

**B. Lib. Sc. (सेमेस्टर-I) प्रथम पत्र**  
**Foundation of library & Information Science**  
 (आधारभूत पुस्तकालय एवं सूचना विज्ञान)

**UNIT 1 :**

प्रत्येक इकाई- 20 अंक

- Social and Historical Foundation of Library including Libraries of Ancient India.
- Five Laws of Library Science and their Implementations.
- Role of Library in Formal and Informal Education.

**UNIT 2:**

- Development of Libraries with special Reference to India.
- Library Legislation- Need and Essential Features.
- Library Legislation in India with special Reference to Library Acts in states such as Tamil Nadu, Karnataka, Maharashtra and west Bengal.

**UNIT 3 :**

- Different types of Libraries, Main Features and Functions.
- Public Libraries Act.
- Delivery of Books Act.
- Intellectual property Right: Copy Right law in India.
- Role of Library in India Society

**UNIT 4 :**

- Library Information Policy at Nation level with particular Reference to India Library Extension Services, Public Relations and Publicity.
- Role of National and international Organizations: RRRLF, UNESCO etc.
- Role of UGC in the Development of Universities Libraries in India.

**UNIT 5 :**

- Librarianship as a Profession, Professional Ethics.
- Role of National and International Library Association- ILA, ALA, ASLIB and IASLIC, IFLA.
- Library and Information Science Education in India.

**SUGGESTED READINGS**

- 1- Augustine (C.A) and Devarajan (G) (Eds.): Public Library System in India.-New Delhi: Ess Ess Publications, 1990.
- 2- Guha (B): Documentation & Information Services and Systems. The World Press, Kolkata, 1983.
- 3- Jafferson, (G.): Library Cooperation. London: Andre Deutsch, 1977.
- 4- Kent, (Allen): Resource sharing in Libraries: Why, How, When next Action Step. New York, Dekker, 1974.
- 5- Khan (TM): Information Organization and Communication, New Delhi, Ess Ess Publications, 1998.
- 6- Khanna (J.K): Library and Society Ed.2.-New Delhi: Ess Ess Publications, 1994.
- 7- Mittal (RL): Library Administration. New Delhi: Metropolitan, 1983.
- 8- Mohammed (Taher): Libraries in india's National Developmental Perspective: A Saga of Fifty Years since Independence. New Delhi: Concept publishing, 2001.
- 9- Nair (R.R) and Rajeshkhran (K.) (Eds): Academic Library Effectiveness, New Delhi. Ess publication 1992. New York: Dekker, 1974.
- 10- Pandey, (S.K Sharma): Libraries and Society. New Delhi: Ess Ess Publications, 1992.

नोट :-प्रत्येक सैद्धान्तिक पत्र में 20 प्रतिशत अंक सत्रीय मूल्यांकन हेतु निर्धारित हैं।

## द्वितीय पत्र

**Knowledge Organization: Classification Theory**

(ज्ञान संगठन : वर्गीकरण सिद्धान्त)

**UNIT 1 :**

प्रत्येक इकाई— 20 अंक

- Universe of Knowledge: Structure and Attributes.
- Different Types of Subjects.
- Modes of Formation of Subjects.

**UNIT 2 :**

- Classification: Definition, Need, Purpose & Scopes.
- Species of Classification Schemes.
- Knowledge Classification and Book Classification.
- Normative Principles.

**UNIT 3 :**

- Theory of Classification  
Postulates.  
Principles.  
Principles of Helpful sequence.
- Standard Schemes of Library Classification  
Introduction, Features and Applications: CC, DDC & UDC.

**UNIT 4 :**

- Notations and Notational Systems.
- Canons and Planes of Works: Idea Plane, Verbal Plane, Notational Plane.
- Phase Relations.

**UNIT 5 :**

- Devices: Chronological, Geographical, Subject, Alphabetical, Enumerative, Super- Imposition Device, Classic Device.
- Call Number : Book Number, Collection Number, Class Number.
- Mnemonics and Common Isolates.
- Recent Trends in Classification.

**SUGGESTED READINGS :**

- 1- Bakewell, (K.G.B): Classification and Indexing Practice. London: Clive Bingley, 1978.
- 2- Bavakutty, (M): Canons of Library Classification. Trivandrum: Library Association, 1981.
- 3- Dhyani, (Pushpa): Library Classification: Theory and Principles. New Delhi, Vishwa, 1998.
- 4- Foskett, (A.C): Subject Approach to Information. 5<sup>th</sup> ed. London: Library Association, 1996.
- 5- Krishan Kumar; Theory of Library Classification. Vikas Publishing House, 1945.
- 6- Mills, (J): Modern Outline of Library Classification. London: Chapman & Hall, 1962.
- 7- Hussain, (S): Library Classification. New Delhi: B.R. Publishing House, 2003.

