



DR. RAMMANOHAR LOHIA AVADH UNIVERSITY,
AYODHYA (UP)

DEPARTMENT OF LIBRARY AND
INFORMATION SCIENCE

NEP SYLLABUS OF

B.Lib.I.Sc. (BACHELOR OF LIBRARY AND
INFORMATION SCIENCE)

w.e.f. Session 2026-2027

DEPARTMENT VISION & MISSION

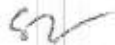
VISION & MISSION

Department Vision:

- To develop personnel with aptitudes and skills to face the challenges and needs of fast changing society.
- To promote research and publications by imparting quality and social relevant knowledge.
- To contribute knowledge to the discipline by research and publications.
- To contribute innovative teaching and learning methods in Library and Information Science

Department Mission:

- To impart quality higher education in Library and Information Science.
- To develop personnel with knowledge, skills and character lead to create, maintain and develop knowledgeable society.



Programme Outcomes (POs)

PO	Programme Outcome	Description
PO1	Library & Information Science Knowledge	Apply the fundamental and specialized knowledge of Library & Information Science (LIS) to solve complex problems in core areas such as Classification, Cataloguing, and Library Automation.
PO2	Problem formulate and Identifications	Analyze new challenges and problems in the LIS field by identifying, formulating, and synthesizing research literature, utilizing the Five Laws of Library Science to arrive at substantiated conclusions.
PO3	Design/development of Software Product	Design and Develop innovative solutions, components, and processes for complex LIS problems, ensuring specifications meet multidisciplinary, cultural, societal, and environmental considerations.
PO4	Analysis of complex problems	Evaluate complex LIS problems and research questions by designing experiments, analyzing and interpreting data, and synthesizing information to provide valid, evidence-based conclusions.
PO5	Modern tools usage	Select and Apply appropriate techniques, resources, and modern Library and IT tools, including prediction and modelling, to complex LIS activities, with a critical understanding of their features and inherent limitations.
PO6	The Library Professionals and society	Assess societal, health, safety, legal, and cultural issues relevant to professional practice by applying reasoning informed by contextual knowledge, and justify the consequent ethical and professional responsibilities.
PO7	Environment and sustainability	Explain the impact of the Library professional solutions in societal and environmental contexts, and Demonstrate the knowledge and need for promoting sustainable development practices.
PO8	Proficient Ethics	Implement ethical principles and Adhere to the professional ethics, responsibilities, and norms governing the Library & Information Science practice.
PO9	Individual and Project team work	Function effectively as an individual, and as a collaborative member or leader in diverse and multidisciplinary project teams.
PO10	Communication expertise	Communicate effectively with the LIS community and society at large through proficient comprehension, writing effective reports and technical documentation, and delivering clear and professional presentations.
PO11	Project management and finance	Manage projects effectively in multidisciplinary environments by applying knowledge and understanding of Library management and financial principles to one's own work and as a member or leader in a team.
PO12	Life-long learning	Engage in independent and life-long learning, recognizing the necessity to continually Adapt and acquire new knowledge and skills in response to rapid technological change.

Programme Specific Outcomes (PSOs)

PSO	Programme Specific Outcomes	Outcome Description
PSO1	Theoretical Foundation	Explain the Laws of Library Science and define the roles of types of libraries (Academic, Public, Special, National) and Professional Associations in the evolution of the LIS field.
PSO2	Legal & Ethical Compliance	Interpret and differentiate the legal frameworks (Library Acts, Press and Registration of Books Act, Delivery of Books Act) and the complexities of Intellectual Property Rights (Copyright, Patent, Trademark) to ensure professional and ethical compliance.
PSO3	Knowledge Organization (Theory)	Analyze the Universe of Knowledge and evaluate the Theories, Canons, and Principles of Library Classification and Cataloguing, including Normative Principles and emerging trends like SKOS and Folksonomy.
PSO4	Knowledge Organization (Practice)	Apply the rules of major cataloguing codes, specifically AACR-II to construct entries for diverse materials, including books, periodicals, and non-book materials (e.g., Manuscripts, Sound Recordings).
PSO5	Classification System Synthesis	Construct complex classification numbers using the Dewey Decimal Classification (DDC) scheme. This involves applying the Auxiliary Tables (T1, T2, T5/T6) and synthesizing numbers based on 'Add instruction' and Precedence rules.
PSO6	Management & Administration	Manage library and information centres by applying the Principles/Theories and Functions of management. This includes practical areas like Collection Development, Circulation System, Financial Management (Budgeting Techniques), and Control and Maintenance (Stock Verification, Library Rules).
PSO7	Conservation & Infrastructure	Evaluate the components of library infrastructure, including Library Building, Furniture, and Equipment. Students will assess and apply techniques for Conservation and Preservation, particularly Library Binding.
PSO8	Information Retrieval & Standards	Implement advanced information retrieval strategies by utilizing Indexing (Concept of Index and Indexing) and Abstracting concepts. This includes applying Standards for Bibliographic Information Interchange & Communication (ISO 2709, Z39.50) and various Metadata Standards (Dublin Core, MARC21, METS, MODES, EAD).
PSO9	ICT & Automation	Utilize Integrated Library Management System (ILS) Software like KOHA for Housekeeping Services. Students will employ Barcode, RFID, QR Code, and Biometric technologies and explain the processes of Library Automation.
PSO10	Digital Systems & Networking	Design and manage digital content systems by defining Digital and Hybrid Libraries and Web Based Services (Web 2.0 and 3.0). Students will identify and explain the activities of Library Resource Sharing Networks (e.g., INFLIBNET, DELNET, OCLC).
PSO11	Information Services & Literacy	Provide quality information services by distinguishing between Information Sources (Documentary, Non-Documentary; Primary, Secondary, Tertiary). Services include Reference Services, Alerting Services (SDI, CAS), and promoting Information Literacy.
PSO12	Communication & Professional Skills	Demonstrate mastery of Professional Skills and Competencies and effective Communication. This involves using technology for communication (E-mail, Voice Mail, AI) and composing professional documents like Research Papers and Articles while adhering to Ethics in LIS Communication.

