

S-30th May, 2015 AC after Circulars from Circular No.1 & onwards

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DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY**CIRCULAR NO.ACAD/SU/Social Sci./B.A.III Yr. Syll./3/2015**

It is hereby notified for information to all the concerned that, on the recommendation of the Faculty of Social Sciences the Academic Council at its meeting held on 30-05-2015 has accepted the **revised syllabi as mentioned against their names under the**

Faculty of Social Sciences as under :-


Sr. No.	Name of the Subject	Semester
[1]	History	V & VI
[2]	Economics	V & VI
[3]	Psychology	V & VI
[4]	Geography	V & VI
[5]	Sociology	V & VI
[6]	Home Science	V & VI
[7]	Political Science	V & VI
[8]	Public Administration	V & VI
[9]	Social Work	V & VI
[10]	Philosophy	V & VI
[11]	Military Science	V & VI
[12]	Library & Information Science	I to VI Progressively
[13]	B.A. Travel and Tourism Management [Optional]	I to VI Progressively
[14]	Thoughts of Mahatma Phule & Dr. Ambedkar	V & VI effective from 2016-2017 & onwards

This is effective from the **Academic Year 2015-16 & onwards** as appended herewith.

All concerned are requested to note the contents of the circular and bring the notice to the students, teachers and staff for their information and necessary action.

University Campus,
Aurangabad-431 004.
REF.NO.ACAD/SU/SOCIAL SCI./
2015/3310-709

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Director,
Board of College and
University Development.

Date:- 16-06-2015.

S-30th May, 2015 AC after Circulars from Circular No.1 & onwards

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Copy forwarded with compliments to:-

- 1] The Principals, affiliated concerned colleges,
Dr. Babasaheb Ambedkar Marathwada University

Copy to :-

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

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**DR. BABASAHEB AMBEDKAR
MARATHWADA UNIVERSITY,
AURANGABAD.**



Syllabus of

B.A. I, II & III YEAR

Library and Information Science

[Optional Subject]

Semester ~~V~~ VI

[Effective from 2015-16 & onwards]

Academic year 2015-16 onwards

B A First Year (1st Semester)				
Paper No.	Title	Marks	Credits	Lectures
Paper I	Library Organization	50	4	90
Paper II	Library Management	50	4	90
B.A. First year (1IInd Semester)				
Paper III	Book Classification: DDC (Theory)	50	4	90
Paper IV	Book Classification: DDC (Practical)	50	4	90
B A Second Year (1IInd Semester)				
Paper V	Book Cataloguing: AACRII (Theory)	50	4	90
Paper VI	Book Cataloguing: AACRII (Practical)	50	4	90
B A Second Year (1Vth Semester)				
Paper VII	Information Sources and Services(Theory)	50	4	90
Paper VIII	Information Sources and Services(Practical)	50	4	90
B A Third Year (Vth Semester)				
Paper IX	Knowledge organization: CC (Theory)	50	4	90
Paper X	Knowledge organization: CC (Practical)	50	4	90
Paper XI	Knowledge organization: CCC (Theory)	50	4	90
Paper XII	Knowledge organization: CCC (Practical)	50	4	90
B A Third Year (V1th Semester)				
Paper XIII	Information Technology (Theory)	50	4	90
Paper XIV	Information Technology (Practical)	50	4	90
Paper XV	Project (80+20=100)Project- for example: Survey of libraries and information centers, survey of group of users, Newspaper clippings, preparation of bibliographies, preparation of library brochure, or any studies related to topic given.	100	4+4=8	180
Total		800	64	1440

B. A. First year: First Semester**Paper I : Library Organization**

- Unit No. I** Communication Media.
Communication, definitions, barriers,
Communication Media - Documentary & Non documentary
(Printed, A& V material, E-material etc.) Trends in scientific communication.
- Unit No. II** Library as Social Institutions: Role of libraries in modern society.
Types of Libraries: Public, Academic, Special.
I) Types of Public Libraries: Their functions.
National Library: It's Role in society.
II) Academic Libraries: School Library, College Library, University Library
III) Special Libraries: Research Library, Industrial Library, Prisoner's Library,
Library for blind people, etc.
- Unit No. III** Five Law's of Library Science.
- Unit No. IV** Development of Libraries in India.
- Unit No.V** Library Association in India. Their role & functions. Library Association in Maharashtra.
- Unit No. VI** Library Co-operation: Extension & Publicity, Exhibitions, Library Week.
- Unit No. IV** Library Legislations, : Needs, Essential Features.
Maharashtra Public Library Act 1967. Salient Features, Provisions, Roles, Amendments.

