

Certificate Course in  
Library Science

Prospectus No. 2010186

संत गाडगे बाबा अमरावती विद्यापीठ  
SANT GADGE BABA AMRAVATI UNIVERSITY

समाजविज्ञान विद्याशाखा  
(FACULTY OF SOCIAL SCIENCE)

अभ्यासक्रमिका  
ग्रंथालयशास्त्र प्रमाणपत्र परीक्षा २०१०

PROSPECTUS  
OF  
The Examination for the Certificate  
Course in Library Science  
2010



2009

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**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 Ordinance Booklet the various conditions/provisions pertaining to examination as prescribed in the following Ordinances.

- Ordinance No. 1 : Enrolment of Students.  
 Ordinance No. 2 : Admission of Students  
 Ordinance No. 4 : National cadet corps  
 Ordinance No. 6 : Examinations in General (relevent extracts)  
 Ordinance No. 18/2001 : 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 defficiency of marks in a subject in all the faculties prescribed by the Statute NO.18, Ordinance 2001.  
 Ordinance No. 9 : Conduct of Examinations (relevent extracts)  
 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/Grade.

Ordinance No.19/2001 : An Ordinance for Central Assessment Programme, Scheme of Evaluation and Moderation of answerbooks and preparation of results of the examinations, conducted by the University, Ordinance 2001.

**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 boradly 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.

Examination leading to the ग्रंथालय शास्त्र प्रमाणपत्र (Certificate in Library Sciences)

1. Examination leading to the ग्रंथालय शास्त्र प्रमाणपत्र (Certificate in Library Sciences) shall be held twice a year at such places and on such dates as may be appointed by the Academic Council.
2. The Course for the examination shall be of four and half months duration.
3. (i) Every applicant for admission to the examination shall.
  - (a) have passed the Higher Secondary School Certificate Examination of the Maharashtra State Board of Secondary Education, Amravati Division, or an examination recognised as equivalent there to with English as one of the subjects of passing and in such subjects and with standards of attainments as may be prescribed; and
  - (b) have, since passing the Higher Secondary School Certificate Examination prosecuted a regular course of study for a period of not less than 4 1/2 months in the University Department of library science, or any other recognised institution.
  - (ii) Without prejudice to the other provisions of Ordinance No.6 relating to the Examinations in General, the provisions of paragraphs 5,8,10,27 and 32 of the said Ordinance shall apply to every collegiate candidate.
4. The fee for the examination shall be Rs. 42/- plus Rs.5/- per practical Examination.
5. The scope of the subjects shall be as indicated in the Syllabus Practical Examination.
6. The examination shall consist of two parts, namely part-I and Part-II as detailed below.

#### PART-I

Paper-I	Library Organisation
Paper-II	Library Management
Paper-III	Library Classification
Paper-IV	Library Cataloguing
Paper-V	Information Services and Sources

Paper-VI	Practical Test in Classification
Paper-VII	Practical Test in Cataloguing
Paper-VIII	(i) Term Work consisting of :- <ol style="list-style-type: none"> <li>(a) Class Work in Classification</li> <li>(b) Class Work in Cataloguing</li> <li>(c) Class Work in Information Service and sources.</li> <li>(d) Tutorial Work.</li> </ol>
	(ii) VIVA-VOCE.

7. 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.
8. Successful examinees obtaining 60% or more marks in the aggregate shall be placed in the First Division. Those obtaining less than 60% but not less than 50% marks in the Second Division, and all other successful examinees in the Third Division.
9. Successful examinees obtaining 75% or more marks in the aggregate either at Part-I or Part-II or both shall be declared to have passed with Distinction in the part or parts, as the case may be.
10. An examinee who either does not pass or fail to present himself at the examination shall be eligible to appear at 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 completed the prescribed practical work.
11. Provisions of Ordinance No.7-A relating to the Condonation of Deficiency of Marks for passing in Examination shall apply to the examination under this Ordinance.
12. An unsuccessful examinee who obtain 40% or more marks in a subject at the Part-I Examination may, at his option, be exempted from appearing in the subject at a subsequent examination. An unsuccessful examinee securing 50% or more marks at each practical of Part-II examination shall be exempted from appearing in the practical at a subsequent examination.
13. (i) An examinee availing of the exemption specified in paragraph 12 above shall be awarded a Division on the basis of the marks obtained by him in the aggregate at the examination.