Course Outline NEP 2020

B.Lib.I.Sc. (BACHELOR OF LIBRARY AND INFORMATION SCIENCE)

Semester- First							
Course Code	Paper	Name of the course	Credit	Marks			Remarks
				Theory	Practical	Sessional/ Viva Voce	
BLIS101T	Paper-1	Foundation of Library and Information Science	6	75		25	Compulsory
BLIS102T	Paper-2	Management of Library and Information Centres	4	75		25	Core
BLIS103T	Paper-3	Knowledge Organization - Library Classification & Cataloguing (Theory)	4	75		25	Core
BLIS104P	Paper-4	Computer Application Practical	4		75	25	Core
BLIS105P	Paper-5	Library Cataloguing Practical	6		75	25	Core
Total Credits			24	225	150	125	
Total Marks: 500							

Semester- Second							
Course Code	Paper	Name of the course	Credit	Marks			Remarks
				Theory	Practical	Sessional/ Viva Voce	
BLIS106T	Paper-6	Information Sources & Services	6	75		25	Compulsory
BLIS107T	Paper-7	Basic of Information Technology	4	75		25	Core
BLIS108T	Paper-8	Communication Skills	4	75		25	Core
BLIS109P	Paper-9	Library Classification Practical	4		75	25	Core
BLIS110P	Paper-10	Tour Report, Training and Viva Voce	6		80 (40+40)	20	Core
Total Credits			24	225	155	120	
Total Marks: 500							

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COURSE OUTCOMES (COs)

CO	Course Outcomes Description	Bloom's Levels
CO1	Explain the fundamental concepts, Analyze the historical evolution of libraries in India, and classify the different types of libraries (Academic, Public, Special, National) based on their functions.	L2 – Understand L4 – Analyze
CO2	Interpret the Five Laws of Library Science, apply them to contemporary library services, and evaluate the impact of various legal frameworks (Library Legislation, PRB Act, IPR) on information access.	L2 – Understand L3 – Apply L5 – Evaluate
CO3	Assess the roles of national and international professional associations (ILA, IFLA, UGC, RRRLF) and justify the necessity of professional ethics and competencies in LIS practice.	L5 – Evaluate L4 – Analyze
CO4	Design effective strategies for Library Public Relations, develop user education programs, and create models for promoting information literacy based on user needs and information-seeking behaviour.	L6 – Create L3 – Apply

SYLLABUS STRUCTURE**UNIT-I: Introduction and History of Library and Information Science**

- Meaning and Definition of Book and Library
- Historical Development of Libraries in India
- Committees and Commissions on Libraries in India, and NAPLIS
- Types of Libraries (Academic, Public, Special, National Libraries)
- [REDACTED]
- Ancient Libraries and Learning Centres: Takshashila, Nalanda, Vikramshila
- [REDACTED]

UNIT-II: Laws and Legal Development of Libraries in India

- Laws of Library Science
- Library Legislation and [REDACTED]
- The Press and Registration of Books Act
- The Delivery of Books and Newspapers (Public Libraries) Act
- Intellectual Property Rights (Copyright, Patent, Trademark, Design etc.)

UNIT-III: Library and Information Science Profession

- Librarianship as a Profession
- Professional Skills and Competencies
- [REDACTED]
- Professional Associations -National (ILA, IASLIC, IATLIS) in detail
- Professional Associations – International (IFLA, ALA, CILIP, ASLIB, SLA) in detail
- Role of UGC, RRRLF, and UNESCO in Promotion and Development of Libraries

UNIT-IV: Library Education, Users, and Information Services

- Library and Information Science Education in India
- [REDACTED]
- [REDACTED]
- Information User, Information Needs, Information Seeking Behaviour
- Information Literacy – Areas, Standards, Types, Models and Trends

RECOMMENDED BOOKS

1. BENGE (Ronald) Libraries and Cultural Change. 1970. Clive Bingley, London.
2. CHAPMAN (EA) and LYNDEN (FC). Advances in Librarianship 24V. 2000. Academic Press, San Diego
3. HESSEL (A) History of libraries. Tr. by Reuben Peiss. 1955. Scarecrow Press, New York.
4. INDIA LIBRARIES (Advisory Committee for) Report. 1955. Manager of Publications, Delhi
5. KRISHAN KUMAR. Library Organization. 1993. Vikas, New Delhi.
6. McCOLVIN (LR). Public library extension. 1951. UNESCO, Paris
7. MURISON (W J). Public Library: Its origin, purpose and significance. Ed 2. 1971. Harrap, London.
8. PEDLEY (P) Copyright for library and information service professionals. Ed 2. 2000. Europa Pub, London.
9. RADDON (R), Ed. Information dynamics. 1996. Gower, London
10. RANGANATHAN (SR). Five laws of Library Science. Ed. 2. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
11. RANGANATHAN (SR), Ed. Free book service for all: An International survey. 1969. Asia Publishing House, Bombay.
12. RANGANATHAN (SR). Library development plan: A thirty year programme for India with draft bill. 1950. University of Delhi.
13. RUBIN (Richard E). Foundation of Library and Information Science. Ed 2. 2004. NealSchuman New York.
14. TOTTERDELL (A), HARNSEY (A) and PULLEN (L). The library and information work prime Ed. 2. 2001. Library Association, London.
15. UNESCO. National libraries: Their problems and prospects. 1960. Unesco, Paris.
16. WHITE (Carl M), Ed. Bases of modern librarianship. 1964. Pergamon Press, New York.

CO-PO MAPPING MATRIX

PO	Programme Outcomes	CO1	CO2	CO3	CO4	Average
PO1	LIS Knowledge	3	3	3	3	3.00
PO2	Problem formulate and Identifications	2	3	2	1	2.00
PO3	Design/development of Software Product	1	2	3	1	1.75
PO4	Analysis of complex problems	2	3	2	2	2.25
PO5	Modern tools usage	1	3	2	1	1.75
PO6	The Library Professionals and society	3	1	2	2	2.00
PO7	Environment and sustainability	1	2	3	1	1.75
PO8	Proficient Ethics	2	1	2	2	1.75
PO9	Individual and Project team work	2	2	1	3	2.00
PO10	Communication expertise	1	1	2	3	1.75
PO11	Project management and finance	3	1	3	1	2.00
PO12	Life-long learning	2	2	3	2	2.25

Mapping Scale:

- 3 - Strong: High relevance.
- 2 - Moderate: Significant relevance.
- 1 - Low: Basic connection.
- 0 - Not related.

