संत गाडगे बाबा अमरावती विद्यापीठ

SANT GADGE BABA AMRAVATI UNIVERSITY

समाजविज्ञान विद्याशाखा

(FACULTY OF SOCIAL SCIENCES)

अभ्यासक्रमिका

ग्रंथालय व माहिती शास्त्र स्नातक, - २०१०

PROSPECTUS

Of

The Degree of Bachelor of Library And

Information Science - 2010

2009

(Price Rs. 13/-)

% ORDINANCE NO. 95

Examination leading to the Degree of ग्रंथालय व माहिती शास्त्र स्नातक (Bachelor of Library and information Science).

1. Examination leading to the Degree of ग्रंथालय व माहिती शास्त्र स्नातक (Bachelor of Library and Information Science) shall be held annually at such places and on such dates as may be appointed by the Board of Examinations.

2. Subject to his/her compliance with the provisions of this Ordinance and of any other Ordinances in forces from time to time an applicant for admission to this examination shall -

   (i) have been admitted to the स्नातक (Bachelor's) Degree of the University or any other Degree recognised as equivalent thereto.

   (ii) have since passing the examination to the स्नातक (Bachelor's) Degree, prosecuted a regular course of study, for the examination for not less than one academic year in the University Department of Library & Information Science or any other recognised Institution.

3. Without prejudice to the other provisions of Ordinance No.6 relating to examinations in General, the provisions of paragraphs 5, 8, 10, 27 & 32 of the said Ordinance shall apply to every Collegiate Candidate.

4. The fees for the examination shall be Rs.100/- and Rs. 20/ for each of the three Practicals.

5. The examination shall consist of two Parts namely Part-I & Part-II as under :-

PART-I (Theory)

The Theory part shall consist of six papers, each paper being of three hours duration, as under

Paper-I	Foundation of librarianship
Paper-II	Library Management
Paper-III	Information Services and sources
Paper-IV	Library Classification

% Ammended vide Ordinance No. 4 of 1990, 14 of 1992, & 22 of 1994 / 15/ 2003

Paper-V	Library Cataloguing & Subject Indexing
Paper-VI	Computer Applications in Library

PART-II (Practice)

The Practice part shall consist of three practicals being of three hours duration and Term-work, Viva-Voce as under-

I Practical test in Classification

II Practical test in Cataloguing

III Practical test in Computer-Applications in Library.

IV a) Term work consisting of-

   i) Class work in classification

   ii) Class work in Cataloguing

   iii) Class work in Computer Applications in Library

   iv) Class work in information Services and cources.

   v) Tour Report

   b) Viva-Voce to test the acquaintance of the examinees with the standard reference and bibliographical materials modern trends and development in Librarianship. Each candidate will be exempted for 10 minutes.

Note :- Class work will be taken into account while assesing the performance of candidate under I & II above.

6. The marks which each part and paper shall carry and the marks which an examinee must obtain in order to pass the examinations, shall be as indicated in appendix-A.

   The marks which is part and paper shall carry and the marks which an examinee admitted in the Academic session 2003-04 must obtain in order to pass the examination, shall be as indicated in the appendix appended with the regulation related to this examination.

7. The scope of the subject shall be as indicated in syllabi.

8. Successful examinees obtaining 60% or more marks at the examination shall be placed in the First Division, those obtaining less than 60% but not less than 50% shall be placed in the Second Division, and all other successful examinees in the Third Division.

9. Provision of Ordinance No. 18 of 2001 in respect of an Ordinance to provide grace marks for passing in a Head of passing and Improvement of Devision (Higher Class) and getting Distinction

in the subject and condonation of deficiency of marks in a subject in all the faculties prescribed by the Statute No. 18 Ordinance 2001 shall apply to the examination under this Ordinance.

10. An Examinee who either does not pass or fail to present himself at the examination shall be eligible to appear at any subsequent examination without prosecuting a regular course of study on production of a certificate from the Head of the Institution to the effect that he has compleated a fresh the prescribed class work for Part-II of the examination in the academic year in which he intends to take the examination.

11. (i) An examinee failing in the examination but obtaining not less than 40% of the marks in a subject at the Part-I examination may at his option, be exempted from appearing at a subsequent examination in that subject.

(ii) An examinee failing in the examination but obtaining not less than 50% marks in each practical of thr Part-II examination may at his option, be exempted from appearing at the subsequent examination in that practical.