- (ii) The final marks list shall clearly indicate that the examinee has passed the examination by availing of exemptions.
- (iii) Examinees successful under the provision of paragraph 12 above shall not be entitled for a place in the merit list, not for any award.
14. As soon as possible after the examination but not later than the 30th June next following, in the case of examination held in March/April, and 28th February next following, in the case of examination held in October/November, the Executive Council shall publish a list of successful examinees. The names of the examinees passing the examination in the minimum prescribed period and obtaining the prescribed number of places in the First or Second Division shall be arranged in Order of Merit as provided in the Examinations in General Ordinance No.6.
15. Not with standing anything to the contrary in this Ordinance, no person shall be admitted to the examination, if he has already passed this examination, or an equivalent examination of any other Statutory University.
16. Successful examinees shall receive a Certificate in the prescribed form, signed by the Registrar.

#### APPENDIX-A

Examination Leading to the ग्रंथालय शास्त्र प्रमाणपत्र (Certificate in Library Science)

Paper	Subject	Maximum Marks	Minimum Pass Marks in each paper	Aggregate Pass Marks in the Part-I
<b>PART-I</b>				
Paper-I	Library Organization	75	23	125
Paper-II	Library Management	75	23	
Paper-III	Library Classification	75	23	
Paper-IV	Library Cataloguing	75	23	
Paper-V	Information Service & Sources	75	23	
<b>Total</b>		<b>375</b>		<b>125</b>

#### PART-II

Paper	Subject	Maximum Marks	Minimum Pass Marks in each paper	Aggregate Pass Marks in the Part-I
<b>PART-II</b>				
1.	Practical Test in Classification	100	40	150
2.	Practical Test in Cataloguing	100	40	
3.	(i) Term-work consisting of			
	(a) Class work in Classification	15	20	
	(b) Class work in Cataloguing	15		
	(c) Class work in information Service	10		
	(d) Tutorial work	10		
	(ii) Viva-Voce	50	20	
<b>Total</b>		<b>300</b>		<b>150</b>

For Part-I & Part-II taken together out of

675 275

**SYLLABUS FOR  
CERTIFICATE COURSE IN LIBRARY SCIENCE**

**EXAMINATION**

**OBJECTIVE**

To offer the student at preliminary knowledge and understanding of the fundamentals of library science.

Candidates shall be examined in the following subjects :-

**PART-I-THEORY**

**(Written Examination)**

The Written Examination will consists of five papers each of three hours 'duration'. The marks for each paper will be in accordance with marks given in Appendix - A to the Ordinance No.94 .

**PART-I(THEORY)**

**PAPER : I**

**LIBRARY ORGANISATION**

- I. Library Purpose, functions : Social, educational and cultural.
- II. Types of Libraries and their functions : Public Library, (Extension activities of public Library) Academic Libraries (School, College, University), Special Libraries (blind, Hospital, Industry, Newspaper).
- III. Five laws of Library Science.
- IV. Library Associations : their aims and objectives, Library Movement in India with emphasis on Maharashtra, Library Co-operation.
- V. Library legislation : its need and purpose special features of Maharashtra State Public Library Act.1967.

**PAPER-II**

**LIBRARY MANAGEMENT**

- I
  - a) General principles of Management and its application to Library
  - b) Physical structure of Library : Building, Furniture and equipment.
  - c) Library rules and regulation.
- II
  - a) Acquisition policy and procedure for acquisition of books and periodicals.

