

SCHEME & SYLLABUS
B.Lib(Bachelor of Library & Information
Science)

(Choice Based Credit System)



Department of Computer Science and Applications
UICAIS
Sant Baba Bhag Singh University
2019

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COURSE CLASSIFICATION

COURSE CLASSIFICATION					
1. Ability Enhancement Compulsory Course		L	T	P	Credits
	Communication Skills	2	0	0	2
Total Credits					2
2. Professional Core Courses (Theory)		L	T	P	Credits
1.	ICT Application in LIS	4	1	0	5
2.	Library, Information and Society	4	1	0	5
3.	Knowledge Organization and Processing: Library Classification (Theory)	4	1	0	5
4.	Management of Libraries and Information Center	4	1	0	5
5.	Knowledge Organization and Processing: Cataloguing (Theory)	4	1	0	5
6.	Reference Service and Information Sources	4	1	0	5
Total Credits					30
3. Professional Core Courses (Practical)		L	T	P	Credits
1.	ICT Applications In LIS (Practical)	0	0	4	2
2.	Knowledge Organization and Processing: Library Classification (Practical)	0	0	4	2
3.	Communication Skills (Practical)	0	0	2	1
4.	Knowledge Organization and Processing: Cataloguing (Practical)	0	0	4	2
5.	Internship Programme	0	0	0	5
Total Credits					12

**Course Scheme (BIL)
Semester 1**

I. Theory Subjects

S No.	Course Type	Sub Code	Subject Name	Contact Hours (L:T:P)	Credits (L:T:P)	Total Contact Hours	Total Credit Hours
1	AECC	ENG121-19	Communication Skills	2:0:0	2:0:0	2	2
2	CR-IT	LIS101-19	ICT Applications In LIS	4:1:0	4:1:0	5	5
3	CR-SD	LIS103-19	Library, Information and Society	4:1:0	4:1:0	5	5
4	CR-IT	LIS105-19	Knowledge Organization and Processing: Library Classification (Theory)	4:1:0	4:1:0	5	5

II. Practical Subjects

S No.	Course Type	Sub Code	Subject Name	Contact Hours (L:T:P)	Credits (L:T:P)	Total Contact Hours	Total Credit Hours
1	CR-IT	LIS107-19	ICT Applications In LIS (Practical)	0:0:4	0:0:4	4	2
2	CR-IT	LIS109-19	Knowledge Organization and Processing: Library Classification (Practical)	0:0:4	0:0:4	4	2
3	AECC	ENG 123-19	Communication Skills (Practical)	0:0:2	0:0:1	2	1

**Total Credits: 22
Total Contact Hours: 27**

Semester 2

I. Theory Subjects

S No.	Course Type	Sub Code	Subject Name	Contact Hours (L:T:P)	Credits (L:T:P)	Total Contact Hours	Total Credit Hours
1	CR-SD	LIS102-19	Management of Libraries and Information Center	4:1:0	4:1:0	5	5
2	CR-IT	LIS104-19	Knowledge Organization and Processing: Cataloguing (Theory)	4:1:0	4:1:0	5	5
3	CR-IT	LIS106-19	Reference Service and Information Sources	4:1:0	4:1:0	5	5

II. Practical Subjects

S No.	Course Type	Sub Code	Subject Name	Contact Hours (L:T:P)	Credits (L:T:P)	Total Contact Hours	Total Credit Hours
1	CR-IT	LIS108-19	Knowledge Organization and Processing: Cataloguing (Practical)	0:0:4	0:0:4	4	2
2	CR-IT	LIS110-19	Internship Programme	0:0:0	0:0:0	0	5

Total Credits: 22
Total Contact Hours: 19

Summary of Scheme

Sem	L	T	P	Project/ Training /Seminar	Contact hrs per week	Credits
1	14	3	10	0	27	22
2	12	3	4	Internship Programme(5)	19	22
Total	26	6	14	5	46	44



Course Code	ENG121-18
Course Title	Communication Skills
Type of Course	AECC
L T P	2:0:0
Credits	2
Course Pre-requisite	NA
Course Objectives	The objective of this course is to : 1. Assist the students to acquire proficiency, both in spoken and written language 2. Develop comprehension, improve writing skills, enhance skills in spoken English

SYLLABUS

UNIT-I

Basics of Communication Skills:

Communication, Process of Communication, Types of Communication-Verbal and Non verbal communication, Channels of Communication- Upward, Downward, Horizontal, Barriers to Communication, Role of Communication in society.

