

S-19 June & 6 July 2012 AC after Circulars from Circular No.84 & onwards - 28 -
DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY
 CIRCULAR NO.ACAD/NP/ Syll./Pract. Subject/Soc Sci./95/2012

It is hereby notified for the information of all concerned that, on the recommendations of the Boards of Studies, Ad-hoc Boards and Faculty of Social Sciences, the Academic Council at its meeting held on 19-06-2012 has accepted the following Syllabi with Annual Pattern for Practical Examination for B.A. First Year progressively under the Faculty of Social Sciences :-

Sr. No.	Revised Syllabus
[1]	B.A. Library and Information Science,
[2]	B.A. Military Science,
[3]	B.A. Home Science,
[4]	B.A. Geography,
[5]	B.A. Psychology.

The said syllabi appended herewith.

This is effective from the academic year 2012-2013 and onwards.

These syllabi are also available on the University Website www.bamu.net

All concerned are requested to note the contents of this circular for their information and necessary action.

University Campus,
 Aurangabad-431 004.
 REF.NO.ACAD/NP/SOCIAL SCI./
 2012/20235-645
A.C.M.A.I.Nos.5,6,28,29,31.

Date:- 02-08-2012.

*
*
*
*
*
*
*


 Director,
 Board of College and
 University Development.

Copy forwarded with compliments to:-

- 1] The Principals, affiliated concerned Colleges,
 Dr. Babasaheb Ambedkar Marathwada University
- 2] The Director, University Network & Information Centre, UNIC, with a request to upload the above all syllabus on University website [www.bamu.net].

Copy to :-

- 1] The Controller of Examinations,
- 2] The Superintendent, [B.A. Unit],
- 3] The Superintendent, [Eligibility Unit],
- 4] The Director, [E-Suvidha Kendra], in-front of Registrar's Quarter,
 Dr. Babasaheb Ambedkar Marathwada University.
- 5] The Record Keeper,
 Dr. Babasaheb Ambedkar Marathwada University.

==**==

S*/-020812/-

**B A I II & III Year
Syllabus**

**Library &
Information Science**

B A First Year (Ist Semester)				
Paper No.	Title	Marks	Credits	Lectures
Paper I	Communication & Society	30	4	60
Paper II	Foundations of Library & Information Science	30	4	60
(II nd Semester)				
Paper III	Library Housekeeping Procedure	30	4	60
Paper IV	Document Classification	30	4	60
Paper V	Practical	80	10	300
(III rd Semester)				
Paper VI	Planning of Library & Information Centre	30	4	60
Paper VII	Document Cataloguing	30	4	60
(IV th Semester)				
Paper VIII	Information Sources	30	4	60
Paper IX	Information Services	30	4	60
Paper X	Practical (Sources & Services)	80	10	300
(V th Semester)				
Paper XI	Knowledge Organization (C.C.)	30	4	60
Paper XII	Knowledge Processing (CCC)	30	4	60
Paper XIII	Information Technology (Basic)	30	4	60
Paper XIV	Information Technology Applications	30	4	60
Paper XV	Practical (CC & CCC, Information Technology)	80	10	300
(VI th Semester)				
Paper XVI	Indexing Systems	30	4	60
Paper XVII	Information Retrieval	30	4	60
Paper XXI	Practical (Indexing)	40	5	150
Paper XVIII	Information Systems & Programs	30	4	60
Paper XIX	Library Users	30	4	300
Paper XX	Practical (Library Users)	80	10	150
		800	104	2160

B A First year
First Semester
Paper I : Communication and Society

No. of Lectures per Unit	Unit No. I	Communication Media. Communication, definitions, models, barriers, channels etc. Communication Media - Documentary & non documentary (printed, A& V material, e-material etc.) Communication of Information generation. Trends in scientific communication.
	Unit No. I	Library as Social Institutions Library- definition, Functions. Types of libraries: Public, Academic, Special & National. Role of library in modern society.
	Unit No. III	Normative Principles Five law's of Library Science.
	Unit No. IV	Library and Information Profession. Attribution of Profession. Philosophy of librarianship & ethics of librarianship

Paper II : Foundations of Library & Information Science

Unit No. I	Library development Development of libraries in India. Library co-operation & resource sharing
Unit No.II	Library Association in India. Library Association: their role & functions. Maharastra Library Association. ILA, IASLIC, IATLIS etc.
Unit No. III	Extension & Publicity Exhibitions Library Week Lecturer Series Story telling
Unit No. IV	Library Legislations Library Legislation: needs, essential features. Maharastra public library Act 1967. Salient features , Provisions, roles, amendments etc.