- b) Book selection : principles, purpose and need. Book selection Tools and their importance.
- c) Processing of documents for use. Important records maintained in the Library, Maintenance of periodical records.
- III
  - a) Registration of borrowers.
  - b) Circulation work : charging systems. Browne and Newark.
- IV
  - a) Library Finance : Budgeting and accounting.
  - b) Annual report, Library statistics.
- V
  - a) Presentation of Information sources its maintenance and binding, open access system.
  - b) Stock verification and weeding of books.

**PAPER-III**

**LIBRARY CLASSIFICATION**

- I
  - a) Definition, nature and purpose of classification.
  - b) Knowledge Classification and Book Classification. Difference between knowledge classification and Book Classification.
- II
  - a) Species of classification enumerative vs. analytico synthetic.
  - b) Natural vs. Artificial classification.
- III
  - a) Introduction to major schemes of classification. Detailed study of Dewey Decimal Classification scheme and Ranganathan's Colon Classification Scheme.
- IV
 

Special features of book classification

  - a) Generalia Class : its application in D.C. and C.C.
  - b) Standard Sub-Divisions in D.C. and Common Isolates in C.C.
  - c) Form class i.e. Literature class and its application in D.C. and C.C.
  - d) Notation : Definition, purpose and types of Notation, Qualities of good notation, Index : Relative and Simple.
- V
  - a) General Rules for Classifying Books. Dr.Ranganathan's steps of practical classification.
  - b) Book Number and Call Number Broken order, Relationship of Classification with Cataloguing.

**PAPER : IV****LIBRARY CATALOGUING**

- I a) Library Catalogue, its definition and functions. Difference between Catalogue, Bibliography and Index, accession registrar.
- b) Technical reading of a book
- c) Relation between Cataloguing and Classification.
- II Physical forms of the Library Catalogue : book form of Library catalogue and card form of catalogue, their merits and demerits.
- III Kinds of entries, main and added, need for preparing more entries for a single book, book index entries, analytical entries.
- IV a) Types of Catalogue : Classified Catalogue, Dictionary Catalogue, Author Catalogue, Name catalogue, Title Catalogue, Alphabetical Subject Catalogue.
- b) Methods of arranging Catalogue cards. Letter by Letter, word by word.
- V a) Co-operative Cataloguing, Centralised Catalogue, Simplified and selective Catalogue, Union Catalogue.

**PAPER : V****INFORMATION SERVICES AND SOURCES**

- I a) Information services : Origin, definition and scope.
- b) Need for Information Service
- c) Need and importance of user education programme
- II a) Types of Information Sources : Primary, Secondary and tertiary
- b) Study of various types of Reference and bibliographical sources with special reference to India.
- c) Evaluation of reference Sources, Difference between Reference and other books.
- III a) Nature and scope of Information services in public, school and college Libraries
- b) Duties of information Librarian.
- c) Need for current awareness, Indexing and abstracting services.

- IV a) Organization of an information unit.
- b) Role of INSDOC, NASDOC, in Information services.
- c) Salient features of INFLIBNET.
- V a) Introduction to computer : development and applications
- b) Hardware : Input, Output devices,
- c) Computer : House keeping Operations.