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## तृतीय पत्र

### **Knowledge Organization: Cataloguing Theory**

(ज्ञान संगठन : सूचीकरण सिद्धान्त)

#### **UNIT 1 :**

प्रत्येक इकाई— 20 अंक

- Cataloguing: Definition, Need, Purpose & Functions.
- Types and Physical Forms of the Catalogues.
- Filing rules: CCC & ALA.
- Historical Development of Library Catalogue code: CCC & AACR-II.
- Cataloguing and Classification : Symbiotic Relationship.

#### **UNIT 2 :**

- Kinds of Catalogue Entries and their Functions and Parts of Entries.
- Normative Principles of Cataloguing
- Principles of Subject Cataloguing

#### **UNIT 3 :**

- Comparative Study of CCC5<sup>th</sup> ed. & AACR-II for Joint Authors, Corporate Authors and Pseudonyms.
- Structure of Names and Rendering of Indic Names
- Centralized, Cataloguing, Co- Operative Cataloguing, Cataloguing-in-Publication and Per-Natal Cataloguing, Union Cataloguing.

#### **UNIT 4 :**

- Subject Heading and their Features: LCSH, SLSH and Chain Procedure.
- Vocabulary Control and Tools for Vocabulary control.
- Structure of Thesaurus.

#### **UNIT 5 :**

- Current Trends in Standardization in Description and Exchange: AACR-II, ISBDs, MARC Formats.
- Introduction to ISBN and ISSN.

#### **SUGGESTED READINGS**

- 1- Dhiman, (A.K.) and Rani, (Yashoda): Learn – Cataloguing – Theory. New Delhi: Ess Ess Publications, 2005.
- 2- Girija Kumar and Krishan Kumar: Theory Cataloguing. Ed 5, Delhi : Vikas Publishing House, 1986.
- 3- Guha (B): Documentation & Information Services and Systems. Kolkata: The World Press, 1983.
- 4- Khan (TM) ( Ed): Sear’s List of Subject Headings. Ed 15 New York, Wilson 1994.
- 5- Miller (J) (Ed): Sear’s List of Subject Headings. Ed 15 New York, Wilson 1994.
- 6- Rangnathan (SR): Classified Catalogue Code with Additional Codes. Ed 5 Bombay, Asia Publishing House, 1969.
- 7- Sharma, (Pandey S.K): Cataloguing Theory. New Delhi: Ess Ess Publications, 1986.
- 8- Vishwanathan, (C.G): Cataloguing: Theory and Practice, 6<sup>th</sup> Rev.Ed. New Delhi: Ess Ess Publications, 2002.

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## चतुर्थ पत्र

**Knowledge Organization: Classification Practice-I**

(ज्ञान संगठन : वर्गीकरण प्रयोगात्मक)

-100 अंक

- Classification of Documents using Colon Classification (6<sup>th</sup> Rev. Edition): Simple, Compound and complex cases.

**Tools for classifying Documents**

- Rangnathan (SR), Colon Classification- 6<sup>th</sup> Rev. Edition.

## पंचम पत्र

**Knowledge Organization: Cataloguing Practice**

(ज्ञान संगठन : सूचीकरण प्रयोगात्मक)

-100 अंक

- 1- **AAC R-2R**
  - a. Works of Single Authorship
  - b. Work of Shared Authorship and Editorial Directions
  - c. Uniform Titles
  - d. Corporate Bodies
  - e. Composite books
  - f. Serials

**II-Semester-प्रथम पत्र**  
**Management of Library & Information Centers**  
 (पुस्तकालय प्रबन्ध एवं सूचना केन्द्र)

प्रत्येक इकाई— 20 अंक

**UNIT 1 :**

- Management : Concept, Definition and Scope.
- Management School of Thoughts.
- Functions and Principles of Scientific Management and their Application in Library Management.
- Library Organization Structure.
- Library Authorities and Library Committees.

**UNIT 2 :**

- Human Resource Management.
- Manpower Planning: Job Analysis, Job Description, Job Evaluation.
- Selection, Recruitment, Training and Development, Staff Formula.
- Library rules and regulation.
- MIS.
- SWOT Analysis.

**UNIT 3 :**

- Financial Management: Library Finances and Budget.
- Principles of Budgeting, Budgeting Techniques-PPBS, ZBB etc.
- Cost Effectiveness and Cost Benefit Analysis.
- Library Statistics and Annual Reports.