**B A First year
Second Semester**

Paper III : Library House Keeping Procedure

- Unit No. I Different Sections of Library & Information Centers and their functions
- Unit No. II Collection Development
Book selection, Ordering, Acquisition, Purchasing, Exchange of books, Accession, Bill passing etc.
Technical Process: cataloguing, Classification, Labeling, stamping etc.
Serial control: selection, ordering, bill passing, entering , organizing etc.
- Unit No. III Circulation
Library rules & Regulations
Registration of members
Charging and discharging : Types, methods, reservation of books etc.
- Unit No. IV Maintenance
Binding
Stock verification: policies & procedures
Weeding of books
Conservation, preservation, restoration

Paper IV Document Classification

- Unit No. I Universe of knowledge
Classification: definition, Scope, need, & functions
Knowledge classification & book classification
- Unit No. II General theory of classification
Special features of book classification
Generalia class, form division, form class, Notation, index
- Unit No. III Standard schemes of classifications
Universal decimal classification,
Bibliographic classification
Library of congress classification
Subject classification
- Unit No. IV Normative principles of classification
general study of canons of classification

Paper V : Practical Foundations of Library & Information Science Practical (D D C)

- Unit No. I Visit to prominent local libraries: Public, Academic, and Special.
- Unit No. II Writing reports on collections, services manpower etc. of the libraries.
- Unit No. III Organizations of extension & publicity activity.
- Unit No. I Main class of DDC, 000-900
Sub -class of DDC
- Unit No. II Classification of documents having simple subject

	Classification of documents having common isolate
Unit No. III	Classification of documents representing compound subject
	Classification of documents representing complex subject

Note: (1) Division of marks

Record book = 20

Performance = 20

Report = 10

Visit = 10

Viva = 20

80**B A Second year****Third Semester****Paper VI : Planning of Library and Information Centers**No. of
Lectures
per Unit

Unit No. I	Management: Concept, Definition and scope Functions of Management.
Unit No. II	Planning: Policies and Procedures
Unit No. III	Organization, Principles, Organization structure
Unit No. IV	Personnel Management: Selection & Recruitment Procedures.
Unit No. V	Directing- Leadership style, Motivation Co-ordination, reporting
Unit No. VI	Finance Budget, Budgeting Techniques and Methods PPBS, Zero Based Budgeting.

References

- Cowely (1989) Personnel Management in Libraries. London: Clive Bingley.
 Davar R B (1978) Management Process. Bombay: Progressive Corporation.
 Dought, RM (1982) Scientific Management of Library Operations. London: The Scarecrow Press.
 Ellsworth R E (1973) Planning Manual for Academic Library Building .Metuchen: Scarecrow.
 Evans G E (1983) Management Techniques for Librarians.ed.2. New York: Academic Press.
 Evens E G (1976) Management Techniques for Libraries, 2nd Ed.
 Fruqi K Khalid (1998) Planning LIBRARY Buildings.New Delhi: Anmol Publication Pvt.Ltd.
 Godfray Thomson (1973) Planning and Designing of Library Building. London: Architectural Press.
 Gopinath M A (1982) Financial Norms for Collection Development in Libraries. Bangalore: DRTC,

Annual Seminar (19).

- Humberg, M (1974) Library planning and decision making system.
 Kaula P N (1971) Library Planning and design. New Delhi: Vikas publication.
 Kotler P (1982) Marketing for non profit organizations.Ed.2. N.J. Prentice Hall: Engle wood cliffs.
 Narayana G J Managing Libraries and Information centers in India.
 Krishan Kumar (1987) Library Administration and Management. New Delhi: Vikas publication.
 Lock R N (1973) Library Administration.ed.3. New York: Philosophical Library.
 McKee (BOB) (1990) Planning library services. London: Clive Bingley.
 Metcalf K D (1974) Planning Academic and research Library Building. New York: Wilson.
 Mittal R L (1983) Library Administration Theory and Practice. New Delhi: Metropolitan.
 Orr J M (1972) Designing Library Building for Activity. London: Andre Dentach.
 Ranganathan S R (1959) Library Administration. Ed.2. Bombay: Vikas Publication.
 Seetharama S (1990) Guidelines of planning & management of Libraries & Information enters. IASLIC.
 Sharma S D (1972) Library Building and Furniture. Varanasi: Indian Bibliographic Center.
 Stuart RD and Moran B B (1987) Library Management ed.3. Colorado: Libraries unlimited.
 Urwick L (1947) Elements of Administration ed.2. London: Pitman.

