



# Department of Library & Information Science

## Rani Durgavati Vishwavidyalaya, Jabalpur

### GUIDELINES, REGULATIONS AND SCHEME OF EXAMINATION UNDER CBCS (w.e.f. 2021--22)

#### BACHELOR OF LIBRARY AND INFORMATION SCIENCE

##### B.Lib.I.Sc.

##### (1 Year /2-Semester Scheme)

#### A. Programme Details

Name of the Department	:	Department of Library and Information Science
Faculty	:	Faculty of Arts
Subject	:	Library and Information Science
Name of the Programme	:	B.Lib.I.Sc. (Bachelor of Library and Information Science)
Duration of the Programme	:	1 Year divided into 2 Semesters

#### B. Objectives of the Programme

1. To develop in students potential for critical thinking particularly concerting goals of Library and Information centers.
2. To train students for a professional career in Library and Information Services.
3. To train students in handling information resources (Print and non-print) to facilitate access and provision of information sources.
4. To train students in using information technology tools and techniques in information access, service, management and archival activities.
5. To further the state of the art in library and information science through extension, research and publication.

#### C. Eligibility for Admission to the Programme

The minimum qualification for admission to the degree of the Bachelor of Library and Information Science shall be :

- (A) Second class Bachelor Degree of any recognized University, or  
(B) Second class Master degree of any recognized University with 55% or above marks, or  
(C) In service candidates must be at least second class graduate of any recognized university. Such candidates will be required to produce a certificate of having worked at least three years continuous in a recognized library as a whole time paid worker performing duties of semi professional nature. B.Lib.I.sc. course is a full time course, the in service candidates are required to stay in the campus as full time students like others. They have to submit a certificate of their employer of the parent institution that he or she will be relived for the entire period of the course.

In case of candidates belonging to reserved category, relaxation in the percentage of marks shall be as per the University Guidelines issued from time to time.

**D. Intake: Eighty (80)**

**E. Attendance**

Minimum attendance for keeping a semester is 75% of the total number of theory and practical periods in each Semester.

**SYLLABUS AND EXAMINATION PATTERN**

**Semester I<sup>st</sup>**

Papers Code	Title of the Papers	Maximum Marks		Total Marks	Credit
		CCE	End Semester		
BLC 101	Foundation of Library and Information Science	40	60	100	4
BLC 102	Knowledge Organization, Information Processing & Retrieval (Theory)	40	60	100	4
BLC 103	Document Processing: Practice (DDC and AACR-2)	40	60	100	4
BLC 104	Information Technology : Basic (Theory)	40	60	100	4
BLE 101 BLE 102	<b>Elective (Any one)</b> Project Work : Field Survey Data analysis (Practical)	-	-	100	2
BLS 101	Skill Development	40	60	100	4
CVV	Comprehensive Viva-Voce	-	-	100	4

**Semester II<sup>nd</sup>**

Papers Code	Title of the Papers	Maximum Marks		Total Marks	Credit
		CCE	End Semester		
BLC 201	Management of Library and Information Centers	40	60	100	4
BLC 202	Information Sources, Products and Services	40	60	100	4
BLC 203	Document Processing: Practice (CC and CCC)	40	60	100	4
BLC 204	Information Technology (Practice)	40	60	100	4
BLC 205	Internship Programme	-	-	100	4
BLS 201	Skill Development	40	60	100	4
CVV	Comprehensive Viva-Voce	-	-	100	4

**Note:** The class test, assignment, seminar shall be conducted in respect of each theory and practical paper (wherever applicable) for the purpose of awarding CCE marks.

## **FIRST SEMESTER**

**Paper Code: BLC 101**

### **Foundation of Library and Information Science**

**Max. Marks : 100**

**Ext.Marks:60**

**Int. Marks: 40**

COURSE OBJECTIVE : The Objective of teaching this paper is

1	To develop an Understanding of Role and Importance of libraries, in society
2	To teach the different types of libraries and their functions.
3	To provide an Understanding of laws related to libraries and information.
4	To know the role of national and international library association and organizations.
5	To provide an Understanding of various library promoters at the national and international level.
6	To know the librarianship as a profession.

