S-19 June & 6 July 2012 AC after Circulars from Circular No.84 & onwards

DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY

CIRCULAR NO.ACAD/NP/Syll./Pract. Subject/Soc Sci./95/2012

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

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Revised Syllabus</th>
</tr>
</thead>
<tbody>
<tr>
<td>[1]</td>
<td>B.A. Library and Information Science,</td>
</tr>
<tr>
<td>[2]</td>
<td>B.A. Military Science,</td>
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<tr>
<td>[4]</td>
<td>B.A. Geography,</td>
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</tbody>
</table>

The said syllabi appended herewith.
This is effective from the academic year 2012-2013 and onwards.
These syllabi are also available on the University Website www.bamu.net

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

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

Date: 02-08-2012.

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

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

S/-020812/-
B A I II & III Year
Syllabus

Library &
Information Science
### B A First Year (1st Semester)

<table>
<thead>
<tr>
<th>Paper No.</th>
<th>Title</th>
<th>Marks</th>
<th>Credits</th>
<th>Lectures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper I</td>
<td>Communication &amp; Society</td>
<td>30</td>
<td>4</td>
<td>60</td>
</tr>
<tr>
<td>Paper II</td>
<td>Foundations of Library &amp; Information</td>
<td>30</td>
<td>4</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>Science</td>
<td>30</td>
<td>4</td>
<td>60</td>
</tr>
<tr>
<td>Paper III</td>
<td>Library Housekeeping Procedure</td>
<td>30</td>
<td>4</td>
<td>60</td>
</tr>
<tr>
<td>Paper IV</td>
<td>Document Classification</td>
<td>30</td>
<td>4</td>
<td>60</td>
</tr>
<tr>
<td>Paper V</td>
<td>Practical</td>
<td>80</td>
<td>10</td>
<td>300</td>
</tr>
</tbody>
</table>

**(2nd Semester)**

| Paper VI  | Planning of Library & Information                | 30    | 4       | 60       |
| Paper VII | Document Cataloguing                              | 30    | 4       | 60       |

**(3rd Semester)**

| Paper VIII| Information Sources                               | 30    | 4       | 60       |
| Paper IX  | Information Services                              | 30    | 4       | 60       |
| Paper X   | Practical (Sources & Services)                    | 80    | 10      | 300      |

**(4th Semester)**

| Paper XI  | Knowledge Organization (C.C.)                    | 30    | 4       | 60       |
| Paper XII | Knowledge Processing (CCC)                       | 30    | 4       | 60       |
| Paper XIII| Information Technology (Basic)                   | 30    | 4       | 60       |
| Paper XIV | Information Technology Applications               | 30    | 4       | 60       |
| Paper XV  | Practical (CC & CCC, Information Technology)     | 80    | 10      | 300      |

**(5th Semester)**

| Paper XVI | Indexing Systems                                  | 30    | 4       | 60       |
| Paper XVII| Information Retrieval                            | 30    | 4       | 60       |
| Paper XXI | Practical (Indexing)                             | 40    | 5       | 150      |
| Paper XVIII| Information Systems & Programs                    | 30    | 4       | 60       |
| Paper XIX | Library Users                                    | 30    | 4       | 300      |
| Paper XX  | Practical (Library Users)                        | 80    | 10      | 150      |
|           |                                                  | 800   | 104     | 2160     |
### B A First year

#### First Semester

**Paper I : Communication and Society**

<table>
<thead>
<tr>
<th>No. of Lectures per Unit</th>
<th>Unit No.</th>
<th>Title</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit No. I</td>
<td>Communication Media.</td>
<td>Communication, definitions, models, barriers, channels etc.</td>
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<tr>
<td></td>
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<td>Communication Media - Documentary &amp; non documentary ( printed, A&amp; V material, e-material etc.)</td>
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<td></td>
<td></td>
<td>Communication of Information generation.</td>
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<td>Trends in scientific communication.</td>
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<tr>
<td>Unit No. I</td>
<td>Library as Social Institutions</td>
<td>Library- definition, Functions.</td>
<td></td>
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<td></td>
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<td>Types of libraries: Public, Academic, Special &amp; National.</td>
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<td>Role of library in modern society.</td>
<td></td>
</tr>
<tr>
<td>Unit No. III</td>
<td>Normative Principles</td>
<td>Five law's of Library Science.</td>
<td></td>
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</table>