UNIT-II

Listening Skills:

Listening Process, Hearing and Listening, Types of Listening, Effective Listening, Barriers of Effective Listening, Note Taking

Reading Skills:

Purpose of reading, Process of reading, reading skills Models and strategies, scanning, skimming, SQ3R, Approaches of Reading, Comprehension passages for practice.

UNIT III

Writing Skills:

Purpose of writing, Effective writing, Types of writing, Business Correspondence, Precise writing, Memo writing, minutes of meeting.

UNIT-IV

Speaking Skills:

Speech process, Skills of effective speaking, Role of audience, Feedback Skill, Oral Presentation.

RECOMMENDED BOOKS			
Sr No	Author(s)	Title	Publisher
1.	Bhupender Kour	Effectual Communication Skills	S.K. Kataria and Sons
2.	R. Datta Roy and K.K. Dheer	Communications Skills	Vishal Publishing Co.
3.	Essence of Effective Communication	Ludlow and Panthon	Prentice Hall of India

Course Code	LIS101-19
Course Title	ICT Applications in LIS
Type of Course	Core
L T P	4 1 0
Credits	5
Course Pre-requisite	Basic knowledge of computers
Course Outcome (CO)	The objective of the study is to provide insight knowledge of computer organization and techniques

SYLLABUS

UNIT I

Introduction To Computer System:

Introduction, Characteristics of Computers, and Evolution of Computers. Computer Generation Basic Computer Organization: Classification of Computers: Notebook Computers, Personal Computers, Workstation, Mainframe Systems, Supercomputer, Minicomputer, Microcomputer, Clients and Servers

UNIT II

Library Automation

Library Automation: Planning and Implementation of In-house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC and New Developments in Library Automation such as Use of RFID etc

Bibliographic Standards: CCF and MARC 21.

Introduction to Metadata: Types of Metadata Dublin Core

Library Management Software including Open Source Software like KOHA: Overview and House Keeping Operations

UNIT III

Database Management Systems

Database: Concepts and Components Database Structures, File Organization and Physical Design Database Management System: Basic Functions, Potential Uses.

UNIT IV

Web Interface to WINISIS Databases

Introduction to Web Interface: WWWISIS Introduction to Web Servers: Apache Server and Internet Information Server Web Interface Software: GENISIS

Internet: Definition, Brief history, Basic services, Email, File Transfer Protocol, Telnet, Usenet News, Internet Search Tools, Gopher, Archie, World Wide Web, Web Browser, Internet and its applications.

RECOMMENDED BOOKS			
Sr. No.	Name	AUTHOR(S)	PUBLISHER
1.	Fundamentals Of Computers	P.K.Sinha	Kalyani Publisher
2.	Fundamentals of Information Technology	Chetan Srivastava	Kalyani Publishers
3.	Information Technology-Basics	P.S.G. Kumar	BRP Delhi
4.	Information Technology	Gursharan Kaur Brar	Preet Pub. Patiala
5.	Library Automation	Muhammad Riaz	Atlantic New Delhi

Course Code	LIS103-19
Course Title	Library, Information and Society
Type of Course	Core
L T P	4 1 0
Credits	5
Course Pre-requisite	Basic knowledge of Information System
Course Outcome (CO)	The objective of the study is to provide insight knowledge of Library and information system

SYLLABUS

UNIT I: Role of Libraries

Concept of Modern Library - definition, purpose and functions.
 Five Laws of Library Science. Relevance of Laws of Library Science in Electronic Era.
 Role of Library and Information Centers in Modern Society to disseminate Information.

UNIT – II: Types of Libraries, Professional Associations and Organizations

Public, Academic, Special and National Libraries: Concept, Functions and Services of each type of library.
 Library Cooperation: Need, Purpose, Objectives of resource sharing & networking.

UNIT – III: Library Legislation

Library Legislation in India: Need, Purpose, Objectives and Model Library Act.
 Model Public Library Bill of Dr S.R. Ranganathan
 Indian Copyright Act – Delivery of Books and Newspapers (Public Libraries) Act; Press & Registration Act

UNIT – IV: Information and Communication

Information: Characteristics, Nature, Value and Use of Information.
 Conceptual difference between Data, Information and Knowledge Communication channels
 Role Library Associations - ILA, IASLIC, CILIP, ALA, ASLIB, LA,
 Promoters of Library and Information Services- UNESCO, IFLA, NICNET, INFLIBNET, CALIBNET, DELNET.