COURSE OUTCOME : After studying this paper, students shall be able to

1. Understand the Concept, Role and Importance of libraries in society
2. Classify libraries on the basis of their purpose and functions
3. Understand laws related to libraries and information
4. To create the ability to evaluate the current scenario and modern trends in Library and Information Science education and Library and Information centers.
5. Assess the role of national and international library association and organizations.
6. Understand the role of various library promoters at the national and international level
7. Understand librarianship as a profession.

### **UNIT 1<sup>st</sup>**

#### **Library as a Social Institution :**

- Social & Historical foundation of Library
- Role of Libraries in Society.
- Role of Web and Social Media in Library and information centre.
- Types and functions of libraries
- National libraries
- Public Libraries
- Academic Libraries
- Special Libraries

### **UNIT 2<sup>nd</sup>**

#### **Laws & Legislation :**

- Five laws of Library Science.
- Library Legislation Need, Features
- Library Legislation in India.
- Brief outline of various Acts and provisions

- The Press and Registration of Books Acts 1867
- The Delivery of Books and Newspapers (Public Libraries) Act 1954
- Copyright Act 1957
- Right to Information Act 2005
- Information Technology Act 2000
- Plagiarism Regulations in India (UGC) 2018

### UNIT 3<sup>rd</sup>

#### Information & Communication :

- Information: Definition, Characteristics, Nature, Value and use.
- Information Science – Definition, Scope and Objectives.
- Conceptual difference between Data, Information and Knowledge.
- Communication of Information – Information Generation and Diffusion.

### UNIT 4<sup>th</sup>

#### Library Development & Professional Associations :

- Library Movement & Development in India.
- Development of Library and information science education in India and Madhya Pradesh
- Library Cooperation and Resource Sharing.
- Role of Professional Associations –  
National – ILA, IASLIC and IATLIS  
International – CILIP

### UNIT 5<sup>th</sup>

#### Promoters of Libraries and Information Services :

- Library Promoters Functions and Activities and their role on the development of library and information centre.
- National Promoters – NISSAT, CSIR, ICSSR, UGC and INFLIBNET, RRRLF
- International Promoters – UNESCO, IFLA
- Attribute of a Profession, Librarianship as a Profession, Professional Ethics
- Role of Library Professionals in digital era.

### Paper Code: BLC 102

#### Knowledge Organization, Information Processing & Retrieval (Theory)

Max. Marks : 100

Ext.Marks:60

Int. Marks: 40

COURSE OBJECTIVE : The Objective of teaching this paper is

1	To teach the students about the attributes of classification and various classification schemes.
2	To provide understanding to make them aware about the Library Catalogue, its history, types and recent trends in Library Cataloguing.
3	To explain the various facets of notation and call number.
4	To provide an Understanding of various approaches of deriving subject headings
5	To aware the students about MARC-21

COURSE OUTCOME : After studying this paper, students shall be able to

1. Explain the nature and attributes of universe of knowledge.
2. Elaborate meaning and types of subjects and modes of subject formation
3. Understand the salient features of major classification schemes
4. Understand the main and added entries of library catalogue
5. Understand and various approaches of deriving subject headings
6. Explain the normative principles and current trends in library cataloguing
7. Know the standards for bibliographic interchange and communication

## **UNIT 1<sup>st</sup>**

### **Universe of Knowledge**

- Structure and attributes
- Modes of formation of Subjects
- Different types of Subjects
- Universe of Subjects as mapped in different Schemes of classification

## **UNIT 2<sup>nd</sup>**

### **Bibliography Description**

- Catalogue –purpose, structure and types, physical forms including OPAC, filing rules
- Normative Principles of Cataloguing
- Overview of principles and practice in document description
- Current trends in standardization ,description and exchange
- Standard codes of cataloguing, CCC & AACR-2

## **UNIT 3<sup>rd</sup>**

### **Methods of Knowledge Organization**

- General theory of Library Classification
- Normative principles of classification and their application
- species of Library Classification

