SARDAR PATEL UNIVERSITY

Vallabh Vidyanagar

NAAC 'A' Grade (10-01-2023 To 09-01-2028)

With effect from Academic Year 2026-27

Bachelor of Library and Information Science [BLISc] Semester-II

Course Type	Course Code	Course Title	Teaching-Learning Scheme L-P-T	Total Notional Hours	Course credits
DSC	**UA02CLIB61**	Library Administration & Organisation	4-0-1	**120**	04

- **Course Learning Outcomes (CLOs)**

On completion of this course, students will be able to:

CLO1: Explain comprehensive knowledge of library administration, organisation, and management principles in the Library and Information Science context.

CLO2: Apply planning, managerial techniques, and financial practices for designing and managing user-centric library systems and infrastructure.

CLO3: Analyse and perform library housekeeping operations including acquisition, classification, cataloguing, circulation, and preservation.

CLO4: Evaluate human resource management practices, governance mechanisms, and leadership roles in library and information centres.

CLO5: Demonstrate professional ethics, teamwork, and collaborative competencies in library and information service environments.

Unit	Course Content	Learning Pedagogies*	CLO(s)
I	**Foundation of Library Administration and Planning** • Conceptual framework of library administration, organisation, and management. • Distinction between administration, organisation, and management practices. • Core principles of management (planning, organising, staffing, directing, controlling). • Role and significance of libraries in education and knowledge society. • Philosophical foundations and professional ethics in librarianship. • Planning of library buildings: objectives, standards, and modern requirements. • Space planning, user-centric design, and ICT-enabled infrastructure.	Classroom Lecture Seminar, Inquiry based Learning	CLO1, CLO2

Bachelor of Library and Information Science [BLISc] Semester-II

II	**Library Operations and Housekeeping Systems (manual and automated systems using SOUL and Koha)** • Structure and functions of various sections in libraries and information centres. • Collection development: policies, selection tools, and acquisition procedures. • Technical processing: classification, cataloguing, and metadata practices. • Serials management and control systems. • Circulation management. • Maintenance activities: stock verification, shelving, binding, and repair. • Weeding, archiving, preservation, and conservation of print and digital resources.	Classroom Lecture Seminar Library visit Practical, ICT-enabled, Collaborative Learning	CLO2, CLO3
III	**Human Resource and Governance in Libraries** • Principles of personnel management in libraries. • Staffing patterns, roles, and responsibilities in different types of libraries. • Staff formula and workload distribution. • Training, motivation, and performance evaluation of library staff. • Library governance structure: committees, authorities, and decision-making. • Leadership styles and team management in library environments.	Classroom Lecture Seminar Library visit Practical, ICT-enabled, Collaborative Learning	CLO3, CLO4
IV	**Financial Management and Budgeting in Libraries** • Fundamentals of library finance and financial planning. • Sources of funding for libraries • Budget preparation techniques: traditional and modern approaches. • Cost estimation and allocation of resources. • Financial control, auditing, and accountability.	Classroom Lecture Seminar, Inquiry based Learning	CLO4, CLO5

- **Assessment Methodologies**

(A) Internal Assessment

a. Internal Formative assessment (25 Marks)

(a) Attendance
(b) Assignment
(c) Seminar/Presentation

a. Internal Summative Assessment (25 Marks)

(a) Mid-Term Examination

Bachelor of Library and Information Science [BLISc] Semester-II

(B) Weightage of Learning Efforts for External Assessment

Unit	Aligned COs	Total Learning Hours	Approximate weightage (Marks) to Learning levels (BT)			Total Marks
			Remember (R)	Understanding (U)	Application/ Analyse & above (A)	
I	CLO1, CLO2	30	1	1	11	13
II	CLO2, CLO3	32	1	1	11	13
III	CLO3, CLO4	28	1	1	10	12
IV	CLO4, CLO5	30	1	1	10	12
		120	**04**	**04**	**42**	**50**

- **Assessment and Evaluation**

Sr. No.	Assessment/Evaluation	Component	Weightage (%)
1	Continuous Internal Evaluation	Seminars, Assignments, Attendance, Mid-Term examination	50
2	End-Semester Examination	Written Exam	50

(C) CLOs – PLOs Matrix

CLO	PLO											
	PLO 1	**PLO 2**	**PLO 3**	**PLO 4**	**PLO 5**	**PLO 6**	**PLO 7**	**PLO 8**	**PLO 9**	**PLO 10**	**PLO 11**	**PLO 12**
CLO1	3	2	1	1	1	1	1	1	1	1	2	2
CLO2	2	3	2	2	2	1	1	1	1	1	2	2
CLO3	1	2	3	2	2	2	1	1	1	1	1	1
CLO4	1	2	2	2	2	1	1	1	1	1	2	2
CLO5	1	1	1	2	2	1	1	1	1	1	3	3

Values to **CLO-PLO** matrix are assigned **by judging the importance of the particular CLO** in relation to the **PLOs**.

CLO – PLO correlation	Value
Strong	3
Moderate	2
Low	1
No correlation	-

Bachelor of Library and Information Science [BLISc] Semester-II

- **Suggested Learning Materials Books:**

Sr. No.	Title	Author(s)	Edition/Year	Publisher
1	Library Organisation and Administration	Sehgal R. L.	Revised editions 2022	Ess Ess Publications
2	Library Administration	Ranganathan, S.R.	2012	Asia Publishing
3	Library Administration: Theory and Practice	Mittal R.L.	2007	Ess Ess Publications
4	Library Management	Dhiman Anil K. and Rani Yashoda	2005	Ess Ess Publications
5	Advances in Library Administration	Khanna J.K.	2008	Y.K. Publishers
6	Library Administration and Management	Kumar Krishan	2009	Vikas Publishing House

- **Online Resources (Open Source)**

Sr. No.	Description of Resource(s)	Weblink
1	INFLIBNET e-PG Pathshala	https://ebooks.inflibnet.ac.in/
2	eGyanKosh	https://egyankosh.ac.in/
3	National Digital Library of India -	https://ndl.iitkgp.ac.in/
4	Koha Documentation -	https://koha-community.org/
5	SOUL Software	https://soul.inflibnet.ac.in/
6	Library Administration and Management	https://books.google.co.in/books/about/Library_Administration_and_Management.html?id=6ZHW04B3glUC&redir_esc=y
7	BAOU Study Materials (for Gujarati only) (https://baou.edu.in/syllabus-slm-e-books)	https://baou.edu.in/eresources

SARDAR PATEL UNIVERSITY

Vallabh Vidyanagar

NAAC 'A' Grade (10-01-2023 To 09-01-2028)

With effect from Academic Year 2026-27

Bachelor of Library and Information Science [BLISc] Semester-II

Course Type	Course Code	Course Title	Teaching Learning Scheme	Total Notional Hours	Course credits
			L-P-T		
DSC	**UA02CLIB62**	Information Sources and Services	4-0-0	**120**	04

Course Learning Outcomes (CLOs)

On completion of this course, students will be able to:

CLO 1: Explain the concept, types, characteristics, and utility of documentary and non-documentary information sources, including print, electronic, and internet-based sources.