(iii) An Examinee passing the examination by availing of the exemption shall not be entitled for a Division on the basis of the marks obtained by him in the aggregate of the examination, but shall not be entitled for a place in the Merit List, nor for any award;

12. As soon as possible after the examination, but not later than the 30th June next following. the Board of Examination shall publish a list of successful examinees. The names of the examinees passing the examination in the minimum prescribed period and obtaining the first three places in the First or Second Division, shall be arranged in Order of Merit as provided in the Examinations in General Ordinance No.6

13. Notwithstanding anything to the contrary in this Ordinance, no person shall be admitted to this examination, if he has already passed this examination or an equivalent examination of any other Statutory University.

14. Successful examinees shall on payment of the prescribed fees receive a Degree, in the prescribed form, signed by the Vice-Chancellor.

*****

Regulation No.38 of 2003

Examination leading to the degree of ग्रंथालय व माहिती शास्त्र स्नातक (Bachelor of Library and Information Science) regulation 2003

Whereas it is expedient to make Regulation in respect of Examination leading to the Degree of ग्रंथालय व माहिती शास्त्र स्नातक (Bachelor of Library and Information Science) regulation 2003,for the purposes hereinafter appearing, the Management Council is hereby pleased to approve the following Regulation.

1. This regulation may be called "Examination Leading to the Degree of ग्रंथालय व माहिती शास्त्र स्नातक (Bachelor of Library and Information Science) Regulation 2003.

2. This regulation shall come into force from the date of its approval by the Management Council.

3. Schemes of examination for the Examination leading to the degree of ग्रंथालय व माहिती शास्त्र स्नातक (Bachelor of Library and Information Science) shall be as shown in Appendix -A appended with this regulation.

*****

APPENDIX–A
Examination Leading to the Degree of ग्रंथालय व माहितीशास्त्र स्नातक (Bachelor of Library and Information Science)

Paper No.	Subject	Maximum Marks	Minimum pass Marks in each paper	Minimum pass Marks in the aggregate
Part-I : (Theory)				
1	Foundations of Library & Information Science.	100	35	
				240
2.	Library Management	100	35	
3.	Knowledge Organisation	100	35	
4.	Information Processing and Control	100	35	
5.	Information Sources and Services	100	35	
6.	Information Technology : Basics	100	35	
	Total :	600		240
Part-II : Practice				
1.	Practical test in Knowledge Organisation	100	40	
2.	Practical test in Information Processing and Control.	100	40	
3.	Practical test in Information Technology and viva-voce.	100	40	
4.	Viva-Voce in Information Sources and Services.	25	10	
	(List of Reference Books for evaluation and study is as per appendix 'B')			
5.	A) Term work consisting of —			
	i) Class work in Classification	15		
	ii) Class work in Cataloguing	15		
	iii) Class work in Information technology	15		
	iv) Class work in information service and sources.	15		
	v) Bibliography	15		
	Total :	400		200
Total of part I & part II		1000		440

Note : Every candidate for the examination shall be required to undergo a course of practical library work for a period of not less than thirty days during or after the completions of the course in any of the libraries of the institutions recognised by the University, and degree shall be awarded only on submission of certificate of satisfactory completion of the practical library work from the Librarian of the concerned institution.

Norms prescribed for completion of internship of BLISc.

For internship the college library should have :

a. A qualified librarian approved by the University.

b. The standing of the college library should be of minimum 10 years.

c. The library should have minimum collection of 25,000 Books.

✷✷✷✷✷✷✷

Syllabus
prescribed for Bachelor of Library &
Information Science

Paper-I : Foundations of Library and Information Science

Unit-1 Library as a Social Institution

- Social and historical developments of Libraries in India.

- Different types of Libraries-their distinguishing features and functions.

- Role of Library in formal and informal education.

- National level promoters - RRRLF

- International level promoters - UNESCO

Unit-2 Normative Principles of Library and Information Science

- Five Laws of Library Science

- Implications of Five Laws in Library and Information Activities

- Resource Sharing and Library Networking

Unit-3 Laws relating to Libraries and Information

- Library legislation-need and essential features

- Library legislation in India

- Maharashtra Public Library Act .

- Press and Registration Act and Delivery of Books (Public Libraries) Act

- Copyright Act

Unit-4 Library and Information Profession

- Attribution of Profession

- Librarianship as a Profession

- Professional associations and their role

- National and International Library Associations

- Professional Education and Research.

Unit-5 Public Relations and Extension Activities

- Definition

- Facets and programmes

- Publicity and Extension, Outreach Activities.

- Library Path Finders (Guides)

- Consultancy including promotional Web Tools.

Recommended Books:-

- Deshpande, K. S.: University library system in India.; New Delhi : Sterling, 1985.

- Khan, M. A.: Library science education in India.

- Kumar, K. and Anand, J. K. Ed.: College libraries and in India.