**LIST OF PRESCRIBED BOOKS FOR STUDY****PAPER-I : LIBRARY ORGANISATION**

- Ranganathan, S.R. : Five Laws of Library science. Madras Library association, Madras, 1967.
- Vishwanathan, C.G. : Introduction of public library with special reference to India, 2nd ed. Asia publishing House, Bombay 1961.
- Khanna, J.K. : Fundamentals of Library organisation. Ess Ess publications, Delhi, 1984.
- Krishna Kumar : Library organisation, Vikas publishing.
- लागु, ह : ग्रंथ निवड, महाराष्ट्र विद्यापीठ ग्रंथ निर्मिती मंडळ, नागपूर : १९९४.
- महाराष्ट्र सरकार : महाराष्ट्र सार्वजनिक ग्रंथालय अधिनियम १९६७.
- उजळंबकर, कृ.मु. : ग्रंथालयशास्त्राची पंचसुत्रे, पद्मश्री शी.रा.रंगनाथन स्मारक समिती, पुणे.
- वाकनिस, व्य. दि.ग्रंथालय संघटन, जोशी आणि लोखंडे प्रकाशन, पुणे, १९७४.
- महाजन, शा.ग.ग्रंथालय संघटन, पुणे विद्यार्थी गृह प्रकाशन, पुणे.
- महाजन शां. ग. : ग्रंथालय संघटन, पुणे विद्यार्थी गृह प्रकाशन, पुणे, १९९८
- करमरकर प्र.ग. : आदर्श ग्रंथालय संघटन, मंगेश प्रकाशन, मुंबई १९९८

**PAPER-II : LIBRARY MANAGEMENT**

- Mitthal : Library administration : Theory and practice. 5th ed. Metropolitan book Co., New Delhi; 1987.
- Krishna Kumar : Library administration and management, Vikas Publication, 1987
- कुळकर्णी, व.वि. : ग्रंथालयीन व्यवस्थेची रुपरेखा द्वितीय आवृत्ती : पॉप्युलर प्रकाशन, मुंबई, १९७०.
- महाजन शा.ग. : ग्रंथालय व्यवस्थापन : पुणे, विद्यार्थी गृह प्रकाशन, पुणे.

५. महाजन शा.ग. : ग्रंथालय व्यवस्थापनच पुणे विद्यार्थी गृह प्रकाशन, औरंगाबाद, १९९६.
६. सातारकर सु.प्र. : ग्रंथालय व्यवस्थापन, तंत्र व मंत्र, औरंगाबाद, १९९५.

### PAPER-III : LIBRARY CLASSIFICATION

1. Mills, D. : Modern outline of Library Classification, Bombay, Asia publishing house.
2. Sewa Singh : Colon Classification practice, Ess Ess publication, Delhi; 1996.
3. सातोस्कर, वा.ह. : द्विविधु वर्गीकरण पद्धती आणि तिचा ग्रंथालयात उपयोग, महाराष्ट्र राज्य ग्रंथालय संघ, मुंबई १९५८.
४. सातोस्कर, वा.ह. : ग्रंथ वर्गीकरण पद्धती, महाराष्ट्र राज्य ग्रंथालय संघ, मुंबई, १९६०.
५. महाजन शां.गं. : द्विविधु वर्गीकरण, तिसरी सुधारित आवृत्ती, पुणे विद्यार्थी गृह प्रकाशन, पुणे.
६. हिगवे, कृ.श. ग्रंथालय वर्गीकरण, सुविचार प्रकाशन, पुणे, १९७३.
७. चयनात्मक हिंदी ड्युई दशांमलय वर्गीकरण एवं सापेक्षित अनुक्रमणिका, मुल प्रणेता मेलव्हील ड्युई एवं रुपांतरकर्ता प्रभूनारायण गौड.
८. सुद, एस.पी. : क्रियात्मक ड्युई दशमलो वर्गीकरण. आर.बी.एस.ए. पब्लिसीटी. जयपूर, १९८७
९. महाजन शा.ग. : डेसीमल (दशांश) वर्गीकरण; पुणे विद्यार्थी गृह प्रकाशन, पुणे.
१०. महाजन शा.ग. : वर्गीकरण तात्त्विक; पुणे विद्यार्थी गृह प्रकाशन, पुणे
११. महाजन शां.ग. : कोतन वर्गीकरण : प्रात्यक्षिक - पुणे विद्यार्थीगृह प्रकाशन, पुणे १९९७
१२. महाजन शां.ग. : डेसिमल वर्गीकरण आ १९/२० तक्ते व सोदाहरण विवेचन, पुणे विद्यार्थी गृह प्रकाशन, पुणे १९९८
१३. सातारकर सु.प्र. : ग्रंथ वर्गीकरण : तात्त्विक मराठवाडा विभाग ग्रंथालय संघ, औरंगाबाद १९९२.