RECOMMENDED BOOKS

Sr. No.	TITLE	AUTHOR(S)	PUBLISHER
1.	History and development of libraries in India.	BHATT (R K).	Mittal Publications, New Delhi
2.	Advances in librarianship.	CHAPMAN (E A) and LYNDEN (F C).	Academic Press, San Diego
3.	Librarianship: the complete introduction.	CHOWDHURY (G G), BURTON (P F) and McMENEMY (D).	Neal-Schuman Publishers, New York
4.	Foundations of Library and Information Science	AJIT SINGH, SEHGAL (P C)	Madaan Publishing House, Patiala
5.	Library Organization.	KRISHAN KUMAR	Vikas, New Delhi.

Course Code	LIS105-19
Course Title	Knowledge Organizatin and Processing: Library Classification (Theory)
Type of Course	Core
L T P	4 1 0
Credits	5
Course Pre-requisite	Basic knowledge of Library
Course Outcome (CO)	Objective of the study is to provide insight knowledge of library classification schemes and its role in the organization of library resources.

SYLLABUS

UNIT - I: Elements of Library Classification

Concept of library classification: Definition, Need and Purpose. Theory of subjects; basic, compound and complex subjects. Notation: Need, Purpose and qualities. Five Fundamental categories. Classification Schemes: Introduction to major schemes of classification: Dewey Decimal Classification (DDC), Colon Classification (CC), Universal Decimal Classification (UDC).

UNIT - II: Theory and Development

Historical Development General Theory: Normative Principles Modes of Formation of Subjects, Cannons of classification postulated by Dr S. R. Ranganathan, Development and Trend in classification, Role of computers, Concept of Call number: Class Number, Book Number, Collection Number.

UNIT – III: Approaches to Library Classification

Postulation Approach and Systems Approach Fundamental Categories, Facet Analysis and Facet Sequence Phase Relation and Common Isolates Devices in Library Classification

UNIT – IV: Notation and Construction of Classification

Number Notation: Need, Purpose, Types and Qualities.

Call Number: Class Number, Book Number and Collection Number

Construction of Class Numbers, General and Special Classification Schemes Dewey Decimal Classification Universal Decimal Classification Colon Classification

RECOMMENDED BOOKS			
Sr. no.	TITLE	AUTHOR(S)	PUBLISHER
1.	Theory of classification	KRISHAN KUMAR	Vikas, New Delhi.
2.	Introduction to cataloguing and the classification of books	MANN (Margaret)	ALA, Chicago.
3.	Descriptive account of the colon classification	S.R.RANGANATHAN	Sarada Ranganathan Endowment for Library Science, Bangalore.
4.	Prolegomena to library classification	S.R. RANGANATHAN	Sarada Ranganathan Endowment for Library Science, Bangalore.
5.	Elements of Library Classification	S.R. RANGANATHAN	Asia Pub. Bombay
6.	Manual of classification for librarians	SAYERS (W C B)	Andre Deutsch, London.
7.	Library Classification	TIWARI (P)	A.P.H. New Delhi

LIS107-18 ICT Applications in LIS (Practical)

L T P
0 0 4

Objectives: To help students to understand the basic concepts of ICT in Library & Information System.

SYLLABUS

1. Operating Systems and Application Software
2. Installation and Functions of Different Operating Systems
3. Window XP, Vista, Windows NT, Linux Setting of Desktop,
4. Library Server and its Maintenance Creating Presentations with PowerPoint Editing and Formatting Word Documents
5. Database Creation and Library Software Installation and Creation of Databases
6. Import, Export, Hyperlinks and Printing of Records using WINISIS Alice for Windows: Installation, Configuration and Functions Installation, Configuration and Application of SOUL
7. Database Web Interface GENISIS
8. Installation, Configuration and Functions Web Interface to WINISIS using GENISIS
9. Online and Offline Searching Web Searching
10. Advanced Internet Searching Search through Meta Search Engines Offline Databases
11. Internet and E-mail

RECOMMENDED BOOKS			
Sr. No.	TITLE	AUTHOR(S)	PUBLISHER
1.	Fundamentals Of Computers	RAJARAMAN (V)	Prentice Hall India
2.	Fundamentals Of Computers	SINHA (P K)	Kalyani Publisher
3.	Computers and Libraries: Computer Based Library Management	PASSI (B K), GOEL (B.K.)	National, Agra
4.	Fundamentals of Information Technology	SRIVASTAVA (CHETAN)	Kalyani Publishers
5.	Information Technology	Satish Jain	BPB Publications
6.	Foundations of computers	P.K. Sinha and p. Sinha	BPB Publications

LIS109-19 Knowledge Organization and Processing: Library Classification (Practical)

L T P

0 0 4

Objectives: To help students to understand the basic concepts and techniques of classifying documents according to Dewey Decimal Classification Colon Classification Schemes.

