CURRICULUM DIVISION, HEC

Prof. Dr. Mukhtar Ahmed  
Chairman, HEC

Mr. Fida Hussain  
Director General (Acad)

Mr. Rizwan Shoukat  
Deputy Director (Curri)

Mr. Abid Wahab  
Assistant Director (Curri)

Mr. Riaz-ul-Haque  
Assistant Director (Curri)

Composed by: Mr. Zulfiqar Ali, HEC, Islamabad
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PREFACE

The curriculum, with varying definitions, is said to be a plan of the teaching-learning process that students of an academic programme are required to undergo. It includes objectives & learning outcomes, course contents, scheme of studies, teaching methodologies and methods of assessment of learning. Since knowledge in all disciplines and fields is expanding at a fast pace and new disciplines are also emerging; it is imperative that curricula be developed and revised accordingly.

University Grants Commission (UGC) was designated as the competent authority to develop, review and revise curricula beyond Class-XII vide Section 3, Sub-Section 2 (ii), Act of Parliament No. X of 1976 titled “Supervision of Curricula and Textbooks and Maintenance of Standard of Education”. With the repeal of UGC Act, the same function was assigned to the Higher Education Commission (HEC) under its Ordinance of 2002, Section 10, Sub-Section 1 (v).

In compliance with the above provisions, the Curriculum Division of HEC undertakes the revision of curricula after every three years through respective National Curriculum Revision Committees (NCRCs) which consist of eminent professors and researchers of relevant fields from public and private sector universities, R&D organizations, councils, industry and civil society by seeking nominations from their organizations.

In order to impart quality education which is at par with international standards, HEC NCRCs have developed unified templates as guidelines for the development and revision of curricula in the disciplines of Basic Sciences, Applied Sciences, Social Sciences, Agriculture and Engineering in 2007 and 2009.

It is hoped that this curriculum document, prepared by the respective NCRC’s, would serve the purpose of meeting our national, social and economic needs, and it would also provide the level of competency specified in Pakistan Qualification Framework to make it compatible with international educational standards. The curriculum is also placed on the website of HEC (www.hec.gov.pk).

(Fida Hussain)
Director General (Academics)
CURRICULUM DEVELOPMENT PROCESS

<table>
<thead>
<tr>
<th>STAGE-I</th>
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<tr>
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<td>CURRI. IN DRAFT STAGE</td>
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<td>FOLLOW UP STUDY</td>
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<td>PRINTING OF CURRI.</td>
<td>REVIEW</td>
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Abbreviations Used:
CRC. Curriculum Revision Committee
VCC. Vice Chancellor’s Committee
EXP. Experts
COL. Colleges
UNI. Universities
PREP. Preparation

ORIENTATION COURSES
IMPLE. OF CURRI.
BACK TO STAGE-I

PRINTING OF CURRI.
REVIEW
COMMENTS
INCORPORATION OF REC. OF V.C.C.
CONS. OF CRC.
PREP. OF DRAFT BY
APPROVAL OF CURRI.BY
FINALIZATION OF DRAFT BY CRC
APPRAISAL OF 1ST DRAFT BY EXP. OF COL./UNIV
COLLECTION OF REC
CURRI. IN DRAFT STAGE
CURRI. UNDER
STAGE-I
STAGE-II
STAGE-III
STAGE-IV
FOLLOW UP STUDY
INTRODUCTION

The Final meeting of National Curriculum Revision Committee (NCRC) in the discipline of Library & Information Science (LIS) was held at HEC Regional Centre, Lahore from May 21-23, 2014 to finalize preliminary draft curriculum of BS (4-year) BLIS and scheme of studies for MS/MPhil (LIS) with recommendations for the promotion and development of the discipline. The following members attended the meeting:-