- Nair, R. R. Rajasekharan, K. Ed. Academic library effectiveness.

- Singh, S.: University libraries : A current appraisal.

- Sood, S. P. and Sharma, C. L. Eds.: Outstanding studies in university librarianship.; Jaipur : RBSA publishing, 1991.

- Srivastava, A. P. Ed.: Academic library system unit 1 to 5 : Academic library, collection development, staffing and staff development for academic library, resource sharing and programmer

- Usha Devi,S. P.: University and collage libraries.

- Khanna, J. K.: Library and Society 2nd revised ed.; New Delhi: Ess Ess Publication, 1994.

- Ranganathan, S. R.: The Five Laws of library science; 2nd ed.; New Delhi: UBS publication Distributions Ltd. 1988.

- Shera, J. H. : Sociological foundation of librarianship; Bombay: Asia publishing house,1970.

- Sharma, S. K. Public libraries in India; New Delhi Ess Ess publications, 1985.

- Raut: Library legislation in in India; New Delhi: Reliance publication house, 1991

- Shrivastava, S. N. and Verma, S. C.: University libraries in India: their organization and administration; New Delhi: Sterling publishing house, 1980.

- Buch, Aliel: Basics of information work; London: Clive Bingley, 1984.

- Harrison, Colin & Bannham, Rosemary: Basics of librarianship; London: Clive Blingley, 1987.

- Venkutappaih, V: Indian library legislation, Vol 1 & 2 ; Delhi: Laya publication; 1990

- Gupta, P. K. & Pawan, Usha: Library and information science: current trends in India; Jaipur: R. B. S. A. Publishers,1986.

- Kumar, P.S.G. : Foundations of Library and Information Science, Delhi : B.R.Publishing Corporation, 2003.

Paper II- LIBRARY MANAGEMENT

Unit I   General principles of management and their applications to library management.

Library Organisations, structure ,

Library committee.

Physical planning-standards. Building, equipment, furniture.

Section of modern library.

Unit-II   Collection development

Types of documents, Selection of documents

(Book selection- purpose, need, principles, theories, policy, programme, books etc)

Different types of selection tools and their importance.

Acquisition procedure. Preparation of documents for use Acquisition of Journals/Periodicals.

Unit-III   Circulation work.

Maintenance, Shelving and stock verification.

Weeding of books .

Elements of binding and preservation.

Unit-IV   Library Personnel :

Job analysis in service training , staff manual.

Library rules and regulations .

Library standards : With special reference to India.

Unit-V   Library Finance,

Budgeting and accounting ,

Library statistics and annual report.

RECOMMENDED BOOKS :

1.   CHAPMAN (E.A.) Etc Library systems analysis guidelines New York: Wiley, 1970.

2.   Lock (B.N.) Ed. Brown's Manual of Library economy London-Andrew Deutsch, 1963.

3.   MITTAL (R.L.) Library administration Ed. 2 New Delhi Metropolitan, 1960.

4.   MEUSCHEL (R.P.) Management systems Ed. 2 New York Mc-Graw Hill 1960.

5.   RANGANATHAN (S.R.) and GOPINATH (M.A.)Library books selection . Ed.2Bombay,Asia,1966.

6.   RANGANATHAN (S.R.) Library administration. Ed.2 Bombay-Asia, 1959.

7.   SENGUPTA (B) BOOK SELECTION. Calcutta; World Press 1983.

८ .   कुळकर्णी व.वि., ग्रंथालय प्रशासा, सुविचार प्रकाशा पुणे व नागपुर ग्रं.वि.म.करीता नागपुर, १९७४.

९ .   ग्रंथ वड - लेखक त्र्य.ह.लागु (म.वि.ग्रं.मि.मं.)

10.   KAULA (P.N.) Library Buildings, Planning and Design , Delhi Vikas, 1971.

11.   TAUDER (M.P.) Technical Services in Libraries.N.Y. Columbia University Press 1963.

12.   WHEELER (J.L.) and GOLDHOR (H) Practical administration of Public Libraries, N.Y. Harper & Row 1962.

13.   VISWANATHAN (C.G.) Public Libraries Operations and Procedure, Bombay, Asia Publishing House, 1967.

14.   LYNDENBERG (H.M.) and ARCHER (J.) Care and Repair of Books , 4th Ed. N.Y.I.R. Boowker, 1960.

15.   PLUMBE (W.J.)Preservation of Books, in tropical and subtropical countries, Kula Lumpur, O.U.P. 1964.

16.   SINGH (RAJWANT) University Library Building in India, New Delhi, Academic Publications 1984.

17.   Mittal, R.L. : Library Administration. New Delhi : Metropolitan publishing co. 2001.

Paper III   Knowledge Organisation

Unit-1 Methods of Knowledge Organisation.