CLO 2: Identify and differentiate various reference sources and tools (such as encyclopaedias, dictionaries, directories, bibliographies, and online sources) and evaluate their quality using standard criteria.

CLO 3: Demonstrate the ability to handle different types of reference queries by applying appropriate techniques, including conducting effective reference interviews.

CLO 4: Describe and apply various reference and information services, including CAS, SDI, indexing, abstracting, and digital reference services, to meet user information needs.

CLO 5: Analyze user needs through user studies and design appropriate user education programmes and information services using modern search strategies and web-based tools.

Unit	Course Content	Learning Pedagogies*	CLO(s)
I	**Information sources:** Meaning, definition, nature, characteristics & utility • Documentary information sources: Prints and electronic; • primary, secondary and tertiary Non documentary information sources • Human and institutional Internet as a source of information • **Reference sources:** Meaning, definition, need and purpose Criteria of evaluation •	Classroom Lecture Seminars Inquiry Based Learning	CLO2
II	**Kinds of reference tools:** • Encyclopaedias • Dictionaries • Directories • Yearbooks • Handbooks • Manuals • Almanacs • Geographical sources • Bibliographical sources	Classroom Lecture Seminars Problem Based Learning ICT-Enabled Learning	CLO2

Semester-II

	Types of reference queries: • Techniques of answering reference queries • Biographical sources • Current reference sources • Online Sources	Inquiry Based Learning	
III	**Reference Services:** • Concept, definition, need • Long range reference service • Ready reference service • Difference between information service and reference service **User Education:** • Definition, need, purpose, techniques and methods User's education programme **User Studies:** • Core Components • Methods • Implications / benefits **Reference interview:** • RUSA Guidelines • Skills of Reference Librarian	Classroom Lecture Seminars Problem-Based Learning ICT-Enabled Learning Inquiry Based Learning	CLO3
IV	**Information services:** • Literature search Search techniques, Google Search Strategies • Bibliographical service Reprographical services • Translation • Current Awareness Service (CAS) • Selective Dissemination of Information (SDI) • Document Delivery Service • Indexing services • Abstracting services • Recent trends of information services: • Virtual / Digital Reference Services E-alerts Web alerts Web 2.0 tools	Classroom Lecture Seminars ICT-Enabled Learning Inquiry Based Learning	CLO4 CLO5

- **Assessment Methodologies**

(A) Internal Assessment

a. Internal Formative assessment (25 Marks)

(a) Attendance
(b) Assignment
(c) Seminar/Presentation

b. Internal Summative Assessment (25 Marks)

(a) Mid-Term Examination

(B) Weightage of Learning Efforts for External Assessment

Unit	Aligned COs	Total Learning Hours	Approximate weightage(Marks) to Learning levels (BT)			Total Marks
			Remember (R)	Understanding (U)	Application/ Analyse& above (A)	
I	CLO1 CLO2	30	1	1	11	13
II	CLO2	32	1	1	10	12
III	CLO3	28	1	1	11	13
IV	CLO4 CLO5	30	1	1	10	12
		120	**04**	**04**	42	**50**

Assessment and Evaluation

Sr. No.	Assessment/Evaluation	Component	Weightage (%)
1	Continuous Internal Evaluation	Seminars, Assignments, Attendance, Mid-Term Examination	50%
2	End-Semester Examination	Written Exam	50%

(C)CLOs – PLOs Matrix

CLO	PLO											
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO10	PLO11	PLO12
CLO 1	3	2	–	1	1	2	–	–	–	1	–	–
CLO 2	3	2	–	2	1	3	1	–	–	1	1	–
CLO 3	2	2	–	2	1	2	3	2	–	–	1	3
CLO 4	2	2	–	3	2	3	3	2	–	1	1	2
CLO 5	2	3	–	3	2	3	3	3	2	2	1	2

SARDAR PATEL UNIVERSITY

Vallabh Vidyanagar

NAAC 'A' Grade (10-01-2023 To 09-01-2028)

With effect from Academic Year 2026-27

Semester-II

Values to **CLO-PLO** matrix are assigned **by judging the importance of the particular CLO** in relation to the **PLOs**.

CLO – PLO correlation	Value
Strong	3
Moderate	2
Low	1
No correlation	-

Suggested Learning Materials Books:

Sr. No.	Title	Author(s)		Publisher
1	Information sources in education and work.	Dibden, kenneth		Butterworths &co.ltd.
2	Information sources in science & technology	Chhotelal & others		Bharati publications.
3	Library and information sources and services	Jadhav, u.s.; jange, suresh	2012	Regency publications
4	Information sources	Singh, gurdev.	2013 Edition/Year	Phi learning pvt.ltd.
5	Information Sources in Prison Libraries	Thomas, joseph	2024	Book enclave publication
6	Information sources	Umapathy, k.s..		Vikas pub house pvt ltd..
7	10 pillars of library & information science: Pillar 4 : Information sources	Dodiya, Narendra.	2015	Ess ess publications
8	Information Sources and Services Theory and Practice (Paper VI and VII of UGC Model Curriculum)	Kumar, P.S.G.	2004	B.r. publishing corporation
9	Guide to the use of libraries and information sources.	Gates, jean key.	6TH ED.	Mcgraw-hill book co..

