The B.Lib.&I.Sc. Program includes courses such as Information Literacy, Knowledge Management, Digital Library Technologies, Library Administration, and Academic Research along with core practices like Reference Services, Current Awareness Services, Information Retrieval and Dissemination services.

PROFESSIONAL OPPORTUNITIES

The graduates are able to effectively manage library resources, create and maintain digital library systems and develop innovative information services as a successful library and information professionals**.** They are also eligible to take the national certification exams to become a certified librarian anywhere in India. They can work in a variety of library and information professions, including public, academic, special and research libraries. They will be able to apply for jobs related to library sciences in various Government and private college/institute/ university. Library professionals can also be placed at various well-known companies and publishing houses such as Amazon, Infosys, Emerald, Elsevier and others.

After completing B.Lib.&I.Sc degree, applicants can also appear for Civil Service Examinations. Students with B.Lib.&I.Sc degree may further continue their education. They might pursue a master's degree in Library and Information Science and thereafter they can apply for PhD, Assistant Librarian, Assistant Professor or Technical Writer, Documentation Officer, Information Officer, Publication and Officer, Professional Assistant, and others are some of the most popular employment profiles for Bachelor of Library and Information Science (B.Lib.&I. Sc) applicants.

OBJECTIVES OF THE B.LIB&I.SC. PROGRAMME

The following are the objectives of the programme
- To familiarize students with basic concepts of Library and Information.
- To enhance knowledge organization and processing.
- To acquaint students with the activities and services of different information sources, systems and programmes.
- To develop skills in using computer and communication technology.
- To introduce modern management techniques to students for managing libraries and information centers effectively.

INFRASTRUCTURE

- Smart classrooms / virtual classrooms in College of Forestry and Alumni Engagement Center
- Committee room in library
- Computer section/Binding section/Data bases /Rooms for practical
- CIC lab /University auditorium

How to Apply?

- Admission Form attached in appendix along with self-attested documents is to be submitted along with a bank draft of Rs. 1000 drawn in favour of The Comptroller, Dr YS Parmar University of Horticulture and Forestry, Nauni-Solan (HP)-173230 for candidates belonging to General Category and other categories and Rs. 750 for candidates belonging to SC/ ST category

- The last date of receiving the application form along with the bank draft is **30th July 2025** and **5th August 2025** with late fee of Rs 500.

- The Application Fees shall not be refunded under any circumstances.

- The application form may be submitted in person or through post to reach by the scheduled date on the following address
  - Room Number 217, Admission cell, Administrative Block, Registrar's Office, Dr YS Parmar University of Horticulture and Forestry, Nauni-Solan HP (173230)
  - There **will be no entrance test** but candidates will be called in based on merit as per the detail below

- Date of Counselling in Person is **6th August 2025** in LS Negi Auditorium, Dr YS Parmar University of Horticulture and Forestry, Nauni-Solan HP (173230)

Eligibility Criteria

- The applicant must have been graduated (minimum) from a recognized university with a Bachelor's degree in any field.

- The applicant must have a minimum of 50 per cent marks in graduation with 5 % relaxation to SC/ ST candidates as per the university rules.

- The merit list of the applicants for admission into the programme will be determined as follows:

S.No.	Class	Total Percentage
1	Senior Secondary (12th)	40%
2	Graduation (any stream)	60%
Total 100%		

Application Form
Dr. Yashwant Singh Parmar University of Horticulture and Forestry, Solan -173230 (HP)
Application Form for B.Lib. and I.Sc.
Academic Session 2025-26

Affix Stamp size photo

1. Name of the Candidate _____

2. Father's Name Shri_____

3. Nationality _____   4. Gender   Male/ Female

5. Date of Birth _____

6. Whatsapp Mobile No. _____

7. E-mail ID _____

8. Permanent Address   9. Address for Correspondence

_____   _____

_____   _____

_____   _____

Pin Code_____   Pin Code_____

Write carefully "Yes" or "No" in the appropriate boxes and attach relevant certificate

10.	Are you domicile of Himachal Pradesh?	
11.	Do you belong to Scheduled Caste (SC)?	
12.	Do you belong to Scheduled Tribe (ST)?	
13.	Are you a ward of a serving/ex-defense personnel?	
14.	Are you a ward of a serving/ retired CAPFs personnel?	
15.	Are you a single girl child?	
16.	Are you a person with disability (PwD)?	

17. Education from 10th Class onwards (Attach self-attested copies of the certificates)

Exam. Passed	Name of Board	Yr. of passing	Marks		Subjects
			Max. Marks	Marks Obtained	
10th					
12th					
Graduation					

Declaration: I solemnly declare that the statements made by me in the form are complete and true to the best of my knowledge and belief and I accept liability for action under the rules and regulations of the University for any mis-statement or concealment of facts.

Signature of Applicant

Note: Candidates must provide the official conversion formula used by their university for converting OGPA/OCPA/CGPA into percentage, duly certified and attached with the application form.