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<tr>
<th>Sr.</th>
<th>Name &amp; Address</th>
<th>STATUS</th>
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<tbody>
<tr>
<td>1.</td>
<td>Syed Abdur Rehman Bukhari, Assistant Professor, Department of Library &amp; Information Science, The Islamia University of Bahawalpur, BJ Campus, Bahawalpur.</td>
<td>SECRETARY</td>
</tr>
<tr>
<td>2.</td>
<td>Mr. Hamid Rahman, Assistant Professor, Department of Library &amp; Information Science, University of Peshawar, Peshawar.</td>
<td>CONVENER</td>
</tr>
<tr>
<td>3.</td>
<td>Prof. Dr. Kanwal Ameen, Chairperson, Department of Information Management, University of Punjab, Quaid-e-Azam Campus, Lahore.</td>
<td>MEMBER</td>
</tr>
<tr>
<td>4.</td>
<td>Dr. Muhammad Ramzan, Director Library, Lahore University of Management Sciences (LUMS), Lahore.</td>
<td>MEMBER</td>
</tr>
<tr>
<td>5.</td>
<td>Dr. Rubina Bhatti, Associate Professor/Chairperson, Department of Library &amp; Information Science, The Islamia University of Bahawalpur, Baghdad-ul- Jadid Campus, Bahawalpur.</td>
<td>MEMBER</td>
</tr>
<tr>
<td>6.</td>
<td>Mr. Manzoor Ahmad Khan Anjum, Chief Librarian, Rtd University of Faisalabad, Sargodha Road, Faisalabad.</td>
<td>MEMBER</td>
</tr>
<tr>
<td></td>
<td>Name</td>
<td>Position and Details</td>
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<tr>
<td>7</td>
<td>Dr. Saeed Ullah Jan</td>
<td>Head of Department Library &amp; Information science, Sarhad University of Science &amp; Technology, Peshawar.</td>
</tr>
<tr>
<td>8</td>
<td>Prof. Dr. Muhammad Fazil Khan</td>
<td>Chairman Dept., of Library and Information Sciences, Minhahj University Lahore.</td>
</tr>
<tr>
<td>9</td>
<td>Mr. Faridullah Shah Mian</td>
<td>Associate Librarian, Main Library, Khyber Pakhtunkhwa University of Agriculture, Peshawar.</td>
</tr>
<tr>
<td>10</td>
<td>Ch. Muhammad Nazir</td>
<td>Director General, National Library, Islamabad</td>
</tr>
<tr>
<td>11</td>
<td>Syed Ghyour Hussain</td>
<td>Deputy Director, National Library of Pakistan, Islamabad.</td>
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<tr>
<td>12</td>
<td>Mr. Abdul Waheed</td>
<td>Chief Librarian, Central Library, Govt. College University Lahore, Lahore.</td>
</tr>
<tr>
<td>13</td>
<td>Mr. Muhammad Arif</td>
<td>Assistant Professor, Department of Library &amp; Information Sciences, Allama Iqbal Open University, Islamabad.</td>
</tr>
<tr>
<td>14</td>
<td>Mr. Mohammad Anwar</td>
<td>Librarian, Balochistan University of Engineering &amp; Technology (BUET), Khuzdar.</td>
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The meeting started with recitation of Verses from the Holy Quran by Prof. Dr. Muhammad Fazil Khan. After brief introduction of participants, Mr. Riaz-ul-Haque, Assistant Director (Curriculum) welcomed the participants on behalf of HEC and thanked them for their participation in this important exercise.

To start with the formal proceedings of session, Mr. Riaz suggested the names of Syed Abdur Rehman Bukhari, as Secretary & Mr. Hamid Rehman, as Convener of the meeting. The Convener thanked the participants for his selection and started proceedings of the meeting in accordance with the agenda already furnished.

The Committee considered the inputs given by honorable members who subject-wise went by to ascertain the facts & needs of the schools & market as well. After three days long deliberations, the committee unanimously finalized the draft curriculum of the BS (LIS) programme, which the committee formatted and handed over to HEC concerned authorities. It was also decided that the recommendations made by committee will be published as annexure of the final curriculum circulated by HEC for implementation.

The Convener thanked the members for their input in revising curriculum & making it more viable & practical.

Mr. Riaz-ul-Haque, Assistant Director Curriculum, HEC also thanked the Convener and all the members of the committee for sparing their precious time and quality contribution towards preparation of the preliminary draft curriculum in the discipline of Library & Information Science. The committee equally appreciated the efforts made by Mr. Riaz-ul-Haque, Assistant Director HEC/Meetings & Coordinator for making this event happen. Also committee lauded the efforts by Mr. Nazeer Hussain, Director HEC Regional Centre,
Lahore and his staff their efforts in providing logistics, accommodation, food & other relevant accessories required.

The meeting ended with vote of thanks to and from the chair.

**SCHEME OF STUDIES**

### 1st Semester

<table>
<thead>
<tr>
<th>Sr. #</th>
<th>Course code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>1</td>
<td>01101</td>
<td>English –I</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>01102</td>
<td>Pakistan Studies</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>01103</td>
<td>Introduction to Computer</td>
<td>3</td>
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<td>4</td>
<td>01104</td>
<td>General-I (Course Title to be selected from General Course list)</td>
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<tr>
<td>5</td>
<td>01105</td>
<td>General-II (Course Title to be selected from General Course list)</td>
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<tr>
<td>6</td>
<td>01106</td>
<td>Information , Library &amp; Society (Foundation-1)</td>
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**Total Credits:** 17

### 2nd Semester

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</thead>
<tbody>
<tr>
<td>1</td>
<td>01201</td>
<td>English I- II</td>
<td>3</td>
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<tr>
<td>2</td>
<td>01202</td>
<td>Islamic Studies</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>01203</td>
<td>Mathematics</td>
<td>3</td>
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<tr>
<td>4</td>
<td>01204</td>
<td>General-III (Course Title to be selected from General Course list)</td>
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<td>5</td>
<td>01205</td>
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<td>6</td>
<td>01206</td>
<td>Evaluation of Libraries &amp; Information Sources (Foundation-II)</td>
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**Total Credits:** 17

### 3rd Semester

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<tr>
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<td>01301</td>
<td>English III</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>01302</td>
<td>Introduction to Statistics</td>
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<tr>
<td>3</td>
<td>01303</td>
<td>General -V (Course Title to be selected from General Course list)</td>
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<td>4</td>
<td>01304</td>
<td>General-VI (Course Title to be selected from General Course list)</td>
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**Total Credits:** 17
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<th>Credit Hours</th>
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<td>English-IV (Seminar Based Oral Communication Skills)</td>
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<tr>
<td>2</td>
<td>01402</td>
<td>General-VII (Course Title to be selected from General Course list)</td>
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<td>3</td>
<td>01403</td>
<td>Use of Emerging Technologies in Library (Foundation-IV)</td>
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<td>4</td>
<td>01404</td>
<td>Organization of Information (Foundation-V)</td>
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<td>5</td>
<td>01405</td>
<td>Basic Reference and Information Sources (Foundation-VI)</td>
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### 4th Semester