COURSE OUTCOMES (COs)

CO	Course Outcomes Description	Bloom's Levels
CO1	Interpret the fundamental theories, principles, and functions of management and Identify their specific application of management within Library and Analyze the function of library committees.	L2 – Understand L3 – Apply L4 – Analyze
CO2	Apply principles of collection development and execute acquisition and technical procedures and Compare different circulation systems (Browne, Newark, and Computerized) to determine suitability.	L3 – Apply L4 – Analyze
CO3	Explain library budgets using advanced techniques (like PPBS and ZBB) and Create a functional library plan that incorporates efficient space management, appropriate furniture/equipment, and modern Green Library building concepts	L5 – Evaluate L6 – Create
CO4	Construct essential administrative documents such as staff manuals and Organize maintenance routines including stock verification, binding, and preservation.	L5 – Evaluate L3 – Apply

SYLLABUS STRUCTURE**UNIT-I: Foundations of Management and Library Management**

- Definition, Scope, Characteristics, Principles/Theories, Functions/Elements
- School of Thoughts and Scientific Management Principles
- Administration Vs Management
- Library Authority and Committee
- Library Management Systems

UNIT-II: Application of Management in Library and Information Centres

- Collection Development (Books, Serials, Non-Book Material)
- Selection Principles and Methods
- Library Acquisition Procedures and Serial Controls
- Technical Processing
- Circulation System (Browne, Newark and Computerized System etc.)

UNIT-III: Financial Planning and Library Infrastructure

- Library Management Information Systems
- Budgeting Techniques
- Annual Reports and Statistics
- Library Automation and Computerized Systems
- Library Building and Furniture

UNIT-IV: Control and Maintenance

- Staff Manual
- Library Rules and Regulations
- Stock Verification
- Library Maintenance and Preservation

RECOMMENDED BOOKS

1. ALA LIBRARY BUILDING AND EQUIPMENT INSTITUTE Guidelines for Library Planers 1960 ALA, Chicago
2. AMERICAN LIBRARY ASSOCIATION Minimum standards for public library systems. 1966 ALA, Chicago
3. EATON (T). Ed. Contribution to American Library History 1961. Union Book Store, Champaign.
4. ESDAILE (A). National Libraries of the world. Ed. 2. 1957 Library Association, London
5. JOECKEL (CII), Government of the American Public Library. 1935 University Press, Chicago
6. KRISHAN KUMAR. Library administration and management, 1993. Vikas, New Delhi.
7. LAWES (Ann), Ed. Management skills for the information manager. 1993. Ashgate Pub. U.K.
8. LOCK (IR N). Library administration. Ed. 3, 1973. Philosophical Library, New York
9. LOWES (Ann), Ed. Management skills for the information manager. 1993.
10. Mc COLVIN (LR). Public Library System of Great Britain. Report on its present conditions with proposals for reorganization. 1942. Library Association, London.
11. PRYTERCH (Ray), Ed. Handbook of library and information management. 1998. Gower Publishing, England.
12. RANGANATHAN (SR). Library Development Plan: A Thirty Year Programme, India with draft Library Bill. 1950. University of Delhi, Delhi.
13. RANGANATHAN (SR). Library administration. Ed. 2. 1989. Sarada Ranganthan Endowment for library science, Bangalore.
14. THOMPSON (James). Introduction to university library administration. Ed. 3. 1979. Clive Bingley, London
15. URWICK (L). Elements of administration, Ed. 2. 1947. Pitman, London.
16. WHITE (Carl M), Ed. Bases of modern librarianship. 1964. Pergamon Press, New York. WITHERS (FN).
17. Standards for library service: An international survey. 1974. UNICCO, Paris.

CO-PO MAPPING MATRIX

PO	Programme Outcomes	CO1	CO2	CO3	CO4	Average
PO1	LIS Knowledge	3	3	3	3	3.00
PO2	Problem formulate and Identifications	2	3	3	2	2.50
PO3	Design/development of LIS Solutions	2	3	3	2	2.50
PO4	Analysis of complex problems	3	3	3	2	2.75
PO5	Modern tools usage	1	3	2	1	1.75
PO6	The Professional and Society	3	2	3	2	2.50
PO7	Environment and Sustainability	1	1	3	2	1.75
PO8	Ethics	2	2	2	2	2.00
PO9	Individual and Team Work	2	2	2	3	2.25
PO10	Communication	2	1	3	3	2.25
PO11	Project Management and Finance	3	2	3	2	2.50
PO12	Life-long learning	2	3	2	2	2.25

Mapping Scale:

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- 0 - Not related.

BLIS103T Knowledge Organization - Library Classification & Cataloguing (Theory)

COURSE OUTCOMES (COs)

CO	Course Outcomes Description	Bloom's Levels
CO1	Analyze the structure and Nature and Attributes of the Universe of Knowledge, and elucidate the various Modes of Formation of Subjects in the context of library classification.	L4-Analyze L2-Understand
CO2	Apply the Normative Principles (Canons and Principles) to evaluate the major standard library classification schemes, such as DDC, UDC, and CC, and utilize Book Number Schemes.	L3-Apply L5-Evaluate
CO3	Construct a bibliographic record for a document using either CCC or AACR-II, and differentiate between major bibliographic and metadata standards like MARC 21, ISBD, Dublin Core, and METS/MODES.	L6-Create L2-Understand
CO4	Develop an understanding of the concepts and techniques of Indexing (e.g., Subject Headings, Thesaurus) and Abstracting, and assess the key features and models of modern Electronic Information Retrieval Systems (IRS).	L2-Understand L5-Evaluate