Paper VII : Document Cataloguing

- Unit No. I Catalogue: Definition, Need and Purpose
 Functions of Library Catalogue
 Qualities of a Good Catalogue
 Reading a book technically
- Unit No.II Physical (Outer) forms of catalogue
 Register form, Sheaf form, Card form, including OPAC, etc,
 Types (Inner Form) of Catalogue
 Author Catalogue, Name Catalogue, Title Catalogue, Alphabetical Subject Catalogue, Dictionary Catalogue, Classified Catalogue.
- Unit No. III History of Catalogue codes
 British Museum Cataloguing Rules, Jewett's Code, AA code, Vatican Code, Classified Catalogue Code, Dictionary catalogue, ALA Rules, AACR (1967), ISBDs and AACR II , ISO-2709,CCF,MARC,MARC 21and Metadata
- Unit No. IV Types and functions of entries According to AACR II , Main entry, Added entries, Arrangement of entry cards

References

- Akers S G (1969) Simple Library Cataloguing ed.5. Metuchen N J: Scarecrow.
 Bolly J J (1974) Introduction to Cataloguing. 2v. New York: McGraw Hill.
 Shera J H & Egan M E (1956) Classification & Cataloguing Basic Principles and Practice. Chicago: ALA
 Wymar B S (1985) Introduction to Cataloguing and Classification.ed 7 New York: Libraries Unlimited.
 Jolly L (1950) Principles of Cataloguing. London: Crosby Lockwood.
 ALA (1978) Anglo American Cataloguing Rules ed.2. London: Library Association.
 Girija Kumar and Krishan Kumar (1986) Theory of Cataloguing ed.5. Delhi: Vikas publication.
 Ranganathan S R (1964) Classified Catalogue Code with additional rules for Dictionary Catalogue Code.
 (with amendments) Bombay: Asia publishing House.
 Escreat p k (1971) Introduction to Anglo American Cataloguing Rules. London: Andre Deutsch.
 Vishvanathan C G (1987) Cataloguing: Theory and Practice.ed5. Lkhnow: Print House.
 Hunter E J & Backwell (1983) Cataloguing. Ed. 2. London: Clive Bingley.
 Kumar PSG (2004) Knowledge organization, Information Processing & Retrieval. New Delhi: BRPC.

Tripathi S M (1978) Modern Cataloguing: Theory and Practice. Agra: Educational Publisher.
 Krishan Kumar (1986) An Introduction to AACR II. New Delhi: Vikas Publishing House Pvt. Ltd.
 Singh S n & Prasad H N (1985) Cataloguing Manual AACR II. New Delhi: B R Publication corporation.
 Riaz Muhammad (1989) A Manual of Practical Cataloguing. New Delhi: Atlantic Publishers & Distributors.

References

Kumar PSG (2004) Knowledge organization, Information Processing & Retrieval. New Delhi: BRPC.
 Tripathi S M (1978) Modern Cataloguing: Theory and Practice. Agra: Educational Publisher
 Riaz Muhammad (1989) A Manual of Practical Cataloguing. New Delhi: Atlantic Publishers & Distributors.
 Shera J H & Egan M E (1956) Classification & Cataloguing Basic Principles and Practice. Chicago: ALA
 Singh S n & Prasad H N (1985) Cataloguing Manual AACR II. New Delhi: B R Publication corporation.

B A Second year

Fourth Semester

Paper VIII : Information Sources

Unit No. I Information Sources: Definition, Need, Importance of Information Qualities and role of reference librarian/ information officer.

Unit No.II Primary Information Sources

Unit No. III Secondary Information Sources,

Unit No. IV Tertiary Information sources

References

Bose H (1976) Information Science, Principle & practice. New Delhi: Sterling.
 Chandler G (1974) How to find of guide to sources of information for all. Ed. 4 Oxford:
 Chemey F N & Williams W J (1980) Fundamental Reference Sources ed.2. Chicago: ALA.
 Collision R L (1965) Library Assistance to readers. ed4. London: Lockwood.
 Doyle J M & Grimes G R (1976) References resources: a systematic approach .Metuchen: Scarecrow.
 Foskett D (1967) Information Service in Libraries ed.2. London: Crosby Lockwood.
 Galine S & Spielberg P Reference Books, How to select them and Use. New York: Random House.
 Guha B (1983) Information Services. Calcutta: World Press.
 Hutichins M. (1944) Introduction to reference works. Chicago: ALA.
 Katz W A (1987) Introduction to reference work v1. London: McGraw Hill.
 Sharma J S 7 Grovar DR (1987) Reference Services & sources of Information. New Delhi: ESS.
 Sheely E P (1976) Guide to reference books .ed 9. Chicago: ALA.
 Winchell C M (1967) Guide to reference books. Chicago: ALA.
 Worldford A J (1980) Guide to reference books ed. 4. 3v. London: Library Association.