**List of General Courses**

1. Personality Development
   - Six out of the Following

   1. Education
   2. Psychology
   3. Sociology
   4. Logic & Critical Thinking
   5. Languages (other than Urdu and English)
   6. Cultural and Heritage Studies
   7. Law
   8. Literature Studies
   9. Professional Ethics
   10. Economics
   11. Art Appreciation
   12. Geography
   13. Archeology
   14. General Science
   15. Communication Studies
   16. Gender Studies
   17. Entrepreneurship

All courses are of 3 credit
### 5th Semester

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<td>01501</td>
<td>Management of Library &amp; Information services (Foundation –VII)</td>
<td>3</td>
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<tr>
<td>2</td>
<td>01502</td>
<td>Introduction to Publishing and Book Trade (Foundation-VIII)</td>
<td>3</td>
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<td>3</td>
<td>01503</td>
<td>Applied Classification (Major-I)</td>
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<tr>
<td>4</td>
<td>01504</td>
<td>Research Methodology (Major-II)</td>
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<tr>
<td>5</td>
<td>01505</td>
<td>Marketing of Library and Information Services (Major-III)</td>
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### 6th Semester

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<td>Quantitative Research Methods (Foundation-IX)</td>
<td>3</td>
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<td>2</td>
<td>01602</td>
<td>Collection Development &amp; Management (Foundation-X)</td>
<td>3</td>
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<td>3</td>
<td>01603</td>
<td>Applied Cataloguing (Major-IV)</td>
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<td>4</td>
<td>01604</td>
<td>Library Automation System (Major-V)</td>
<td>4</td>
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<td>5</td>
<td>01605</td>
<td>Information Literacy (Major-XI)</td>
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### 7th Semester

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<td>Library &amp; Information Services in Pakistan (Major-VII)</td>
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<td>2</td>
<td>01702</td>
<td>Indexing and Abstracting (Major-VIII)</td>
<td>3</td>
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<tr>
<td>3</td>
<td>01703</td>
<td>Resource Sharing and Networking (Major-IX)</td>
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<td>01706</td>
<td>Qualitative Research Methods (Major-VI)</td>
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<td>01801</td>
<td>Inf. Storage and Retrieval (Major-X)</td>
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<td>Elective-III (Course Title to be selected from Elective Course list)</td>
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<td>3</td>
<td>01803</td>
<td>Elective-IV (Course Title to be selected from Elective Course list)</td>
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<td>4</td>
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<td>Research Project/ Internship (Major –XII)</td>
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**List of Elective Courses**

- Digital Libraries
- Media Librarianship
- Data Base Design & Management
- Web Development
- Knowledge Management
- Human Resource Management
- Financial Management
- Archives & Records Management
- Intellectual Property Rights
- Bibliographic Control
- Project Management
- Preservation & Conservation of Library Material
- Serial Management
- Information Sources on Islam and Pakistan
- Information Sources on Business & Industry
- Information Sources on Health Sciences
- Information Sources on Humanities and Social Sciences
- Information Sources on Science & Technology
- Information Sources on Law
- Information Sources on Agriculture.

All courses are of 3 credits
COMPULSORY COURSES

COMPULSORY COURSES IN ENGLISH FOR BS
(4 YEAR) IN BASIC & SOCIAL SCIENCES

ENGLISH I
(Functional English)

Objectives: Enhance language skills and develop critical thinking.

Course Contents

Basics of Grammar
Parts of speech and use of articles
Sentence structure, active and passive voice
Practice in unified sentence
Analysis of phrase, clause and sentence structure
Transitive and intransitive verbs
Punctuation and spelling

Comprehension
Answers to questions on a given text

Discussion
General topics and every-day conversation (topics for discussion to be at the discretion of the teacher keeping in view the level of students)

Listening
To be improved by showing documentaries/films carefully selected by subject teachers

Translation skills
Urdu to English

Paragraph writing
Topics to be chosen at the discretion of the teacher

Presentation skills
Introduction

Note: Extensive reading is required for vocabulary building

Recommended Books:

1. Functional English
   a) Grammar
ENGLISH II  
(Communication Skills)

Objectives: Enable the students to meet their real life communication needs.

Course Contents:

Paragraph writing  
Practice in writing a good, unified and coherent paragraph

Essay writing  
Introduction

CV and job application  
Translation skills  
Urdu to English

Study skills  
Skimming and scanning, intensive and extensive, and speed reading, summary and précis writing and comprehension

Academic skills  
Letter/memo writing, minutes of meetings, use of library and internet

Presentation skills  
Personality development (emphasis on content, style and pronunciation)

Note: documentaries to be shown for discussion and review
Recommended Books:

A. Communication Skills

a) Grammar

b) Writing

c) Reading
2. Reading and Study Skills by John Langan
4. Study Skills by Richard Yorky.