Online Resources (Open Source)

Sr. No.	Description of Resource(s)	Weblink
1	American Library Association	http://www.ala.org
2	Information and Library Network	http://www.inflibnet.ac.in
3	Developing Library Network	http://www.delnet.org
4	Directory of Open Access Repository	http://www.doaj.org

SARDAR PATEL UNIVERSITY

Vallabh Vidyanagar

NAAC 'A' Grade (10-01-2023 To 09-01-2028)

With effect from Academic Year 2026-27

Bachelor of Library and Information Science (BLISc)Semester-II

Course Type	Course Code	Course Title	Teaching-Learning Scheme	Total Notional Hours	Course credits
			L-P-T		
DSC	**UA02CLIB63**	Information Sources and Services (Practical)	0-8-0	**120**	04

- **Course Learning Outcomes (CLOs)**

On completion of this course, students will be able to:

CLO1:Explain the concept, types, characteristics, and utility of documentary and non-documentary information sources, including print, electronic, and internet-based sources.

CLO2:Identify and differentiate various reference sources and tools (such as encyclopaedias, dictionaries, directories, bibliographies, and online sources) and evaluate their quality using standard criteria.

CLO3:Demonstrate the ability to handle different types of reference queries by applying appropriate techniques, including conducting effective reference interviews.

CLO4:Describe and apply various reference and information services, including CAS, SDI, indexing, abstracting, and digital reference services, to meet user information needs.

CLO5:Analyze user needs through user studies and design appropriate user education programmes and information services using modern search strategies and web-based tools.

Unit	Course Content	Learning Pedagogies*	CLO(s)
I	**Reference and Information Sources:** • Solutions of Reference & Information Queries from the print sources • Solutions of Reference & Information Queries from online sources	Classroom Lecture Collaborative Learning ICT-Enabled Reflective Practices Inquiry-Based Learning Self-Directed Learning	CLO1
II	**Government Public Documents:** Queries from Public Documents of Government	Classroom Lecture Collaborative Learning ICT-Enabled Reflective Practices	CLO2 CLO3

Bachelor of Library and Information Science (BLISc)Semester-II

	•	Inquiry-Based Learning Self-Directed Learning	
III	**Reference and Information Services:** • Library Reference and Information Services: • Preparation of Bibliography • Preparation of Newspaper Clippings • Preparation of New Arrival	Classroom Lecture Collaborative Learning ICT-Enabled Reflective Practices Inquiry-Based Learning Self-Directed Learning	CLO3 CLO4
IV	**Digital Reference Services and Tools:** • Creating Functional Demo of Tool of Digital Reference Service	Classroom Lecture Collaborative Learning ICT-Enabled Reflective Practices Inquiry- Based Learning Self-Directed Learning	CLO5

- **Assessment Methodologies**

(A) Internal Assessment

a. Internal Formative assessment (25 Marks)

(a) Attendance
(b) Assignment

b. Internal Summative Assessment (25 Marks)

(a) Viva-voce

(B) Weightage of Learning Efforts for External Assessment

Sr.No.	Assessment/Evaluation	Component	Weightage (%)
1	End-Semester Examination	Reference Source Queries Solution and Viva-Voce (25%) Reference Services Preparation and Presentation (25%)	50%

SARDAR PATEL UNIVERSITY

Vallabh Vidyanagar

NAAC 'A' Grade (10-01-2023 To 09-01-2028)

With effect from Academic Year 2026-27

Bachelor of Library and Information Science (BLISc)Semester-II

- **Assessment and Evaluation**

Sr. No.	Assessment/Evaluation	Component	Weightage (%)
1	Continuous Internal Evaluation	Attendance, Assignment, Viva-voce	50
2	End-Semester Examination	Written Exam, Viva-voce	50

CLOs – PLOs Matrix

CLO	PLO											
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO10	PLO11	PLO12
CLO 1	3	2	–	1	1	2	–	–	–	1	–	–
CLO 2	3	2	–	2	1	3	1	–	–	1	1	–
CLO 3	2	2	–	2	1	2	3	2	–	–	1	3
CLO 4	2	2	–	3	2	3	3	2	–	1	1	2
CLO 5	2	3	–	3	2	3	3	3	2	2	1	2

Values to **CLO-PLO** matrix are assigned **by judging the importance of the particular CLO** in relation to the **PLOs**.

CLO – PLO correlation	Value
Strong	3
Moderate	2
Low	1
No correlation	-

- **Suggested Learning Materials Books:**

Sr. No.	Title	Author(s)	Edition/Year	Publisher
1	Information sources in education and work.	Dibden, kenneth	2010	Butterworths &co.ltd.
2	Information sources in science & technology	Chhotelal& others	2009	Bharati publications.
3	Library and information sources and services	Jadhav, u.s.; jange, suresh	2012	Regency publications
4	Information sources	Singh, gurdev.	2013	Phi learning pvt.ltd.
5	Information Sources in Prison Libraries	Thomas, joseph	2024	Book enclave publication
6	Information sources	Umapathy, k.s..	2011	Vikas pub house pvt Lid..

Bachelor of Library and Information Science (BLISc)Semester-II

7	10 pillars of library & information science: Pillar 4 :Information sources	Dodiya, Narendra.	2015	Essess publications
8	Information Sources and Services Theory and Practice (Paper VI and VII of UGC Model Curriculum)	Kumar, P.S.G.	2004	B.r. publishing corporation
9	Guide to the use of libraries and information sources.	Gates, jean key.	6TH ED.	Mcgraw-hill book co..
10	Reference and Information Services : An Introduction	Cassell, Kay Ann and Hiremath, Uma	2023	Facet Publishing
11	Reference and Information Services	Smith, Linda C; Wong, Melissa A	2016	Libraries Unlimited
12	Libraries and Information Services in the UK and the Republic of Ireland	Chartered Institute of Library and Information Professionals (CILIP)	2014	Facet Publishing
13	The Librarian's Legal Companion for Licensing Information Resources and Services	Lipinski , Tomas A.	2013	ALA Neal-Schuman

- **Online Resources (Open Source)**

Sr. No.	Description of Resource(s)	Weblink
1	Paper No. 04: Information Sources, Systems and Services	https://epgp.inflibnet.ac.in/
2	BLI-222 Information Sources and Services	https://egyankosh.ac.in/

SARDAR PATEL UNIVERSITY

Vallabh Vidyanagar

NAAC 'A' Grade (10-01-2023 To 09-01-2028)

With effect from Academic Year 2026-27

Bachelor of Library and Information Science [BLISc] Semester-II

Course Type	Course Code	Course Title	Teaching-Learning Scheme	Total Notional Hours	Course credits
			L-P-T		
DSE	**UA02ELIB61**	Digital Libraries	4-0-0	**120**	04

- **Course Learning Outcomes (CLOs)**

On completion of this course, students will be able to:
CLO1: Analyze the concept and evolution of digital libraries.
CLO2: Explain architecture and components ofdigital library systems.
CLO3: Identify standards, metadata, and digitization processes.
CLO4: Explore digital library software and management systems.
CLO5: Analyse emerging trends in digitalknowledge organization.