## **UNIT 4<sup>th</sup>**

- Standard schemes of Classifications and their features :CC, DDC
- Design and development of schemes of Library Classification
- Trends in Library Classification

## **UNIT 5<sup>th</sup>**

### **Subject Cataloguing and MARC-21**

- Principles of Subject Cataloguing
- Subject heading lists and their features
- MARC-21-Introduction, Standards, Structure, Tags and Subfields

**Paper Code: BLC 103**

**Document Processing: Practice (DDC and AACR-2R)**

**Max. Marks : 100**

**Ext.Marks:60**

**Int. Marks: 40**

COURSE OBJECTIVE : The Objective of teaching this paper is

1	To prepare the students for classifying the books with the help of the classification schemes.
2	To explore the feature of DDC.
3	To aware the student about the Practical aspect of making the Catalogue cards of the book available in the library.
4	To explore the feature of AACR-II

COURSE OUTCOME : After studying this paper, students shall be able to

1. Construct class number for documents with simple, compound and complex subjects
2. Synthesize class numbers by using the DDC – 19<sup>th</sup> ed.
3. Be able to use schedule, tables and index of the classification scheme.
4. The student will get knowledge of how to use relative index in classification scheme
5. Knowledge of the catalogue codes and standards and create library catalogue
6. Prepare catalogue entries for various types of information sources
7. Derive subject headings using sear’s list of subject heading.

### Part-1

#### Classification of Documents (DDC19<sup>th</sup> ed.)

- Introduction to DDC 19th Edition
- Steps in Classification
- Use of Tables
- Use of Relative Index

### Part-2

#### Cataloguing – AACR 2R

- Works of Single and Shared Authorship
- Editorial Publications and Pseudonymous
- Corporate Authorship
- Multivolume and Serial Publications

**Paper Code: BLC 104**

**Information Technology: Basic (Theory)**

**Max. Marks : 100**

**Ext.Marks:60**

**Int. Marks: 40**

COURSE OBJECTIVE : The Objective of teaching this paper is

1	To understand the structure of computer and functions of its various units
2	To teach the automation in library housekeeping operations and services
3	To provide an understanding of various library management software’s
4	To know the features of telecommunication channels, modes, media, modulation, standards and protocols.
5	Able to solve problems related to internet, search engines and network security

COURSE OUTCOME : After studying this paper, students shall be able to

1. Understand the structure of computer and functions of its various units
2. Plan and implement automation in library housekeeping operations and services
3. Evaluate various library management software’s .

4. Identify and state the features of telecommunication channels, modes, media, modulation, standards and protocols.
5. Highlight the nature and components of computer networks and their protocols and standards
6. Discuss of internet, search engines and network security. Examine the concept of library networks and highlight the types and importance

## **UNIT 1<sup>st</sup>**

### **Fundamentals of Computers :**

- Concept, Generations, Types, Hardware
- Units of Computers, Arithmetic and Logic Unit, Control Unit, Input and Output Unit, Memory Unit

## **UNIT 2<sup>nd</sup>**

Software : System Software, - Operating Systems

- Ms-Windows, UNIX and LINUX, Applications Software – MS-Word, MS-Excel and MS-Power Point
- Introduction to Programming Languages

## **UNIT 3<sup>rd</sup>**

. Library Automation

- Definition, Purpose and Historical Development
- Planning and Implementation of Automation in Housekeeping Operations,
- Library Management Software : Proprietary, Free and Open Source, Software (FOSS), Evaluation
- Assistive Techniques Bar code, QR Code etc

## **UNIT 4<sup>th</sup>**

Telecommunication Techniques:

- Transmission Channels, Mode, and Media, ISDN, PSDN
- Modulation, Frequency, Bandwidth and Multiplexing
- Standards and Protocols
- Wireless Communication : Media, Wifi, Lifi, Satelite Communication, Mobile Communication

## **UNIT 5<sup>th</sup>**

Computer Networks and Library Networks :