ENGLISH III
(Technical Writing and Presentation Skills)

Objectives: Enhance language skills and develop critical thinking

Course Contents:

Presentation skills

Essay writing
Descriptive, narrative, discursive, argumentative

Academic writing
How to write a proposal for research paper/term paper
How to write a research paper/term paper (emphasis on style, content, language, form, clarity, consistency)

Technical Report writing
Progress report writing

Note: Extensive reading is required for vocabulary building
Recommended Books:

Technical Writing and Presentation Skills

a) Essay Writing and Academic Writing

b) Presentation Skills

c) Reading
   The Mercury Reader. A Custom Publication. Compiled by norther Illinois University. General Editors: Janice Neulib; Kathleen Shine Cain; Stephen Ruffus and Maurice Scharton. (A reader which will give students exposure to the best of twentieth century literature, without taxing the taste of engineering students).
PAKISTAN STUDIES
(Compulsory)

Introduction/Objectives

- Develop vision of historical perspective, government, politics, contemporary Pakistan, ideological background of Pakistan.
- Study the process of governance, national development, issues arising in the modern age and posing challenges to Pakistan.

Course Outline:

1. **Historical Perspective**
   b. Factors leading to Muslim separatism
   c. People and Land
      i. Indus Civilization
      ii. Muslim advent
      iii. Location and geo-physical features.

2. **Government and Politics in Pakistan**
   Political and constitutional phases:
   a. 1947-58
   b. 1958-71
   c. 1971-77
   d. 1977-88
   e. 1988-99
   f. 1999 onward

3. **Contemporary Pakistan**
   a. Economic institutions and issues
   b. Society and social structure
   c. Ethnicity
   d. Foreign policy of Pakistan and challenges
   e. Futuristic outlook of Pakistan

**Recommended Books**

ISLAMIC STUDIES
(Compulsory)

Objectives:

This course is aimed at:
1. To provide basic information about Islamic Studies
2. To enhance understanding of the students regarding Islamic Civilization
3. To improve students' skill to perform prayers and other worships
4. To enhance the skill of the students for understanding of issues related to faith and religious life.

Detail of Courses:

Introduction to Quranic Studies
1) Basic Concepts of Quran
2) History of Quran
3) Uloom-ul-Quran

Study of Selected Text of Holly Quran
1) Verses of Surah Al-Baqra Related to Faith (Verse No.284-286)
2) Verses of Surah Al-Hujrat Related to Adab Al-Nabi (Verse No.1-18)
3) Verses of Surah Al-Mumanoon Related to Characteristics of faithful (Verse No.1-11)
4) Verses of Surah al-Furqan Related to Social Ethics (Verse No.63-77)
5) Verses of Surah Al-Inam Related to Ihkam (Verse No.152-154)

Study of Selected Text of Holly Quran
1) Verses of Surah Al-Ihzab Related to Adab al-Nabi (Verse No.6,21,40,56,57,58.)
2) Verses of Surah Al-Hashar (18,19,20) Related to thinking, Day of Judgment
3) Verses of Surah Al-Saf Related to Tafakar, Tadabar (Verse No.1,14)

Seerat of Holy Prophet (S.A.W)
1) Life of Muhammad Bin Abdullah (Before Prophet Hood)
2) Life of Holy Prophet (S.A.W) in Makkah
3) Important Lessons Derived from the life of Holy Prophet in Makkah

Seerat of Holy Prophet (S.A.W) II
1) Life of Holy Prophet (S.A.W) in Madina
2) Important Events of Life Holy Prophet in Madina
3) Important Lessons Derived from the life of Holy Prophet in Madina

**Introduction To Sunnah**
1) Basic Concepts of Hadith
2) History of Hadith
3) Kinds of Hadith
4) Uloom –ul-Hadith
5) Sunnah & Hadith
6) Legal Position of Sunnah

**Selected Study from Text of Hadith**

**Introduction To Islamic Law & Jurisprudence**
1) Basic Concepts of Islamic Law & Jurisprudence
2) History & Importance of Islamic Law & Jurisprudence
3) Sources of Islamic Law & Jurisprudence
4) Nature of Differences in Islamic Law
5) Islam and Sectarianism

**Islamic Culture & Civilization**
1) Basic Concepts of Islamic Culture & Civilization
2) Historical Development of Islamic Culture & Civilization
3) Characteristics of Islamic Culture & Civilization
4) Islamic Culture & Civilization and Contemporary Issues

**Islam & Science**
1) Basic Concepts of Islam & Science
2) Contributions of Muslims in the Development of Science
3) Quranic & Science

**Islamic Economic System**
1) Basic Concepts of Islamic Economic System
2) Means of Distribution of wealth in Islamic Economics
3) Islamic Concept of Riba
4) Islamic Ways of Trade & Commerce

**Political System of Islam**
1) Basic Concepts of Islamic Political System
2) Islamic Concept of Sovereignty
3) Basic Institutions of Govt. in Islam

**Islamic History**
1) Period of Khlaft-E-Rashida
2) Period of Ummayyads
3) Period of Abbasids
Social System of Islam

1) Basic Concepts Of Social System Of Islam
2) Elements Of Family
3) Ethical Values Of Islam

Reference Books:

1) Hameed ullah Muhammad, “Emergence of Islam”, IRI, Islamabad
2) Hameed ullah Muhammad, “Muslim Conduct of State”
3) Hameed ullah Muhammad, ‘Introduction to Islam
4) Mulana Muhammad Yousaf Islahi, ”
5) Hussain Hamid Hassan, u leaf Publication Islamabad, Pakistan.
6) Ahmad Hasan, “Principles of Islamic Jurisprudence” Islamic Research Institute, International Islamic University, Islamabad (1993)
9) Dr. Muhammad Zia-ul-Haq, “Introduction to Al Sharia Al Islamia” Allama Iqbal Open University, Islamabad (2001)
Note: One course will be selected from the following six courses of Mathematics.