Academic Details of the Course

- **Name of the Programme:** Bachelor of Library and Information Science
- **Abbreviation:** B.Lib.&I.Sc.
- **Subject:** Library and Information Science
- **Duration:** This is a one-year full-time course divided into two semesters leading to the degree of Bachelor of Library and Information Science (B.Lib.&I.Sc.)
- **Total credit hours:** 32 credit hours
  - Theory   : 18 credit hours
  - Practical : 14 credit hours
- **Semester duration:** 18-20 weeks as per the university notifications
- **Name of the College:** College of Forestry
- **Name of the University:** Dr YS Parmar University of Horticulture and Forestry, Nauni-Solan (HP)

- **Mode of the Course:**

  - Regular mode
  - Distance mode

  A total number of 45 seats are offered out of which 30 are in Regular Mode and 15 are in Distance Learning Mode. It will be mandatory for the students opting for degree through Distance Learning Mode to attend Contact Classes in Dr YS Parmar University of Horticulture and Forestry, Nauni- Solan (HP) for 15 days in each semester. Internship in SNS Library, Dr YS Parmar University of Horticulture and Forestry, Nauni- Solan (HP) for 30 days will be an essential condition for the degree programme under both Regular and Distance Learning Modes.

- **Seat Reservation:**

  The aspirant students will be admitted on the basis of merit only with provisions for the reservation as per the university policy

Detail of reservation of seats

Admission shall be open to all eligible candidate's subject to the reservation of seats as under:

a)   All the seats shall be reserved for the Bonafide Himachali candidates.
b)   15% of the total Seats shall be reserved for candidates belonging to Scheduled Caste (SC) category candidates.

c)   7.5% of the total seats shall be reserved for candidates belonging to Scheduled Tribe (ST) category candidates.

d)   5% of the total seats shall be reserved for person with disability (PwD)

e)   One seat shall be reserved for wards of serving/ex-defense personal.

f)   One seat shall be reserved for the wards of serving/ retired CAPFs personnel.

g)   One seat shall be reserved for single girl child.

NOTE:

h)   In case, the candidates as prescribed in clause (b) and clause (c) above, are selected according to their position in the combined merit list, shall not be counted for covering the prescribed percentage of reservation.

i)   In case of non-availability of candidates in a specified category of reservation i.e., Scheduled Caste (SC) or Scheduled Tribe (ST), the same shall be interchangeable. In case of non-availability of candidates from both the categories as stated above, the seat will be transferred to UR (General) category.

j)   The candidates having permanent disability of not less than 40% (low vision, hearing impairment, locomotor disability or cerebral palsy) shall be considered for reserve seats of physically challenged (PH) category.

k)   The seats can be increased/ decreased keeping in view the availability of infrastructure and faculty.

l)   In case of non-availability of Himachali candidates, the seats will be thrown open at National level candidates.

Fee structure

- Regular mode : Rs. 26,750 per semester
- Distance learning : Rs. 35,450 per semester

Detailed fee structure for both the modules

i) For Regular students

Sr. No.	Particulars	Fee (Rs.)	Remarks
1.	Admission/Registration fee	5000	Semester-wise
2.	Tuition fee (exempted in case of girls belonging to HP-BPL families)	12,000	Semester-wise
3.	Sports, games & youth welfare activity	1500	Semester-wise
4.	Examination fee	3000	Semester-wise
5.	Infra-structure development/ maintenance fund	1500	Semester-wise
6.	Placement guidance fee	200	Semester-wise
7.	Identity card fee	150	At the time of admission
8.	Library card fee	250	Annual
9.	Library service charges	500	Semester-wise
10.	College security (Refundable)	500	At the time of admission
11.	Library security (Refundable)	500	At the time of admission
12.	Amalgamated fund	1000	Semester-wise
13.	Medical charges	500	Semester-wise
14.	Green charges	150	Semester-wise
	Total	**26,750**	

ii) For Correspondent students

Sr. No	Particulars	Fee (Rs.)	Remarks
1.	Admission/Registration fee	5000	Semester-wise
2.	Tuition fee (exempted in case of girls belonging to HP-BPL families)	12000	Semester-wise
3	Identity card fee	150	At the time of admission
4	Library card fee	250	Annual
5	Hand-outs /study material/postal charges etc.	15500	Semester-wise
6	Examination fee	2500	Semester-wise
7	Placement guidance fee	50	Semester-wise
	Total	**35,450**	

Syllabus and Scheme of Examination During the Programme

First Semester: A total of 16 credit hours with 23 contact hours

Course Code	Description	Credit Hours
LIS-111	Foundations of Library and Information Science	3+1= 4
LIS-112	Knowledge Organization: Classification	3+1= 4
LIS-113	Knowledge Organization: Cataloguing	3+1= 4
LIS-114	Knowledge Organization: Classification and Cataloguing	0+4= 4

