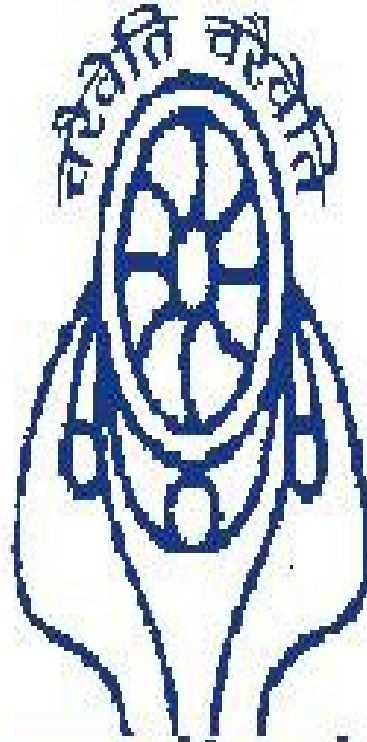


M.J.P. Rohilkhand University, Bareilly

Ordinances



महात्मा ज्योतिबा फुले
रुहेलखण्ड विश्वविद्यालय, बरेली

For
Degree in Bachelor Of Library and Information Science
(w.e.f. session: 2011-12)

About the Programme:

It is a full time 1-years (two semesters) course specially designed by the university for working teachers, person employed in industry or research organization and students who wish to enhanced their academic qualification without affecting their official work. The programme consists of two semesters of coursework. The medium of Instruction and Examination shall be English/Hindi.

1. Admission Requirements:

1.1) The minimum qualification for admission to this course is the possession of either.

1. Basic Bachelor's Degree in second division with a minimum 45% marks. in aggregate; or (2) a Post Graduate Degree in any discipline with a minimum of 45% marks in aggregate of this university or any other Indian university established by act of legislature and recognized by the Academic Council of the University.

OR

1.2) Graduate with 45% deputed candidates who are sponsored by government or university or approved college or public library authority as candidates with pay and deputation allowance under rules and are already working in the library.

OR

1.3) Graduate working libraries, with a minimum of five years experience in any of the libraries referred in Para 1.2 above.

OR

1.4) Graduate working librarians, holding a certificate in library science and having minimum of three years of experience in any of the libraries referred in Para 1.2.

1.5) A postgraduate candidate in science shall be referred.

1.6) Admission of the candidate in Bachelor of Library and Information Science Course under the category 1.1 shall be made strictly on the merit only.

- 1.7) In no case the admission governed by Para 1.2 to 1.4 shall exceed 10% of the total number of the seats.
- 1.8) The eligibility of the candidates under the categories mentioned in Para's 1.2 to 1.4 shall be determined on the basis of the admission test and/or on merit.

2. Reservations: As per Government rules.

3. Number of Seats: as per university rules.

4. End Semester Examination:

The examination shall be held according to syllabi and courses of reading recommended by the Board of the studies of the University and approved by the appropriate bodies. There shall be an examination at the end of each semester and eligible students will submit the university prescribed examination form in each semester before the examination. The last date of examination form will be declared by University. Semester I and II examinations will be held at the end of semester I & II respectively. Examination for courses shall be conducted only in the respective odd and even semesters as per University guidelines. First semester has three theory papers & one practical paper and II semester has three theory papers, one practical and one sessional work. 20 marks in each theory & practical paper shall be for the internal assessment and the remaining 80 marks for the end semester theory examination as mentioned in course structure of the University as available on University website,. The duration of examination shall be three hours. The practical examinations will be held by the university appointed practical examiners (minimum two) as per rules. The student should submit the project work to the internal supervisor who will be a faculty member of the college. The students will also prepare the project/Tour and a project/dissertation report in the second semester. The dissertation shall be evaluated at the end of the semester in a centralized manner.

5. Passing Criteria:

(a) In order to be eligible for the award of Degree, a student must successfully complete Semester I and Semester II examination separately. A student will be deemed to have successfully completed the course in a semester, if he/ she secures:

- (i) At least aggregated 40% marks in each semester.
- (ii) At least 30% of the sum of internal assessment & end semester theory examination marks in each theory papers.

(b) Student will be declared as a 'Pass' in each end semester examination if he fulfill criteria 5(a)

(c) A student can be promoted to second semester if he/she passed/fail in (one theory paper only) First semester examination.