Unit	Course Content	Learning Pedagogies*	CLO(s)
I	**Introduction to Digital Libraries** • Meaning, definition and concept of digital libraries • Evolution from traditional to hybrid to digital libraries • Objectives and functions of digital libraries • Characteristics and features of digital libraries • Difference between digital, virtual, electronic and hybrid libraries	Classroom Lecture Seminars Self-Directed Learning	CLO1
II	**Digital Library Architecture and Components** • Digital library architecture: basic models and frameworks • Core components: content, users, interface, and technology • Digital content types: text, image, audio, video, multimedia • Information storage and retrieval systems in digital libraries • Interoperability and distributed digital library systems	Classroom Lecture Case-Based Learning Problem-Based Learning Inquiry-Based Learning	CLO2 CLO5
III	**Digitization, Metadata and Standards** • Concept, need and process of digitization • Scanning, OCR, file formats and digital preservation basics • Metadata: meaning, types and importance • Metadata standards: Dublin Core (basic structure), MARC21 overview • Digital preservation and archival standards (conceptual • level)	Classroom Lecture Micro-Projects Problem-Based Learning Inquiry-Based Learning	CLO3

SARDAR PATEL UNIVERSITY

Vallabh Vidyanagar

NAAC 'A' Grade (10-01-2023 To 09-01-2028)

With effect from Academic Year 2026-27

Bachelor of Library and Information Science (BLISc) Semester-II

IV	**Digital Library Software and Emerging Trends** • Digital library software: overview (D Space, Greenstone, E Prints) • Institutional repositories and open access movement • Search and retrieval techniques in digital libraries • Cloud computing and repository management (conceptual) • Emerging technologies: AI in libraries, big data, blockchain overview	Classroom Lecture Seminars Micro-Projects Institutional Visit Inquiry-Based Learning	CLO4 CLO5

- **Assessment Methodologies**

(A) Internal Assessment

a. Internal Formative assessment (25 Marks)

(a) Attendance
(b) Assignment
(c) Seminar/Presentation

b. Internal Summative Assessment (25 Marks)

(a) Mid-Term Examination

(B) Weightage of Learning Efforts for External Assessment

Unit	Aligned COs	Total Learning Hours	Approximate weightage (Marks) to Learning levels (BT)			Total Marks
			Remember (R)	Understanding (U)	Application/ Analyse & above (A)	
I	CLO1	30	1	1	12	14
II	CLO2, CLO5	32	1	1	10	12
III	CLO3	28	1	1	10	12
IV	CLO4, CLO5	30	1	1	10	12
		120	**04**	**04**	**42**	**50**

- **Assessment and Evaluation**

Sr. No.	Assessment/Evaluation	Component	Weightage (%)
1	Continuous Internal Evaluation	Seminars, Assignments, Attendance, Mid-Term Examination	50
2	End-Semester Examination	Written Exam	50

SARDAR PATEL UNIVERSITY

Vallabh Vidyanagar

NAAC 'A' Grade (10-01-2023 To 09-01-2028)

With effect from Academic Year 2026-27

Bachelor of Library and Information Science (BLISc) Semester-II

(C) CLOs – PLOs Matrix

CLO	PLO											
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12
CLO 1	2	-	-	2	**3**	2	-	-	-	2	-	1
CLO 2	2	-	-	-	**3**	2	-	-	-	**3**	-	1
CLO 3	2	-	1	2	**3**	2	-	-	-	**3**	-	1
CLO 4	1	-	-	2	**3**	2	1	-	-	**3**	-	1
CLO 5	2	2	-	**3**	2	**3**	2	1	-	2	1	1

Values to **CLO-PLO** matrix are assigned **by judging the importance of the particular CLO** in relation to the **PLOs**.

CLO – PLO correlation	Value
Strong	3
Moderate	2
Low	1
No correlation	-

- **Suggested Learning Materials Books:**

Sr. No.	Title	Author(s)	Edition/Year	Publisher
1	Digital Libraries: Principles and Practice	William Y. Arms	1st Edition/2000	MIT Press
2	How to Build a Digital Library	Ian H. Witten, David Bainbridge, David M. Nichols	2nd Edition/2010	Morgan Kaufmann Publishers
3	Digital Libraries	Lucy A. Tedd, Andrew Large	1st Edition/2005	Facet Publishing
4	Digital Libraries in Theory and Practice	Deanna B. Marcum, Gerald George	1st Edition/2003	Libraries Unlimited
5	Introduction to Digital Libraries	Gobinda G. Chowdhury, Sudatta Chowdhury	1st Edition/2003	Facet Publishing
6	Digital Library Technology Trends	Kyle Banerjee, Terry Reese, Kyle Banerjee	1st Edition/2008	Chandos Publishing

Bachelor of Library and Information Science (BLISc) Semester-II

7	Metadata and Digital Information	Jill E. Grogg, Beth Ashmore	1st Edition/2010	Neal-Schuman Publishers
8	Digitization and Digital Archiving: A Practical Guide for Librarians	Elizabeth R. Leggett	1st Edition/2013	Rowman & Littlefield
9	Information Retrieval: Implementing and Evaluating Search Engines	Stefan Büttcher, Charles L. A. Clarke, Gordon V. Cormack	1st Edition/2010	MIT Press
10	Copyright for Librarians and Educators: Creative Strategies and Practical Solutions	Kenneth D. Crews	3rd Edition/2012	American Library Association
11	Academic Library System **(Hindi Book)**	R. L. Sehrawat	First Edition / 2013	Hindi Granth Academy
12	University Library Management **(Hindi Book)**	K. C. Gautam	First Edition / 2015	University Publications
13	Library and Information Centre Management **(Hindi Book)**	N. N. Singh	First Edition / 2012	S. S. Publication
14	Academic Library Activities **(Gujarati Book)**	J. C. Makwana	First Edition / 2019	A.S. F. Computer
15	Academic Library Management **(Gujarati Book)**	D. K. Desai	First Edition / 2018	Navbharat Sahitya Mandir, A'bad