SYLLABUS STRUCTURE

Unit I: Knowledge Organization – Library Classification

- Universe of Knowledge - Nature and Attributes
- Modes of Formation of Subjects.
- Knowledge Organization - Classification – Theories, Canons, and Principles
- Normative Principles of Library Classification
- Simple Knowledge Organization System (SKOS)
- Taxonomies, Folksonomy, Trends in Classification.
- Mapping of Subjects in Library Classification Schemes – DDC, UDC and CC and its Features.
- Book Number Schemes

Unit II: Knowledge Organization – Library cataloguing

- Concepts and History of Library cataloguing
- Knowledge Organization: Cataloguing - Canons and Principles;
- Purpose, Structure, Types and Physical form of Library catalogue, OPAC
- Normative Principles of library Cataloguing
- Centralized and Co-operative Catalogue; Library Cataloguing Codes: CCC and AACR - II.
- Standards of Bibliographic Record Formats and Description – ISBD, MARC 21, CCF

Unit III: Information Retrieval – Indexing and Abstracting

- Concept of Index and Indexing
- Subject Heading List and Thesaurus
- Concept of Abstract and Abstracting – Types, Steps and Guidelines.

Unit IV: Information Retrieval and Web

- Concept of Electronics Information Retrieval
- Information Retrieval System – Features, Components, Models and Evaluation
- Standards for Bibliographic Information Interchange & Communication- ISO 2709, Z39.50, Z39.71.

- Concept of CIS (Cataloguing in Source) and CIP (Cataloguing in Publication)
- ISBN and ISSN
- Metadata Standards: Dublin Core, MARC21, METS, MODES, EAD.

RECOMMENDED BOOKS

1. DEWEY (Melvil) Dewey Decimal classification. (DDC 21).1996 Forest Press, New York
2. KRISHAN KUMAR Theory of Classification 1993. Vikas Publications, New Delhi
3. MANN (Margaret). Introduction to Cataloguing and the Classification of Books. Ed 2. 1943. ALA. Chicago
4. RANGANATHAN (SR). Prolegomena to Library Classification, Ed 3. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
5. RANGANTHAN (SR). Colon Classification. (6,Ed). 1960. Sarada Ranganathan Endowment for Library Science, Bangalore.
6. RANGANTHAN (SR). Descriptive Account of the Colon Classification. 1990. Sarada Ranganathan Endowment for Library Science, Bangalore.
7. SAYERS (WCB). Introduction to Library Classification. Rev by Arthur Maltby. Ed 9. 1958.Grafton, London
8. SAYERS (WCB). Manual of Classification for Librarians. Rev by Arthur Maltby. Ed 5. 1975.Andre Deutsch, London.
9. WYNAR (Bohdan S). Introduction to cataloguing and classification. Ed 7. 1985. New York
10. UNIVERSAL DECIMAL CLASSIFICATION (3) Ed.). F.L.D.1961. British Standard Institution, London.
11. Ranganathan, S.R. - Prolegomena to Library Classification. Bangalore: SRELS, 1967.
12. Ranganathan, S.R. - Classified Catalogue Code. Bangalore: SRELS, 1950.
13. Chan, Lois Mai. - Cataloging and Classification: An Introduction. Scarecrow Press, 2007.
14. Taylor, Arlene G. - Introduction to Cataloging and Classification. Libraries Unlimited.
15. Mills, J. - Modern Outline of Library Classification. London: Chapman and Hall.
16. Foskett, D. J. - The Subject Approach to Information. London: Bingley.
17. Lancaster, F. W. - Indexing and Abstracting in Theory and Practice. Libraries Unlimited, 2003.
18. Rowley, Jennifer. - Abstracting and Indexing. Clive Bingley.
19. Chowdhury, G.G. - Introduction to Modern Information Retrieval. Facet Publishing.
20. Aitchison, Jean; Gilchrist, Alan; Bawden, David. - Thesaurus Construction and Use. ASLIB.
21. Zeng, Marcia Lei & Qin, Jian. -- Metadata. American Library Association (ALA).
22. Svenonius, Elaine. - The Intellectual Foundation of Information Organization. MIT Press.
23. Girja Kumar & Krishan Kumar. - Theory of Cataloguing. Vikas Publishing.
24. Hedden, Heather. - The Accidental Taxonomist. Information Today.
25. Bawden, David. - Information and Digital Literacies. Library Trends Journal.

CO-PO MAPPING MATRIX

PO	Programme Outcomes	CO1	CO2	CO3	CO4	Average
PO1	LIS Knowledge	3	3	3	3	3.00
PO2	Problem formulate and Identifications	2	3	3	3	2.75
PO3	Design/development of Software Product	1	2	3	3	2.25
PO4	Analysis of complex problems	3	3	3	3	3.00
PO5	Modern tools usage	1	2	3	3	2.25
PO6	The Library Professionals and society	2	2	3	2	2.25
PO7	Environment and sustainability	1	2	1	2	1.50
PO8	Proficient Ethics	1	2	2	2	1.75
PO9	Individual and Project team work	1	1	3	2	1.75
PO10	Communication expertise	2	2	3	3	2.50
PO11	Project management and finance	1	1	2	2	1.50
PO12	Life-long learning	2	3	3	3	2.75

Mapping Scale:

- 3 - Strong: High relevance.

- 2 - Moderate: Significant relevance.
- 1 - Low: Basic connection.
- 0 - Not related.