(d) A student will be declared as a 'Fail with Back' in the result of Second semester (end sem.) examination, if he/she failed in maximum two theory papers and one practical exam in a complete year/session (First sem. + Second sem.). The paper, in which a student is fail, shall be considered as **back paper**. Such students will be eligible to appear in the Back Paper examinations but separate 'Back Paper examination' will not be conducted. Therefore eligible student can appear in back paper examination only with the regular end semester examination in the immediate next session. Students are required to submit the examination form for back paper(s) as per university norms. As these students will not attend the classes, so they are not allowed to reappear in Internal examination of the subject. So, **the Sessional marks which he/she had obtained as a regular student in the relevant Subject will be carried as such.**

(e) The student will be declared as a 'Pass' in back paper examination according to criteria 5(a) & 5(b). In such cases the new grade(s) obtained by the student will replace the old grade(s). The student will get only one chance to appear in back paper of that subject in immediate next session/academic year examination (without any gape) only.

(f) The Student will declare as a 'Fail' if he/she does not meet above criteria.

6. Division Criteria:

The final result will be declared on the basis of the combined marks obtained in the courses prescribed for the two semesters in the award list of second semester. The student secure less than 40% marks in final result will be declared as a fail and the successful candidates will be classified as follows:

- (i) First Division: 60% or more marks.
- (ii) Second Division: greater than or equal to 50% but less then 60% marks.

Revised Syllabus
M.J.P Rohilkhand University, Bareilly
COURSE STRUCTURE

BACHOLER OF LIBRARY AND INFORMATION SCIENCE

The course shall consist of six (06) theory papers each of three hours duration and the Two (02) Practice Papers each of three hours duration. There will be Eight (08) papers in two (02) Semesters and all are compulsory and written papers. Sessional work will be additional as IXth paper in second semester. The nomenclature of each paper along with the allotment of marks is as follows:

Semester – I

Paper No.	Paper Code	Nomenclature	Duration	Max. Marks		
	I-IV			Written	Internal	Total
I.	101	Foundation of Lib. And Inf.Sc.	3 Hours	80	20	100
II.	102	Management of Lib. And Info. centers/Institution	3 Hours	80	20	100
III.	103	Knowledge Organization and processing Theory	3 Hours	80	20	100
IV.	104	Knowledge Organization and Processing (Classification Practice)	3 Hours	80	20	100

Semester – II

Paper No.	Paper Code	Nomenclature	Duration	Max. Marks		
	V-V111			Written	Internal	Total
V.	105	Knowledge Organization and Processing (Cataloguing Practice)	3 Hours	80	20	100
VI.	106	Reference and Information Sources / Service	3 Hours	80	20	100
VII.	107	Documentation and Information Retrieval	3 Hours	80	20	100
IV.	108	Information Technology: Basic & Application	3 Hours	80	20	100

Paper Code 109

**Paper IX (a)(i)Computer Practical
(ii)Viva- voice**

Max. Marks 30

Max. Marks 20

(b) Sessional work

1. Observation/ Tour Report -

Max. Marks 20

2. Project work -

Max. Marks 20

3. Topical Bibliography -

Max. Marks 10

Total -

Max. Marks 100

PAPER 1st

1

Foundation of Library and Information Science:

Unit-I. Social and historical foundation of library types and functions of libraries: National, public, Academic and special library. Electronic, Digital and Virtual library.

Unit-II. Five laws of library science. Library movement in India, U.K. US.A. Development of libraries with special reference to India. Library Legislation in India:.

Unit-III. Information Sc. : Definition, scope and objectives. Role of library in modern society. Book delivery Act, Intellectual property rights, Right to Information.

Unit- IV. Library building and furniture: Extension services in libraries. Resource sharing and library networking. National and International (DELNAT, INFLIBNET, etc).

Unit- V. Role of Professional Association with special reference to National (ALA, ILA, IASLIC, ASLIB) and International (UNESCO, FID, IFLA) organization policy: National and International.

PAPER 2nd

Management of Library and Information Centers/Institutions.

Unit-I. Management: concept and scope Functions and principles of scientific management/management schools of thought.

Library Authority Committee: Need, Types and functions/ TQM.

Unit-II. Organizational structures: Professional and semi-professional staff.