·   General theory of Library classification.

·   Normative principles of classification and their applications

· Species of library classification

· Design and development of schemes of library classification.

Unit- II Universe of knowledge

· Structures and attributes

· Modes of formation of subject

· Different types of subjects.

· Universe of subjects as Mapped in different schemes of classification

Unit-III Notatinal development

· Notation-Need,types & functions.

· Hospility in array and chain : different devices.

· Mnemonics.

· Call number and structure.

Unit-IV Philosophy and characteristics of Classification

· Canons of Classification.

· Facet analysis. Facet Sequence.

· Common isolates.

· Index.

· Auxiliary tables.

Unit- V Schemes of library classification

· Structure of Standard schemes of classification and their features: CC, DDC, UDC.

· Trends in library classification.

Recommended Books

- Bajpai, S. K.: Preservation and Management of library classification.

- Krishan Kumar: Theory of classification, 4th ed.; New Delhi: Vikas Publishing House, 1991.

- Mahapatra, P. K.: Collection management in libraries.

- Sayers, W. C. B.: A manual of classification for libraries, 5th ed.; London: A Deutsch, 1975.

- Sengupta, B. and Ohdedar, A. K.: Library Classification; Clacutta : World press, 1977.

- Shera, J. H.: Documentation and the organisation of knowledge.; London : Crosby lockwood and Son, 1966.

- Kumar, P.S.G. : Knowledge Organisation, Information Processing and Retrieval

  Theory ; Delhi : B.R.Publication, 2003.

- Satija, M.P. and Comaromi, J.P. : Introduction to the Practice of Dewey Decimal Classification. New Delhi : Sterling publishers, 1987.

- Kapur, S. : Classification and Cataloguing. New Delhi : Harman publishing house, 1988.

- Comaromi, J.P. : Dewey Decimal Classification : History and current status. New Delhi : Sterling publishers,

- Kumar, P.S.G. : Practical guide to DDC 20. Ed.20. Nagpur : Duttson, 1990.

- Hunter, E.J. : Classification made simple. Aldershot : Grower Publishers, 1988.

Paper-IV   Information Processing And Control

Unit-I Library catalogue-Nature and functions.

· Library catalogue-Need, purpose and functions.

· Physical forms of the catalogue.

· Inner forms of the catalogue .

· Normative principles-cannons of cataloguing.

· Database of non-book material.

Unit-II Choice and Rendering of Heading.

· Main Entry.

· Added entries.

· Personal names : pseudonyms, Indic names.

· Corporate bodies.

· Uniform titles.

Unit-III Catalogue codes.

· Brief study of selected cataloguing codes-AACRII and CCC.

Unit-IV Catalogue-Utility and economy.

· Co-operative and centralized cataloguing.

· Union catalogue.

· Filing of entries.

Unit V Subject Headings, Standardization and indexing.

- Subject headings : Library of congress : Subject Heading & List.

· International standard Bibliographic Description : ISBD(M) ISSN(S) and ISBD(NBM)

· MARC

· Subject catalogue.

· Chain indexing.

· KWIC

Recommended Books :

- Agarwal, V.: Library acquisition and cataloging description.

- Krishan Gopal: Library online cataloguing in Digital way.

- Krishan Kumar: An Introduction AACR2, 3rd ed.; New Delhi: Vikas publicashing House, 1991.

- Library of Congress : Library of Congress : Subject Headings; Ed.25. Vol. I-V, Washington : Library of Congress, 2002.

- Krishna Kumar : Theory of Cataloguing. New Delhi : Vikas publishing house,1987

- Miller, J. ed.: Sears list of subject headings, 15th ed.; New York : H. W. Wilson Company, 1994.

- Parameshwaran, M.: AACR (II) and CCC(5) A comparative study.; New Delhi : Ess Ess Publication, 1989.

- Parekh, R. L.: Advanced Indexing and Abstracting Practices.

- Sengupta, B. and Others: Documentation and information retrieval.; Calcutta : World press, 1977.

- Sengupta, B.: Cataloguing: its theory and practice.; Calcutta : World press, 1970.

- Kumar, P.S.G. and Muhammad Riaz : Cataloguing Theory and Practice; New Delhi : S.Chand & Company Ltd., 1999.

Paper V – Information Sources and Services

Unit-1 Reference and Information Sources

Documentary Sources of information; Print and non-print ,Electronics :- Nature, characteristics, utility and evaluation of different types of information sources.