**COMPULSORY MATHEMATICS**

**COURSE FOR NON-MATHEMATICS MAJORS IN SOCIAL SCIENCES**

<table>
<thead>
<tr>
<th>Title of subject:</th>
<th>MATHEMATICS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discipline</td>
<td>BS (Social Sciences).</td>
</tr>
<tr>
<td>Pre-requisites</td>
<td>SSC (Metric) level Mathematics</td>
</tr>
<tr>
<td>Credit Hours</td>
<td>03 + 00</td>
</tr>
<tr>
<td>Minimum Contact Hours</td>
<td>40</td>
</tr>
<tr>
<td>Assessment</td>
<td>written examination;</td>
</tr>
<tr>
<td>Effective</td>
<td>2008 and onward</td>
</tr>
</tbody>
</table>

**Aims**

To give the basic knowledge of Mathematics and prepare the students not majoring in mathematics.

**Objectives**

After completion of this course the student should be able to:

- Understand the use of the essential tools of basic mathematics;
- Apply the concepts and the techniques in their respective disciplines;
- Model the effects non-isothermal problems through different domains;

**Contents:**

identities. **Graphs:** Graph of straight line, circle and trigonometric functions.

2. **Statistics:** *Introduction:* Meaning and definition of statistics, relationship of statistics with social science, characteristics of statistics, limitations of statistics and main division of statistics. **Frequency distribution:** Organisation of data, array, ungrouped and grouped data, types of frequency series, individual, discrete and continuous series, tally sheet method, graphic presentation of the frequency distribution, bar frequency diagram histogram, frequency polygon, cumulative frequency curve. **Measures of central tendency:** Mean, medium and modes, quartiles, deciles and percentiles. **Measures of dispersion:** Range, inter quartile deviation mean deviation, standard deviation, variance, moments, skewness and kurtosis.

**Books Recommended:**

4. Wilcox, R. R., ‘*Statistics for The Social Sciences*’,
INTRODUCTION TO STATISTICS

Credit hrs: 3(3-0)

Unit 1. What is Statistics?

Unit 2. Presentation of Data
Introduction, basic principles of classification and Tabulation, Constructing of a frequency distribution, Relative and Cumulative frequency distribution, Diagrams, Graphs and their Construction, Bar charts, Pie chart, Histogram, Frequency polygon and Frequency curve, Cumulative Frequency Polygon or Ogive, Historigram, Ogive for Discrete Variable. Types of frequency curves. Exercises.

Unit 3. Measures of Central Tendency
Introduction, Different types of Averages, Quantiles, The Mode, Empirical Relation between Mean, Median and mode, Relative Merits and Demerits of various Averages. properties of Good Average, Box and Whisker Plot, Stem and Leaf Display, definition of outliers and their detection. Exercises.

Unit 4. Measures of Dispersion

Unit 5. Probability and Probability Distributions.
Discrete and continuous distributions: Binomial, Poisson and Normal Distribution. Exercises

Unit 6. Sampling and Sampling Distributions
Introduction, sample design and sampling frame, bias, sampling and non sampling errors, sampling with and without replacement, probability and non-probability sampling, Sampling distributions for single mean and proportion, Difference of means and proportions. Exercises.

Unit 7. Hypothesis Testing
Introduction, Statistical problem, null and alternative hypothesis, Type-I and Type-II errors, level of significance, Test statistics, acceptance and
rejection regions, general procedure for testing of hypothesis. Exercises.

Unit 8. Testing of Hypothesis- Single Population
Introduction, Testing of hypothesis and confidence interval about the population mean and proportion for small and large samples, Exercises

Unit 9. Testing of Hypotheses-Two or more Populations
Introduction, Testing of hypothesis and confidence intervals about the difference of population means and proportions for small and large samples, Analysis of Variance and ANOVA Table. Exercises

Unit 10. Testing of Hypothesis-Independence of Attributes

Unit 11. Regression and Correlation

Recommended Books
FOUNDATION COURSES

INFORMATION, LIBRARY AND SOCIETY

Objectives:

- To explore the environment in which library and information professionals work.
- To understand social, political and economic context in which libraries and other information agencies operate.
- To understand the nature of library and information and their role in society.

Description:


Recommended Readings:

1. The Library: A World History / by James W. P. Campbell
EVOLUTION OF LIBRARIES AND INFORMATION SOURCES

Objectives:

- To give an overview of the evolution of libraries and various formats of information and knowledge resources starting from ancient to present times
- To develop basic understanding regarding these formats

Description:


Recommended Readings:

USER SERVICES IN LIBRARIES

Objectives:

- To understand the types and terminology of user services in libraries.
- To develop skills for Planning, designing, implementing and evaluating effective user services.