Second Semester: A total of 16 credit hours with 23 contact hours

Course Code	Description	Credit Hours
LIS-121	Management of Library and Information Centers	3+1= 4
LIS-122	Information and Communication Technology: Basics	3+1= 4
LIS-123	Information Sources and Services	3+1= 4
LIS-124	Internship	0+4 =4
• Internship for 30 days in University Library after successful completion of academic courses as an essential condition for eligibility to the degree of Bachelor of Library and Information Science		

Course Code: LIS-111Credit Hours (3+1) =4

Course Title: Foundations of Library and Information Science

Theory	Description of Course
Unit I **Foundational Approach**	• Foundational approach: socio-cultural, intellectual and historical foundations of library as an institution. • Types of libraries: characteristics, collections, services, staff, objectives, structure and functions • Growth and development of libraries with special reference to India • Library and information science education in India: as a discipline and subject, history, level- degree and institution, accreditation • Role of library in formal and informal education
Unit II **Library Legislation, Acts and Professional Issues**	• Library legislation: need and essential features • Library legislations in India: history, chronology and features • Intellectual Property Rights (IPRs): The Indian Copyright Act, 1957- original writings and creativity, history and infringement • Delivery of Books (Public Libraries) Act 1954 • Philosophy of Librarianship Profession: attributes; librarianship as a profession, ethics
Unit III **Laws of Library and Information Science**	• Five Laws of Library Science • Implications of five laws: general and digital environment
Unit IV **Professional Associations and Organizations**	• Library associations: National and international associations, need and role in promotional activities • National associations: Indian Library Association (ILA) & Indian Association of Special Libraries and Information Centers (IASLIC) - history, structure, membership, activities, Various State Library Associations and other registered profound associations. • International associations: American Library Association (ALA); Chartered Institute of Library and Information Professionals (CILIP); International Federation of Library Associations and Institutions (IFLA)- history, structure, membership, activities, World Intellectual Property Organization (WIPO), International Standards Organization(ISO), International Council on Archives (ICA) • National level promoters: Raja Ram Mohan Roy Library Foundation, Kolkata, UGC (role, objectives,

	types of grants)
	• International level promoters: UNESCO – specialties, types of book promotion, International Book Day, International Book Fair
Practical	• Visits to libraries of other SAUs, General Universities under UGC
	• Case studies on information and knowledge societies, library associations (national and international)
	• Collection and delivery of books from readers

Suggested Readings:

1.   Baker,D.(2011).Libraries and society. Chandos Publishing.
2.   Bawden,D.,&Robinson,L.(2013).Introductiontoinformationscience.Chicago: Neal Schuman.
3.   Davies,D.L.(2013).Libraryandinformationscience.NewDelhi:RandomExports.
4.   Feather,J.(2013)Informationsociety:astudyofcontinuityandchange.Facet   Publications.
5.   Gilchrist,A.(2009). Information science in transition. Facet Publications
6.   Goulding,A.(2017).Publiclibrariesinthe21stcentury:definingservicesand debating the Future. London: Routledge.
7.   Isaac,K.A.(2004).LibrarylegislationinIndia:acriticalandcomparativestudyof   state library Acts. New Delhi: Ess Publications.
8.   Koontz,C.&Gubbin,B.(2010).IFLApubliclibraryserviceguidelines.2ndReved.   Berlin: Walter de Gruyter & Co.
9.   Mangla,P.B.(1981)(Ed).LibraryandinformationscienceeducationinIndia.New   Delhi: Macmillan.
10. Ranganathan,S.R.(1957).Thefivelawsoflibraryscience.Bombay:AsiaPublishing House.
11. Rout,R.K.(1986).LibrarylegislationinIndia:problemsandprospects.NewDelhi: Reliance Publishing House.
12. Rubin,R.E.(2013).Foundationsoflibraryandinformationscience.3rded.New Delhi:DBSImprints.
13. Smith,M.M. (1999).Information ethics. London: Bowker-Saur.
14. Tarango,Javier(2017).Theroleofinformationprofessionalsintheknowledge   economy. Chandos Publishing.
15. TheFacetLIStextbookcollection,2019.
16. Kumar,P.S.G.(1998).Fundamentalsofinformationscience.NewDelhi:S.Chand.