- Computer Networks : Concepts, Need, Topologies, Types, LAN, MAN, WAN
- Internet Web Browsers, WWW, E-mail, Search Engines (Meta & Entry), Internet Protocols and Standards and Search Strategies.
- Introduction of Data Security and Network Security, Techniques, Anti-virus software, Anti-spyware, Intrusion Detection System
- Library Networks : Concept, History, Need, Types (Regional, National, International)

**Paper Code: BLE 101**  
**Project Work: Field Survey**

**Max. Marks : 100**

COURSE OBJECTIVE : The Objective of teaching this paper is

1	to expose the students with the real working environment of a library by assigning them a topic related with the library operations
2	to train them in preparing the state-of-the-art report on the assigned area of study

COURSE OUTCOME : After studying this paper, students shall be able to

1. Understand the functions and routine work of a library and information centre
2. Understand the establishment and management of a library system.

**Project Work: Field Survey**

- A. Report on Field Survey
- B. Viva-Voce

**Paper Code: BLE 102**  
**Data Analysis (Practical)**

**Max. Marks : 100**

COURSE OBJECTIVE : The Objective of teaching this paper is

1	To provide Practical skills and command of data analysis system.
2	To understanding the hands on practice of MS Office.
3	To be able to create the different kinds of Charts and Graphs.

COURSE OUTCOME : After studying this paper, students shall be able to

1. Understand to create effective spreadsheet.
2. Create dynamic report with excels.
3. Manage sets of data.

**UNIT 1<sup>st</sup>**

Introduction to data analysis using spreadsheet.

**UNIT 2<sup>nd</sup>**

Getting started with using excel spreadsheets.

**UNIT 3<sup>rd</sup>**

Creating charts and graphics

**UNIT 4<sup>th</sup>**

Analysis data using spreadsheets

**UNIT 5<sup>th</sup>**

Final Project



**Paper Code: BLS 101**

**Skill Development**

**Personality Development & Soft Skills**

**Max. Marks : 100**

**Ext.Marks:60**

**Int. Marks: 40**

COURSE OBJECTIVE : The Objective of teaching this paper is

1	To be able to understand concept, role and types of personality development.
2	To be able to understand communication and written communication skills.
3	To aware the student about Interview Techniques
4	To know concept of various digital learning skills..

COURSE OUTCOME : After studying this paper, students shall be able to

1. Demonstrate a set of basic skills in Personality Development & Soft Skills.
2. Display an ability to understanding of change processes and be able to think critically about obstacles to change.
3. Display an ability to express one self fairly, clearly and correctly.
4. Students will understand and be able to use a process for decision making.
5. The student will be trained in such a way that he will develop life-long learning abilities to cope with the objectives of his concern throughout his life.

**UNIT 1<sup>st</sup>**

**Personality Development**

Concept of Personality, Role and Impact of Personality in Society, Types of Personality, Importance and values of Psychology, Psychological Hindrances and Barriers on Mental and Physical level, Self Assessment and Psychometric Analysis - SWOT analysis, Identification and modification of SELF, Social factors influencing the Personality.

**Behavior Modification-** Strategies for Stress Management.

**Communication**

Process of Communication ,Types of Communication- Verbal Nonverbal, Barriers of Communication ,Techniques to reduce barriers, Listening Skills (5Ws & 1H), Group Discussion (Activity), Presentation Skills & Preparation (Public Speaking training - Activity) Written Communication skills- Different types of letters- Sales letters, Order letters, Complaint letters, Adjustment letters, Inquiry letters, Follow-Up letter, Letters of Recommendation, Acknowledgment letters.

**UNIT 2<sup>nd</sup>**

**Speaking Skills-** Speech & Language – Pronunciation and Comprehension

**UNIT 3<sup>rd</sup>**

**Self Motivation-** Aims, Objectives, Significance, Values, how to boost motivation and goal setting, Priority Matrix .

**Interpersonal Skills** - Concept, Synergy, Coping Mechanism & Strategies, Developing Empathy, Attitude of Gratitude , Creative Problem-Solving Training.