Paper IX Information Services

Unit No. I Reference Service
 Concept ,Definition and Trends
 Reference Interview

Unit No.II Information Services and Products
 Information Services Concepts, Definition, Need
 Alerting services (CAS & SDI)

Unit No. III Indexing and Abstracting Services

Unit No. IV Reprography and Translation Service

References

- Bose H (1976) Information Science, Principle & practice. New Delhi: Sterling.
 Chandler G (1974) How to find a guide to sources of information for all. Ed. 4 Oxford:
 Chemey F N & Williams W J (1980) Fundamental Reference Sources ed.2. Chicago: ALA.
 Collision R L (1965) Library Assistance to readers. ed4. London: Lockwood.
 Doyle J M & Grimes G R (1976) References resources: a systematic approach. Metuchen: Scarecrow.
 Foskett D (1967) Information Service in Libraries ed.2. London: Crosby Lockwood.
 Galine S & Spielberg P Reference Books, How to select them and Use. New York: Random House.
 Guha B (1983) Information Services. Calcutta: World Press.
 Guha B (1988) Documentation and Information Services: Techniques and systems. Calcutta: World Press.
 Hutichins M. (1944) Introduction to reference works. Chicago: ALA.
 Katz W A (1987) Introduction to reference work v1. London: McGraw Hill.
 Mukherji A k (1961) Reference Service. Ed.2. Bombay : Asis
 Sharma J S 7 Grovar DR (1987) Reference Services & sources of Information. New Delhi: ESS.
 Sheely E P (1976) Guide to reference books .ed 9. Chicago: ALA.
 Vickery B C (1970) Technique of Information Retrieval. London: Butterworths.
 Winchell C M (1967) Guide to reference books. Chicago: ALA.
 Worldford A J (1980) Guide to reference books ed. 4. 3v. London: Library Association.

Paper X : Practical AACR II & Sources & Services

Unit No. I Cataloguing of Documents using AACR II (Latest ed.)

Unit No. II Cataloguing of Simple Documents

Unit No. III Cataloguing of Complex Documents

Unit No. I Study and Evaluation of Information sources

Unit No. II Compilation of Press Clipping

Unit No. III Compilation of Bibliography

Note: (1) Division of marks

Record book = 20

Performance = 20

Report = 10

Visit = 10

Viva = 20

B.A. Third Year (Fifth Semester)

Paper XI

Knowledge Organization (Colon Classification) (Credits 4)

- Unit No. I General Theory of knowledge organization
Features of Colon classification
i) Generalia class,
ii) Form class,
iii) Form division,
iv) Notation, and
v) Index
- Unit No.II Outline of schemes of library classification.
a) Enumerative classification schemes
b) Faceted classification schemes
c) Bios ketch of Dr. S.S.Ranganathan,
- Unit No.III Fundamental categories
a) Personality,
b) Matter,
c) Energy,
d) Space , and
e) Time
- Unit No. IV Trends in library classification
a) Classification approach
Ranganathan's approach
b) FID's Role
c) CRG (Classification Research Group) London Activities
d) Alphabetical approach
e) Development in general scheme of classification: DDC online project
f) Retrieval
g) Evaluation

1. Needham, C. D.- Organizing knowledge in libraries: An introduction to classification and catalogue, Ed.2, London, Andre Deutsch, 1971
2. Philips, W. H.-Primer of book classification ed.5, London, Association of Assistant Librarians, 1961.
3. Ranganathan S. R.-Elements of Library classification, Ed.3, Bombay, Asia Publishing House, 1962
4. Ranganathan S. R.-Colon Classification (latest edition), Bombay, Asia Publication House, 1976
5. Melvil Dewey-Decimal classification and relative index (latest edition), Lake Placid, Forest Press
6. Krishnan Kumar-Theory of classification ed.3, New Delhi, Vikas publishing house, 1979
7. Mills, J.-Modern outline of Library classification, London, Chapman and Half, 1960
8. Ranganathan S. R.-Prolegemana to library classification, ed.3, Bombay, Asia, 1967
9. Berwic Sayers-WCB manual of classification for libraries, Rev. by Arthur mail ed. 5, London, Andre4 Deutsch, 1975
10. Parkhi, R. S.-Decimal classification and colon classification to perspective, Bombay, Asia, 1967
11. Sayers, W. C.B.-Introduction to library classification, ed.9, London, Grattan, 1952
12. Ranganathan S. R.-Descriptive account of the colon classification, Bombay, Asia Pub., 1967
13. Berwic Sayers W. C. -Introduction to library classification, London, Andre Deutsch, 1950
14. Buchanan, Brain-Theory of Library classification, London, Clive Bingley, 1970
15. Foskett A. C.-The subject approach to information, 4th ed., London, Clive Bingley, 1982

Paper XII Knowledge Processing (Classified Catalogue Code) (Credits 4)

Unit No.I General Theory of knowledge processing

- i. Definition,
- ii. Need
- iii. purpose
- iv. Role and Importance of Classified Catalogue Code

Unit No.II Document description

- 1) Classified Catalogue : Main entry,
 - a) Leading Section, (Call number)
 - b) Heading,
 - c) Title section,
 - d) Note section,
 (Series, Multiple series, Extract, Change of title, Related book note)
 - e) Accession number, and
- 2) Body of the main entry