Non Documentary Information Sources :

Human and Institutional; Nature, types, characteristics and utility.

Categories of information sources : Primary, Secondary and Tertiary .

Internet as a Source of Information.

Unit-2 Reference Service

Concept, Definition and Trends

Reference Interview and Search Techniques

Unit-3 Information Users and their Information Needs

Categories of Information Users

Information Needs : Definition and Models

Information Seeking Behaviour

User Studies : Methods, Techniques and Evaluation

User education

Unit-4 Information Services and Products

Information Services : Concepts, Definition, Need and Trends.

Information Allert Services (CAS & SDI) Need, Techniques and Evaluation .

Bibliographic, Referral, Document Delivery and Translation Services.

Unit-5 Reference Work, Dissemination of Information

Characteristics of reference books and evaluation

Bibliographies : Concepts, Types and uses

Organisation of reference department

Methods of dissemination of information.

Recommended Books

- Gupta, O. P.: Library and information services in university and college libraries in India.; New Delhi : Reliance publishing house, 1993.

- Chemey, F. N. and Williams, W. J.: Fundamental Reference Sources ed. 2.; Chicago : ALA, 1980.

- Walford, A. J.: Guide to reference books ed. 4, 3v.; London : Library Association, 1980.

- Katz, W. A.: Introduction to reference work vol 1 & 2 . McGraw Hill, 1987.

- Sharma, J. S. and Grover, D. R.: Reference services and sources of Information.; New Delhi : Ess, 1987.

- Sheely, E. P.: Guide to reference Books 9th ed.; Chicago: ALA, 1976.

- Coblans, H.: Librarianship and Documentation: An International perspective.; Andrew : Dutech, 1974.

- Guha, B.: Documentation and information services : Techniques and systems Rev. Ed. 2.; Calcutta : World Press, 1983.

- Mukherjoo, A. K.: Reference work and its tools ed. 3.; Calcutta : World press, 1975.

- Girijakumar and Krishna Kumar: Philosophy of user education.; New Delhi : Vikas, New York.

- Ranganthan, S. R.: Reference services 2nd ed.; Bombay : Asia, 1961.

- Mukherji, A. K.: Reference services 2nd ed.; Bombay : Asia, 1961.

- Young, J. F.: Information Theory Butter Worths, 1971.

- Vickery, B. C.: Technique of Information Retrieval.; London : Butterworth, 1970

- Kent Allen: Information Analysis and Retrieval.; New York : Becker and Hayes, 1971.

- Bose, H.: Information science, principle and practice.; New Delhi : Sterling, 1976.

- Guha, B.: Information services.; Calcutta : World press, 1983.

- Fjallbrant, N. and Stevenson, M.: User Education in libraries.; London : Clive, Bingely, 1978.

- Sehegal, R. L.: User education in computer based libraries.; New Delhi : ESS, 1998.

- Krishna Kumar : Reference Service . New Delhi : Vikas Publishing house, 1987.

Paper- VI Information Technology : Basics

Unit-1   Information Technology

Definition, Need, Scope and Objectives

Historical development of computers

Generations of computer, Classification of Copmputers

Unit-2   Computer Architecture & Organisation

Input and Output Devices

Operating Systems : Single & Multi-User, Systems Basic features of MS-DOS, MSWindows, Linux, UNIX, WINDOWS-NT etc.

Programming Languages; Concepts and Tools

Algorithm & Flowcharting

Unit-3   File organization & Data processing

Database Concepts, Elements of database

DBMS : Types-RDBMS,IDBMS (Integrated Database Management System)

File organization: Types of file-Sequential file, Direct Access file, Random file.

Sorting, Merging

Unit-4   Library Automation.

Selection of Library Software

Special features of library softwares viz. CDS/ISIS, LIBSYS, SOUL,

Planning and implementation

Library Automation : House keeping operations – Acquisition, Cataloguing, Circulation, Serials Control, OPAC.

Unit-5   Office Automation

Concept & Need of Office Automation,

Word Processors: MS Word

Spreadsheets: MS Excel

DBMS Packages: FoxPro

Recommended Books

- Anand, K.: Networking concept and network: A primer.; Bombay : Himalaya Publication House, 1994.

- Subvamanyam, A. and Menon, K. S.: Systems Analysis and Data processing; Allahabad: A. H. Wheeler and co, 1984.

- Ojha, D. C. Ed. : Computer Application in library and Information Science.; Jodhpur Scientific publication, 1995

- Kashyap, M. M.: Database System: Design and Development.; New Delhi : Sterling publication, 1993.

- Amba, Sanjeenvi and Raghvan, K. S.: CDS/ISIS: A primer.;New Delhi : Ess Ess Publication, 1999.