### PAPER-IV : LIBRARY CATALOGUING

१. हिगवे कृ.श. : सुलभ तालिकीकरण; महाराष्ट्र राज्य ग्रंथालय संघ, मुंबई, १९६१.
२. द्वारकाप्रसाद शास्त्री : ग्रंथ चयन.

३. महाजन शा.ग. : तालिकीकरण; महाराष्ट्र राज्य ग्रंथालय संघ, मुंबई, १९७३.
४. महाजन शां.ग. : तालिकीकरण प्रात्यक्षिक : AACR II प्रमाणे, पुणे विद्यार्थीगृह, पुणे १९९८
५. महाजन शां.ग. : तालिकीकरण प्रात्यक्षिक : CCC प्रमाणे, पुणे विद्यार्थीगृह प्रकाशन, पुणे १९९८
६. महाजन शां.ग. : तालिकीकरण तात्त्विक ३ री आवृत्ती १९९८, पुणे विद्यार्थी प्रकाशन, पुणे

### PAPER-V : INFORMATION SERVICES AND SOURCES.

1. Sharma S.K. : Library computerisation : Theory and practice. Ess Ess Publication, Delhi 1993.
2. Krishna Kumar : Reference Service, Vikas publishing, 1987.
3. Devarajan, G : Library computerisation in India. Ess Ess publications, Delhi; 1990
४. भट, श.ग. : प्रलेखन परिचय, दत्तसन्स प्रकाशन, नागपूर, १९७६.
५. आपटे, मोहन : मला उत्तर हवंय! राजहंस प्रकाशन, पुणे, १९९७.
६. फडके, केदार : Notes for कॉम्प्युटर कोर्स युटीलिटी क्रिप्शन्स, पुणे, १९९७
७. नरगुंदे, रेवती : प्रलेखन आणि माहितीशास्त्र, युनिव्हर्सल प्रकाशन, पुणे १९९६.
८. कुंभार, राजेन्द्र : ग्रंथालयात कॉम्प्युटरचा वापर, दास्ताने रामचंद्र आणि कंपनी, पुणे १९९७
९. सुद, एस.पी. : प्रलेखन एवं सुचना विज्ञान; राज प्रकाशन, जयपूर १९९४
१०. जोशी, अनंत आणि जोशी वसंत : ग्रंथालयीन संदर्भ सेवा, कॉन्टीनेन्टल प्रकाशन, पुणे, १९९३.

### PART-II : PRACTICAL EXAMINATION

The Practical Examination will consists of -

- (i) A Practical Test in Classification
- (ii) A Practical Test in Cataloguing, and
- (iii) Term Work and Viva-Voce.

The Practical Test in Classification and Cataloguing will be each of three hours duration and will carry 100 marks each, The Vice-voce will carry 50 marks. The Term Work will carry 50 marks and will include Class Work in Classification (15 marks) Class work in Cataloguing (15 marks) Class work in Reference Service (10 marks) and Tutorial work (10 marks).

The Practical Test in Classification will be according to the Colon Classification (6th Edition) and the Dewey Decimal Classification (18th Hindi Edition by Prabhu Narayan Goud) and the Practical Test in Cataloguing will be according to the A.A.cataloguing Rules, 1967 ed. and C.C.C. 5th ed. 1964.