Course Code: LIS-112 Credit Hours (3+1) =4

Course Title: Knowledge Organization: Classification (Theory)

Theory	Description of Course
Unit I **Universe of Knowledge and Subjects**	• Universe of subjects: definitions and purpose • Development of subjects: structure and attributes • Modes of formation of subjects • Mapping of subjects, Simple Knowledge Organization System(SKOS) • Library classification: definition, need and purpose • Theories of classification: Static and dynamic • Postulational approach: postulates, facet analysis, fundamental categories, phase analysis, principles of helpful sequence and facet sequence • Notation and call number: number building process • Devices in library classification
Unit II **CC & UDC**	• **Colon Classification (CC):** Salient features and Components. Facet analysis, principles of facet sequence, Fundamental Categories (PMEST), Devices, Notational System, Three planes, Mnemonics, Phase Relations, Common Isolates (ACI and PCT), Rounds and Levels, Canons, Index. • **Universal Decimal Classification(UDC):** Salient Features Nature and Scope, Structure, Notational System, Arrangement and Tables in UDC. Common Auxiliary Tables: Scope and Examples. Common Auxiliary Signs: Scope and Types Master Reference File (UDC MRF): Basic Concept UDC Translations: Current Status
Unit III **DDC**	• **Dewey Decimal Classification (DDC):** Salient Features, Structure and layout, organization of basic classes, hierarchy, coverage, notation, simplicity, memorability, hospitality, Chain-Structure, flexibility, manual, DDC Summaries, Relative Index, Table Schedules Summaries, entries, notes. Postulational approach to classification, Principles of helpful sequence, Five Fundamental Categories, facet analysis &facet sequence.
Unit IV **Recent Trends**	• Current Trends in classification • Organization of the Web Resources: Online Versions: Web Dewey, UDC online and LC Web. Brief Introduction to OCLC Classify. • Folksonomy: Basic concept, Tagging and Social Bookmarking. • Semantic Web-concept, need, purpose and advantages. • Role of major organizations: DRTC, CRG, OCLC • Ontology-based classification
Practical	Practical classes on Library Classification • Faceted and Enumerative Schemes, SKOS , Mapping and division of knowledge in various schemes of Library Classification with special reference to DDC,UDC and Colon Classification.

Suggested Readings:

1. Chan, L.M.andSalaba,A.(2015).Cataloguingandclassification:anintroduction. 4th ed. Lanham, MD: Rowman & Littlefield Publishers.
2. Dhyani,P.(2000).Theory of library classification.Delhi:Vishwa Prakashan.
3. Hunter,E.J.(2017).Classificationmadesimple:anintroductiontoknowledge organisation and information retrieval. Routledge.
4. KrishanKumar(1993).Theoryofclassification.NewDelhi:VikasPublishingHouse.
5. Kumbhar,Rajendra(2011).Libraryclassificationtrendsin21stcentury.Oxford: Chandos Publishing.
6. Marcella,R.,&Maltby, A.(2017).The future of classification. Routledge.
7. Ranganathan,S.R.(2006).Prolegomenatolibraryclassification.3rded.NewDelhi: EssEss Publications.
8. Ranganathan,S.R.(2006).Philosophyoflibraryclassification.Bangalore:Ess Publications.
9. Satija,M.P.(2013).TheTheoryandpracticeoftheDeweyDecimalclassification
10. Satija,M. P.Exercises inthe23rdeditionof DDC.Ess EssPublications.
11. Sayers,W.C.(1950).Introductiontolibraryclassification.London:Andradautch.
12. Batley,S.(2005).Classification in theory and practice. Oxford:Chan

Course Code: LIS-113 Credit Hours(3+1)=4

Course Title: Knowledge Organization: Cataloguing (Theory)

Unit	Description of Course
Unit I **Library** **Catalogue**	• Forms of Library Catalogue: Library Catalogue: Concept, objectives, purpose and functions. • Physical forms of Library Catalogue: Conventional and Nonconventional(OPAC). • Types of Catalogue: Dictionary Catalogue, Classified Catalogue, Alphabetico-Classed Catalogue, Alphabetico-SubjectCatalogue. • Commonness and differences among library catalogue, library records, bibliographies, checklist • Cooperative cataloguing, centralized cataloguing, cataloguing-in-publication and prenatal cataloguing • Union catalogue: concept, need, purpose
Unit II **Entry** **Elements and** **Filing**	• Entries: concept, need and types – main and added • ALA filing rules • Data elements in different types of entries according to CCC and AACR-2 • Catalogue Entries and Subject Cataloguing: Catalogue Entries: Main entry and Added entries (According to CCC 5th ed. and AACR-2). • Subject Cataloguing: Meaning,purpose,objectives,approaches(ChainProcedureandSear'sList of Subject Headings).