**UNIT 4 :**

- Different Sections of Library and Information Centres and their Functions.
- Collection Development Policies and Procedures.
- Books, Serials, Non-Book Materials: Selection, Acquisition, Technical Processing, Maintenance.
- Serial Control, Circulation Control.
- Stock Verification: Policies and Procedures.

**UNIT 5 :**

- Weeding of Documents.
- Archiving : Conservation and Preservation.
- Library Building and Equipment.
- Planning Responsibility, Qualities of Library Buildings, Utilities, Location, Cost, Furniture and Equipment, Care and Upkeep.

**SUGGESTED READINGS**

- 1- Emery, James C: Management Information Systems: the Critical Strategic Resource. New York: Oxford University Press Inc., 1987.
- 2- Krishan Kumar: Library Administration and Management. New Delhi, Vikas Publishing House, 2004.
- 3- Mittal (R L): Library Administration. New Delhi: Metropolitan, 1983.
- 4- Raanganathan (S R), Library Administration. 2<sup>nd</sup> Ed. Bombay, Asia Publishing House, 1959.
- 5- Ranganathan, (S.R): Library Book Selection. Bombay: Asia Publishing House, 1966.
- 6- Ranganathan, (S.R): Library Manual for Library Authorities, Librarians and Library Work. Bangalore: SRELS, 1988.

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## द्वितीय पत्र

**Reference Services & Information Sources**

(सन्दर्भ सेवा एवं सूचना के स्रोत)

**UNIT 1 :**

प्रत्येक इकाई— 20 अंक

- Reference Services: Concept, Definition, Need and Purpose.
- Types of Reference Services.
- User's Initiation/Orientation and User Education.
- Information User's and their Need.

**UNIT 2 :**

- Reference Services: Concept, Definition, Need and Purpose.
- Nature, Characteristics, Utility and Criteria for Evaluation of Reference Sources.
- Documentary Sources.
- Non-Documentary Information Sources.
- Manuscripts: Introduction, Types, Sources and Uses.

**UNIT 3 :**

- Bibliographical Source-Bibliographies: INB, BNB
- Union Catalogue: NUCSSI
- Indexing Journals : Index India, MEDLINE
- Abstracting Services : Scifinder Scholar, Biosys, Google Scholar,

**UNIT 4 :**

- Introduction to Reference/Information Sources
- Types of Reference/Information Sources: Primary, Secondary and Tertiary.
- Evaluation of Reference/Information Sources:  
Encyclopaedias: McGraw Hill Encyclopaedia of Science & Technology  
Dictionaries: Advanced Learner Oxford English Dictionary, Kamil Bulcke Hindi-English Dictionary and English-Hindi Dictionary, published by Catholic Press, Ranchi etc.  
Year Books : Europa Year Book, India : A Reference Annual.

**UNIT 5 :**

- Directories and Handbook: Ulrich International Periodical Directory, Guide to Indian Periodical Literature; World of Learning and University Handbook.
- Geographical Sources: Lippincott Gazetteer of the World; Gazetteer of India, Fodder's Guide to India.
- Biographical Sources : International Who's Who, Dictionary of Biography (India)
- Current Information Sources: Keesing Contemporary Archives; Facts on File; Asian Recorder etc.

**SUGGESTED READINGS**

- 1- Cheney, (F.N): Fundamental of Reference Sources. Chicago: A.L.A. 1971.
- 2- Dhiman, (A.K) and Rani (Yashoda): Learn-Information and Reference Sources and Service. New Delhi: Ess Ess Publications, 2005.
- 3- Foskett, (O.J.): Information Service in Libraries. 2<sup>nd</sup> Ed. Connecticut: Archon Book, 1967.
- 4- Hutchins, Margaret. Introduction to Reference Work. Chicago: A.L.A., 1944.
- 5- Katz, (William A): Introduction to Reference Work. New York:, McGraw-Hill. 1987.
- 6- Krishan Kumar: Reference Services. New Delhi, Vikas Publishing House, 1987.
- 7- Mukherjee, (A.K): Reference Work and its Tools. 3<sup>rd</sup> Rev. Ed. Kolkata: The World Press, 1975.
- 8- Ranganathan, (SR): Reference Service .2<sup>nd</sup> Ed. Bombay, Asia Publishing House, 1961.
- 9- Satyanarayan, (R). Information and its Facets. Delhi: Manak Publications Pvt. Ltd., 1996.
- 10- Sheehy, (Eugene P.) (Ed.): Guide to Reference Books. 10<sup>th</sup> Ed. Chicago: A.L.A., 1986.
- 11- Singh, (G): Information Sources, Services and Systems. New Delhi: PHI, 2013.