The following rules from A.A.C.R. (North American Text, 1967) are prescribed :-

1A & B, 3-A, 5-A, 6-A, B,C,D, 3 Preliminary Note, 210,215,14,15,7-A, 19(i), 42, 3C, 2-A, 2C, 102-A, 117, 118, 40, 46B, 56, 17, 75, 76, 81, 71-B, 20, 22, 99-A, B, C, 710(2) 99, 87-91, 99-A, B, C, 78-A, 33

The following rules from C.C.C. 5th ed. 1964 Rules under chapter MB, MC and Md.

The Viva-Voce will be on subject matter connected with the Certificate Course with special emphasis on information service.

'For para "The practical test in classification will be according to the Colon Classification (6th edition) and the Dewey Decimal Classification (18th Hindi Edition by Prabhu Narayan Goud) and the Practical test in Cataloguing will according to A.A.Cataloguing Rules, 1967 ed. And C.C.C. 5th ed.1964.

The following rules from A.A.C.R. (North American Text,1967) are prescribed :-

1A & B, 3-A, 5-A, 6-A, B,C,D, 3 Preliminary Note, 210,215,14,15, 7-A, 19(I) 42, 3C, 2-A, 2C, 102-4, 117, 118, 40, 46B, 56, 17, 75, 76, 81, 71-B, 20, 22, 99-A, B, C, 710 (2) 99, 87-91, 99-A, B, C, 78-A, 33.

The following rules from C.C.C. 5th ed. 1964 Rules under chapter MB, MC and MD.

The Viva-Voce will be on subject matter connected with the Certificate course with special emphasis on information service" in the syllabi, the following para shall be substituted, namely :-

**(I) A Practical Test in Classification.**

The practical test in Classification will be according to the Dewey Decimal classification any abridged edition)

**(II) A Practical Test in Cataloguing**

The practical test in Cataloguing will be according to the Anglo-American Cataloguing Rules - II, 1978 ed.

Following Rules from AACR-II (1978) are prescribed.

General rules for description.

General Rules (1.01)

Title and statement of responsibility area (1.1)

Edition area (1.2)

Material Designation (1.3)

Publication, distribution area (1.4)

Physical description area (1.5)

Series area (1.6)

Standard number and terms of availability (1.8)

Works of single authorship (21.4A)

Works of Unknown or uncertain authorship (21.5)

Works of shared responsibilities (21.6)

Principal responsibility indicated (21.6B)

Principal responsibility not indicated (21.6C)

Works of more than three authors (21.6C2)

Collection & works produced under editorial direction (21.7)

With collective title (21.7B)

Without collective title (21.7C)

**C) Works of mix**

Adaptations (21.10)

Illustrated texts (21.11)

Revision of texts (21.12)

Original author consider responsible (21.12A)

Translation (21.14)

Choice among different names (22.2)

Predominant name (22.2A)

Pseudonyms (22.2B)

Entry under phrase (22.11D)

Conference publication etc. (21.1 & 2 D)

Government (24.3)

Subordinate and related bodies (Institutions) (24.13)



Government agencies entered subordinately (24.18)

Heads of States (24.20B)

Heads of Government (24.20C)

Parts of sacred scriptures (25.18)

Bible (25.18A)

Vedas (25.18G)

Aranyakas and Upanishadas (25.18H)

Koran (25.18M)

Added entries (21.29 & 21.30)

Analytical entries (21.30M)

### (III) Viva-Voce

The viva-voce will be on subject matter connected with the Certificate course with special emphasis on information service.

### Reference Books

#### १. शब्दकोश

१. महाराष्ट्र शब्दकोश : दाते, य.रा.कर्वे, चिं.ग.कर्वे, वरदा प्रकाशन, पुणे १९९८
२. वैदर्भी बोलीचा शब्दकोश : दे.ग.सोटे, राष्ट्रभाषा प्रेस, वर्धा, १९७४.
३. मराठी शब्दरत्नाकर : कै.वा.गो.आपटे, वरदा पुणे.
४. भारतीय व्यवहार कोश : सोलह भाषाओंका शब्दकोश  
संपादक - वि.बी.नरवणे, तीसरी आवृत्ती  
मुंबई - मेहता पब्लिशिंग हाऊस.
५. महाराष्ट्र वाक संप्रदाय कोश : संपादक ब.रा.दाते व चिं.ग.कर्वे, पुणे, महाराष्ट्र कोश मंडळ, १९९२, ३ री आवृत्ती
६. मराठी व्युत्पत्ती कोश : ३ री आवृत्ती, कृ.पा.कुळकर्णी, पुणे : शुभदा सारस्वत प्रकाशन, १९९६.
7. Shorter Oxford dictionary : Oxford University press, New York.

