

Markanda National College Shahabd Markanda

Ladwa Road Shahabad



Value Added Course

Session -2021-22

Topic	:	Library & Information Science Certificate Course
Code	:	CL21
Certification	:	Grading Pattern
Duration	:	Minimum 30 Hours
Mode of Assessment	:	Pen and Paper
Offered By	:	The MNC Library Markanda National College Shahabad Markanda

Course Coordinator: Dr. Ajay Kumar Arora

Principal
Markanda National College
Shahabad Markanda (Haryana)

Markanda National College Shahabd Markanda

Ladwa Road Shahabad

The final certificate of completion will be awarded in grade point system given below.

S. No	Percentage of Marks	Grade
1	85 % and above	A+
2	75% to 84%	A
3	65% to 74%	B
4	50% to 64 %	C
5	40% to 50 %	D
6	Below 40%	No Grade



MARKANDA NATIONAL COLLEGE

Shahabad Markanda - 136 135 (Kuruksheetra)

Date 16.12.2021

Ref. No.

NOTICE

All the students of the college are hereby informed that the college is going to start the following certificate courses (one semester) w.e.f 01.01.2022. The students who are interested to join these courses are advised to immediately contact the teacher Incharges:

- | | |
|------------------------------------|------------------------|
| 1. Library and Information Science | - Dr. Ajay Kumar Arora |
| 2. Communication Skill in English | - Ms. Jasvinder Kaur |
| 3. Web Designing | - Ms. Meenakshi |
| 4. Yoga and Meditation | - Sh. Sukhbir Singh |
| 5. Communication Skills in Hindi | - Dr. Dev Raj Sharma |
| 6. Banking System in India | - Mrs. Bhavini Tejpal |

Ashok Kumar

Principal

CLASS SCHEDULE OF CERTIFICATE COURESE IN LIBRARY AND INFORMATION SCIENCE 2022

Date	Topic	Time	Duration
01-01-2022	Introduction, Needs and role in Society	1:45 – 2:30	45 minutes
05-01-2022	Purpose And Functions of a Library	1:45 – 2:30	45 minutes
08-01-2022	Types of Libraries: Public Library	1:45 – 2:30	45 minutes
12-01-2022	Academic Libraries: School Library Meaning, Needs, Purpose	1:45 – 2:30	45 minutes
15-01-2022	College Library: Meaning, Need, Service	1:45 – 2:30	45 minutes
18-01-2022	University Library, Special Library Meaning, Need, Service	1:45 – 2:30	45 minutes
21-01-2022	National And Universal Library Meaning, Need, Purpose	1:45 – 2:30	45 minutes
24-01-2022	Digital And Virtual Library, Features Need Advantages etc.	1:45 – 2:30	45 minutes
28-01-2022	Five Laws Of Library Science	1:45 – 2:30	45 minutes
30-01-2022	Types of Information Sources	1:45 – 2:30	45 minutes
03-02-2022	Reference Sources: Objectives	1:45 – 2:30	45 minutes
05-02-2022	Electronic Resources Meaning, Cataloguing, Staffing, Maintenance	1:45 – 2:30	45 minutes
08-02-2022	E-Journals, E-Books, Bibliography, E-Reports	1:45 – 2:30	45 minutes
12-02-2022	Processing of Library Material Technical Processing	1:45 – 2:30	45 minutes
15-02-2022	Classification and Cataloguing	1:45 – 2:30	45 minutes
18-02-2022	Schemes Of Library Classification DDC, Main Classes of DDC	1:45 – 2:30	45 minutes
19-02-2022	Colon Classification, Main Class of CC - Practice	1:45 – 2:30	45 minutes
21-02-2022	Library Classification Practice	1:45 – 2:30	45 minutes
23-02-2022	Arrangement and Maintenance of Library Materials	1:45 – 2:30	45 minutes
25-02-2022	Maintenance of Periodicals	1:45 – 2:30	45 minutes
01-03-2022	Maintenance of Non – Print Materials	1:45 – 2:30	45 minutes
05-03-2022	Stock Verification, Weeding off	1:45 – 2:30	45 minutes
08-03-2022	Library and Information Services for The Users	1:45 – 2:30	45 minutes
12-03-2022	Basic or Essential Services: Lending or Circulation Services	1:45 – 2:30	45 minutes
16-03-2022	Reservation of Documents Inter Library	1:45 – 2:30	45 minutes
19-03-2022	Reference Services, Reader Advisory Service and Library Orientation	1:45 – 2:30	45 minutes
25-03-2022	Cataloguing Practice	1:45 – 2:30	45 minutes
05-04-2022	Cataloguing Practice	1:45 – 2:30	45 minutes
08-04-2022	Modern Library Services, Meaning, Objectives, Need	1:45 – 2:30	45 minutes
12-04-2022	Information Services	1:45 – 2:30	45 minutes
20-04-2022	Advantages of Computerised Services	1:45 – 2:30	45 minutes
24-04-2022	Library System and Management	1:45 – 2:30	45 minutes

**CLASS SCHEDULE OF CERTIFICATE COURESE IN
LIBRARY AND INFORMATION SCIENCE 2022**

Date	Topic	Time	Duration
27-04-2022	Components of Library System, Sections in Library	1:45 – 2:30	45 minutes
05-05-2022	Library Staff: Introduction Objectives	1:45 – 2:30	45 minutes
07-05-2022	Advantages of Staffing, Store Mechanism	1:45 – 2:30	45 minutes
12-05-2022	Search Techniques: Basic and Advanced	1:45 – 2:30	45 minutes
16-05-2022	Search Engine Search Process	1:45 – 2:30	45 minutes
20-05-2022	Open Access Public Catalogue	1:45 – 2:30	45 minutes
27-05-2022	Library Classification Practice	1:45 – 2:30	45 minutes
29-05-2022	Accession Register and the Process of Accessioning	1:45 – 2:30	45 minutes
30-05-2022	Technical Processing	1:45 – 2:30	45 minutes