Dealing with the colleagues in professional Environment, Work-life balance training, Assertiveness & self confidence. Organizational skills .

#### **UNIT 4<sup>th</sup>**

**Interview Techniques** (Direct and Indirect),  
Presentation Anxiety,

Time Management,

Resume Writing & Curriculum Vitae.

Enhancing Confidence level for Interview, Mock Interview Training

**Body Language** – Kinesics, Attire,

Soft-skill training- Manners & Etiquettes

#### **UNIT 5<sup>th</sup>**

**Digital Skill & Online Awareness** in contemporary times .

Basics of Digital Learning skills- Use of Internet, E-Mailing, Online Meetings e.g. Google meet , Zoom, Microsoft Teams and more, How to work with Google Workspace (Google classroom, Gmail, Drive, Files, Google slides) Website Formation. Terminology used during Online Learning

Basics of Learning Management System (LMS)

E- Learning and awareness about its pros and cons.

### **Second Semester**

**Paper Code: BLC 201**

**Management of Library and Information Centers**

**Max. Marks : 100**

**Ext.Marks:60**

**Int. Marks: 40**

**COURSE OBJECTIVE :** The Objective of teaching this paper is

1	To know make the students aware about the management system of the library and the library management procedure
2	To be able to understand the different kinds of Library Management
3	To teach the concept of Financial Management and Human Resource Management.
4	Maintain the library statistics and prepare annual report.

**COURSE OUTCOME :** After studying this paper, students shall be able to

1. Understand the Fundamentals of Management.
2. Understanding the policies and Process of Libraries, routine activities of libraries.
3. Assimilate the concept of Financial Management and Human Resource Management.
4. To make the Students understand the Management technique in organisation of library and information centers.

## **UNIT 1<sup>st</sup>**

### **Concept of Library Management :**

- Meaning, Definition, Scope and Management function
- Principle of Scientific Management and their application
- School of Thoughts
- Library Organisational Structure
- Library Governance
- Change Management Basics of TQM

## **UNIT 2<sup>nd</sup>**

### **Financial and Human Resource Management :**

- Library Finance : Source, Library expenditure, Method of Financial estimation.
- Financial Management : Budgeting techniques, Accounting and Auditing
- Financial Resource Planning : Job analysis and description, Selection, Training, Development and Staffing pattern (Ranganathan's Staff formula and UGC guidelines)
- Motivation, communication and participation

## **UNIT 3<sup>rd</sup>**

### **Collection Development and Resource Management :**

- Book selection theories, Weeding Policies and Procedure
- Selection Tools : Books, Non-Books and Serials Acquisition Procedure of Books and Periodicals.
- Periodical Registration System
- Library Building and Space Management

## **UNIT 4<sup>th</sup>**

### **Library Housekeeping operations**

- **Technical Processing** : Procedures and Routines (Physical processing, Classification, Cataloguing, Card Filing etc.)
- **Circulation Work**: System, Functions
- **Maintenance**: Shelving, Stock Verification, Binding and Presentation Crisis Management

## **UNIT 5<sup>th</sup>**

### **Marketing Management :**

- Marketing of Information Products and Services : Purpose, Concept , Organisation and Categories
- Marketing Mix : Market Research, Segmentation, advertising (Methods and Approach), Management Consultancy
- Marketing Skills

**Paper Code: BLC 202**

**Information Sources, Products and Services**

**Max. Marks : 100**

**Ext.Marks:60**

**Int. Marks: 40**

COURSE OBJECTIVE : The Objective of teaching this paper is

1	To be able to understand the different types of information sources, e-books, databases and institutional repositories.
2	To Evaluated various types of information sources.
3	Complete Knowledge about electronic resources.
4	To be able to understand the different between Primary, Secondary and Tertiary Sources.
5	To know concept of library resource sharing and consortia.