- Hunt Rojer and Shelling, John.: Computer and Commonsense.; New Delhi : Prentice Hall, 1994.

- Ram, B.: Fundamentals of microprocessors and microcomputers.; Delhi : Dhanpal Rai and sons, 1993.

- Ravichandro Rao I. K.: Library automation.; New Delhi : New Age International, 1990.

- Sharma Pandey, S. K.: Fundamental of Library automation.; New Delhi : Ess Ess Publication, 1995.

- Chaudhury, G. G.: Text Retrieval System in Information Mangement.; New Delhi : New Age International, 1996.

- Base, B. C. ed.: Local Area Network: Its significance and Information system.; Bafra book service, 1991.

- Brown, K. R.: Challenge of Information Technology, 1983.

- Hills, P.: Future of the printed world the impact and implications of the New communication technology, 1980.

- Katzan, H.: Advanced programming and operating systems.; Van Nortrand reinhold company London, 1970.

- Lane, E. S.: Microcomputers management and maintenance for libraries mecker-westport London, 1970.

- Spencer, D. D.: An Introduction to Computer Charles E Merrill publishing Co. Columbus, 1984.

- Lancaster, F. W.: Towards paperless information system academic press Inc. New Delhi, 1978.

- Vickery, B. C.: Information's Systems 1973.

- Wilson, T. P.: Computers and Application software : An Introduction B. S. College publishing, 1985.

- Zorkoezy Peter: Information Technology : An Introduction pitman, 1984.

- Taxali, R. A.: FoxPro made simple BPB publications: New Delhi 1996.

- Shrivastav Chetan: Fundamantals of Information Technology.; New Delhi : Kalyani publishers, 2000.

- Mano Morris: Computer system Architecture 3rd.; New Delhi : Prentice hall of India, 2000.

- Hays John P.: Computer architecture and Organization 3rd ed.; Boston : Mc Grow hill, 1998.

- Hwang Kai: Computer architecture and parallel processing.; New York : McGraw hill, 1985.

- Chandhuvi, P. Pal: Computer organization and Design 2nd ed.; New Delhi : Prentice hall of India, 1999.

- Kain Richard: Computers Architecture Hardware and software Vol. 1 and 2.; New Delhi : Jersey prentice hall, 1989.

- Stallings William: Operating systems 2nd ed.; New Delhi : Prentice hall of India, 2001.

- Horowiz Ellis and Sahni SaRTAJ: fundamentals of computer algorithm , New Delhi : Galgotia, 1996.

- Tackett Jack: Using Linux Individual corproation, 1995.

- Thames Rebecca and Yates Jean: A user Guide to UNIX system California McGraw hill.

- Chopra, H. S.: Library & Information technology in modern India, New Delhi : Common wealth, 1999.

- Moodgal, H. M. K. and Kokila Krishnan Gopal: CD-ROM Technology Librarians Information guide Delhi Authors Press, 2000.

- Horowirz Eills: Fundamentals of programming languages.; New Delhi : Galgotia, 1988.

- Devranjan, G.: Information Technology in Libraries.

- Kochar, R. S.: Modran library and Information Facilities.

- Krishan Gopal: Digital libraries in Electronic Information Era.

- Malavya, V. C.: Electronic libraries.

- Malavya, V. C.: Library Automation.

- Panigrahi, R. M.: Library information technology.

- Ramlingam Ed.: Library and Information Technology concepcts to applications.

- Satyanarayana, R.: Information technology & its facets.

- Spencer, D. D.: An Introducation to computer charles, E. Merrill puvlication co. columbus, 1994.

- Grosch, A.: Libraries and information technology networks.; New York : Marcel dekker, 1995.

- Jagdeesh, S. and Modhol, M. V.: Library automation library automation using FOXPRO 2.0.

- Rajaraman Fundamentals of computers.; New Delhi : Prentice-Hill of India Pvt. Ltd. 1988.

- Sharma, S. K.: Library computerisation theory and practice.

- Vasantha, N. and Mudhol, M. V.: Software package for library automation.

PART-II : PRACTICE

1. Documents Cataloguing Practice

   Cataloguing of minimum ten documents of following each type

   using AACR-II

   * Cataloguing of simple personal author and pseudonyms
   * Cataloguing of multiple authors, Corporate authors.
   * Cataloguing of Multivolumes publications
   * Cataloguing of periodicals
   * Cataloguing of non book materials.