Paper II : Library Management

- Unit No. I** Library Management: Concept, Definitions and Scope. Principles and Functions of Management. Different Sections of Library & Information Centers and their functions
- Unit No.II** 1) Acquisition Section: Book Selection, Ordering, Purchasing, Exchange of books, Accession, Bill passing etc.
2) Technical Section: Checking, Stamping, Labeling, Cataloguing, Classification, etc.
- Unit No. III** 1) Circulation Section: Library rules & Regulations, Registration of members
Charging and discharging system: Types, methods, reservation of books etc.

Unit No. IV 2) Maintenance Section: Shelving's of books, Open/Close Access System, Book Binding
Stock verification: Policies & Procedures. Weeding of books Conservation, Preservation.

Unit No. V 1) Periodical Section: Selection, Ordering & other routine work.

Unit No. VI 1) Reference Section: Reference books and its services.

2) Administration Section: Planning, Policies and Procedures, Organization, Principles, Organization Structure, Personnel Management, Selection & Recruitment Procedures, Directing- Leadership style, Motivation, Co-ordination, reporting, Annual Report

Finance: Budget, Budgeting Techniques and Methods, PPBS, Zero Based Budgeting.

Unit No. VII Library Committee and Its Functions.

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.

B. A. First Year: Second Semester

Paper III : Book Classification: DDC (Theory)

- Unit No. I** Concept of Universe of Knowledge: Difference between knowledge Classification and Book Classification. Book Classification: definition, Scope, need, & purpose.
- Unit No. II** General theory of classification, Special features of book classification.
- Unit No. III** Biosketch of Dr. Melvil Dewey. Detail study of Dewey Decimal Classification.
Ten Main Classes: Generalia, Philosophy, Religion, Social sciences, Languages, Pure science, Applied sciences, Fine Arts, Literature, history and geography. Use of Generalia class.
Standard sub-divisions and its use in Space, Time and Languages isolates. Form class.
- Unit No. IV** Notation: Meaning and Nature, Pure Notation and Mixed Notation.
Qualities of good notation. Call Number: Class Number, Book Number, Collection Number. Index and its type.
- Unit No. V** Standard Schemes of classifications. Universal decimal classification, Bibliographic classification, New trends in classification: Classification Research Group (CRG). Development in general scheme of classification: DDC online project
- Unit No. VI** Normative Principles of Classification, General study of Canons of Classification

B. A. First Year Second Semester**Paper IV Book Classification: DDC (Practical)**

Classification of documents representing simple subjects.

Classification of documents having common isolate.

Classification of documents representing compound subjects.

Classification of documents representing complex subjects.

References:

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 Hall, 1960
8. Ranganathan S. R.-Prolegomena 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. London, Andre4 Deutsch, 1975
11. Parkhi, R. S.-Decimal classification and colon classification to perspective, Bombay, Asia, 1967
12. Sayers, W. C.B.-Introduction to library classification, ed.9, London, Grattan, 1952
13. Ranganathan S. R.-Descriptive account of the colon classification, Bombay, Asia Pub., 1967
14. Berwic Sayers W. C. -Introduction to library classification, London, Andre Deutsch, 1950
15. Buchanan, Brain-Theory of Library classification, London, Clive Bingley, 1970
16. Foskett A. C.-The subject approach to information, 4th ed., London, Clive Bingley, 1982

B. A. Second Year (Third Semester)

Paper V Book Cataloguing: AACR II (Theory)

- Unit No. I** Catalogue: Definition, Need and Purpose
 Functions of Library Catalogue
 Qualities of a Good Catalogue
- Unit No. II** Reading a book technically.
 Normative Principles of cataloguing.
 Canons of cataloguing
- Unit No. III** Physical (Outer) forms of catalogue

 Register form, Sheaf form, Card form, including OPAC, etc.
- Unit No. IV** Types (Inner Form) of Catalogue
 Author Catalogue, Name Catalogue, Title Catalogue,
 Dictionary Catalogue.
- Unit No. V** Document Description: (According to AACR II)
 Heading, Body of the main entry, Physical description,
 Series Area, Note Area. Standard number and Terms of Availability,
 Tracing, Call Number.
- Unit No. VI** History and development of Catalogue codes.
 British Museum Cataloguing Rules, Jewett's Code, AA code,
 Vatican Code, Dictionary catalogue,
 ALA Rules, AACR (1967), ISBDs and AACR II.
- Unit No. VII** Types and functions of entries According to AACR II ,
 Main entry, Added entries, Arrangement of entry cards.

Paper VI: Book Cataloguing: AACR II (Practical)

- Cataloguing of documents representing simple subjects.
 Cataloguing of documents having common isolate.
 Cataloguing of documents representing compound subjects.
 Cataloguing n of documents representing complex subjects.