- **Online Resources (Open Source)**

Sr.No.	Description of Resource(s)	Weblink
1	EPGPathshala INFLIBNET Study Material	https://epgp.inflibnet.ac.in/
2	EGyanKosh Indira Gandhi National Open University Study Material	http://egyankosh.ac.in/
3	National Digital Library Study Material	https://ndl.iitkgp.ac.in/
4	Vardhman Mahavir Open University Kota Study Material	https://www.vmou.ac.in/slm
5	Dr. Babasaheb Ambedkar Open University Study Material	https://baou.edu.in/syllabus-slm-e-books
6	National Institute of Open Schooling (NIOS) Study Material	https://nios.ac.in/online-course-material/sr-secondary-courses/library-and-information-science.aspx
7	NPTEL SWAYAM Platform	https://nptel.ac.in/
8	YouTube Channel	LIS Academy
9	YouTube Channel	UGC NET LIS Tutorials

SARDAR PATEL UNIVERSITY

Vallabh Vidyanagar

NAAC 'A' Grade (10-01-2023 To 09-01-2028)

With effect from Academic Year 2026-27

Bachelor of Library and Information Science (BLISc) Semester-II

Course Type	Course Code	Course Title	Teaching-Learning Scheme	Total Notional Hours	Course credits
			L-P-T		
DSE	**UA02ELIB62**	Preservation and Conservation of Library Material	4-0-1	**120**	04

- **Course Learning Outcomes (CLOs)**

On completion of this course, students will be able to:

CLO1: Explain the concepts, purpose, and components of preservation and conservation, and recognize the role of libraries, archives, and cultural institutions in safeguarding knowledge, including the significance of oriental collections.

CLO2: Identify the causes of deterioration of library materials and apply appropriate preventive and remedial conservation techniques for physical collections.

CLO3: Develop basic preservation plans, including budgeting and collection management strategies for maintaining library resources.

CLO4: Demonstrate understanding of digitisation processes and evaluate strategies for digital preservation and access to information resources.

CLO5: Examine the role of emerging technologies, including Artificial Intelligence, and analyze challenges in digital preservation.

Unit	Course Content	Learning Pedagogies*	CLO(s)
I	**Introduction to Preservation and Conservation** • Preservation and Conservation: Purpose and Components • Oriental Libraries: Concept and Cultural Significance Role of Libraries • Archives and Cultural Institutions in Preservation of Knowledge	Classroom Lecture Seminars ICT-Enabled Learning Reflective Practices Self-Directed Learning	CLO1
II	**Collection Management and Conservation** • Causes of Damage and Deterioration • Conservation Techniques for Physical Materials • Preservation Planning and Budgeting	Classroom Lecture Seminars Collaborative Learning ICT-Enabled Learning Reflective Practices Inquiry-	CLO2 CLO3

		Based Learning Self-Directed Learning	
III	**Digitisation and Digital Preservation** • Introduction to Digital Preservation • Strategies for Digital Preservation • Digitisation and Preservation Initiatives	Classroom Lecture Seminars Problem-Based Learning Collaborative Learning ICT-Enabled Learning Reflective Practices Self-Directed Learning	CLO4
IV	**AI and Challenges in Digital Preservation** • Trends of AI in Digital Preservation	Classroom Lecture Seminars Problem-Based Learning Collaborative Learning ICT-Enabled Learning Reflective Practices Self-Directed Learning	CLO5

SARDAR PATEL UNIVERSITY

Vallabh Vidyanagar

NAAC 'A' Grade (10-01-2023 To 09-01-2028)

With effect from Academic Year 2026-27

Bachelor of Library and Information Science [BLISc] Semester-II

- **Assessment Methodologies**

(A) Internal Assessment

a. Internal Formative assessment (25 Marks)

(a) Attendance
(b) Assignment
(c) Seminar/Presentation

b. Internal Summative Assessment (25 Marks)

(a) Mid-Term Examination

(B) Weightage of Learning Efforts for External Assessment

Unit	Aligned COs	Total Learning Hours	Approximate weightage (Marks) to Learning levels (BT)			Total Marks
			Remember (R)	Understanding (U)	Application/ Analyse & above (A)	
I	CLO1	30	1	1	12	14
II	CLO2, CLO3	32	1	1	10	12
III	CLO4	28	1	1	10	12
IV	CLO5	30	1	1	10	12
		120	**04**	**04**	**42**	**50**

- **Assessment and Evaluation**

Sr. No.	Assessment/Evaluation	Component	Weightage (%)
1	Continuous Internal Evaluation	Seminars, Assignments, Attendance, Mid-Term Examination	50
2	End-Semester Examination	Written Exam	50

(C) CLOs – PLOs Matrix

CLO	PLO											
	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO10	PLO11	PLO12
CLO1	**3**	**3**	**–**	**–**	**1**	**1**	**1**	**–**	**–**	**–**	**1**	**1**
CLO2	**3**	**2**	**–**	**–**	**1**	**–**	**1**	**–**	**–**	**2**	**–**	**1**
CLO3	**3**	**2**	**–**	**–**	**1**	**–**	**1**	**1**	**2**	**3**	**1**	**2**
CLO4	**2**	**3**	**–**	**1**	**3**	**3**	**2**	**2**	**1**	**2**	**2**	**2**
CLO5	**2**	**3**	**–**	**1**	**2**	**3**	**1**	**1**	**2**	**2**	**2**	**2**

SARDAR PATEL UNIVERSITY

Vallabh Vidyanagar

NAAC 'A' Grade (10-01-2023 To 09-01-2028)

With effect from Academic Year 2026-27

Bachelor of Library and Information Science [BLISc] Semester-II

Values to **CLO-PLO** matrix are assigned **by judging the importance of the particular CLO** in relation to the **PLOs**.