- a) Title and statement of responsibility area,
- b) Edition area,
- c) Material (or type of publication) specific details area, and
- d) Physical distribution area,
- e) Series area,
- f) Note area,
- g) Standard number and term's of availability area,
- h) Tracing
- i) Call number

Unit No.III Normative Principles of Catalogue

I) General Normative Principles

- a) Law of Parsimony,
- b) Canon of Impartiality,
- c) Law of Interpretation,

II) Canon of Cataloguing

- d) Ascertainability
- e) Prepotence,
- f) Sought Heading,
- g) Permanence
- h) Currency,
- i) Consistence,
- J) Recall Value

III) Other normative principles

- k) Law of symmetry,
- l) Law of Local variation,
- m) Principle of Osmosis

Unit No. IV Types and functions of entries according to
Classified catalogue code

- a) Main entry,
- b) Sections of Main entry according to classified catalogue code
- c) Added entries,
 - i) Class index entry
 - ii) Book index entry, and
 - iii) Cross reference index entry

1. Akers, S. G.-Simple library cataloguing, ed.5, Metuchen N. J., Scarecrow, 1969
2. Wymar, B. S.-Introduction to cataloguing and classification ed.7, New York, Libraries Unlimited, 1985
3. Bolly, J. J.-Introduction to cataloguing, 2V., New York, Mc-Graw Hill, 1974
4. Shera J. H. and Egan, M. E.-Classified cataloguing, Basic principles and practices, Chicago, ALA, 1956
5. Jully, L.-Principles of cataloguing, London, Crosby Lockwood, 1950
6. Sharp, H. A.-Cataloguing: A text book for use in libraries, ed.5 London, Grafton, 1964
7. Mann, Margaret- Introduction to cataloguing and the classification of books, ed.2, Chicago, ALA, 1943

8. Needham, C. D. Organizing knowledge in libraries: An introduction to information retrieval, ed2, London, Andre Deutsch, 1971
9. American Library Association etc.-Anglo American Cataloguing Rules, Ed. 2. London, Library Association, 1978
10. Girija Kumar and Krishnan Kumar-Theory of cataloguing ed. 5, Delhi, Vikas Pub. 1986
11. Westby, B. M. ed.-Sears list of subject headings, ed. 12, New York, Wilson, 1982
12. Ranganathan S. R.-Classified catalogue code with additional rules for dictionary catalogue code ed. 5, (with amendments) Bombay, Asia, 1964
13. Escreat, P. K.-Introduction to the Anglo-American Cataloguing rules, London, Andre Deutsch, 1971
14. Jolly, B.-Principles of cataloguing, London, Crosby Lockwood, 1960
15. Horner, John-Cataloguing, London, 1970
16. Vishwanathan, C. G.-Cataloguing: Theory and practice ed. 5, Lucknow, Print House, 1987
17. Hunter, E. J. and Bakewell-Cataloguing ed.2. London, Clive Bingley, 1983
18. Bakewell, K. B.-Manual of cataloguing practice, Oxford, Pergamon Press, 1972
19. Ranganathan, S. R.-Cataloguing practice assisted by G. Bhattacharya Ed.2, Bombay, Asia Publishing House, 1974.

Paper XIII Information Technology (Basic) (Credits 4)

- Unit I 1) Information Technology:
- a) Definition,
 - b) Need,
 - c) Scope and
 - d) Objectives
- 2)Characteristics and functions of Information Technology
- a) Generation of Computers,
 - 3) Historical development
- Unit No.II Computer Hardware
- A) Input,
 - B) Output,
 - C) Storage devices.
- Unit No.III Computer Software
- A) Algorithm,
 - B) Flowcharting.

C) Operating Systems:

- d) Single and Multi User systems,
- e) Basic features of Windows, Linux, UNIX, WINDOW_NT, etc.

Unit No. IV Software Application

- a) Word Processors,
- b) Spread sheets etc.
- c) DBMS Packages

1. Base B. C. – Local Area Network: It's Significance & Information System Bafra Book Service, 1991.
2. Brown K. R. – Challenge of Information Technology, 1983.
3. Hills P. – Future of the Printed World, the impact & implications of the new communication technology, 1980.
4. Katzan H. – Advanced Programming & operating Systems. London 1990.
5. Lane E. S. – Microcomputers management & maintenance for libraries, Mecker-Westport London 1970.
6. Spencer D. D. – An Introduction to Computer Charles E Marrill Publishing Co. Columbus 1984.
7. Lancaster F. W. – Towards paperless Information Systems, Academic Press Inc. New Delhi 1978.
8. Vickery B. C. – Information Systems 1973.
9. Wilson T. P. – Computers & Application Software: An Introduction B.S. College Publishing 1985.
10. Zorkoezy Peter – Information Technology: An Interdiction Pitman 1984.
11. Computer & Common Sense
12. Sanders – Introduction to Computers
13. Taxali R. A. – Foxpro: Made simple BPB Publications, New Delhi 1996.
14. Shrivastav Chetan – Fundamentals of Information Technology, New Delhi, Kalyani Publishers 2000.
15. Mano Morris – Computer System Architecture Ed. 3, New Delhi Prentice Hall of India 2000.
16. Hayes John P. – Computer Architecture & Organization Ed. 3, Boston McGraw Hill 1998.
17. Hwang Kai – Computer Architecture & Parallel Processing, New York McGraw Hill 1985.
18. Chandhuvi P. Pal – Computer organization & Design Ed. 2, New Delhi Prentice Hall of India, 1999.