**Paper II : Foundations of Library & Information Science**

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Title</th>
<th>Details</th>
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<tbody>
<tr>
<td>Unit No. I</td>
<td>Library development</td>
<td>Development of libraries in India.</td>
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<tr>
<td></td>
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<td>Library co-operation &amp; resource sharing</td>
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<tr>
<td>Unit No. II</td>
<td>Library Association in India.</td>
<td>Library Association: their role &amp; functions.</td>
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<tr>
<td></td>
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<td>Maharashtra Library Association.</td>
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<td>ILA, IASLIC, IATLIS etc.</td>
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<tr>
<td>Unit No. III</td>
<td>Extension &amp; Publicity</td>
<td>Exhibitions</td>
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<td>Library Week</td>
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<td>Lecturer Series</td>
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<td></td>
<td></td>
<td>Story telling</td>
</tr>
<tr>
<td>Unit No. IV</td>
<td>Library Legislations</td>
<td>Library Legislation: needs, essential features.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Salient features, Provisions, roles, amendments etc.</td>
</tr>
</tbody>
</table>
B.A. First year
Second Semester
Paper III: Library House Keeping Procedure

Unit No. I Different Sections of Library & Information Centers and their functions

Unit No. II Collection Development
Book selection, Ordering, Acquisition, Purchasing, Exchange of books, Accession, Bill passing etc.
Technical Process: cataloguing, Classification, Labeling, stamping etc.
Serial control: selection, ordering, bill passing, entering, organizing etc.

Unit No. III Circulation
Library rules & Regulations
Registration of members
Charging and discharging: Types, methods, reservation of books etc.

Unit No. IV Maintenance
Binding
Stock verification: policies & procedures
Weeding of books
Conservation, preservation, restoration

Paper IV Document Classification

Unit No. I Universe of knowledge
Classification: definition, Scope, need, & functions
Knowledge classification & book classification

Unit No. II General theory of classification
Special features of book classification
Generalia class, form division, form class, Notation, index

Unit No. III Standard schemes of classifications
Universal decimal classification, Bibliographic classification
Library of congress classification
Subject classification

Unit No. IV Normative principles of classification
general study of canons of classification

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

Unit No. I Visit to prominent local libraries: Public, Academic, and Special.

Unit No. II Writing reports on collections, services manpower etc. of the libraries.

Unit No. III Organizations of extension & publicity activity.

Unit No. I Main class of DDC, 000-900
Sub-class of DDC

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

Note: (1) Division of marks
- Record book = 20
- Performance = 20
- Report = 10
- Visit = 10
- Viva = 20

\[ \text{Total} = 80 \]

B A Second year
Third Semester
Paper VI: Planning of Library and Information Centers

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

References
Annual Seminar (19).
Humberg, M (1974) Library planning and decision making system.
Narayana G J Managing Libraries and Information centers in India.

Paper VII : Document Cataloguing

Unit No. I
Catalogue: Definition, Need and Purpose
Functions of Library Catalogue
Qualities of a Good Catalogue
Reading a book technically

Unit No. II
Physical (Outer) forms of catalogue
Register form, Sheaf form, Card form, including OPAC, etc,
Types (Inner Form) of Catalogue
Author Catalogue, Name Catalogue, Title Catalogue, Alphabetical Subject Catalogue, Dictionary Catalogue, Classified Catalogue.

Unit No. III
History of Catalogue codes

Unit No. IV
Types and functions of entries According to AACR II, Main entry, Added entries, Arrangement of entry cards

References

References
Tripathi S M (1978) Modern Cataloguing: Theory and Practice. Agra: Educational Publisher

B A Second year
Fourth Semester
Paper VIII : Information Sources

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

Unit No. II  Primary Information Sources

Unit No. III  Secondary Information Sources

Unit No. IV  Tertiary Information Sources

References
Chandler G (1974) How to find of guide to sources of information for all. Ed. 4 Oxford:
Hutchins M. (1944) Introduction to reference works. Chicago: ALA,

Paper IX  Information Services

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

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

Unit No. IV  Reprography and Translation Service

References
Chandler G (1974) How to find of guide to sources of information for all. Ed. 4 Oxford:
Hutchins M. (1944) Introduction to reference works. Chicago: ALA.