Description:


Recommended Book:

USE OF EMERGING TECHNOLOGIES IN LIBRARIES.

Objectives:

- To develop a conceptual understanding of information and other technologies used in libraries.
- To develop practical skills in using library technologies.

Description:

Recommended Readings:

ORGANIZATION OF INFORMATION

Objectives:

- To introduce theories and trends of bibliographic description and subject analysis.
- To understand concepts of organization of both print and electronic information.
- To give an overview of the efforts of information organization in Pakistan.

Description:


Recommended Readings:
 centres. Wagga Wagga, N.S.W.: Centre for Information Studies, Charles Sturt University.


BASIC REFERENCE AND INFORMATION SOURCES

Objectives:

- The primary intent is to acquaint students with basic reference sources and learn about a few standard titles in each of the basic categories.
- Enable them to retrieve information efficiently using these information sources.

Description:

Definition. Evaluation Criteria. Bibliographies and its types, Basic guides to reference materials, Library catalogs; Serials guides; Indexes and abstracts; HEC NDL; Dictionaries and thesauri; Almanacs and fact books; Encyclopedias; Directories; Biographical sources; Geographical sources--Maps, atlases & gazetteers; Reference Web sites; Internet Public Library). Evaluation

Recommended Readings:

1. Basic reference sources.
   http://www.lili.org/forlibs/ce/able/course11/welcome-2.htm


MANAGEMENT OF LIBRARY AND INFORMATION SERVICES

Objectives:

- To understand functions of management and their underlying theoretical concepts.
- To understand how these functions can be applied to provide effective library and information services.

Description:

Basic theories and principles of administration for effective management of public, academic, and special libraries and information centers, with emphasis on planning, organizing, staffing, directing, coordinating, reporting, and budgeting. Administrative aspects of public and technical services, facilities, rules and regulations, evaluation, public relations, inter-agency cooperation, and change management. Library space management. and time management

Recommended Readings:

INTRODUCTION TO PUBLISHING AND BOOK TRADE

Objectives:

- To develop understanding of the information industry dynamics
- To develop learning about dealing with commercial and non-commercial publishers in libraries context

Description:

What is publishing? A brief history of publishing; Scholarly publishing/communication; Job of publisher. Types of publishers—commercial, non-commercial. Electronic publishing. Dynamics of foreign and

**Recommended Readings:**

3. BUBL Link. *Electronic publishing.* Available at http://bubl.ac.uk/LINK/e/electronicpublishing.htm

**RESEARCH METHODOLOGY**

**Objectives:**

- To understand basic concepts, terminology and process of social science research within the library and information science field.

**Description:**

Recommended Readings:

COLLECTION DEVELOPMENT & MANAGEMENT

Objectives:

- To recognize methods, problems, and challenges of collection development and management.
- To develop constructive approaches to investigate and resolve problems of collection development and management
- To understand current issues in collection development and management faced in various types of libraries.

Description:


Deselection & preservation. Write off and weeding the library material.

Recommended Readings:
MAJOR COURSES

APPLIED CLASSIFICATION

Objectives:

- To develop practical skills in using classification schemes and assigning subject headings and Cutter numbers.

Description:

Dewey Decimal Classification (Print, e-DDC and other online editions). Sear’s List of Subject Headings / Library of Congress Subject Headings. Call number (Cutter Table and author mark). Other Classification Schemes.

Recommended Readings:

APPLIED CATALOGUING

Objectives:

- To develop practical skills in making catalog entries of print and other materials.

Description:

Recommended Readings:

RESOURCE SHARING AND NETWORKING

Objectives:
- To introduce the concepts and practices of resource sharing in libraries.
- To introduce the concepts and practices of library and information networking.

Description:


Recommended Readings:

**QUANTITATIVE RESEARCH METHODS**

**Objectives:**
- To introduce the concepts of quantitative research methods.
- To develop practical skills in conducting quantitative research in library and information settings.

**Description:**

**Recommended Book:**

**QUALITATIVE RESEARCH METHODS**

**Objectives:**
- Develop basic understanding of the theory of qualitative research methodology
- Learn the application of qualitative methods to LIS.
Description:
Defining and understanding qualitative research design. Differences and relation with quantitative research design. Major qualitative data collection methods; Observation, interview, focus group, field notes, content analysis etc.; Interpreting and reporting qualitative research. ENVIVO and other soft wares in qualitative research techniques.

Recommended Readings:

LIBRARY & INFORMATION SERVICES IN PAKISTAN

Objectives:
- To introduce students with basics of librarianship in Pakistan
- To develop broad-based understanding of the major aspects of librarianship in Pakistan

Description:

Recommended Readings:
5. Hallmarks of Library and Information services in Pakistan. Mohammad Asghar ,Afzal Haq qurshi and Syed Jamil Rizvi. Lahore. PULSAA
INDEXING AND ABSTRACTING

Objectives:

- To introduce concepts of indexing and abstracting.
- To develop practical skills in preparing indexes and abstracts.

Description:


Recommended Readings:


LIBRARY AUTOMATION SYSTEMS

Objectives:

- To introduce functions of library automation systems.
- To develop practical skills in using state of the art library automation systems.

Description:

industry. Overview of the major library automation Modules: Acquisitions Cataloguing OPAC Services Circulation; Serials Inter-library loan and collections management; and reference. Role of library staff, senior management, library systems personnel, other librarians, vendors and consultants.