COURSE OUTCOME : After studying this paper, The student will acquire the knowledge of

1. Different types of information sources, e-books, databases and institutional repositories.
2. Evaluation various types of information sources
3. Access to the electronic resources
4. Nature and functions of various national and international information systems and networks
5. Concept of library resource sharing and consortia

**UNIT 1<sup>st</sup>**

**Information Sources :**

- Nature, Characteristics, Types and Formats
- Primary, Secondary, and Territory Sources of Information
- Documentary and Non-Documentary Sources
- Institutional and Human Resources

**UNIT 2<sup>nd</sup>**

Reference Sources and Information Sources

- Reference Sources : Characteristics, Types, Usefulness
- Electronic Sources, E-books, E-journals, ETDs
- Subject Gateways, Web Portals, Brilliant Boards, Discussion Group/Forum, Multimedia Resources
- Databases
- Institutional repositories
- Evaluation of Reference Sources and Electronic Information Sources

**UNIT 3<sup>rd</sup>**

Electronic Information Sources

- Reference Service Concept, Purpose, Types, Theories
- Alerting Services, Current Awareness Service (CAS), Selective Dissemination of Information (SDI), Translation Services
- Document Delivery Services, Inter Library Loan (ILL) Service
- Online Services: Instant Messaging, RSS Feeds, Ask a Librarian, Mobile Based Library

Services and Tools.

- Collaborative Services : Social Networks, Social Tagging, Social Bookmarking

#### **UNIT 4<sup>th</sup>**

Information Systems and Networks National :

- Information Systems : Characteristics, Functions
- National Information Systems and Networks, NISCAIR, DESIDOC, SENDOC, NASSDOC, ENVIS, NICNET, ERNET, National Knowledge Network (NKN)

#### **UNIT 5<sup>th</sup>**

Information Systems and Networks International :

- International Information Systems and Networks : INSPEC, MEDLARS, AGRIS, INIS, BIOSIS, ERIC, Patent Information System (PIS), Biotechnology Information System (BIS)
- Library resources sharing and consortia

**Paper Code: BLC 203**

**Document Processing: Practice (CC and CCC)**

**Max. Marks : 100**

**Ext.Marks:60**

**Int. Marks: 40**

COURSE OBJECTIVE : The Objective of teaching this paper is

1	To prepare the students for classifying the books with the help of the colon classification schemes.
2	To explore the feature of CC.
3	To aware the student about the Practical aspect of making the Catalogue cards of the book available in the library.
4	To explore the feature of CCC.
5	To teach different types of catalogue card using CCC.

COURSE OUTCOME : After studying this paper, students shall be able to

1. Construct class number for documents with simple, compound and complex subject
2. Synthesize class numbers by using the CC6<sup>th</sup> revised edition.
3. Be able to use schedule, tables and index of the classification scheme.
4. The student will get practical knowledge of CCC.
5. Knowledge of the catalogue codes and standards and create library catalogue
6. Prepare catalogue entries for various types of information sources

#### **Part 1**

**Classification of Documents (CC 6<sup>th</sup> Ed.)**

- Introduction, Structure and Organisation
- Steps in Classification
- Classification of Documents with Basic Subjects
- Classification of Documents with Compound Subjects

#### **Part 2**

**Cataloguing of Documents (CCC)**

- Works of Single and Shared Authorship

- Editorial Publications and Pseudonymous
- Corporate Authorship
- Multivolume and Serial Publications

**Paper Code: BLC 204**

**Information Technology: Basic (Practice)**

**Max. Marks : 100**

**Ext.Marks:60**

**Int. Marks: 40**

COURSE OBJECTIVE : The Objective of teaching this paper is

1	To provide Practical skills and command of operating system.
2	To understanding the hands on practice of library software SOUL.
3	To be able to understand the different kinds of Library Problems.
4	To know the Complete Development about Library Automation.
5	To develop an understanding concept of library networks and highlight the types and importance

COURSE OUTCOME :After studying this paper, students shall be able to :

1. Understand the structure of computer and functions of its various units
2. Plan and implement automation in library housekeeping operations and services
3. Evaluate various library management software's
4. Identify and state the features of telecommunication channels, modes, media, modulation, standards and protocols.
5. Highlight the nature and components of computer networks and their protocols and standards
6. Examine the concept of library networks and highlight the types and importance