DBASE, CDS/ISIS, MS Access (Basic features)

Paper XIV**Information Technology Applications****(Credits 4)**

Unit No.I Library Automation:

- a) Planning and Implementation of Library Automation.

- b) Automation in house operations
- c) Acquisition ,
- d) Cataloguing,
- e) Circulation,
- f) Serials control,
- g) OPAC,
- h) Library Management.

Unit No.II Multi lingual Bibliographic databases
Library Automation Software packages:
Their study and composition

- Unit No.III Communication Technology:
- a) Fundamentals of Telecommunication technology,
 - b) Medias, Mode and Components.
 - c) Network Media,
 - d) UTP,
 - e) Optical fiber, Ethernet,
 - f) Network types and topologies,
 - g) LAN, WAN, MAN,
 - h) Local Area Network- Types and Topologies.

- Unit No.IV INTERNET Basic features and tools.
- a) Network based Information services
 - b) Digital libraries,
 - c) Intelligence & Expert Systems.

1. Bose, Sanjay K. – Hardware & software of personal computers. New Delhi: Wiley Eastern Ltd. 1991
2. Chan, C. C. & Bressler, S. E. – microcomputers in libraries. New York: Neil Schuman, 1982
3. Dowling, K. – The Electronic library. New York: Schuman, 1984.
4. Hunt, Roger & Shells, John – Computers & commonsense. Ed. 4, New Delhi, : Prentice – Hall, 1990.

5. Last, Rex – MS-DOS revealed. New Delhi: Golgotha, 1991.
6. Lehmann, K. D. – The application of microcomputers in information documentation & libraries, 1987.
7. Mahapatra, P. K. – the computer in library service. Calcutta, : World Press, 1985.
8. Olsen, George, H. – Computers & microcomputers made simple, Bombay: Rupa, 1989.
9. Rajaraman, D. – Computers Primer. New Delhi: Prentice-Hall of India, 1986
10. Ram, B. – Fundamentals of microprocessors & microcomputers. Delhi: Dhanpt rai, 1986
11. Ravichandra Rao I. K. – Library Automation. New Delhi: Wiley Eastern, 1990
12. Rowley, J. E. – Computers for libraries. Ed. 2, London: Bingley, 1985
13. Satyanarayana, N. R. – A Manual of computerization in libraries. New Delhi: wishwa Prakash, 1995.
14. Subramanian, N. – Computers: genesis, programming & applications. Ed. 2, Madras: Wheeler, 1985
15. Tedd, Lucy, A. – An introduction to computer based library systems. New York: John Wiley, 1984

XV Practical (C.C. & CCC and I T) (Credits 10)

- | | |
|--------------|--|
| Unit No. I | Classification of Simple documents
Main class, sub classes |
| Unit II | Classification of compound & complex documents
Using facet formula (PMEST), etc... |
| Unit III | Cataloguing simple documents
Single author, two author, Single editor |
| Unit IV | Cataloguing of Complex documents
Pseudonyms, series, multi volumes
Govt. Publication, Proceedings, Annual report, etc... |
| Unit No. I | Use of operating systems
DOS & Windows
Use of Word Processor-
MS word, Spread sheet,
Use of DBMS Packages (FOXPRO) |
| Unit No. II | Creation of Database,
Database search and Retrieval |
| Unit No. III | Using of Library Software packages
(SOUL, CDS/ISIS, LIBSIS) , etc
CD-ROM, Online searching, Internet searching |

1. Ranganathan S. R.-Classified catalogue code with additional rules for dictionary catalogue code ed. 5, (with amendments) Bombay, Asia, 1964

2. Escreat, P. K.-Introduction to the Anglo-American Cataloguing rules, London, Andre Deutsch, 1971
3. Jolly, B.-Principles of cataloguing, London, Crosby Lockwood, 1960
4. Horner, John-Cataloguing, London, 1970
5. Vishwanathan, C. G.-Cataloguing: Theory and practice ed. 5, Lucknow, Print House, 1987
6. Hunter, E. J. and Bakewell-Cataloguing ed.2. London, Clive Bingley, 1983
7. Bakewell, K. B.-Manual of cataloguing practice, Oxford, Pergamon Press, 1972
8. Ranganathan, S. R.-Cataloguing practice assisted by G. Bhattacharya Ed.2,Bombay, Asia Publishing House, 1974.