**Recommended Readings:**
8. Automating Library Services in Pakistan Fida Muhammad. Hamid Rehman etc. Peshawar

**MARKETING OF LIBRARY AND INFORMATION SERVICES**

**Objectives:**
- To introduce basic concepts of marketing
- To introduce marketing in library and information settings.
- To develop practical skills in preparing marketing plan for library and information services.

**Description:**

Recommended Readings:

INFORMATION STORAGE AND RETRIEVAL

Objectives:
- To understand concepts, terminology and systems of information storage and retrieval.
- To develop practical skills in searching online information.

Description:

Recommended Readings:

**INFORMATION LITERACY**

**Objectives:**
- To understand basic concepts and terminology of information literacy.
- To develop practical skills for designing, delivering and evaluating information literacy programs.

**Description:**

**Recommended Readings:**
RESEARCH PROJECT AND/OR INTERNSHIP

Objectives:

- To develop practical skills in research to solve library and information related problems.
- To give practical exposure to the students to work in libraries and information centers.

Description:
It should be a supervised research project on an information management problem. The student will apply one or more established methodologies to collect and analyze data and communicate the results in a written report.

INTERNSHIP

Objective:

- To give practical exposure to the students to work in libraries and information centers.

Description:
A full time work experience in a selected library or information centers under supervision of the internal and external supervisors. The student will communicate the results in a written report.
ELECTIVE COURSES

DIGITAL LIBRARIES

Objectives:

- To understand fundamental issues, problems, and approaches to digital libraries.
- To develop skills for designing digital libraries.

Description:

Recommended Readings:

MEDIA LIBRARIANSHIP

Objectives:

- To introduce Multi-media used for information storage and retrieval.
- To develop skills for handling Multi-media in libraries.

Description:
Introduction to media librarianship. Nature and characteristics of Audio-visual and other non-print materials: CDs, DVDs, and social media. Acquisition, organization and use of multi-media materials; types and formats of
microforms; equipment required to use different formats; comparison and economics of print, microform and computer products; services and production of AV and microforms; role of multimedia in dissemination of information with special reference to educational institutions/academic libraries.

Recommended Readings:

DATABASE DESIGN & MANAGEMENT

Objectives:
- To understand basic concepts, terminology, methods, and issues related to database systems, database design and database management.
- To be familiar with a database software.

Description:

Recommended Readings:

WEB DEVELOPMENT

Objectives:
- To develop practical skills in designing Web based services for libraries and information centers.

Description:
Recommended Readings:

**KNOWLEDGE MANAGEMENT**

**Objective:**
- To introduce the concepts and tools of knowledge management.

**Description:**

**Recommended Readings:**
HUMAN RESOURCE MANAGEMENT

Objectives:
- To understand the concepts and functions of human resource management.
- To understand how these functions can be applied to manage human resources in library and information services.

Description:

Recommended Readings:

FINANCIAL MANAGEMENT FOR LIBRARIES

Objectives:
- To understand the concepts and functions of financial management.
- To understand how these functions can be applied to manage finances in libraries and information centers.

Description:
on budgets. Current issues in budgetary and financial management such as fund raising.

**Recommended Readings:**

**ARCHIVES & RECORDS MANAGEMENT**

**Objectives:**
- To understand the nature of archives and public records.
- To understand how management functions can be applied to provide effective services based on archives and public records.

**Description:**

INTELLECTUAL PROPERTY RIGHTS

Objectives:
- To introduce concept of intellectual property rights.
- To develop familiarity with the provisions of international and national conventions and laws related to the protection of IPRs.
- Explore the role of libraries and information centers in creating, disseminating and managing intellectual property in society.

Description:

Recommended Readings:
8. Website of IPO (International Property Organization).

BIBLIOGRAPHY AND BIBLIOGRAPHIC CONTROL

Objectives:
- To understand the concepts of bibliography.
- To review the efforts of bibliographic control with special reference to Pakistan.
Description:

Recommended Readings:

PROJECT MANAGEMENT

Objectives:
- To introduce the concepts and phases of project management.
- To develop skills in project planning.

Description:

Recommended Readings:
5. Website of Pakistan Institute of Management.
PRESERVATION & CONSERVATION OF LIBRARY MATERIALS

Objectives:
- To understand the concepts and methods of preservation and conservation of library materials.
- To develop skills in preserving and conserving materials.

Description:

Recommended Readings:

SERIALS MANAGEMENT

Objective:
- To introduce the concept and practices of serials management in libraries.
- Exposure of serial publication in Pakistan.

Description:
Recommended Readings:
7. Website of Thompson Tutor.

INFORMATION SOURCES ON ISLAM AND PAKISTAN

Objectives:
- To demonstrate a base knowledge of Islamic and Pakistan studies and the vocabulary to analyze reference questions.
- To explore the nature of sources and their use by scholars and students.
- To demonstrate familiarity with the contents of primary and secondary reference resources including print, online databases, and websites.

Description:
Domain of Islamic Sciences and Pakistan studies; mapping of Islamic literature and literature on Pakistan; generation, output and dissemination of literature on Islam and Pakistan; evaluation of resources on Islam and Pakistan; and organizations dealing with Islam; bibliographic control of literature on Islam and Pakistan; and, important bibliographic and indexing services on Islam and Pakistan. Senses of Pakistan. Govt Pakistan of Publication.