SYLLABUS

1. Colon Classification,
2. Structure and Organization Steps in Classification
3. Classification of Documents with Basic Subjects Classification of Documents with Compound Subjects
4. Introduction, Structure and Organization Steps in Classification of Documents using Table 1 and 2 from Dewey Decimal Classification Scheme
5. Use of Relative Index
6. Colon Classification (Ed. 6)
7. Use of Common Isolates
8. Phase Relations and Devices Classification of Documents with Compound and Complex Subjects Dewey Decimal Classification
9. Classification of Documents using Tables 1 to 7 of Dewey Decimal Classification Scheme

RECOMMENDED BOOKS

Sr. No.	TITLE	AUTHOR(S)	PUBLISHER
1.	Exercises in the 21 st Edition of Dewey Decimal Classification	COMAROMI (John P), SATIJA (M P)	Sterling, Delhi
2.	Colon Vargikaran	SATIJA (M P)	Madaan, Patiala
3.	Dewey Decimal Classification (practical)	SATIJA (M P), SUKHDEV SINGH	Madaan, Patiala
4.	Library Classification	TIWARI (P)	A.P.H. New Delhi

ENG123-18 Communication Skills-1 (Practical)

L T P
0 0 2

UNIT-I

Speaking and Discussion Skills:

Oral Presentation, Planning and organizing content for presentation, Use of audio /Visual Aids, Making Slides for presentation , Group Discussion ,Debate, Extempore speaking, Interview Skills, Mock interview, Mock Dialogues (Pair Speaking), Cue Card Speaking, Meeting/ Conferences.

UNIT-II

Listening Skills:

Listening to any recorded material and asking oral/written questions for listening comprehension.

Reading Skills:

Active Reading of passages for Reading comprehensions, paraphrase, Summary writing.

UNIT III

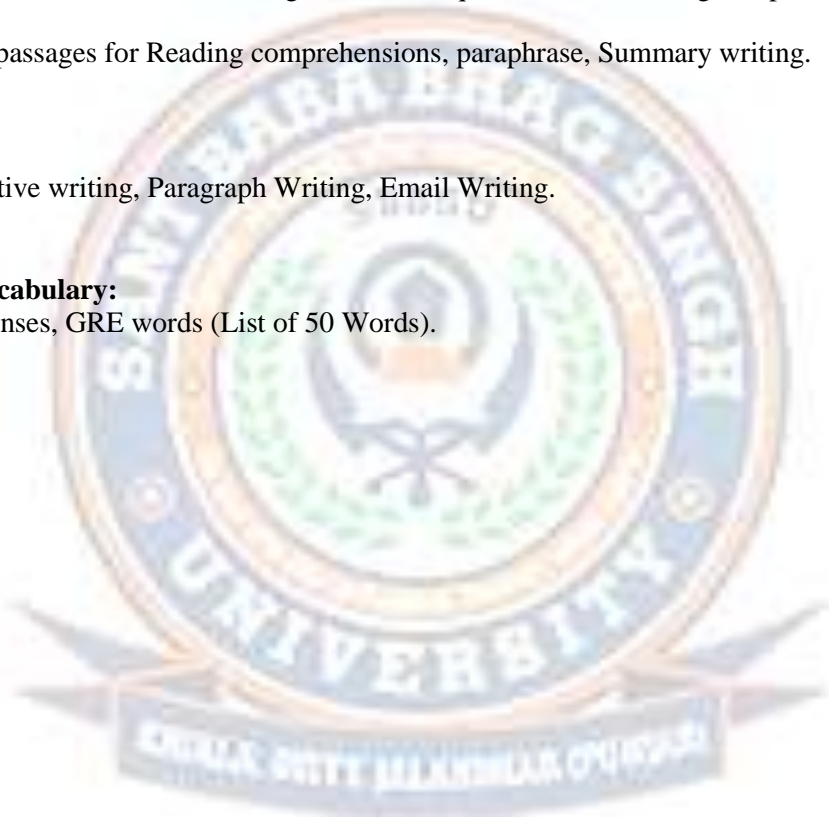
Writing Skills:

Guidelines of effective writing, Paragraph Writing, Email Writing.