Note: (1) Division of marks

Record book = 20
 Performance = 20
 Report = 10
 Visit = 10
 Viva = 20

 80

B.A. Third Year (Sixth Semester)

Paper XVI

Indexing Systems

(Credits 4)

- Unit No.I Indexing- Goals and characteristics,
Principles of indexing,
General theory of indexing
- Unit No.II Subject Indexing Principles and Practices
Functions& scope
- Unit No.III Indexing languages,
Types and characteristics
Pre coordinate and
Post coordinates indexing
- Unit IV Special types of indexing –
KWIK, KWOC,
Chain indexing, POPSI, PRECIS, Uniterm
Types of indexing:
Subject Indexing

Author Indexing
Word indexes & concordance
Thesaurus structure and methodology to develop a IR thesaurus

- 1) Michael J Ramsden An introduction to index language construction. Clive Bingley London.1974
- 2) Norman G Knight Ed. - Training in indexing: A course of the society of indexes, .The M.I.T. press London 1969.
- 3) Prasher R G – Index and indexing systems. Medallion Press, New Delhi. 1937.
- 4) Hutchins W J – Language of indexing and Classification. Peter Peregrines Ltd. Chatham. 1975.
- 5) Hunnisett R F _ Indexing for editors. British Records Association archives & the Users No.2
- 6) Robert L Collison - Indexers & Indexing. Ernest Benn Ltd. London. 1959.
- 7) Carey G V – Making an Index. Cambridge University Press, New York.1963.
- 8) Diane Brenner & Marilyn Rowland- Beyond book indexing, Information Today, Medford, NJ.2000
- 9) Donald B Cleveland & Ana D Cleveland-Introduction to Indexing and Abstracting 3rd. ed. Greenwood Village Colorado. 2001.
- 10) Harold Borko & Charles C Boonier- Indexing Concepts and methods Lib.& Inf. Sci. series, Academic Press, Inc. NY.1978.
- 11) Lori Hathrop – The Indexers guide to the internet 2nd. Ed. Information Today Inc. Medford, NJ.2000.
- 12) Maryann Corbett- Directory of Indexing & abstracting course and seminar.
- 13) Anne Leach- Marketing your Indexing services .2nd.ed. Information Today Inc. Medford, NJ.2000.
- 14) Chakraborty A R & Chakrabarti- Indexing principles, process & Products. Calcutta, World Press.1984.
- 15) Ghosh JD – Keyword indexing In: Rajan T N Ed. Indexing system Calcutta IASLIC 1981-187-88.
- 16) Black J D The Keywords: Its use in abstracting, indexing & retrieving information. Aslib. Proceedings 14-313-37. 1962.

- 17) Fischer Marguerite KWICK index concept. A retrospective view. American Documentation, 17-1966-57-70.
- 18) Kaiser J. Systematic Indexing. Pitman, London.1911.
- 19) Bhattacharya G – Relative Index & Chain Procedure. Lib.Sci. with slant to Doc. 8 Dec. 1971. 369-81.
- 20) Mills J – Chain indexing & classified catalogue. Library Association Record.57, 1955, 1941-48.
- 21) Bhattacharya G –POPSI: Its fundamentals & Procedures based on a general theory of subject indexing. Lib.Sci. with slant to Doc. 16, 1979, Paper _A.
- 22) Neelameghan A & Gopinath M A – Postulate based Permuted Subject Indexing. (POPSI) Lib.Sci. with slant to Doc. 12(3) 1975-79.
- 23) Bhattacharya A – POPSI: Fundamentals & Procedures. In: DRTC Annual Seminar, 1975.
- 24) Frradane JEL- A scientific theory of classification & Indexing. Journal of Documentation 6(2) 1950.
- 25) Information Today Inc. Medford, NJ.2000.
- 25) Austin D. 1984-PRECIS: A manual of concept analysis and subject indexing.
- 26) UDC, British Standard Institution Part I and II.
- 27) Wellisch H. H.Ed.1977-The PRECIS index system, principles applications and prospects.
- 28) Wilson T. D. 1971- An introduction to chain indexing, Clive Bingley.
- 29) Borko: Indexing methods

Paper XVII Information Retrieval

(Credits 4)

- | | |
|----------|--|
| Unit I | Information Retrieval
Concepts,
Need,
Components |
| Unit II | Information Retrieval system,
Basic features design and development |
| Unit III | Search formulation-
Searching methods,
Use of Boolean operators. |