Unit III **Subject Cataloguing**	• Union Catalogue: Concept, purpose, Union Catalogues of INFLIBNET, DELNET and OCLC. Selective, Simplified and Centralized Cataloguing. • Authority File, Shelf List, ISBN, ISSN. • Normative Principles of Cataloguing: Canons and Principles of Cataloguing: Their application to CCC and AACR-2andits revisions • Subject cataloguing: definition, need, purpose & principles • Vocabulary control and controlled vocabularies
Unit IV **Cataloguing Standards and Current Trends**	• Standardization, description and exchange of information: MARC-21, ISBD, ISO 2709, CCF, Z39.50 • Metadata: Concept, need, purpose and standards (Dublin Core) • Recent trends: basic concept of FRBR, ISBD, CCF, RDA and FRBR. • Metadata: meaning, purpose, use, & types - MARC 21, DUBLINCORE, TEI (Text Encoding Initiative), METS, EAD, VRA Core, BIBFRAME • Web OPAC and its functions • CentralizedandCooperativeCataloguing:OCLC,WorldCat,IndCat,Shodhganga,e-Shodh Sindhu.
Practical	Library Catalogue, Catalogue Entries and Subject Cataloguing, Union Catalogue, ISBD, CCF, RDA and FRBR. Metadata: meaning, purpose, use, & types - MARC 21, DUBLINCORE, TEI (Text Encoding Initiative), METS, EAD, VRA Core Web OPAC and its functions, BIBFRAME, Centralized and Cooperative Cataloguing: OCLC, WorldCat, IndCat, Shodhganga, e-Shodh Sindhu.

Suggested Readings:

1. Westby,B.M.(1977). Sears List of Subject Headings, NewYork,HWWilson.
2. Byrne,D.J.(1998)MARC Manual: Understanding and Using MARC Record. Englewood, Libraries Unlimited.
3. Cole,T.&Han,M-JK.(2013). XML for catalogers and metadata librarians. Libraries Unlimited.
4. Fritz,D.A.(1998)CataloguingwithAACR2andUS-MARCRecords.Chicago, ACA.
5. Hart,A. (2014).RDA made simple: a practical guide of the new cataloguing rules.
6. Joudrey,D.N.&Taylor,A.G.(2015).Introductiontocataloguingandclassification, 11th ed. Santa Barbara: Libraries Unlimited.
7. Lubas,R.(2013).The Metadata Manual. Chandos Publishing.
8. MARC21standards.Oxford:Chandos Publishing.
9. Maxwell,R.&Maxwell,M.F.(1997)Maxwell'shandbookofAACR2R:explaining and illustrating the Anglo American Cataloguing Rules and the 1993 amendments.
10. Mering,M.(2014).TheRDAworkbook:learningbasicsofresourcedescriptionand access. Libraries Unlimited.
11. Ranganathan,S.R.(1995). Cataloguing practice. South Asia Books.
12. Chowdhury,G.G.,&Chowdhury,S.(2007).Organizinginformation:Fromtheshelf to the Web. London: Facet.
13. Girja,K.,&Krishan,K.(2011).Theoryofcataloguing(5thed.).Delhi:VikasPub. House.
14. Krishan,G.(2000). Library online cataloguing in digital way. Delhi: Authors press
15. Ranganathan,S.R.(1964).Classifiedcataloguecode(5thed.).Bombay:AsiaPub. House.

Course Code:LIS-114   **Credit Hours (0+4)=4**

Course Title: Knowledge Organization: Classification and Cataloguing (Practice)

Unit	Description of Course
Unit I	Classification of Documents according to DDC(23 ed.)
Unit II	Classification of documents according to CC(6threv. ed.).
Unit III	Anglo American Cataloguing Rules (AACR-II),2nded.(1988)
Unit IV	Classify Catalogue Code, 6thed. By Dr. S.R. Ranganathan

Suggested Readings:

1.   Dewey,M.,&Custer,B.A.(1979).Deweydecimalclassificationandrelativeindex   (23rd Ed.). (Vol. 4). Albany: Forest Press.
2.   Ranganathan,S.R.(1989).   Colon   Classification(6threv.ed.).Bangalore: Sarda Ranganathan Endowment for Library Science.
3.   Satija,M.P.(2011).Aguidetothetheoryandpracticeofcolonclassification.New   Delhi: EssEss Publications.
4.   Satija,M.P.(2013).ThetheoryandpracticeoftheDeweyDecimalClassification   system (2nd ed.). Oxford: Chandos Pub.
5.   Satija,M.P.(2004).Exercisesinthe22ndeditionoftheDeweydecimal   classification. New Delhi: Ess Ess Publications.
6.   Singh,S.(2011).ThetheoryandpracticeoftheDeweydecimalclassificationsystem.   New Delhi: Isha Books.
7.   British Standards Institution., & International Federation for Documentation. (1961). Universal Decimal Classification: Abridged English edition (3rd rev. ed.). London: BSI
8.   Gorman, M., Winkler, P. W. (Eds.), Joint Steering Committee for Revision of AACR., &American Library Association. (1988). Anglo-American cataloguing rules. Ottawa: Canadian Library Association.
9.   Chan, L.M.(2007).Cataloguing   and   classification: An   Introduction(3rded.).New York: Scarecrow Press.
10.   Ranganathan,S.R.,&Neelameghan,A.(1964).Classifiedcataloguecode:With   additional rules for dictionary catalogue code. New York: Asia Pub. House.
11.   Ranganathan,S.R.(1989).Cataloguingpractice(2nded.).Bangalore:Sarada   Ranganathan Endowment for Library Science.
12.   Sears, M. E. (2014). Sears list of subject headings (20thed.). New York: H.W. Wilson.Welsh,A.,&Batley,S.(2012).Practicalcataloguing:AACR,RDAand MARC 21. London: Facet Publishing