BLIS104P Computer Application Practical

COURSE OUTCOMES (COs)

CO	Course Outcomes Description	Bloom's Levels
CO1	Explain the concepts of Computer Architecture and Components and Differentiate between the functions and roles of Software and Hardware and methods of data storage.	L2-Understand L4-Analyze
CO2	Apply the functionalities of MS-Office tools (Word, Excel, PPT) to Analyze how these applications can optimize general and financial administrative tasks in a library.	L3-Apply L4-Analyze
CO3	Utilize DTP tools like Canva for Image Editing and Layout Design and Construct flowcharts and process maps for library service documentation.	L3-Apply L6-Create
CO4	Evaluate the role of KOHA as an Integrated Library Management System (ILS) and Perform essential Housekeeping Services and Maintenance tasks within the system.	L5-Evaluate L3- Apply

SYLLABUS STRUCTURE

UNIT-I: Fundamentals of Computer

- Computer Architecture and Components
- Software and Hardware
- Data Representation and Storage

UNIT-II: Office Automation (MS-Office)

- MS-Word
- MS-Excel
- MS-PowerPoint

UNIT-III: Desktop Publishing (DTP) Tools: Canva

- Image Editing & Optimization
- Desktop Publishing & Layout Design
- Flowcharting & Process Mapping

UNIT-IV: Library Service or Server: KOHA

- ILS (Integrated Library Management System): KOHA
- Hand on experience on KOHA
- Housekeeping Services and Maintenance

RECOMMENDED BOOKS

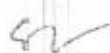
1. Basandra, S. K. (2007). Computer today (3rd ed.). Galgotia Publications.
2. Gill, N. S. (2009). Handbook of computer fundamentals. Khanna Book Publishing Co.
3. Kumar, B. R. (2019). MS Office 2019 made easy. V&S Publishers.
4. Saxena, S. (2015). A first course in computers. Vikas Publishing House.
5. Prince, M.K. (2024). How to Create a Wraparound Book Cover using Canva
6. Lewis, R. (2022). CANVA FOR BEGINNERS AND BUSINESS: The Ultimate Graphic Design Guide with Complete Step by Step Methods for Starters, Marketers and Entrepreneurs.
7. Thakur, A. (2022). Learn Canva Design from Scratch.
8. Lewis, T. J. (2021). CANVA FOR CREATORS: Step by Step Guide on How to Create Highly Engaging Designs with Canva.
9. Mishra, V. K. (2016). Basics of Library Automation, Koha Library Management Software and Data Migration: Challenges with Case Studies. Ess Ess Publications.
10. Sirohi, S., & Gupta, A. (2010). Koha 3 Library Management System.

CO-PO MAPPING MATRIX

PO	Programme Outcomes	CO1	CO2	CO3	CO4	Average
PO1	LIS Knowledge	1	1	1	3	1.50
PO2	Problem formulate and Identifications	2	3	3	3	2.75
PO3	Design/development of Software Product	2	2	3	3	2.50
PO4	Analysis of complex problems	3	3	2	3	2.75
PO5	Modern tools usage	3	3	3	3	3.00
PO6	The Library Professionals and society	1	1	2	2	1.50
PO7	Environment and sustainability	1	1	2	2	1.50
PO8	Proficient Ethics	1	1	2	2	1.50
PO9	Individual and Project team work	1	2	3	3	2.25
PO10	Communication expertise	1	2	3	1	1.75
PO11	Project management and finance	1	1	2	3	1.75
PO12	Life-long learning	3	3	3	3	3.00

Mapping Scale:

- 3 - Strong: High relevance.
- 2 - Moderate: Significant relevance.
- 1 - Low: Basic connection.
- 0 - Not related.



BLIS105P Library Cataloguing Practical

COURSE OUTCOMES (COs)

CO	Course Outcomes Description	Bloom's Taxonomy Level
CO1	Prepare main and added entries for books with single, joint, and anonymous authorship according to AACR-II standards.	L3 (Apply)
CO2	Construct complex cataloguing records for corporate bodies, multivolume works, and composite publications using appropriate headings and references.	L3 (Apply) & L6 (Create)
CO3	Analyze and Record the bibliographic details of serials and periodicals, ensuring correct usage of punctuation, ISSN, and frequency patterns.	L4 (Analyze) & L3 (Apply)
CO4	Develop specialized cataloguing entries for non-book materials, including manuscripts, cartographic materials, and digital recordings, following specific AACR-II rules.	L6 (Create)

SYLLABUS STRUCTURE

UNIT – I : Cataloguing of Books – Basic Author Entries (AACR-II)

- Single Personal Author
- Shared Responsibility / Joint Authors
- Anonymous Books
- Pseudonymous Works

UNIT – II : Cataloguing of Books – Special Categories (AACR-II)

- Encyclopedia
- Dictionary
- Corporate Author
- Anonymous / Joint Authorship
- Composite Works
- Multivolume Publications

UNIT – III : Cataloguing of Periodicals & Serials (AACR-II)

- Periodicals / Serials Cataloguing
- Patterns, Entries, Punctuation, ISSN, Frequency etc.

UNIT – IV : Cataloguing of Non-Book Materials (AACR-II)

- Manuscripts
- Maps
- Microfilm
- Microprint
- Music
- Photographs
- Sound recordings

RECOMMENDED BOOKS

1. Kumar, G., & Kumar, K. (2000). Theory of cataloguing (5th ed.). Vikas Publishing House. Covers principles of AACR-II, corporate authorship, serials, and composite works.
2. Patel, J., & Kumar, K. (2001). Cataloguing practice: AACR-II. Vikas Publishing House. A practical guide for cataloguing different material types as per AACR-II.

CO-PO MAPPING MATRIX

PO	Programme Outcomes	CO1	CO2	CO4	CO5	Average
PO1	LIS Knowledge	3	3	3	3	3.00
PO2	Problem formulate and Identifications	1	2	2	3	2.50
PO3	Design/development of Software Product	1	2	1	2	1.50
PO4	Analysis of complex problems	2	3	3	3	2.75
PO5	Modern tools usage	1	2	2	2	1.75
PO6	The Library Professionals and society	1	2	1	2	1.50
PO7	Environment and sustainability	2	1	1	2	1.50
PO8	Proficient Ethics	1	2	2	2	1.75
PO9	Individual and Project team work	1	2	1	2	1.50
PO10	Communication expertise	1	2	1	2	1.50
PO11	Project management and finance	1	2	1	2	1.50
PO12	Life-long learning	2	3	2	3	2.50

Mapping Scale:

- 3 - Strong: High relevance.
- 2 - Moderate: Significant relevance.
- 1 - Low: Basic connection.
- 0 - Not related.