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## तृतीय पत्र

### **Information Retrieval Systems and Services**

(सूचना प्रणाली एवं सेवाएँ)

#### **UNIT 1 :**

प्रत्येक इकाई— 20 अंक

- Documentation: Meaning, Need and objectives
- Genesis and brief history of Documentation
- Facets of Documentation, Preparation of Documentation List

#### **UNIT2 :**

- Index and Indexing: scope and importance
- Types of Indexes: Pre and Post Coordinate Indexing Systems
- Uniterm, Keyword Indexing (KWIC, KWOC, KWAC, KWWC)

#### **UNIT3 :**

- Abstract and Abstracting: Scope and Importance
- Types of Abstract, characteristics and elements of Abstract
- Ranganathan's Canon of Abstracting

#### **UNIT4 :**

- National International and Commercial Information Systems and their Services: NISSAT, AGRIS, INIS
- National Documentation Center: NISCAIR, NASSDOC, DESIDOC

#### **UNIT5 :**

- Information Storage and Retrieval: Meaning, Purpose and Process
- Information services and Products
- Information Services: Concept, Definition, Need,
- Alerting Services: CAS, SDI, DDS, Literature search

#### **SUGGESTED READINGS**

- 1- Bradford, (S.C): Documentation. 2nd Ed. London: Lockwood, 1953.
- 2- Guha (B). Documentation & Information Services and Systems. Kolkata, The World Press, 1983.
- 3- Kawtra, (P.S): Fundamentals of Documentation with special reference to India. New Delhi: Sterling, 1983.
- 4- Khanna, (J.K): Documentation and Information Services, Systems and Technique. Agra: Y.K. Publishers, 2000.
- 5- Krishan Kumar. Reference Services. New Delhi: Vikas Publishing House, 2004.
- 6- Mohd. Riaz: Advanced Indexing and Abstracting practices. Lahore: Nadeem Book House, 1987.
- 7- Prasher, (R.G): Index and Indexing. New Delhi: Medallion Press, 1989.
- 8- Rajan, (T.N) (Ed): Indexing Systems: Concepts, Models and Techniques. Calcutta: IASLIC, 1981.
- 9- Ranganathan (SR): Reference Service. 2<sup>nd</sup> Ed. Bombay: Asia Publishing House, 1961.
- 10- Ranganathan, (S.R) (Ed): Documentation and its Facets. Bombay: Asia Publishing House, 1963.
- 11- Satyanarayan, (R). Information and its Facets. Delhi: Manak Publications Pvt. Ltd., 1996.

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## चतुर्थ पत्र

**Information Technology: Basics**

(सूचना तकनीकी : मूल)

**UNIT 1 :**

प्रत्येक इकाई- 20 अंक

- Computer: Definition, Need and Application.
- Historical Background of Computers
- Input/Output Devices.
- Hardware and Software Devices.
- Operating System: Concept and Types
- Single User Operating System: MS- Windows.
- Multi User Operating System: Unix/Windows NT.

**UNIT 2 :**

- Information Technology: Definition, Need, Scopes, Objectives and Application.
- Components of Information Technology.
- Networks and Networking: Definition, Need, Purpose, Scopes and Objectives.
- Type of Networking: LAN, MAN, WAN.
- LAN Topologies: Bus, Star, Ring, Mesh.
- Application of Computer Networks/Library Networks.

**UNIT 3 :**

- Library Automation.  
     Planning and Implementation of Library Automation  
     Automation of In-House Operations
  - Acquisition Control
  - Cataloguing
  - Circulation
  - Serials Control
  - OPAC
  - Library Statistics
- Retro Conversion, Bar-Coding.

**UNIT 4 :**

- Database Management Systems, WINISIS, PostgreSQL.
- Library Automation Software-SOUL/Alice for Windows/LIBSYS/Open Source Software.
- E-Publishing: E-Bulletin, E-Journals and E-Books etc.
- Library Consortia.

**UNIT 5 :**

- Current Trends of Information Technology application in Libraries.
- Digital Libraries: an Introduction.
- Examples of Digital Libraries at Nation and International level.
- Management of Information: Concept, definition and scope.

**SUGGESTED READINGS**

- 1- Amba (Sanjeevi) and Raghavan (K S), CDS/ISIS: A Primer.-New Delhi: Ess Ess Publications, 1999.
- 2- Devrajan, (G) and Rahelamma, (A. V) (Eds): Library Computerization in India. New Delhi: Ess Ess Publications, 1990.