CLO – PLO correlation	Value
Strong	3
Moderate	2
Low	1
No correlation	-

- **Suggested Learning Materials Books:**

Sr. No	Title	Autor	Edition/ Year	Publisher
1.	Preservation and Conservation for libraries and Archives	Balloffet Nelly	2009	Ess Ess Pub.
2.	Conservation science: heritage materials	Garside, Paul	2022	(RSC Publishing
3.	Digital library preservation strategies	Lawson, Nicholas	2022	ETP ED -Tech Press.
4.	Digital library preservation strategies	Sanjeev	2023	Book Enclave
5.	Information Retrieval and Preservation in Library Management	Gokhale, Navjot	2023	Peridot Literary Books
6.	Library and Archival Materials: Preservation in Practice	Pattanayak, Subthalami.	2011	Mittal Publications
7.	Preservation of library archival and digital documents.	Ramaiah, l.s.	2008	Ess Ess Pub.
8.	Preservation of library collections	Prajapati, Bhagwati Govind Bhai.	2013	Discovery Pub. House

- **Online Resources (Open Source)**

Sr. No.	Description of Resource(s)	Weblink
1	Directory of Open Access Journals	www.doaj.org
2	Developing Library Network	www.delnet.org
3	Information and Library Network	www.inflibnet.ac.in
4	egyankosh	www.egyankosh.ac.in

SARDAR PATEL UNIVERSITY

Vallabh Vidyanagar

NAAC 'A' Grade (10-01-2023 To 09-01-2028)

With effect from Academic Year 2026-27

Bachelor of Library and Information Science [BLISc] Semester-II

Course Type	Course Code	Course Title	Teaching-Learning Scheme	Total Notional Hours	Course credits
			L-P-T		
DSE	**UA02ELIB63**	Digital Libraries (Practical)	0-8-0	**120**	04

- **Course Learning Outcomes (CLOs)**

On completion of this course, students will be able to:
CLO1: Work with basic digital library software.
CLO2: Perform simple digitization and file management.
CLO3: Create basic metadata records.
CLO4: Upload and organize digital documents.

CLO5: Understand and use open access digital resources.

Unit	Course Content	Learning Pedagogies*	CLO(s)
I	**Basic Computer and File Work** • Create folders and save files • Scan documents using scanner/mobile • Save files in PDF, image, and Word format • Rename, copy, move, and delete files • Upload and download files from cloud (Google Drive)	Classroom Lecture Problem-Based Learning Self-Directed Learning	CLO1 CLO2
II	**Internet and Digital Resources** • Use web browser for searching information • Use Google search for finding books/articles • Download useful PDFs and e-resources • Use email for sending files • Access open access journals and websites	Classroom Lecture Case-Based Learning Inquiry-Based Learning Self-Directed Learning	CLO5 CLO2
III	**Digitization and Simple Metadata** • Scan books and documents clearly • Convert images to text using simple OCR tool • Write basic details (Title, Author, Year) • Understand simple Dublin Core fields • Arrange digital files in proper order	Classroom Lecture Micro-Projects Problem-Based Learning Inquiry-Based Learning	CLO2 CLO3

SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar
NAAC 'A' Grade (10-01-2023 To 09-01-2028)
With effect from Academic Year 2026-27

Bachelor of Library and Information Science (BLISc) Semester-II

IV	**Digital Library Software (Basic Use)** • Open digital library software (DSpace/Greenstone demo) • Upload a file in system • Create a simple collection (books/images) • Search uploaded files in system • Understand what is an institutional repository	Classroom Lecture Micro-Projects Institutional Visit Problem-Based Learning	CLO1 CLO3 CLO4

- **Assessment Methodologies**

(A) Internal Assessment

a. Internal Formative assessment (25 Marks)

(a) Attendance
(b) Assignment

b. Internal Summative Assessment (25 Marks)

(a) Viva-voce

(B) Weightage of Learning Efforts for External Assessment

Unit	Aligned COs	Total Learning Hours	Approximate weightage (Marks) to Learning levels (BT)			Total Marks
			Remember (R)	Understanding (U)	Application/ Analyse & above (A)	
I	CLO1 CLO2	30	--	--	12	12
II	CLO5 CLO2	32	--	--	12	12
III	CLO2 CLO3	28	--	--	13	13
IV	CLO1 CLO3 CLO4	30	--	--	13	13
		120	**--**	**--**	**50**	**50**

- **Assessment and Evaluation**

Sr. No.	Assessment/Evaluation	Component	Weightage (%)
1	Continuous Internal Evaluation	Attendance, Assignment, Viva-voce	50
2	End-Semester Examination	Practical Exam	50

SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar
NAAC 'A' Grade (10-01-2023 To 09-01-2028)
With effect from Academic Year 2026-27

Bachelor of Library and Information Science (BLISc) Semester-II

(C) CLOs – PLOs Matrix

CLO	PLO											
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12
CLO 1	2	-	-	2	**3**	2	-	-	-	2	-	1
CLO 2	2	-	-	-	**3**	2	-	-	-	**3**	-	1
CLO 3	2	-	1	2	**3**	2	-	-	-	**3**	-	1
CLO 4	1	-	-	2	**3**	2	1	-	-	**3**	-	1
CLO 5	2	2	-	**3**	2	**3**	2	1	-	2	1	1

Values to **CLO-PLO** matrix are assigned **by judging the importance of the particular CLO** in relation to the **PLOs**.

CLO – PLO correlation	Value
Strong	3
Moderate	2
Low	1
No correlation	-

Suggested Learning Materials Books:

Sr. No.	Title	Author(s)	Edition/Year	Publisher
1	Digital Libraries: Principles and Practice in a Global Environment	Lucy A. Tedd & Andrew Large	2005	K.G. Saur
2	How to Build a Digital Library	Ian H. Witten, David Bainbridge & David M. Nichols	2nd Edition, 2009	Morgan Kaufmann
3	Digital Preservation in Libraries, Archives, and Museums	Emy Nelson Decker	2014	Rowman & Littlefield
4	Introduction to Digital Libraries	Gobinda G. Chowdhury	2010	Facet Publishing