BLIS106T Information Sources & Services

COURSE OUTCOMES (COs)

CO	Course Outcomes Description	Bloom's Level
CO1	Analyze the Nature, Characteristics and Types of all Information Sources (Documentary/Non-Documentary, Primary/Secondary/Tertiary) and Discuss their special features and scope.	L4-Analyze L6-Create
CO2	Apply the concepts of Reference Service to the practical implementation of Alerting Services (SDI/CAS) and Inter Library Loan (ILL), and Summarize the functions of Indexing and Abstracting Services.	L3-Apply L2-Understand
CO3	Evaluate the quality, features, and reliability of various Web Resources (Web 2.0/3.0) and Construct a model for delivering modern Web-Based Services such as Ask a Librarian and RSS Feeds.	L5-Evaluate L6-Create
CO4	Explain the need and activities of Library Resource Sharing, Consortia, and major National and International Information Systems (INFLIBNET, DELNET, OCLC), and Discuss their role in providing access to information.	L2-Understand L6-Create

SYLLABUS STRUCTURE

UNIT I: Information Sources and Services

- Information Sources – Definition, Nature, Characteristics, Types
- Documentary - Print or Non Print including Electronic: Special Features, Scope, Types
- Non-Documentary: Special Features, Scope, Types
- ~~Special Features of Electronic Sources~~
- Information Services: Concepts, Definition, Needs and Trends

UNIT II: Reference and Web Sources and Services

- Reference Sources – Definition, Features, Needs and types
- Reference Services: Concepts, Definition, Needs and Trends
- Alerting Services: SDI and CAS in details
- Referral Services, Indexing and Abstracting Service
- Inter Library Loan, Document Delivery Services and Translation Services

UNIT III: Web Sources and Services

- Web as a source of Information- Definition, features
- ~~Definition of Web 2.0 and 3.0~~
- Web Based Services: Web, Web 2.0 and 3.0
- Library 2.0 - Concepts, Characteristics, Components
- Instant Messaging, RSS Feeds, Podcasts, Vodcasts, Ask a Librarian

UNIT IV: Resource Sharing Network and Information Systems

- Library Resource Sharing, Library Consortia
- Programme and Activities of National Information System: INFLIBNET, DELNET, CSIR NISCAIR, UGC- INFONET, CALIBNET etc.
- Programme and Activities of International Information System: OCLC, UNISIST etc.

RECOMMENDED BOOKS

1. BATRA (B.B) Technology: Opportunities and Challenges. 2001. Delhi. Kalpaz Publication Delhi.
 2. BROPHY (Peter) Library in the twenty first century. New services for the information age 2000. Library Association, London
 3. BROPHY (Rowley). The basics of information systems. 1996. Library Association, London
 4. Date (CJ) An introduction to database system. 1997. Narora publishing: New Delhi
 5. DHIMAN (Anil Kumar). Basics of information technology for libraries and information scientists 2003. ESS ESS publication. New Delhi
 6. DHYANI (P.). Directory of Information Services and Computer Application.
 7. Discovering Microsoft Office 2000: Premium and professional. 1999. Microsoft Corporation, USA
 8. FERRIS (Jeffrey A) WINDOW 2000. Development and desktop management, 2000. Pearson Education, New Riders.
 9. Getting Started Microsoft Windows 98. 2nd Ed. 1999. Microsoft Corporation, U.S.A.
 10. MADAN (Somnath). Computer and Library Services. Delhi 1987. Common wealth. New Delhi
 11. MINASI (Mark). Mastering Windows NT Server 4. Ed. 7. Sybex Inc. USA.
 12. Mini-Micro CDS/ISIS: Reference Manual and CDS/ISIS PASCAL Manual. 1989. UNESCO, Paris
 13. SEHGHAL (R. L.). Computing and Disk Operating Systems for Librarians. 1994, Ess Ess Publications. New Delhi.
 14. SHUKLA (R.L.). Information Technology in Next Millennium. 2000. Rajat Publications. New Delhi.
 15. SINHA (P.K.). Computer Fundamentals. 2001. BPB Publication. New Delhi
- Operating systems. 2000. 2nd edition. Prentice hall of India. New Delhi.

CO-PO MAPPING MATRIX

PO	Programme Outcomes	CO1	CO2	CO3	CO4	Average
PO1	LIS Knowledge	3	3	2	2	2.50
PO2	Problem formulate and Identifications	3	2	3	2	2.50
PO3	Design/development of Software Product	1	1	3	3	2.00
PO4	Analysis of complex problems	2	3	3	2	2.50
PO5	Modern tools usage	1	1	3	3	2.00
PO6	The Library Professionals and society	1	1	2	2	1.50
PO7	Environment and sustainability	2	1	2	1	1.50
PO8	Proficient Ethics	1	1	2	2	1.50
PO9	Individual and Project team work	1	1	3	2	1.75
PO10	Communication expertise	1	1	3	2	1.75
PO11	Project management and finance	1	2	1	2	1.50
PO12	Life-long learning	2	2	3	3	2.50

Mapping Scale:

- 3 - Strong: High relevance.
- 2 - Moderate: Significant relevance.
- 1 - Low: Basic connection.
- 0 - Not related.

COURSE OUTCOMES (COs)

CO	Course Outcomes Description	Bloom's Levels
CO1	Explain the fundamental concepts, components, and generations of computers, and analyze the operational characteristics of emerging technologies such as Hypertext and Virtual Reality.	L2-Understand L4-Analyze
CO2	Apply the principles of computer networking to classify different network topologies (LAN, MAN, WAN), and evaluate the effectiveness of data security measures like firewalls and cryptographic techniques.	L3-Apply L5-Evaluate
CO3	Describe the history, needs, and planning process of library automation, and demonstrate the practical application of modern technologies like RFID, QR code, and Integrated Library Management Systems (ILMS) such as KOHA/SOUL.	L2-Understand L3-Apply
CO4	Analyze the functional differences and needs of Virtual and Hybrid Libraries and E-Resources, and develop a framework for organizing digital content using Digital Library Software (D-Space/GSDL).	L4-Analyze, L6-Create

SYLLABUS STRUCTURE**UNIT I: Basics of Computer and Information Technology**

- Computer: Definition, Development and Generation
- Classification, Basic Components of a Computer
- Computer Fundamentals: Hardware, Software and its Types
- Input and Output Devices, Storage Devices
- Hypertext, Hypermedia, Multimedia, Video conferencing, Virtual Reality, Augmented Technologies.