2. Documents Classification Practice

   Classification of minimum 150 documents using latest edition of

   DDC

   * Classification of documents representing simple subject
   * Classification of documents having common isolates
   * Classification of documents representing compound subject
   * Classification of documents representing complex subject

3. Information Technology Practice

Unit-1 Use of Operating Systems

Unit-2 Word Processors, Ms-Word.

Unit-3 Database Creation, Search and Retrieval using CDS/ISIS Software.

4. Information Sources & Services Practice.

   * Study of Information sources : Viva-Voce based on Information sources for study and evaluation as per Appendix-B. Viva –Vice to test the acquaintance of the examinees with the standard reference and bibliographical materials on modern trends and development in librarianship. Each candidate will be examined for 10 minutes**.**

ANNEXURE B

List of standard reference books in English to be evaluated/studied for B.Lib. & Information Science for class work and viva-voca in Information Services and Sources.

(A) FOR EVALUATION

I. ENCYCLOPAEDIAS

1. Encyclopaedia Britannica : Ed. Philips W.Goetz, Encyclopaedia Britannica Inc.. Chicago.

2. Encyclopaedia Americana : Grolier Incorporated, U.S.A.

3. International Encyclopaedia of Social Science : Ed. David L. Sills. The Macmillan Publishing Co., New York.

4. The Encyclopaedia of Religion and Ethics : Ed. Mircea Eliade, Macmillan Publishing Co. New York.

5. International Encyclopaedia of Science & Technology : Ed. Syhil P.Parkar, McGraw-Hill Book Co., New York.

6. Encyclopaedia of Library & Information Science : Ed. Alen Kent, Marcel Dekker, New York.

7. International Encyclopaedia of Information Technology & Library Science : P.P.Rawat, Castie Books Ltd.. Delhi.

II. DICTIONARIES

1. Webster's New English Dictionary of English Language, Ed. 3 : The Delair Publishing Co. Inc.. USA-

2. Collins : English Dictionary & Thesaurus : Harper Collins Publishing Great Britain.

3. Oxford Dictionary of Quotations : Oxford University Press, America.

III. YEAR BOOKS AND ALMANCES

1. Statesman's Year Book : Ed. John Paxton. The Macmillan Press Ltd.. London.

2. India : A reference annual : Ed. Hitendra Kumar Gupta, Information and Broadcasting Govt. of India.

3. Manorama Year Book : Ed. K.M.Mathew, Malavala Manorama Press, Kottovam.

IV. DIRECTORIES

1. The World of Learning : Europa Publication Ltd.. London.

2. University Handbook : India : AIU House, New Delhi.

3. Asia Business Directory : G.S.A. Saldanha, Kothari Sons, Madras

4. Indian Library Directory : Ed, Jogindar Singh ILA Delhi.

V. BIOGRAPHICAL DICTIONARIES

1. The International Who's Who : Europa Publication Ltd.. London.

2. India Who's Who : Ed. Inderjit INFA Publications, New Delhi.

3. Who's Who of Indian Writers : Delhi Sahitya Akadami

4. Dictionary of National Biography : Ed., S.P. Sen. Calcutta.

VI. GAZETTEERS

1. Chambers world Gazetteer : Ed. David Kunro, W.R. Chambers Ltd. Great Britain.

2. The Gazetteer of India : Indian Union : Ed. Dr.P.N. Choora. Information and Broadcasting, Govt. of India.

VII ATLASES

1. Hammond Ambassador's World Atlas : Hammond Inc.. USA.

2. Times Atlas of the world : Times Books, London.

VIII. SERIALS

1. Ullrich's International Periodicals, Dictionary : Ed.Zeigh Carel Yuster, R.R.Bowker Co.. U.S.A.

2. Index India : Ed. C.D.Sharma, Rajasthan University Library, Jaipur.

IX. BIBLIOGRAPHICS

1. Indian National Bibliography : Central Reference Library, Calcutta.

2. Indian Books in Print : Ed. Sher Singh, Indian Bibligraphic Bureau, Delhi.

3. Books in Print : R.R.Bowker, A Read Reference Publishing Co., New Jersey.

4. British Books in Print : J.Witaker and Sons, London.

5. Guide to Reference Material : A.J.Walford, The Library Association, London.

(B) FOR STUDY

I. ENCYCLOPAEDIAS

1. Van Nostrand's Scientific Encyclopaedia.

2. Encyclopaedia of Librarianship.

II. DICTIONARIES

1. Oxford English Dictionary.

III. THESAURUS

1. Rogets Thesaurus

IV. YEAR BOOK AND ALMANCES

1. Annual Register of World Events.

2. Europa Year Book.

3. World Almanac and Book of Facts.

4. Information Please Almanac.

5. Whitakar and Almanac.

V. DIRECTORIES.

1. Directory of Scientific Research Institutions in India : INSDOC, New Delhi.

VI. SERIALS

1. World list of Scientific Periodicals Directory.

2. Regional Union Catalogue of Scientific Serials (INSDOC)

VII. BIBLIOGRAPHIES.

1. Reference catalogue of India Books in Print.

Reference Books

९) ज्ञानकोष

१. मराठी विश्वकोश : तर्कतिर्थ लक्ष्मणशास्त्री जोशी, महाराष्ट्र राज्य साहित्य आणि संस्कृती मंडळ, मुंबई.