UNIT-IV

Grammar and Vocabulary:

Parts of Speech, Tenses, GRE words (List of 50 Words).



Second Semester



Course Code	LIS102-19
Course Title	Management of Libraries and Information Centres
Type of Course	Core
L T P	4 1 0
Credits	5
Course Pre-requisite	Basic knowledge of Library
Course Outcome (CO)	The objective of the study is to provide insight knowledge of Library system and principals and techniques of management to manage in-house operations of a Library/Information Center

SYLLABUS

UNIT – I: Principles of Library Management

Essentials of Management: Concepts, Principles, Levels and Functions of Scientific Management and its application to Library & Information Center.

Library Planning: Need, Objectives and Procedures

Library Organization: Structure and Library Governance, Policy Making bodies of library - Library Authority and Library Committee

Total Quality Management: Concepts, Elements & Standards of TQM

UNIT – II: Financial and Human Resource Management

Library Finance: Sources of finance, Budgeting procedure and accounts. Cost -effectiveness and Cost – benefit analysis. Resource Mobilization including Outsourcing.

Human Resource Management: Selection, Recruitment, Training & Development, Performance Appraisal, Motivation, Staff Manual.

UNIT – III: Library Building and Resources Management

Library Building – Principles of Modular Building, Planning, Location and Environment etc. Furniture and Equipments etc.

Collection Development: Acquisition of Library Resources – printed and non-printed including Electronic/Multimedia material, Books, Periodicals and Serials etc.

Collection Development Policy: Procedure of ordering, appointing vendors. Book trade problems with special reference to India. Accessioning. Good Offices Committee (GOC). Acquisition of non- print/multimedia materials. Technical Processing of Documents.

UNIT – IV: Services and Maintenance of the Library

Circulation Services: Membership Registration, Charging & Discharging System, Library Rules. Reference and Information Services: Reference and Information Organization, User Education, Maintenance of Book Shelves

Serial Control: Subscription and Record Keeping of Periodicals with special reference to Kardex.

Library Statistics, Annual Report and Stock Taking

RECOMMENDED BOOKS

Sr. No.	TITLE	AUTHOR(S)	PUBLISHER
1.	Management of Libraries and Information Centers	AJIT SINGH, SEHGAL (P P)	Madaan, Patiala
2.	Managing information resources in libraries: collection management in theory and practice	CLAYTON (P R) and GORMAN (G E)	Facet Publishing, London
3.	Library Management	GURSHARAN KAUR	Preet Publications Patiala
4.	Collection development: the selection of materials for libraries	KATZ (W A)	Holt, Rinehart and Winston, New York
5.	Library management in electronic environment	KRISHAN KUMAR	HarAnand Publications, New Delhi
6.	Management of Library & Information Centers	KUMAR (P S G)	B.R.Pub, Delhi



Course Code	LIS104-19
Course Title	Knowledge Organization and Processing: Cataloguing (Theory)
Type of Course	Core
L T P	4 1 0
Credits	5
Course Pre-requisite	Basic Knowledge of Library
Course Outcome (CO)	Objective of the study is to provide insight knowledge of principles and theory of library cataloguing and indexing.

SYLLABUS

UNIT – I: Fundamental Concepts and Historical Developments

Library Catalogue: Definition, Objectives, Purposes and Functions
Forms of Catalogue: Conventional and Non Conventional including Computerized Catalogue

UNIT – II: Types of Catalogue

Entries Kinds of Entries Data Elements in Different Types of Entries
Filing of Entries in Classified and Alphabetical Catalogues
Standard Codes of Cataloguing : AACR and CCC
Normative principles of Cataloguing: Canons of Cataloguing

UNIT – III: Choice and Rendering of Headings

Personal Authors: Western and Indic Names Corporate Authors Pseudonymous, Anonymous Works and Uniform Titles Non-Print Resources,
Subject Cataloguing and Indexing: Principles of subject Cataloguing.
Subject Headings Lists and their features, Development and trends: Development and recent trends in Cataloguing.