Unit IV Evaluation of Information Retrieval System,
Precision,
Recall,
Relevance

1. Bhattacharya G.: 1979-POPSI: Its fundamentals and procedure based on a General Theory of subject indexing languages. Lib. Sci.
2. Brown A. G. 1982-An introduction to subject indexing 2nd Ed. Clive Bingley.
3. Craven T.C. 1986- String indexing, Academic Press, San Dingo.
4. Cutter C. A. 1904-Rules for a dictionary catalogue ed 4.
5. Carman M. and Winkler P. W. 1988- AACR 2nd Ed. Canadian Library Association, Ottawa.
6. Gopinath M. A. 1988- Colon classification Ed. 7.
7. Kaisee J. 1911- Systematic Indexing.
8. Parthasarathy V. V. 1965- Combination of Quais-Isolates DRTC, Annual Seminar.
9. Ramsden M. 1981-PRECIS work book for students for librarianship
10. Ranganathan S. R. 1964 COC, with additional Rules for Dictionary code, ed. 5.
11. -----1965-Prolegomena to Library Classification, Asia Publishing House, Bombay.
12. ----- 1965-Colon classification: Basic Classification, ed. 6.
13. Austin D. 1984-PRECIS: A manual of concept analysis and subject indexing.
14. UDC, British Standard Institution Part I and II.
15. Wellisch H. H.Ed.1977-The PRECIS index system, principles applications and prospects.
16. Wilson T. D. 1971- An introduction to chain indexing, Clive Bingley.
17. Borko: Indexing methods
18. Fosket D. J.: Subject Approach to Information
19. Prasher: Index & Indexing systems.

Paper XVIII Information Systems and Programmes (Credits 4)

Unit I Information Resource sharing:
From Library cooperation to Information Networking

Unit II Reader guidance,
Referral Service,
CAS,
Research Bulletin,
Newspaper clippings, etc.

Unit III National Information Systems, Services & Networks:

NISSAT, INFLIBNET, DELNET, CALIBNET, NICKNET

Unit III International Information Systems, Services & Networks:

INIS, NASSADOC, AGRIS, DEVISIS, BIOSIS, UNESCO-PGI, MEDLINE, MEDLAR

1. Harvey, J. M. – Specialized information centers, 1976.
2. India – National Committee on Science & technology: Science & Technology Plan 1974 – 79 Draft 2, 1974.
3. Information services in India. Seminar papers, 10th IASLIC, Conf., Kanpur, 1972
4. Lazar, P. India – National information system for science & technology, 1972
5. Library & information services in India: assessment & effectiveness: 34th ILA Conference, Calcutta, 1988.
6. Marketing of library & information services, 13th IASLIC Seminar, Calcutta, 1988.
7. Sarnadas, A. – Information systems: theoretical & formal aspects, 1985
8. UNESCO, ICSU – UNISIST, Study report on the feasibility of World Science Information Systems, 1971
9. Vickery, B. C. – Information Systems, 1973.
10. Atherton, P. – Handbook of Information systems & services. Paris, UNESCO, 1977.
11. Harvey, J. M. – Specialized information centers, 1976.
12. India – National Committee on Science & technology: Science & Technology Plan 1974 – 79 Draft 2, 1974
13. Information services in India. Seminar papers, 10th IASLIC, Conf., Kanpur, 1972
14. Lazar, P. India – National information system for science & technology, 1972
15. Library & information services in India: assessment & effectiveness: 34th ILA Conference, Calcutta, 1988.
16. Marketing of library & information services, 13th IASLIC Seminar, Calcutta, 1988.
17. Sarnadas, A. – Information systems: theoretical & formal aspects, 1985
18. UNESCO, ICSU – UNISIST, Study report on the feasibility of World Science Information Systems, 1971
19. Vickery, B. C. – Information Systems, 1973.
20. Atherton, P. – Handbook of Information systems & services. Paris, UNESCO, 1977

Paper XIX Library and Users

(Credits 4)

- | | |
|-------------|---|
| Unit No.I | Techniques of library and Information Centers survey |
| Unit No.II | Information Users and their information needs,
Definition and models |
| Unit No.III | Categories of information users,
Information seeking behavior |
| Unit No.IV | User studies:
Methods and
Techniques
Evaluation |

4. Rowley J. E. & Turner (CMD) – Dissemination of Information, London Andre Dutch, 1978.
5. Toeffler A. – The third wave, New York Morrow Williams & Co. 1980.
6. Voigtr M. J. Scientists Approaches to Information, Chicago, ALA 1961.
7. Guha B. – Information Services Calcutta, World Press 1983.

XX	Practice	Library Users	(Credits 10)
	Unit I	Construction of Thesaurus	
	Unit II	Information Retrieval on internet	
	Unit III	Assigning subject heading	
	Unit No.IV	Preparation of Library brochure, Newspaper clippings on the given topics.	
	Unit No.V	Survey of libraries and Information centers	
	Unit No.VI	Survey of a group of users	

Note: (1) Division of marks

Record book	= 20
Performance	= 20
Report	= 10
Visit	= 10
Viva	20

80

Laparde