Paper X :  Practical AACR II & Sources & Services
Unit No. I  Cataloguing of Documents using AACR II (Latest ed.)
Unit No.II  Cataloguing of Simple Documents
Unit No. III  Cataloguing of Complex Documents
Unit No. I  Study and Evaluation of Information sources
Unit No.II  Compilation of Press Clipping
Unit No. III  Compilation of Bibliography

Note: (1) Division of marks
Record book = 20
Performance = 20
Report = 10
Visit = 10
Viva = 20
-------------
80
B.A. Third Year (Fifth Semester)

Paper XI  Knowledge Organization (Colon Classification)  (Credits 4)

Unit No. I  General Theory of knowledge organization
Features of Colon classification
i) Generalia class,
ii) Form class,
iii) Form division,
iv) Notation, and
v) Index

Unit No.II  Outline of schemes of library classification.
a) Enumerative classification schemes
b) Faceted classification schemes
c) Bios ketch of Dr. S.S.Ranganathan,

Unit No.III  Fundamental categories
a) Personality,
b) Matter,
c) Energy,
d) Space, and
e) Time

Unit No. IV  Trends in library classification
a) Classification approach
   Ranganathan’s approach
b) FID’s Role
c) CRG (Classification Research Group) London Activities
d) Alphabetical approach
e) Development in general scheme of classification: DDC online project
f) Retrieval
g) Evaluation
1. Needham, C. D.- Organizing knowledge in libraries: An introduction to classification and
catalogue, Ed.2, London, Andre Deutsch, 1971
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
8. Ranganathan S. R.-Prolegemana to library classification, ed.3, Bombay, Asia, 1967
9. Berwic Sayers-WCB manual of classification for libraries, Rev. by Arthur mail ed. 5,
London, Andre Deutsch, 1975
10. Parkhi, R. S.-Decimal classification and colon classification to perspective, Bombay,
Asia, 1967
12. Ranganathan S. R.-Descriptive account of the colon classification, Bombay, Asia Pub.,
1967
13. Berwic Sayers W. C. –Introduction to library classification, London, Andre Deutsch,
1950

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

Unit No.I General Theory of knowledge processing
   i.    Definition,
   ii.   Need
   iii.  purpose
   iv.   Role and Importance of Classified Catalogue Code

Unit No.II   Document description
   1) Classified Catalogue : Main entry,
      a) Leading Section, (Call number)
      b) Heading,
      c) Title section,
      d) Note section,
      (Series, Multiple series, Extract, Change of title, Related book note)
      e) Accession number, and
   2) Body of the main entry
Unit No. III  Normative Principles of Catalogue
I) General Normative Principles
   a) Law of Parsimony,
   b) Canon of Impartiality,
   c) Law of Interpretation,
II) Canon of Cataloguing
   d) Ascertainability
   e) Prepotence,
   f) Sought Heading,
   g) Permanence
   h) Currency,
   i) Consistence,
   J) Recall Value
III) Other normative principles
   k) Law of symmetry,
   l) Law of Local variation,
   m) Principle of Osmosis

Unit No. IV  Types and functions of entries according to
Classified catalogue code
a) Main entry,
b) Sections of Main entry according to classified catalogue code
c) Added entries,
   i) Class index entry
   ii) Book index entry, and
   iii) Cross reference index entry

1. Akers, S. G.-Simple library cataloguing, ed.5, Metuchen N. J., Scarecrow, 1969
7. Mann, Margaret- Introduction to cataloguing and the classification of books, ed.2, Chicago, ALA, 1943
11. Westby, B. M. ed.-Sears list of subject headings, ed. 12, New York, Wilson, 1982
12. Ranganathan S. R.-Classified catalogue code with additional rules for dictionary catalogue code ed. 5, (with amendments) Bombay, Asia, 1964

Paper XIII  Information Technology (Basic)  (Credits 4)

Unit I  1) Information Technology:
    a) Definition,
    b) Need,
    c) Scope and
    d) Objectives

2) Characteristics and functions of Information Technology
   a) Generation of Computers,

3) Historical development

Unit No.II  Computer Hardware
   A) Input,
   B) Output,
   C) Storage devices.

Unit No.III  Computer Software
   A) Algorithm,
   B) Flowcharting.
C) Operating Systems:

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

Unit No. IV Software Application
a) Word Processors,
b) Spread sheets etc.
c) DBMS Packages

3. Hills P. – Future of the Printed World, the impact & implications of the new communication technology, 1980.
11. Computer & Common Sense
12. Sanders – Introduction to Computers

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

Paper XIV Information Technology Applications (Credits 4)

Unit No.I Library Automation:
a) Planning and Implementation of Library Automation.
b) Automation in house operations

c) Acquisition,

d) Cataloguing,

e) Circulation,

f) Serials control,

g) OPAC,

h) Library Management.

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

Unit No.III  Communication Technology:
a) Fundamentals of Telecommunication technology,

b) Medias, Mode and Components.

c) Network Media,

d) UTP,

e) Optical fiber, Ethernet,

f) Network types and topologies,

g) LAN, WAN, MAN,

h) Local Area Network- Types and Topologies.

Unit No.IV  INTERNET Basic features and tools.
a) Network based Information services

b) Digital libraries,

c) Intelligence & Expert Systems.