- 3- Dhiman, (AK): Basics of Information Technology for Librarians and Information Scientists. 2 Vols. New Delhi: Ess Ess Publications, 2003.
- 4- Dhiman, (A.K) and Rani, (Yashoda): Resource Sharing, Networking and Library & Information Networks. New Delhi: Ess Ess Publications,. 2007.
- 5- Kumar, P.S.G. Computerization of Indian Libraries. Delhi: B.R Publishers, 1987.
- 6- Leon, (Alexis) and Leon, (Mathews): Fundamentals of Information Technology. 2<sup>nd</sup> Ed. New Delhi: Vikas Publishing House, 2000.
- 7- Nair, (R.R): Basics for CDS/ISIS for DOS. New Delhi: Ess Ess Publications, 1999.
- 8- Nair (R R.): .Computer Application to Library and Information Services, New Delhi: Ess Ess Publications, 1994.
- 9- Pandey (S.K. Sharma): Library Computerization: Theory and Practice. New Delhi: Ess Ess Publications,, 1993.
- 10- Patil, (D.B): dBase III in Libraries and Information Centres: Theory and Practice. New Delhi: Ashish Publishing House, 1991.
- 11- Ram (B): Computer Fundamentals Architecture and Organization. New Delhi: New Age International, 2018.
- 12- Sinha (P K) and Sinha (P.): Computer Fundamentals. 6<sup>th</sup> Ed. New Delhi: BPB Publications, 2003.
- 13- Tanenbaum, (Andrew S.) and Wetherall, (David J): Computer Networks. 5<sup>th</sup> Ed. New Delhi: Pearson, 2010.
- 14- Vasantha, (N) and Mudhol, (M. V.) Software Packages for Library Automation. New Delhi: Ess Ess Publications, 2000.
- 15- Satyanarayana, (N.R): A Manual of Library Automation and Networking. 2<sup>nd</sup> Ed. Lucknow: New Royal Book, 2003.

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## पंचम पत्र

**Knowledge Organization: Classification Practice-II**

(ज्ञान वर्गीकरण प्रयोगात्मक)

– 100 अंक

- Classification of Documents by Dewey Decimal Classification (21<sup>st</sup> Edition): Simple, Compound and complex cases.

**Tools for classifying documents**

- DDC-21<sup>st</sup> Ed.

## षष्ठ पत्र

**Information Technology-Practical**

(सूचना तकनीकी प्रयोगात्मक)

– 100 अंक

**Section – A**

– 80 अंक

- Use of Operating Systems (DOS, Windows).
- MS- Office.
- SOUL/Open Source Software.

**Section – B**

– 20 अंक

- Educational Tour/Tour Report

## अनिवार्य संस्कृत पाठ्यक्रम संस्कृत सामान्य ज्ञान (अनिवार्य पत्र)

पूर्णांक : 100  
उत्तीर्णांक : 48

1. संस्कृतमें संख्याएँ :-

15 अंक

एक से 100 तक संख्याओं में से किन्हीं पाँच संख्याओं का संस्कृत में लेखन।

2. सन्धियाँ :-

15 अंक

यण् सन्धि, दीर्घसन्धि, अयादि सन्धि, गुण एवंवृद्धि सन्धियों में से किसी एक सन्धि की परिभाषा एवं उदाहरण।

3. छन्द :-

10 अंक

अनुष्टुप, वंशस्य, मालिनी, उपेन्द्रबज्रा, इन्द्रवज्रा, शिखरिणी, शार्दूलविक्रीडितम् इन छन्दों में से किन्हीं दो छन्दों के लक्षण एवं उदाहरण।

4. निबन्ध :-

20 अंक

विद्या, सत्संगतिः, सदाचारः, परोपकारः, अहिंसा, सत्यमेवजयते, संस्कृत भाषा में 10 पँक्तियों का एक लघु निबन्ध।

5. अनुवाद :-

संस्कृत से हिन्दी

—

10 अंक

हिन्दी से संस्कृत

—

10 अंक

6. शब्द एवं धातु रूप :-

राम, हरि, गुरु, नदी, रमा शब्दों में से किसी एक शब्द के किसी भी एक विभक्ति में रूप लिखना।

10 अंक

भू, पठ, गम् धातु के लट्, लोट्, लृट्, विधिलिङ्, लङ् लकारों में से एक लकार के रूप पूछे जायेंगे।

10 अंक

सहायक पुस्तकें

1. द्विवेदी, (कपिलदेव): प्रारम्भिक रचनानुवादकौमुदी। वाराणसी: विश्वविद्यालय प्रकाशन, 1978।
2. झा, (रामचन्द्र) (सम्पादक): छन्दोर्विंशतिका — 'विमला' व्याख्योपेता। वाराणसी: चौखम्भा विद्याभवन, 1965।