UNIT II: Networks and Security

- Computer Networks: Topologies, Types of Networks – LAN, MAN, WAN etc.
- Internet and its Services- Web browsers, WWW, E-mail;
- Search Engines, Meta and Entity Search engines.
- Data Security, Network Security, Firewalls, Cryptographic Techniques, Anti-virus software, Anti-spyware, Intrusion Detection System.

UNIT III: Library Automation

- Library Automation – History, Definition, Needs
- ~~Library Automation – History, Definition, Needs~~
- ~~Library Automation – History, Definition, Needs~~
- ~~Library Automation – History, Definition, Needs~~
- Integrated Library Management System Software – KOHA, SOUL.

UNIT IV: Digital Library

- Definition, Needs and Functions
- Virtual and Hybrid Library
- E-Resources, Online Databases
- Digital Library Software- D-Space, GSDL

RECOMMENDED BOOKS

1. BATRA (B.B) Technology: Opportunities and Challenges. 2001. Delhi. Kalpaz Publication Delhi.
2. BROPHY (Peter) Library in the twenty first century. New services for the information age 2000. Library Association, London
3. BROPHY (Rowley). The basics of information systems. 1996. Library Association, London
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6. DHYANI (P.). Directory of Information Services and Computer Application.
7. Discovering Microsoft Office 2000: Premium and professional. 1999. Microsoft Corporation, USA
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14. SHUKLA (R.L.). Information Technology in Next Millennium. 2000. Rajat Publications. New Delhi.
15. SINHA (P.K.). Computer Fundamentals. 2001. BPB Publication. New Delhi
- STALLINGS (William). Operating systems. 2000. 2nd edition. Prentice hall of India. New Delhi.

CO-PO MAPPING MATRIX

PO	Programme Outcomes	CO1	CO2	CO3	CO4	Average
PO1	LIS Knowledge	3	3		3	3.00
PO2	Problem formulate and Identifications	2	3	3	3	2.75
PO3	Design/development of Software Product	2	2	3	3	2.50
PO4	Analysis of complex problems	3	3	3	3	3.00
PO5	Modern tools usage	3	3	3	3	3.00
PO6	The Library Professionals and society	3	3	2	3	2.75
PO7	Environment and sustainability	1	1	3	1	1.50
PO8	Proficient Ethics	2	2	2	3	2.25
PO9	Individual and Project team work	2	3	2	3	2.50
PO10	Communication expertise	1	1	2	3	1.75
PO11	Project management and finance	2	2	3	3	2.50
PO12	Life-long learning	2	3	3	2	2.50

Mapping Scale:

- 3 - Strong: High relevance.
- 2 - Moderate: Significant relevance.
- 1 - Low: Basic connection.
- 0 - Not related.

COURSE OUTCOMES (COs)

CO	Course Outcomes Description	Bloom's Levels
CO1	Analyze the basic Communication Models, Process, and Barriers, and Explain the importance, types, and Role of Communication in the Library environment.	L4-Analyze L2-Understand
CO2	Evaluate the uses of Artificial Intelligence and Digital Content Management Systems in scholarly and corporate communication, and Analyze the features of various Communication Technologies (DTP, Word Processor, E-mail).	L5-Evaluate L4-Analyze
CO3	Construct well-structured professional documents, such as Research Papers and Articles, by Applying the features of effective Written Communication and appropriate Sentence/Paragraph structure.	L6-Create L3-Apply
CO4	Apply the rules and layout for effective Library Correspondence (Internal/External), and Assess the Purpose, Characteristics, and Ethics of modern Digital Communication Platforms.	L3-Apply L5-Evaluate

SYLLABUS STRUCTURE**UNIT-I: Communication**

- Communication: Concepts, Definition, Principles, Importance
- Role of Communication in Library and Information Science
- Types (formal and Informal), Methods of Communication
- Models, Communication Process
- Barriers of Communication
- Scholarly Communication and its Trends

UNIT II: Communication through Technology

- Desktop Publishing (DTP)
- Digital Content Management System
- Word Processor, Power Point Presentation
- Electronic Mail, Voice Mail
- Corporate Communication
- Uses of Artificial Intelligence in Communication skills

UNIT III: Writing Style

- Research Papers and Articles
- Importance of Professional Writing
- Features of a Good Writing Style
- Sentence and Paragraph: Structure and Length

UNIT IV: Library Correspondence

- Library Correspondence: Definition, Purpose, Characteristics, Role
- Basic of Business writing: Quality, Types, Structure Layout
- Internal and External Correspondence
- Digital Communication Platforms
- Social and Private Correspondence

- Ethics in LIS Communication
- Trends in Library Correspondence

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1. BATRA (B.B) Technology: Opportunities and Challenges. 2001. Delhi. Kalpaz Publication Delhi.
 2. BROPHY (Peter) Library in the twenty first century. New services for the information age 2000. Library Association, London
 3. BROPHY (Rowley). The basics of information systems. 1996. Library Association, London
 4. Date (CJ) An introduction to database system. 1997. Narora publishing: New Delhi
 5. DHIMAN (Anil Kumar). Basics of information technology for libraries and information scientists 2003. ESS publication. New Delhi
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 8. FERRIS (Jeffrey A) WINDOW 2000. Development and desktop management, 2000. Pearson Education, New Riders.
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 15. SINHA (P.K.). Computer Fundamentals. 2001. BPB Publication. New Delhi
- Operating systems. 2000. 2nd edition. Prentice hall of India. New Delhi.