<table>
<thead>
<tr>
<th>XV</th>
<th>Practical (C.C. &amp; CCC and I T) (Credits 10)</th>
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</table>
| Unit No. I | Classification of Simple documents  
Main class, sub classes |
| Unit II | Classification of compound & complex documents  
Using facet formula (PMEST), etc… |
| Unit III | Cataloguing simple documents  
Single author, two author, Single editor |
| Unit IV | Cataloguing of Complex documents  
Pseudonyms, series, multi volumes  
Govt. Publication, Proceedings, Annual report, etc… |
| Unit No. I | Use of operating systems  
DOS & Windows  
Use of Word Processor-MS word, Spread sheet,  
Use of DBMS Packages (FOXPRO) |
| Unit No. II | Creation of Database,  
Database search and Retrieval |
| Unit No. III | Using of Library Software packages (SOUL, CDS/ISIS, LIBSIS) , etc  
CD-ROM, Online searching, Internet searching |

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

Note: (1) Division of marks
   Record book = 20
   Performance = 20
   Report = 10
   Visit = 10
   Viva = 20
   ------------------
   80

B.A. Third Year (Sixth Semester)

Paper XVI  Indexing Systems  (Credits 4)

Unit No.I  Indexing- Goals and characteristics,
           Principles of indexing,
           General theory of indexing

Unit No.II  Subject Indexing Principles and Practices
           Functions& scope

Unit No.III  Indexing languages,
             Types and characteristics
             Pre coordinate and
             Post coordinates indexing

Unit IV  Special types of indexing –
         KWIK, KWOC,
         Chain indexing, POPSI, PRECIS, Uniterm
         Types of indexing:
         Subject Indexing
Author Indexing
Word indexes & concordance
Thesaurus structure and methodology to develop a IR thesaurus


5) Hunnisett R F _ Indexing for editors. British Records Association archives & the Users No.2


12) Maryann Corbett- Directory of Indexing & abstracting course and seminar.


26) UDC, British Standard Institution Part I and II.


29) Borko: Indexing methods

Paper XVII Information Retrieval (Credits 4)

Unit I Information Retrieval Concepts, Need, Components

Unit II Information Retrieval system, Basic features design and development

Unit III Search formulation- Searching methods, Use of Boolean operators.
Unit IV  Evaluation of Information Retrieval System,  
Precision,  
Recall, 
Relevance

8. Parthasarathy, V. V. 1965- Combination of Quais-Isolates DRTC, Annual Seminar.
11. ---------1965-Prolegomena to Library Classification, Asia Publishing House, Bombay.
12. --------- 1965-Colon classification: Basic Classification, ed. 6.
14. UDC, British Standard Institution Part I and II.
15. Wellisch, H. H.Ed.1977-The PRECIS index system, principles applications and prospects.
17. Borko: Indexing methods
18. Fosket, D. J.: Subject Approach to Information
19. Prasher: Index & Indexing systems.

Paper XVIII  Information Systems and Programmes  (Credits 4)

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

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

Unit III  National Information Systems, Services & Networks:  
NISSAT, INFLIBNET, DELNET, CALIBNET, NICKNET

Unit III  International Information Systems, Services & Networks:
INIS, NASSADOC, AGRIS, DEVISIS, BIOSIS, UNESCO-PGI, MEDLINE, MEDLAR

3. Information services in India. Seminar papers, 10th IASLIC, Conf., Kanpur, 1972
4. Lazar, P. India – National information system for science & technology, 1972
7. Sarnadas, A. – Information systems: theoretical & formal aspects, 1985
13. Information services in India. Seminar papers, 10th IASLIC, Conf., Kanpur, 1972
14. Lazar, P. India – National information system for science & technology, 1972

Paper XIX    Library and Users     (Credits 4)

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

<table>
<thead>
<tr>
<th>XX</th>
<th>Practice</th>
<th>Library Users</th>
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<tbody>
<tr>
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<tr>
<td></td>
<td>Unit I</td>
<td>Construction of Thesaurus</td>
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<td>Unit II</td>
<td>Information Retrieval on internet</td>
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<td>Unit III</td>
<td>Assigning subject heading</td>
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<td>Unit No.IV</td>
<td>Preparation of Library brochure, Newspaper clippings on the given topics.</td>
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<td>Unit No.V</td>
<td>Survey of libraries and Information centers</td>
</tr>
<tr>
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<td>Unit No.VI</td>
<td>Survey of a group of users</td>
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</table>

(Credits 10)

Note: (1) Division of marks
- Record book = 20
- Performance = 20
- Report = 10
- Visit = 10
- Viva = 20

80