#### २. ज्ञानकोश

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

२. सुलभ विश्वकोश : संपा. ब.रा.दाते, चिं.ग.कर्वे व व.गो.जोशी, वरदा प्रकाशन, पुणे.
३. भारतीय संस्कृतीकोश : संपा.लक्ष्मणशास्त्री जोशी, पुणे भारतीय ज्ञानकोश मंडळ
४. अभीनव मराठी ज्ञानकोश : संपा.लक्ष्मणशास्त्री जोशी, पुणे भारतीय ज्ञानकोश मंडळ, १९६२.
५. हिन्दी विश्वकोश : संपा.रामप्रसाद त्रिपाठी नागरी, प्रचारीणी सभा, वाराणशी
6. Encyclopaedia Britannica : Ed.Philips W.Goetz Encyclopaedia Britannica Inc.Chicago.
7. Van Nostrand's Scientific Encyclopaedia : 7th ed. Ed. D.M.Consibine, van Nostrand's Reinhold New York 1989.

### 3. Year Books

1. India : A reference annual : Ministry of Information and Broadcasting Govt.of India Delhi.
2. Manorama Year Book 1999 : Ed. K.M.Mathew, Malayala Manorama Press, Kottayam.
3. Statemen's Year Book : Macmillon press 134 ed. 1998.
४. महाराष्ट्र वार्षिक : संतोष दास्ताने, पुणे : दास्ताने रामचंद्र आणि कंपनी.

### 4. Directories

1. INSDOC : Directory of Indian Scientific periodicals, 4th Ed. Delhi : INSDOC, 1992.
2. Ulrich's International periodicals Directory : 33rd Ed., R.R.Bowker Co., USA.
3. Unviersity Handbook of India : Delhi, AIU publication
4. Guide to Indian periodical literature Gedwani Indian Documentation service Haryana, 1964.
5. Handbook of Indian Research Journals : ed. : H.D.Sharma Indian Bibliographic Centre, Varanashi, 1997.

### 5. Bibliographies

1. मराठी ग्रंथसुचि; संपादक - शं.ग.दाते, पुणे.
२. मराठी नियतकालिकांची सुचि : संपा. - शं.ग.दाते व इतर, मुंबई, मराठी ग्रंथसंग्रहालय, १९६९.
3. Indian Books Inpring : Indian bibliographical Bureau, Delhi, 1996.
4. Indian National bibliography Central Reference Library Calcutta.

**6. Biographical Dictionaries**

1. Who's who of Indian Writes : Delhi Sahitya Akademi, 3rd Ed., 1993.
2. India Who's who : New Delhi, INFA Publication, 25th Ed., 1997.
3. Dictionary of National biography, Ed. S.P.Sen.

**7. Gazetters**

1. Gazetteer of India : Delhi, Ministry of information and Broadcasting, 1965.
2. The Encyclopeadia District Gazetteer of India : Ed. by S.C.Bhatt, Delhi : gyam Publications, 1998.

**8. Atlas**

1. Times Atlas of the word : Times Books, London.
2. Britannica Atlas : Encyclopeadia Britannica Inc. Chicago.

**9. Others**

१. संकेतकोश : आवृत्ती २ री, संपादक - श्री शा.हणमंते, सोलापूर, सारस्वत प्रकाशन, १९९६.

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