२. हिन्दी विश्वकोश नागरी प्रचारीणी सभा, वाराणसी.

३. भारतीय संस्कृती कोश : संपादक - लक्ष्मणशास्त्री जोशी, पुणे, भारतीय ज्ञानकोश मंडळ.

४. सुलभ विश्वकोश संपादक - व.रा.दाते, वि.ग.कर्वे व य.गो.जोशी, वरदा प्रकाशन, पुणे.

२) **शब्दकोश**

१. माल्सवर्घ ये.रो. डिक्शनरी मराठी ॲन्ड इंग्लीश

२. भारतीय व्यवहारकोश : सोलह भाषाओं का शब्दकोश संपादक - वि.वि.नरवणे, ३ री आ मेहता पब्लीक हाऊस, मुंबई

३) **ग्रंथसुची**

१. मराठी ग्रंथसुची : संपादक - रां.ग.दाते, ग्रंथसुचि कार्यालय, पुणे.

२. मराठी नियतकालीकांची सुची : संपादक, रां.ग.दाते व इतर मराठी ग्रंथसंगहालय, मुबंई.

अभ्यासाकरिता

१. व्यवहारीक ज्ञानकोश : ग.र.भिडे, व्यवहारीक ज्ञानकोश मंडळ, कोल्हापूर.

२. महाराष्ट्र वार्षिक : दास्ताने आणि कं.

३. संकेत कोश : श्री.शा.हणमंते, सारस्वत प्रकाशन खोलापुर १९९६.

*****

SANT GADGE BABA AMRAVATI UNIVERSITY
SPECIAL NOTE FOR INFORMATION OF THE STUDENTS

(1) Notwithstanding anything to the contrary, it is notified for general information and guidance of all concerned that a person, who has passed the qualifying examination and is eligible for admission only to the corresponding next higher examination as an ex-student or an external candidate, shall be examined in accordance with the syllabus of such next higher examination in force at the time of such examination in such subjects papers or combination of papers in which students from University Departments or Colleges are to be examined by the University.

(2) Be it known to all the students desirous to take examination/s for which this prospectus has been prescribed should, if found necessary for any other information regarding examinations etc., refer the University Ordinances Booklet the various conditions/ provisions pertaining to examinations as prescribed in the following Ordinances -

Ordinances No.1	:	Enrolment of Students.
Ordinances No.2	:	Admission of Students
Ordinances No.4	:	National Cadet Corps
Ordinances No.6	:	Examination in General (relevant extracts)
Ordinance No. 9	:	Conduct of Examinations (Relevant Extracts)
Ordinance No. 18	:	An Ordinance to provide grace Marks for passing in a Head of passing and Improvement of Division (Higher Class) and getting Distinction in the subject and condonation of deficiency of Marks in a subject in all the faculties prescribed by the statute no. 18 Ordinance, 2001
Ordinance no.10	:	Providing for Exemptions and Compartments.
Ordinance No.19	:	Admission of Candidates to Degrees
Ordinance No.109	:	Recording of a change of name of a University Student in the records of the University.
Ordinance No.138	:	For improvement of Division.
Ordinance No.159	:	Prescirbed rules for Revaluation of Answer Books of Examinees at University Examinations.

J.S.Deshpande
Registrar
Sant Gadge Baba Amravati University.

PATTERN OF QUESTION PAPER ON THE UNIT SYSTEM.

The pattern of question paper as per unit system will be broadly based on the following pattern

(1)   Syllabus has been divided into units equal to the number of question to be answered in the paper. On each unit there will be a question either a long answer type or a short answer type.

(2)   Number of question will be in accordance with the unit prescribed in the syllabi for each paper i.e. there will be one question on each unit.

(3)   For every question long answer type or short answer type there will be an alternative choice from the same unit. However, there will be no internal choice in a question.

(4)   Division of marks between long answer and short answer type question will be in the ratio of 40 and 60

(5)   Each short answer type question shall contain 4 to 8 short sub question with no internal choice.

Bachelor of Library & Information Science

Index

* * *