CO-PO MAPPING MATRIX

PO	Programme Outcomes	CO1	CO2	CO3	CO4	Average
PO1	LIS Knowledge	2	2	1	2	1.75
PO2	Problem formulate and Identifications	2	3	2	2	2.25
PO3	Design/development of Software Product	1	3	1	1	1.50
PO4	Analysis of complex problems	2	3	3	3	2.75
PO5	Modern tools usage	1	3	3	2	2.25
PO6	The Library Professionals and society	2	2	3	3	2.50
PO7	Environment and sustainability	1	2	1	2	1.50
PO8	Proficient Ethics	2	1	3	3	2.25
PO9	Individual and Project team work	2	2	3	3	2.50
PO10	Communication expertise	3	3	3	3	3.00
PO11	Project management and finance	1	1	2	2	1.50
PO12	Life-long learning	2	3	2	3	2.50

Mapping Scale:

- **3 - Strong:** High relevance.
- **2 - Moderate:** Significant relevance.
- **1 - Low:** Basic connection.
- **0 - Not related.**

BLIS109P Library Classification Practical

COURSE OUTCOMES (COs)

CO	Course Outcomes Description	Bloom's Level
CO1	Explain the purpose and analyze the structure, notation, and hierarchy of the Dewey Decimal Classification (DDC) system.	L2 - Understand L4 - Analyze
CO2	Apply the rules for simple subject classification using the DDC Main Schedules (000-900).	L3 - Apply
CO3	Apply the rules of DDC Auxiliary Table (Literature, Language, People) for complex number building (synthesis) and evaluate the appropriate notation.	L3 - Apply L5 - Evaluate
CO4	Evaluate the role of the Relative Index and Manual in resolving classification problems, and apply advanced rules like precedence for comprehensive classification of documents.	L5 - Evaluate L3 - Apply

SYLLABUS STRUCTURE

UNIT-I: Fundamentals of DDC and Main Classes

- DDC Introduction: Definition, need, purpose, and brief history (Melvil Dewey).
- Structure: Understanding the three summaries (10 Main Classes (000-900), 100 Divisions, 1,000 Sections).
- Basic Classification: Practical exercises in classifying simple subjects using only the Main Schedules (000-900) without using any tables.

UNIT-II: Auxiliary Tables

- Introduction to Auxiliary Tables: Concept, function, and rules for using auxiliary tables.
- Classification using Auxiliary Tables

UNIT-IV: Complex Number Building (Synthesis)

- Simple Synthesis
- Advanced Synthesis

UNIT-V: Manual, Index, and Advanced Topics

- Relative Index and Manual
- DDC Formats: Overview of the Abridged Edition and Web Dewey (digital format).

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RECOMMENDED BOOKS

1. Dewey Melvil, Dewey Decimal Classification ed.19, edited by Benjamin A. Custer.

CO-PO MAPPING MATRIX

PO	Programme Outcomes	CO1	CO2	CO3	CO4	Average
PO1	LIS Knowledge	3	3	3	3	3.00
PO2	Problem formulate and Identifications	2	3	3	3	2.75
PO3	Design/development of Software Product	1	2	3	3	2.25
PO4	Analysis of complex problems	2	2	3	3	2.50
PO5	Modern tools usage	2	2	2	3	2.25
PO6	The Library Professionals and society	2	3	3	3	2.75
PO7	Environment and sustainability	1	2	2	2	1.75
PO8	Proficient Ethics	1	2	2	2	1.75
PO9	Individual and Project team work	1	2	3	3	2.25
PO10	Communication expertise	1	1	1	2	1.25
PO11	Project management and finance	3	3	3	3	3.00
PO12	Life-long learning	3	2	2	3	2.50

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BLIS110P Tour Report, Training and Viva Voce

COURSE OUTCOMES (COs)

CO	Course Outcomes Description	Bloom's Levels
CO1	Formulate the Scope, Objectives, and Timeline for professional training and tour, and Design the required Report Structure and Format according to ethical protocols.	L6-Create L3-Apply
CO2	Apply core LIS skills in real-world Routine Operations (Classification, Cataloguing, Acquisition, Circulation) during training, and Document the experience and skills acquired.	L3-Apply L2-Understand
CO3	Analyze the organizational structure, services, and systems (e.g., Automation, Digital Library) of information centers visited, and Draft a tour report including critical analysis and recommendations.	L4-Analyze L6-Create
CO4	Evaluate the methodologies and findings of the Training and Tour Reports, and Justify the conclusions through a formal Viva-Voce and summary presentation.	L5-Evaluate L6-Create

SYLLABUS STRUCTURE

UNIT-I: Orientation and Project Planning

- **Defining the Scope and Objectives:** Purpose of the professional training and tour report, establishing boundaries and goals.
- **Planning and Scheduling:** [REDACTED]
- **Report Structure and Format:** Understanding the required components (e.g., chapters, bibliography, appendices).

UNIT-II: Professional Training: Practical Application

- **Initial Phase and Core Activities:** [REDACTED]
- **Routine Operations:** Application of LIS skills in core areas like Classification and Cataloguing, Acquisition, and Circulation Control.
- **Reference and User Services:** Practical involvement in providing reference services and user orientation.
- **Report Finalization:** [REDACTED]

UNIT-III: Tour Report: Research and Documentation

- **Research and Data Collection:** [REDACTED]
- **Analysis of Observations:** [REDACTED]
- **Documentation:** Drafting the Tour Report, including objective description, critical analysis, and recommendations.

UNIT-IV: Viva-Voce and Final Assessment

- **Report Review and Presentation:** Preparation of a summary presentation for the Tour and Training Reports.
- **Viva-Voce Preparation:** Anticipating questions on methodologies, findings, and practical application of LIS principles.

CO-PO MAPPING MATRIX

PO	Programme Outcomes	CO1	CO2	CO3	CO4	Average
PO1	LIS Knowledge	2	3	3	2	2.50
PO2	Problem formulate and Identifications	3	2	3	3	2.75
PO3	Design/development of Software Product	1	2	3	2	2.00
PO4	Analysis of complex problems	2	2	3	3	2.50
PO5	Modern tools usage	1	2	3	3	2.25
PO6	The Library Professionals and society	3	3	2	3	2.75
PO7	Environment and sustainability	2	1	2	1	1.50
PO8	Proficient Ethics	3	2	3	3	2.75
PO9	Individual and Project team work	3	3	3	3	3.00
PO10	Communication expertise	3	1	3	3	2.50
PO11	Project management and finance	3	1	2	2	2.00
PO12	Life-long learning	3	3	3	3	3.00

Mapping Scale:

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