Course Code: LIS-121 Credit Hours (3+1) =4

CourseTitle: Management of Library and Information Centers

Unit	Description of Course
Unit I **Management Basics**	• Management: concept, definition, function and scope • Principles of management • Schools of thought: classical- scientific and process manage; neo-classical- human relation, behavioral; modern management era-empirical, social system, decision theory and contingency. • Change Management: concept, problems of inducing change and techniques • Tool and techniques: total quality management-definition, concepts and elements; project management- PERT, CPM Functions and principles of Management. • Principles of scientific management and their application to Libraries and Information Centers. • Management by Objectives. Library Authority, Library Committee, Delegation of Authority. • Library Organizational Structure, Management Information System (MIS).
Unit II **Library Collection and Service Management**	• Collection development and access management: Need, purpose, principles and factors • Collection development policy, resources development section-selection principles, collection development & selection tools; policies - print and e-resources • Procedure of ordering, appointing vendors. • Book trade problems with special reference to India. Accessioning • Good Offices Committee (GOC). • Serial control & management- maintenance- conservation, preservation, stock verification & weeding • Circulation- charging, discharging, reservation, renewal, overdue and fines • administrative- grant, funding, gift & audit • Library services: nature, significance and characteristics, factors influencing the growth of services • Library rules: membership, timing, circulation and user behavior • Reports: contents, style & annual reports • Library statistics: records, data
Unit III **Human Resource Management**	• Human Resource Management: Policy and Staffing • Recruitment &Training: advertisement, screening, selection-methods, induction, orientation, performance & evaluation • Jobs: Analysis, description and requirement

	• Motivation (definition, nature, importance, and Theories of McGregor, Herzberg's two factor and Maslow). • TQM • Library committees: purpose and types
Unit IV **Library Financial Management**	• Financial management: concept, scope and objectives • Library Planning • Library budget and budgetary methods: line item or incremental budget, formula budget, control programme budget, performance budget, planning programming budgeting system (PPBS), zero- based budgeting (ZBB) • Financial Management and Reporting • Library Building- Library infrastructure, Library building-construction, provision, lighting floor management and future considerations • Resource mobilization, Budgeting techniques, Cost effectiveness and Cost benefit analysis.
Practical	Practical exercises and case studies on • Management of Libraries • Human resource management • Goc / TQM/ Report writing / Financial Management / Management Information System

Suggested Readings:

1. Christian,A.R.(2013).Academiclibrarymanagement:Universities,collegesand institutions. Jaipur: Vista Publishers.
2. Bryson,J.(2011).Managinginformationservices:Asustainableapproach.Farnham: Ashgate Pub.
3. Evans,G.E.,Layzell,W.P.,Rugaas,B.,&Evans,G.E.(2000).Managementbasicsfor information professionals. New York: Neal-Schuman Publishers.
4. Edwards,E.G.(2005).DevelopingLibrary&InformationCentreCollections.Westport: Libraries Unlimited.
5. Johnson,P.(2014).Fundamentalsofcollectiondevelopment&management(3rded.). Chicago: American Library Association.
6. Krishan,K.(2007).LibraryManagementinElectronicEnvironment.NewDelhi: HarAnand Publication.
7. Mittal,R.L.(2007).Libraryadministration:Theoryandpractice(4thed.).Delhi:Ess   Pub.
8. Stueart,R.D.,Moran,B.B.,&Morner,C.J.(2013).Libraryandinformationcenter management. Englewood, Colo: Libraries Unlimited.
9. Thanuskodi,S.(2013).Challengesofacademiclibrarymanagementindeveloping countries. Hershey PA: Information Science Reference.
10. Sood,N.M.(2011).Fundamentalsoflibraryadministrationandmanagement.New Delhi:Mahaveer& Sons.
11. Ranganathan,S.R.Libraryadministration.LatestEd
12. Ranganathan,S.R.LibraryManualforAuthorities,LibrariansandHonoraryLibrary Workers. 2nd ed. Bombay: Asia, 1967
13. 16.Singh,R.S.P.FundamentalsofLibraryAdministrationandManagement.Delhi   Prabha, 1990.