Bachelor of Library and Information Science (BLISc) Semester-II

5	Metadata for Digital Collections: A How-to-Do-It Manual	Steven J. Miller	2nd Edition, 2011	American Library Association
6	The Institutional Repository	Richard K. Johnson	2012	Association of Research Libraries
7	Digitization in the Real World: Lessons Learned from Small and Medium-Sized Digitization Projects	Kwong Bor Ng & Jason Kucsma	2016	ALA Editions
8	Digital Library : Siddthant & Vyavhar	G. G. Chaudhari	2012	Faiset Publications
9	Digitization or Metadata Prabandhan	R.L. Shahu	2016	Raj Publication House
10	Pustkalaya Swasanchalan & Digital Sansadhan	S.L. Sangam	2015	S.Chand & Comp.
11	Mahiti Technology & Digital Granthalaya	Pravinbhai K. Patel	2018	Navbharat Prakashan
12	Digitization & E-Stotra Vyavsthapan	Maheshbhai B. Shah	2019	Gujarat Granth Ratna Karyalaya

- **Online Resources (Open Source)**

Sr. No.	Description of Resource(s)	Weblink
1	EPGPathshala INFLIBNET Study Material	https://epgp.inflibnet.ac.in/
2	EGyanKosh Indira Gandhi National Open University Study Material	http://egyankosh.ac.in/
3	National Digital Library Study Material	https://ndl.iitkgp.ac.in/
4	Vardhman Mahavir Open University Kota Study Material	https://www.vmou.ac.in/slm
5	Dr. Babasaheb Ambedkar Open University Study Material	https://baou.edu.in/syllabus-slm-e-books
6	National Institute of Open Schooling (NIOS) Study Material	https://nios.ac.in/online-course-material/sr-secondary-courses/library-and-information-science.aspx
7	NPTEL SWAYAM Platform	https://nptel.ac.in/
8	YouTube Channel	LIS Academy
9	YouTube Channel	UGC NET LIS Tutorials

SARDAR PATEL UNIVERSITY

Vallabh Vidyanagar

NAAC 'A' Grade (10-01-2023 To 09-01-2028)

With effect from Academic Year 2026-27

Bachelor of Library and Information Science (BLISc) Semester-II

Course Type	Course Code	Course Title	Teaching-Learning Scheme	Total Notional Hours	Course credits
			L-P-T		
DSE	**UA02ELIB64**	Government Information System	4-0-1	120	04

- **Course Learning Outcomes (CLOs)**

On completion of this course, students will be able to:

CLO 1: Explain the concept, nature, formation, and structure of government with special reference to the Indian context.

CLO 2: Describe the concept, types, characteristics, and value of government information, and discuss its significance for citizens, researchers, and libraries.

CLO 3: Classify and differentiate various sources and providers of government information, including primary, secondary, tertiary sources and government/non-government organizations.

CLO 4: Demonstrate understanding of government information systems, including e-governance initiatives, major government portals, and mechanisms for accessing government information.

CLO 5: Evaluate the role of libraries and information professionals in creating awareness and facilitating access to government information and services.

Unit	Course Content	Learning Pedagogies*	CLO(s)
I	**Government:** • Concept, Definition, Nature • Formation of Government • Overview of Government Structure in India	Classroom Lecture Seminars	CLO1
II	**Government Information:** • Concept, meaning, definition, and scope • Types of government information • Characteristics and value of government information • Role of government in information generation and dissemination • Importance of government information for citizens, researchers, and libraries	Classroom Lecture Seminars	CLO2 CLO3
III	**Sources and Providers of Government Information:** • Primary, Secondary and Tertiary • Government Entities as Information Providers Government and Non-Governmental Organisations	Lecture Seminar ICT-Enabled Learning Classroom (LMS-based Tasks, Digital Resources, Virtual Labs/Webinars)	

SARDAR PATEL UNIVERSITY

Vallabh Vidyanagar

NAAC 'A' Grade (10-01-2023 To 09-01-2028)

With effect from Academic Year 2026-27

Bachelor of Library and Information Science [BLISc] Semester-II

IV	**Government Information Systems:** • Concept, Definition, Nature • E-Governance • Major Government Portals (National, Open Government Data, Digital Initiatives) • Access of Government Information • Role of Libraries in the Awareness and Facilitating government services • Challenges in accessing Government Information	Classroom Lecture Seminar ICT-Enabled Learning (LMS-based Tasks, Digital Resources, Virtual Labs/Webinars)	CLO4 CLO5

- **Assessment Methodologies**

(A) Internal Assessment

a. Internal Formative assessment (25 Marks)

(a) Attendance
(b) Assignment
(c) Seminar/Presentation

b. Internal Summative Assessment (25 Marks)

(a) Mid-term Exam

(B) Weightage of Learning Efforts forExternal Assessment

Unit	Aligned COs	Total Learning	Approximate weightage(Marks) to Learning levels (BT)			Total Marks
		Hours	Remember (R)	Understanding (U)	Application/ Analyse& above (A)	
I	CLO1	30	1	1	12	14
II	CLO2	32	1	1	10	12
III	CLO3	28	1	1	10	12
IV	CLO4 CLO5	30	1	1	10	12
		120	**04**	**04**	**42**	**50**

- **Assessment and Evaluation**

Sr. No.	Assessment/Evaluation	Component	Weightage (%)
1	Continuous Internal Evaluation	Seminars, Assignments, Attendance, Mid-Term Examination	50%
2	End-Semester Examination	Written Exam	50%

SARDAR PATEL UNIVERSITY

Vallabh Vidyanagar

NAAC 'A' Grade (10-01-2023 To 09-01-2028)

With effect from Academic Year 2026-27

Bachelor of Library and Information Science [BLISc] Semester-II

(C) CLOs – PLOs Matrix

CLO	PLO									
	PLO1	**PLO2**	**PLO3**	**PLO4**	**PLO5**	**PLO6**	**PLO7**	**PLO8**	**PLO9**	**PLO10**
CLO1	3	2	–	–	–	–	–	–	–	–
CLO2	3	2	–	–	–	1	–	–	–	–
CLO3	2	2	3	–	–	1	–	–	–	2
CLO4	2	3	–	2	3	3	2	–	–	2
CLO5	2	3	–	–	2	2	3	3	1	–

Values to **CLO-PLO** matrix are assigned **by judging the importance of the particular CLO** in relation to the **PLOs**.