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MARKANDA NATIONAL COLLEGE, SHAHABAD MARKANDA

CERTIFICATE COURSE IN LIBRARY AND INFORMATION SCIENCE

This course is designed for learners who wish to upgrade their competencies for work in library set ups. It will inculcate reading habits among the learners as well as Improve career opportunities through professional expertise. This course focuses on both theoretical and applied aspects of Librarianship. Earning Library and Information Science certification can help candidate differentiate in today's competitive job market, broaden their employment opportunities by displaying their advanced skills, and result in higher knowledge potential. The course helps the students understand the domain of Library and Information Science, the tools of management applied, gathering of data, arranging library with the application of information technology and making them accessible to the patrons.

1. Course level	Certification
2. Duration	6 months
3. Examination Type	Non-Semester
4. Eligibility	Should have passed 10+2
5. Admission Process	Open to all

PROGRAMME STRUCTURE

The course is divided into practice and theory. Candidates will be given a basic understanding of the course, through subjects like Theory of Classification and Cataloguing, Management of Library and information sources and services and library organization. The examination will be conducted at the end of the course. The broad coverage of subjects will be as under:

Subject
1. Library and Society
2. Library Organization and Management
3. Information sources and services
4. Library Classification & Cataloguing (Theory and Practice)
5. Information Technology (Theory)

SYLLABUS

Code	Subject	
CLIS-1	Library and Society	<p>Concept of Library: Definition, Need, Purpose, Functions. Five Laws of Library Science.</p> <p>Changing role of library in socio-economic development, education and recreation.</p> <p>Library Extension Services.</p> <p>Types of Libraries: Public, Academic, Special and National. (Definition, purpose and functions of each type of library.)</p> <p>Brief introduction to digital and virtual libraries.</p>
CLIS-2	Library Resources: Acquisition and Processing	<p>Introduction to Library Materials, Introduction to Library Classification, Introduction to Library Catalogue, Maintenance of Periodicals, Maintenance of Library Materials</p>
CLIS-3	Information Technology (Theory)	<p>Computer Fundamentals, Computer Applications, Library Automation, Resource Sharing and Networking</p>
CLIS-4	Information Sources and services	<p>Documentary sources of Information; print and non-print : categories: primary, secondary and tertiary.</p> <p>Reference Services: Need, Types.</p> <p>Qualities of Reference Librarian.</p> <p>Information Services and Products : Alerting Services, Bibliographic Services.</p> <p>Document Delivery, Online Services, translation Services, Reprographic Services.</p>
CLIS-5	Library Classification & Cataloguing (Practice)	<p>10 simple Titles of Main Classes and Fundamental Categories according to Colon Classification, out of which five titles are to be classified.</p> <p>10 Titles according to DDC, out of which five titles are to be classified.</p> <p>A total of 8 titles according to AACR and CCC are to be given, out of which 4 titles are to be catalogued.</p> <p>Titles will include single author, two author, three and more than three authors.</p>



MARKANDA NATIONAL COLLEGE

Shahabad Markanda - 136 135 (Kurukshetra)

Ref. No.

Date..... **05.08.2022**

Notice

The Students are hereby informed that **Library & Information Science (Certificate Course)** exam would be held on **07.08.2022 (Sunday)** from 11:00 am to 12:00 pm through online platform google meet. The link would be shared half an hour before the time scheduled for the exam i.e. 10:30 am. Further instructions would be shared in the whatsapp group maintained for the mentioned course.

Incharge
Dr. Ajay Kumar Arora

Principal

**ATTENDANCE AND RESULT REPORT OF THE COURSE COORDINATOR OF
CERTIFICATE COURSE IN LIBRARY AND INFORMATION SCIENCE 2022**

Sr. No.	Name	Father Name	Class	College Roll No.	University Roll No.	Attendance	Marks	Grade
1.	Ankush	Sh. Jasbir Singh	B.Com. 6 th Sem.	3213410021	191022312	78%	92	A+
2.	Virender Sharma	Sh. Pardeep Kumar	B.A. 4 th Sem	120211002064	201066956	82%	84	A
3.	Amisha Devi	Sh. Mukesh Kumar	B.Com. 5 th Sem.	120211003006	201021831	94%	98	A+
4.	Rohit	Sh. Jaipal Singh	B.Com. 6 th Sem.	3213410003	191022302	89%	80	A
5.	Simran	Sh. Prem Chand	B.Com. 6 th Sem.	3213420022	191022332	85%	75	A
6.	Parvej Khan	Sh. Safi	B.Com. 6 th Sem.	3213410033	191022318	85%	84	A


(COURSE COORDINATOR)



MARKANDA NATIONAL COLLEGE

SHAHABAD MARKANDA, DIST. KURUKSHETRA, HARYANA (INDIA)

(Affiliated to Kurukshetra University, Kurukshetra)

<https://mnsc.ac.in>

email: mncshahabad@yahoo.co.in

Ph: +91-01744-240152

Sr. No. 01

Dated: 08/08/2022

CERTIFICATE

This is to certify that Mr./Miss ANKUSH

S/D/O JASBIR SINGH

has completed the value Added Certificate course titled

LIBRARY AND INFORMATION SCIENCE

conducted by THE MNC LIBRARY.

from January 2022 to May 2022 for 30+ hours.

He/She secured grade A+ (92%).

Course Coordinator

Principal Signature & Seal

Marks Percentage
Grade

85% above
A+

75-84%
A

65-74%
B

50-64%
C

40-50%
D