Recommended Readings:

**INFORMATION SOURCES ON BUSINESS & INDUSTRY**

**Objectives:**
- To demonstrate a base knowledge of business and industrial studies and the vocabulary to analyze reference questions.
- To explore the nature of sources and their use by scholars and students.
- To demonstrate familiarity with the contents of primary and secondary reference resources including print, online databases, and websites.

**Description:**

**Recommended Readings:**

**INFORMATION SOURCES ON HEALTH SCIENCES**

**Objectives:**
- To demonstrate a base knowledge of humanities fields and the vocabulary to analyze reference questions.
- To explore the nature of sources and their use by scholars, students, and the lay public in health sciences.
• To demonstrate familiarity with the contents of primary and secondary reference resources in health sciences, including print, online databases, and websites.

Description:
Information services and sources (both electronic and print) for health care professionals and the general public. Information needs of health professionals and scientists. Role of health libraries and information centers. Principles of medical library practice, functions, and management. Medical Literature produced in Pakistan.

Recommended Readings:
5. MLA handbook for writers of research papers(2009). 7th ed. MLA
6. www.cpsp.edu.pk

INFORMATION SOURCES ON HUMANITIES AND SOCIAL SCIENCES

Objectives:
• To gain an awareness of the information structure for various disciplines in humanities and social sciences.
• To gain practical experience with specific information sources each humanities and social science field.

Description:
Information sources and services in the fields of humanities and social sciences. Information needs and information-seeking behavior of user groups in these fields. Information cycle, print and digital reference services, and information-seeking research.

Recommended Readings:
5. www.IOSS.org
6. www.cosspak.org

**INFORMATION SOURCES ON SCIENCE & TECHNOLOGY**

**Objectives:**
- To demonstrate a base knowledge of science and technology fields and the vocabulary to analyze reference questions.
- To explore the nature of sources and their use by scholars and students.
- To demonstrate familiarity with the contents of primary and secondary reference resources including print, online databases, and websites.

**Description:**
Process of communication and information requirements in the scientific community. Study of primary, secondary, and tertiary sources of information in the physical, biological, and applied sciences. Study and application of new information technologies, and in particular the World Wide Web (WWW). as used in scientific and technical communication.

**Recommended Readings:**
7. www.psf.gov.pk

**INFORMATION SOURCES ON LAW**

**Objectives:**
- To demonstrate a base knowledge of legal studies and the vocabulary to analyze reference questions.
- To explore the nature of sources and their use by scholars, legal practitioners and students.
To demonstrate familiarity with the contents of primary and secondary reference resources including print, online databases, and websites.

Description:

Recommended Readings:
8. www.Pakistanlawsite.com

INFORMATION SOURCES ON AGRICULTURE

Objectives:
- To demonstrate a base knowledge of agricultural sciences and the vocabulary to analyze reference questions.
- To explore the nature of sources and their use by scientists and students.
- To demonstrate familiarity with the contents of primary and secondary reference resources including print, online databases, and websites.

Description:
Information sources and services in the field of agricultural sciences. Information needs and information-seeking behavior of user groups in this field. Information cycle, print and digital reference services, and information-seeking research. Study of Agricultural Research Institute in Pakistan. AGRIS and AGRUCULA.
Recommended Readings:
3. www.PARC.gov.pk/narc.htm
4. www.nalusda.gov
RECOMMENDATIONS

The curriculum revision committee concludes with that the implementation of new curriculum can only be achieved if it is properly followed and cared of. The same needs proper home work to meet the pre requisites. However committee hopes that in order to implement the changed program in letter and spirit the authorities will meet all these formalities on priority bases.

To carry out this program the committee recommends that:

1. Regular in-service faculty development program be chalked out for new and existed faculty at national and international level.

   The training should aim the following areas:
   - Pedagogical skills
   - Use of emerging electronic gadgets e.g. multimedia, ICT's data shows and over head projector, e- searching and surfing, use of power point and other techniques.
   - Managerial and administrative skills.

2. The members agreed to establish a platform with the name of “Pakistan Library and Information science Council” which will be responsible to enroll and register the qualified professional by issuing them a license .The council will also be responsible for regulating and framing the bye laws and standards for academic etc.

3. The nature of library and information science courses is kept changing off and on where as our public service commission offices are not updating themselves about the change in nomenclature and status of the degrees and courses offered .They without having verified the situation advertise the posts which cause chaos and uncertainty for both employee and employer.

   Keeping in view this situation, the committee recommends the all the provincial and federal services commissions be intimated about the criteria and pre requisites of a post being advertised.

4. The committee recommends that Higher Education Commission should arrange the following resources for the library schools.

   To establish /update the computer laboratories, HEC should sanction 30 latest PCs and three laptops for each school of public sector.
   - A New television set, DVD and VCR.
   - 2 multimedia and over head projectors.
- 2 tape records and a fax machine.
- A latest photo copier be provided.

5. ALA and IFLA Life membership for all schools be paid by HEC and encourage faculty participation by providing them scholarships and funds etc.

6. Latest books and at least subscription of five international reputable Journals be sanctioned for all the schools.