CLO – PLO correlation	Value
Strong	3
Moderate	2
Low	1
No correlation	-

- **Suggested Learning Materials Books:**

Sr. No.	Title	Author(s)	Edition/Year	Publisher
1	Digital library in vernacular language ; A case study and suggested model (Available in Bhaikaka Library, SPU)	Zala, Lavji N.	2023	Indu Book Services Pvt. Ltd.
2	Fundamentals of government information : Mining, finding, evaluating, and using government resources (Available in Bhaikaka Library, SPU)	Forte, Eric J.; Hartnett, Cassandra J.; Sevetson, Andrea L.	2011	Neal-Schuman Publishers
3	Information management in government (Available in Bhaikaka Library, SPU)	Banerjee, Utpal K.	1984	Concept Publishing
4	Government Information Essentials (Available in Bhaikaka Library, SPU)	Caro, Susanne	2018	American Library Association.
5	The changing face of government information: Providing access in the twenty-first century	Kumar, Suhasini L. (Editor)	2006	Routledge

Bachelor of Library and Information Science [BLISc] Semester-II

6	Information and institutions of government accountability (information of government)	Cook, Leonard Warren; Hughes, Robert David	2018	Hughes Consulting Limited
7	Managing Information in the Public Sector	White, Jay D.	2007	M E Sharpe
8	Information Initiatives by Government of India	Chikate	2013	Dattsons
9	Introduction to United States Government Information Sources	Morehead, Joe	1999	Libraries Unltd Inc
10	United States Government Information: Policies and Sources	Hernon, Peter; Relyea, Harold C.; Cheverie, Joan F.	2002	Libraries Unlimited Inc
11	Understanding Government Information: A Teaching Strategy Toolkit for Grades 7–12	William, Connie Hamner	2017	Libraries Unlimited Inc
12	Public Access to Government Information: Issues, Trends and Strategies (Information Management, Policy, and Services)	Hernon, Peter; McClure, Charles R.	1988	Praeger Pub Text
13	Mastering United States Government Information: Sources and Services	Brown, Christopher	2020	Libraries Unlimited Inc
14	International Government Information and Country Information: A Subject Guide	Morrison, Andrea Marie; Mann, Barbara J.	2004	Greenwood Pub Group
15	Electronic Government and the Information Systems Perspective: 12th International Conference, EGOVIS 2023, Penang, Malaysia, August 28–30, 2023, Proceedings	by Ko, Andrea; Francesconi, Enrico; Asemi, Adeleh; Kotsis, Gabriele (Editors)	2023	Springer International Publishing AG
16	Tapping State Government Information Sources	Smith, Lori L.: Barkley, Daniel C. Cornwal, Daniel D. (Editors)	2003	Greenwood Pub Group

17	Local and Regional Government Information (How To Find It, How To Use It)	Martin, Mary	Greenwood Pub Group	2005

- **Online Resources (Open Source)**

Sr. No.	Description of Resource(s)	Weblink
1	Information management and good governance in public service: critical perspective	**https://beman.ase.ro/no63/3.pdf**
2	Paper No. 14: Information Sources, Systems and Services (Library and Information science)	**https://epgp.inflibnet.ac.in/**
3	Paper No. 05**:** Public Policy, Governance and Indian Administration	**https://epgp.inflibnet.ac.in/**
4	Websites of Departments of Government of Gujarat	https://gujaratindia.gov.in/Index
5	Websites of Ministries of Government of India	https://www.india.gov.in/

SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar
NAAC 'A' Grade (10-01-2023 To 09-01-2028)
With effect from Academic Year 2026-27

Bachelor of Library and Information Science [BLISc] Semester-II

Course Type	Course Code	Course Title	Teaching-Learning Scheme L-P-T	Total Notional Hours	Course credits
Internship	**UA02SLIB61**	Library Internship (Basic)	0-4-0	60	02

- **Course Learning Outcomes (CLOs)**

On completion of this course, students will be able to:

CLO1: Apply fundamental library operations such as classification, cataloguing, circulation, and shelving in a real library environment.
CLO2: Demonstrate basic technical and housekeeping practices including maintenance, preservation, and stock arrangement.
CLO3: Communicate effectively with library users and staff while handling routine queries and services.
CLO4: Maintain job diary and document day-to-day activities reflecting practical learning.

CLO5: Prepare structured internship report based on observations and practical exposure.

Unit	Course Content	Learning Pedagogies*	CLO(s)
I	**Job Diary & Basic Library Operations** **Course Content:** • Daily job diary preparation based on internship activities • Orientation to library sections (circulation, technical, reference) • Hands-on training in shelving, issue-return, and basic cataloguing • Observation of workflows and library routines	Supervised Practical Training Hands-on Practice Reflective Journaling Field Observation	CLO1, CLO2, CLO4
II	**Internship Report:** • Preparation of internship report based on assigned library • Study of services, resources, and user interaction • Analysis of library functions and workflow Exposure to ICT-based library services	Case Study Discussions, Report Writing, Mentor Interaction Experiential Learning	CLO3, CLO5

SARDAR PATEL UNIVERSITY

Vallabh Vidyanagar

NAAC 'A' Grade (10-01-2023 To 09-01-2028)

With effect from Academic Year 2026-27

Bachelor of Library and Information Science [BLISc] Semester-II

- **Description:**

  Students shall undergo an internship in a library for two weeks under the supervision of the concerned Librarian. During the internship, hands-on training shall be provided in all sections of the library. Submission of an Internship Report is mandatory after completion of the internship. Students must also submit an Internship Completion Certificate issued by the concerned Librarian. Assessment and Evaluation.

- **Assessment and Evaluation**

Sr. No.	Assessment/Evaluation	Component	Weightage (%)
1	Continuous Internal Evaluation	-	0
2	End-Semester Examination	Internship Report with internship completion certificate (30%) Presentation and Viva Voce (20%)	50

- **CLOs – PLOs Matrix**

CLO	PLO											
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12
CLO1	3	1	3	-	2	1	-	-	-	2	-	1
CLO2	3	-	2	-	2	-	-	-	-	2	1	1
CLO3	1	2	-	-	1	1	3	2	-	-	2	3
CLO4	1	-	-	-	-	-	-	-	2	1	1	2
CLO5	2	2	-	-	1	1	2	2	2	1	2	2

Values to **CLO-PLO** matrix are assigned **by judging the importance of the particular CLO** in relation to the **PLOs**.

CLO – PLO correlation	Value
Strong	3
Moderate	2
Low	1
No correlation	-