Course Code: LIS-122   **Credit Hours (3+1) =4**

CourseTitle: Information and Communication Technology: Basics

Unit	Description of Course
Unit I Computer Hardware and Software	• Fundamentals of Information and Communication Technology(ICT): Definition, concept, objectives, and scope of ICT. Computer generations. Functional Units of Computers: Input Unit, Storage Unit, Central Processing Unit (CPU) and Output Unit. • Computer Software and Hardware basics • Common Application Software: Features of Word Processor, Spreadsheet and Presentation Software. • Online Office Suites: Concept & features. • Concept of Open Source Software (OSS), Introduction to Open Office. • Software: meaning, concept, types – system and application software • Operating systems: Types – single and multi-user; basic features of MS-DOS, MS Windows and LINUX
Unit II Internet and Communication Technologies	• Computer Networks and Communication: Concept, Need, & Purpose. Common Network Devices, Classification of Computer Networks: Organization scope (Intranet, Extranet &Internet), and Geographical Scale (LAN, MAN, WAN). • Network Topologies: Concept, Physical & Logical Topology, Topology and Its Types • The Internet: Definition, Concept, Basic Service. World Wide Web (WWW): Concept & Examples. • Search Strategies – Boolean operator, Wild card, Truncation, etc. • Metadata Standards: Dublin Core, Qualified Dublin Core etc. Preservation Metadata: PREMIS. • Domain Name: Concept, Purpose, and Syntax. • Internet of Things: Concept& Applications. • The Invisible Web: Concept. • Internet Safety: Concept, Common causes and Prevention • Concept of AI
Unit III Library Automation And Networks	• Application of computers in library activities: general– MS Word, MS Excel, MS Power Point; professional – housekeeping • Library automation: introduction, objectives • Evolution of Library Automation Automated Library System: Standards and Software (Koha and SOUL): Introduction, Barcode software • Library networks: need, purpose, objectives & resource sharing • National library networks : DELNET, INFLIBNET, NKN
Unit IV Digital Library	• Digital Library: Concept and Definition, Needs and Characteristics • Development of Digital Libraries, National, International project of

And Open Standards	Digital Library • Digital Library software (D-Space, Greenstone, Omega, Fedora) • Open Standards :OAI-PMH, OAI-ORE, REST,SWORD,PDF-A,JPEG,MPEG
Practical	Fundamentals of Information and Communication Technology (ICT); Systems: Concept and basic features of Windows. Mobile Operating System (OS): Computer Networks and Communication; Library automation: Digital Library and Information and Communication Technology(ICT), Practice of Library Management Softwares.

Suggested Readings:

1.   Chowdhury,G.G.(2003).Introduction to digital libraries. London: Facet Publishing.
2.   Clobridge,A.(2010).Buildingadigitalrepositoryprogramwithlimitedresources. Chandos Publications.
3.   Carpenter,L.,Shaw,S.&Prescott, A.(1998).Towards the digital library.
4.   Cohn,J.M.,Kelsey,A.L.&Fiels,K.M.(1998).Planningforlibraryautomation:a   practical handbook. London: Library Association.
5.   Lovecy,I.(1984).Automatinglibraryprocedures:asurvivor'shandbook.London: Library Association.
6.   Simons,N.(2013).New content in digital repositories. Chandos Publications
7.   Bharihoke,D.(2012).FundamentalsofInformationTechnology.4thed.NewDelhi: Excel Books.
8.   Phadke,D.N.(2017). Library information technology. Pune:Universal Publications.
9.   Rajaraman,V.&Adabala,N.(2014).Fundamentalsofcomputers.6thed.NewDelhi: Prentice-Hall of India.
10.   Tanenbaum,A.S.&Wetherall,D.J.(2013).Computernetworks.5thed.NewDelhi: Prentice Hall.
11.   Goel, Anita. (2010). Computer Fundamentals. 1[st]ed. New Delhi: Pearson Education 12.
      Chopra,H.S.(2006).DigitalLibrary:IndianandGlobalScenario.NewDelhi:ShreePub.
13.   Kaushik,P.(2006).Libraryandinformationtechnology.NewDelhi:AnmolPublications. 2006.
14.   Theresa,T.B.,Ratna,K.C.,&Rai,B.A.(2011).Informationtechnologyandlibrary automation. New Delhi: Commonwealth Publishers.7.
15.   Kresh,D.,&CouncilonLibraryandInformationResources.(2009).Thewholedigital library handbook. New Delhi: Indiana.
16.   Singh,S.P. (2009). Information technology in library. New Delhi, India: Omega Publications.
17.   Singh,U.N.(2004).Information technology in libraries. New Delhi: Shree Pub.