#### **UNIT 1<sup>st</sup>**

Use of Operating Systems

#### **UNIT 2<sup>nd</sup>**

Word Processors, spread Sheets

#### **UNIT 3<sup>rd</sup>**

Database Creation Using SOUL Software

#### **UNIT 4<sup>th</sup>**

Database Search and Retrieval

**Paper Code: BLC 205**

**Internship Programme**

**Max. Marks : 100**

COURSE OBJECTIVE : The Objective of teaching this paper is

<b>1</b>	to train the students in practical librarianship in the working environment of the library by deputing them in different types of libraries for a period of one month
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<b>2</b>	to train them in preparing the Internship Report in a prescribed format based on their practical training and learning.
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**COURSE OUTCOME :**After studying this paper, students shall be able to :

1. Understand the real working environment of libraries.
2. Understand the various technical functions done in library
3. tackle the practical problems providing various library and information services.

### **Internship Programme**

A. Report on Internship Programme

B. Viva-Voce

Note: Each student shall have to undergo an Internship Programme at a library, selected by the Department for a period of one month, immediately after the Second Semester Examination

**Paper Code: BLS 201**

**Skill Development**

**Entrepreneurship Development**

**Max. Marks : 100**

**Ext.Marks:60**

**Int. Marks: 40**

**COURSE OBJECTIVE :** The Objective of teaching this paper is

1	To be able to understand need and importance for entrepreneurship development.
2	To be able to understand Employment and its various forms.
3	To aware the student about government schemes and business assistance.
4	To know concept of various forms of small businesses.

**COURSE OUTCOME :** After studying this paper, students shall be able to

1. Demonstrate a set of basic skills in Entrepreneurship Development.
2. Display ability to understanding of change processes and be able to think critically about obstacles to change.
3. Understand and be able to use a process for decision making.
4. Understand their role as a team player and how to manage conflict or opposition.

### **UNIT 1<sup>st</sup>**

#### **Concept of Entrepreneurship.**

Different forms of entrepreneurship.

Need and importance for Entrepreneurship Development: Enhances creativity and innovation, Builds self Confidence in people, Serves as a tool for nation building, Serves as the engine of growth For the nation's economy.

Reasons of entrepreneurships hold be developed in a country:

- a. Employment generation.
- b. Increased national production.
- c. Re-investing national resources.

## **UNIT 2<sup>nd</sup>**

### **Meaning of Entrepreneur,**

Difference between Entrepreneur and Owner of a Business,

Characteristics of an Entrepreneur,

Development of Entrepreneurial Skills,

Factors affecting Entrepreneurship e.g. Environment immediate, family-friends, Community, national, international, Financial, Displacement, etc.

Role of Entrepreneurs towards development e.g. Government, Society,

Families and friends, The stake holders like financial institutes

## **UNIT 3<sup>rd</sup>**

### **Employment and its various forms**

Types of Employment- Wage employment & Self employment. Characteristics, advantage and disadvantage of wage and self employment.

Self-Employment, opportunities for self-employments

Role of Government and various agencies towards the development of self- employment opportunities

## **UNIT 4<sup>th</sup>**

**Small Businesses** : its meaning, features and importance, various forms of small businesses, importance of small businesses towards self-employment generation and

socio-economic development, challenges / problems faced by small business organizations,

Business environment, role of various central,

state and non-government agencies towards development of small

businesses service providers in India, DIC, MSME, NSIC, SIDCO, financial

Institutions & Banks

## **UNIT 5<sup>th</sup>**

Registration of business, its procedure and problems,

Product management: designing, branding, merchandizing, research and development, IPR, Patent, Copyright. Introduction to Copyright. Rules & Norms of The Government to run a business.

Government schemes and business assistance: financial loan / place / Training / subsidiary etc. Industrial visit.

Workshops & Training - Planning & Proposal of a Business .

Product Branding & Marketing Training.

Online trading Strategies & Marketing Skills Development .