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.
- Jully 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. Lukhnow: 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.
- 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 No. VII Information sources and Services (Theory)**

- Unit No. I** Information Sources: Definition, Need, Importance of Information Qualities and Role of good Reference Librarian/ Information officer.
- Unit No. II** Types Information Sources: Primary Information Sources, Second Information Sources and Tertiary Information Sources.
- Unit. No. III** Reference Service: Concept, Definition Need, and its Purpose.
- Unit No. IV** Information Services and Products.
Information Services Concepts, Definition, Need.
Alerting Services: Current Awareness Service, Selective Disseminative of Information.
- Unit No. V** Indexing and Abstracting Services.
- Unit no. VI** Reprography and Translation Service.

B. A. Second Year (Fourth Semester)**Paper No. VIII Information sources and Services (Practical)**

- Study and Evaluation of information sources.
- Compilation of Bibliography
- To find the information from various reference books like
Dictionaries, Encyclopedias, Bibliographies, Directories, Biographies, etc.
- Preparation data on current events., Current Awareness Services,
- Preparation of Selective Disseminative of Information,
- Translate one information from other language, Importance of reprographic service.

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.
- Collison 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.

B. A. Third Year (Fifth Semester)

Paper No. IX Knowledge Organization: CC (Theory)

- Unit No. I** Knowledge Organization: Concept, Need, Scope Purpose and Definition. Knowledge organization v/s library classification, General Theory of knowledge organization.
- Unit No. II** Various schemes of book classification: Colon-Classification Scheme,
Biosketch of Dr. S.S.Ranganathan

Unit No.III Features of Colon classification

- i) Use of Generalia class in C.C.,
- ii) Form division or Standard subdivision
- iii) Form class & its usefulness,
- iv) Notation: meaning, Types, merits –demerits.

Qualities of good notation

- v) Index: types.

Unit No.IV Outline of schemes of library classification.

- a) Enumerative classification schemes
- b) Faceted classification scheme

Unit No.VI Fundamental categories

P= Personality, M= Matter, E= Energy, S= Space, and T= Time

Importance of five fundamental categories in colon classification.

Unit No. VII Expansive classification scheme.

Subject classification Scheme. Library of congress classification

Unit No. VIII Trends in library classification

Classification approach, Ranganathan's approach, FID's Role

CRG and Alphabetical approach

Paper No. X Knowledge Organization: CC (Practical)

Classification of documents representing simple subjects.

Classification of documents having common isolate.

Classification of documents representing compound subjects.

Classification of documents representing complex subjects.

References:

1. Needham, C. D.- Organizing knowledge in libraries: An introduction to classification
2. and catalogue. Ed.2, London, Andre Deutsch, 1971

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

B. A. Third Year (Fifth Semester)

Paper XI Knowledge Processing: CCC (Theory)

- Unit No. I** General Theory of knowledge processing, Definition, Need, Purpose, Functions
Role and Importance of Classified Catalogue Code
- Unit No. II** Outer forms of Catalogue: Register form or printed book form of catalogue,
Sheaf form, Card form, including OPAC, etc.
- Unit No. III** Document description
- 1) Classified Catalogue: Main entry,
 - a) Leading Section, (Call number)
 - b) Heading,

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 amendents) 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.

B. A. Third Year (Sixth Semester)

Paper XIII Information Technology (Theory)

- Unit I** 1) Information Technology: Definition, Need, Scope and Objectives
 2) Characteristics and functions of Information Technology: Generation of Computers,
 3) Historical development
- Unit No. II** Computer Hardware: Input, Output, and Storage devices.
- Unit No. III** Computer Software: Algorithm, Flowcharting, Operating Systems, Single and Multi User systems.
- Unit No. IV** Software Application: Word Processors, Spread sheets, MS Power point etc.

References:

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 Merrill 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. Zorkoczy 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.

Paper XIV – Information Technology (Practical)

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|--------|---|--------------------------|
| Unit 1 | : | Word Processing |
| Unit 2 | : | Spreadsheet |
| Unit 3 | : | Power Point Presentation |

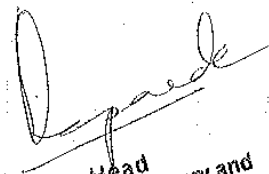
Paper XIV Project

(80+20 = 100Marks)

80 marks for Project Work and 20 marks for Presentation

Project -for example:

Survey of libraries and information centers, survey of group of users
Newspaper clippings, preparation of bibliographies, preparation of library brochure, or
any studies related to topic given.



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