UNIT – IV: Subject Cataloguing

Subject Cataloguing: Concept, Purpose and Problems
Chain Procedure
Subject Headings Lists : LCSH, SLSH, Centralized and Cooperative Cataloguing
Bibliographic Standards: ISBD, MARC, CCF, etc. ISBN and ISSN

RECOMMENDED BOOKS			
Sr. No.	Title	AUTHOR(S)	PUBLISHER
1.	Essential cataloguing	BOWMAN (J H)	Facet Publishing, London
2.	Theory of Cataloguing	BRAR (Gursharan Kaur)	Preet Pub., Patiala
3.	Theory of cataloguing	KUMAR (G) and KUMAR (K)	South Asia Books, New Delhi
4	Sears List of Subject Headings	MILLER (J)	Wilson, New York
5	Cataloguing in Library Science	KHAN (M A)	Sarup & Sons, Delhi

Course Code	LIS106-19
Course Title	Reference Service And Information Sources
Type of Course	Core
L T P	4 1 0
Credits	5
Course Pre-requisite	Basic Knowledge of Library
Course Outcome (CO)	Objective of the study is to provide insight knowledge regarding reference and information sources and to train in the use of reference sources in answering queries of library users.

SYLLABUS

UNIT- I: Fundamental Concepts

Meaning, Definition, Importance, Nature and Characteristics of Printed and Electronic Information Sources
Types of Information Sources and Services
Criteria for Evaluation of Reference Sources

UNIT- II: Sources of Information

Primary Information Sources: General introduction (Periodicals, Conferences, Patents, Standards, Theses/ Dissertations, Trade Literature, etc.)

Secondary Information Sources: Dictionaries, Encyclopedias, Biographical, Geographical, Bibliographies, Indexing and Abstracting, Newspaper Indexes and Digests, Statistics, Handbooks and Manuals

Tertiary Information Sources: Directories, Yearbooks, Almanacs, Bibliography of Bibliographies, Union Catalogues

UNIT- III: Reference and Information Services

Users and their Information Needs

Theory and Functions of Reference and Information Service Enquiry Techniques

Role of Reference Librarian and Information Officer in Electronic Environment

UNIT- IV: Types of Information Services

Documentation Services: Abstracting and Indexing Services,

Alerting Services: CAS, SDI

Reprographic Service, Translation Service, Document Delivery and Referral Service, Concept, Objectives, Initiation of Users

Users and their Information needs: Categories of users, Ascertaining users Information needs

RECOMMENDED BOOKS			
Sr. No.	Title	AUTHOR(S)	PUBLISHER
1.	Fundamental reference sources	CHENEY (F N) and WILLIAMS (W J)	ALA, Chicago.
2.	Evaluation of Library and Information Services	CRAWFORD (John)	ASLIB, London
3.	Sandarbh Ate Soochna Sarot	SATIJA (M P), SEWA SINGH	Punjabi Univ., Patiala
4.	Information Sources and Services: Theory and Practice	KUMAR (P S G)	B.R.Pub Delhi
5.	Introduction of Reference Work	KATZ (A)	McGraw Hill, New York.

**LIS108-19 KNOWLEDGE ORGANIZATION AND PROCESSING: CATALOGUING
(PRACTICAL)**

**L T P
0 0 4**

Objectives: To help students in Cataloguing of Documents according to AACR-II and CCC.

SYLLABUS

Cataloguing according to CCC and AACR-II:

1. Works of Single and Shared Authorship
2. Pseudonym – Single and Joint
3. Works of Mixed Responsibilities under Editorial direction
4. Corporate Author-Government, Institution and Conference
5. Series Publications
6. Multivolume Works

Cataloguing according to AACR-II:

1. Uniform Titles
2. Microforms
3. Serial Publications

RECOMMENDED BOOKS			
Sr. No.	Title	AUTHOR(S)	PUBLISHER
1.	Essential cataloguing	BOWMAN (J H)	Facet Publishing, London
2.	Cataloguing Theory and Practice	KUMAR (P S G), RIAZ MUHAMMAD	S. Chand, New Delhi
3.	Theory of cataloguing	KUMAR (G) and KUMAR (K)	South Asia Books, New Delhi
4.	Sears list of subject headings	MILLER (J)	H.W.Wilson, New York
5.	Wynar's Introduction to Cataloging and Classification	TAYLOR (A G) and MILLER (David P)	Libraries Unlimited, London

LIS110-19 INTERNSHIP PROGRAMME

L T P
0 0 0

OBJECTIVES

- I. To train the students in practical librarianship in the working environment of the library by deputing them in different types of libraries for a period of one month.
- II. To train them in preparing the Internship Report in a prescribed format based on their practical training and learning.

SYLLABUS

- A. Report on Internship Programme
- B. Viva-Voce

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