Course Code: LIS-123 Credit Hours (3+1) =4

Course Title: Information Sources and Services

Unit	Description of Course
Unit I **Reference and Information Sources**	• Information sources and types: documentary and non-documentary • Documentary sources of information: Print, non-print including electronic sources – Definition, need and use. • Non-documentary information sources: Human and Institutional (Nature, types, characteristics and utility). • Categories: Primary, Secondary and Tertiary information sources.
Unit II **Information Services and Products**	• Information Services: Concepts, definition ,need and trends. • Information services: anticipatory and on-demand • Types of information Services: Reference Service- long and short range, bibliographic, referral, document delivery, electronic document delivery, abstracting, indexing, translation, literature search, alerting services (CAS and SDI) • Information products: concept, nature, types- newsletter, house journals, trade and Product-bulletin, technical digest, review, state-of-the-art-report, trend reports, etc. • Web Resources
Unit III **Information Users**	• Types of users: age, profession and experience • Information need and seeking behavior: concept, methods of user study and models • User education: concept, need, methods • Information literacy: meaning , need and concept
Unit IV **Internet as a source of information**	• Internet as a source of information, Internet Sources: Open and Subscribed • Open access: virtual library, subject gateways, open courseware • Subscribed: databases- bibliographic (Medline), citational (Web of Science, Scopus), and full-text (Science Direct, Emerald, etc.) • Implication of Social Networking Sites in Library Services and Digital Information Literacy. (Library networks, social media). • User and Reference services: -Print and electronic Services- Augmented reality(AR), Library apps, SMS alert, RSS Feed. • Use of social networking tools for library services: RSS, Podcasting, Blogs • Library consortia: need, type, objective and services.
Practical	Exercises on **Reference and Information Sources: Information Services and Products:** Information Seeking Behavior(ISB); Social Networking Sites; Augmented reality(AR)

Suggested Readings:

1.   Jain,M.K.(2006).NirmalTeachinglearninglibraryandinformationservices:a   manual. Delhi: Shipra.
2.   Murty,S.,&SonalS.(2006). Informationservices,libraryeducationandresearchin India, Jaipur: RBSA Pub.
3.   Crawford,J.C.(2006).Thecultureofevaluationinlibraryandinformationservices. Oxford: Chandos
4.   Saroja,G.Sekhara,R.V.C.,&Dr.B.R.AmbedkarOpenUniversity.Departmentof Library & Information Science, (2013) New dimensions in web-based library and information services. New Delhi: Pearl Books.
5.   Ramesh,B.V.P.(2011).Qualityoflibraryandinformationservicesinhigher education: A global scenario. New Delhi: Kanishka Publishers, Distributors.
6.   Singh,G.(2013)Informationsources,servicesandsystems.Delhi:PHILearning7. Kumar, K. (2007) Reference Service (5th rev. ed.) Delhi: Vikas.
8.   Kumar,P.S.G. (1998).Fundamentalsofinformationscience.NewDelhi:S. Chand.
9.   Katz,W.A.Introductiontoreferenceworks.7thed.NewYork:McGraw-Hill,1996.2   vols.
10.   Tripathi,S.M.Modernbibliographicalcontrol,Bibliographyanddocumentation.   Agra: Y.K., 1992.
11.   MadanMohanSingh.Referencesourcesandservicesinlibraryscience.
12.   Chieney,F.N.,&Williams,W.J.(1971).Fundamentalreferencesources(2ndEd.) Chicago: American Library Association.
13.   Crawford,J.(2000).Evaluationoflibraryandinformationservices.London:ASLIB.

Course Code:LIS-124 Credit Hours (0+4) =4

The candidates shall have to undergo **Internship** for one-month duration in University Library of Dr. Y.S. Parmar university of Horticulture and Forestry, Nauni-Solan (HP) without any remuneration. This will be an essential condition for the completion of degree and will be offered after successful passing of academic courses. On completion of the internship programme, the candidate should have to submit the report of Internship which will be evaluated on the basis of the following criteria by a three-member team of internal experts

- Internship Report   :   70 per cent
- Presentation   :   20 per cent
- Viva voce   :   10 per cent

Academic Calendar

Sr. No.	Particulars			1st Semester	2nd Semester
1.	Registration (without late fee)			06.08.2025 & 07.08.2025	16.01.2026 & 17.01.2026
2.	Registration (with late fee)			-	19.01.2026 & 20.01.2026
3.	Commencement of classes			07.08.2025	20.01.2026
4.	Addition of courses			18.08.2025	02.02.2026
5.	Withdrawal of courses without charges			18.08.2025	02.02.2026
6.	Mid-semester examination			06.10.2025 to 18.10.2025	23.03.2026 to 01.04.2026
7.	Withdrawal of courses with charges			27.10.2025	08.04.2026
8.	Cultural activities			18.10.2025 to 20.10.2025	-
9.	Sports Meet			-	28.04.2026 to 30.04.2026
10.	Diwali holidays			19.10.2025 to 23.10.2025	-
11.	End-semester examination			19.12.2025 to 31.12.2025	18.06.2026 to 30.06.2026
12.	Semester break			01.01.2026 to 15.01.2026	01.07.2026 to 02.08.2026
13.	Last date for submission of results through				
		i)	Instructor of Dean/ HoD	07.01.2026	06.07.2026
		ii)	Dean to Registrar	13.01.2026	13.07.2026
14.	Compilation of result			15.01.2026 to 18.01.2026	15.07.2026 to 18.07.2026

NOTE:

(i)   If the date fixed happens to be a holiday, the next working day will be considered as the date fixed for a particular purpose.

(ii)   The classes will remain suspended during the Mid-term Examinations and End-term Examinations.