Motivation, Leadership and staff formula.

Training , development and performance appraisal.

Unit-III. Library finance: Budgeting, Techniques and Methods.

Types of Budgeting.

Budgetary control.

Library statistics and annual report.

Unit-IV. Different Section /departments of library and their functions, book ordering, Acquisition and Technical processing.

Serial control, circulation control.

Marketing of Information products and services.

Unit-V. Collection development and management policies.

Preservation and conservation of print, Non-print and Electronic material.

Stock verification: Policy and procedures.

Three card system and cardex system.

Knowledge Organization and Processing : Theory

Unit-I. Universe of knowledge: Structure, Attributes and modes of formation of subject.

Library classification: definition need and purpose.

Canons of classification.

Principles of helpful sequence in three planes.

Unit-II. Five fundamental categories: Facet analysis, common Isolates, Devices, Phase Analysis, Notation and Round and Level.

Species of library classification schemes.

Introduction to C.C., DDC & U.D.C.

Unit-III. Catalogue: Definition need and purpose.

Inner and Physical form of lib. Catalogue.

Kinds of Entries: C.C.C. & AACR-II.

Subject cataloguing: Definition need and problems, principles and procedures of deriving subject heading: chain procedure and Sears list of subject headings.

Unit- IV. Comparative study of AACR-II and C.C.C. 5th ed. (Personal Author, Pseudonyms, Corporate Bodies).

Current trends in standardization and description (MARC, AACR-II).

Introduction to ISBN and ISSN/ OPAC.

Unit-V. Canon of cataloguing.

Selective and simplified cataloguing, Union Catalogue.

Cataloguing of Non Book material: Principles and problems with special reference to Serial Publications.

Filling of catalogue Cards.

PAPER 4th

Knowledge Organization and Processing : Classification Practice :-

Classification of books and periodical according to colon classification (6th Rev. Ed.) and Dewey Decimal Classification (D.D.C 19^H Ed.) Adequate numbers of Titles will be given from all disciplines.

Knowledge Organization and Processing : Cataloguing Practice :-

Cataloguing practical according to C.C.C. and AACR-II (Rev.), candidates will be required to catalogue five (05) Titles all.

PAPER-6th

Reference Services and Information Sources :-

Unit-I. Reference Sources: Definition, need and function of different types of library.
Information Sources : Primary, Secondary and Territory.

Unit-II. Definition, need, purpose and type of Bibliographies.

Dictionaries, Directories hand book, guide and geographical sources.

Encyclopedias, year books and Almanac.

Unit-III. Reference services: Concept definition, trends and Reference Interview and Search Technique.

CAS (Current Awareness Service) and SDI (Selective Dissemination of Information).

User Education: Method, Technique and Evaluation, Reference Service V/S Information Service.

Information Seeking Behavior.

Sources for current Affairs and state of Art Reports.

Unit-IV. Document Delivery and Translation services.

Marketing of Library of Information Services.

Unit-V.

Reference service in public, Academic and Special libraries.

Documentation and Information Retrieval

Unit-I.

1. Documentation: meaning genesis scope & facets of Documentation.
2. Reprographic, Translation service.

Unit-II.

1. Indexing: Techniques, pre & post coordinate indexing.
2. UNITERM, Keyword Indexing (KWIC, KWOC, KWAC, KWWC).
3. PRECIS & POPSI.

Unit-III.

1. Abstract & Abstracting: Types characteristic & elements.
2. Ranganathan's cannon of Abstracting.
3. Important Abstracting service.

Unit-IV.

1. National & International Information system (NISSAT, AGRIS, MEDLARS, UNISIST, INIS),
2. National Documentation centers of India (INSDOC, NASSDOC, DESIDOC, SENDOC and NISCAIR).

Unit-V.

1. Information storage & Retrieval system: Meaning, purpose.
2. Information Retrieval, Search strategies: feed back & Refining.

Information Communication Technology (Theory)

Unit-I.

1. Computer Fundamentals: Historical Development Generation.
2. Hardware storage device Input & Output device, latest configuration of computer hardware.
3. M.S. Office: M.S. Word, M.S. Excel, Power point.

Unit-II. Operating System, Programming & Database management system.

1. Operating system: M.S. Word, M.S. Window, UNIX & Linux, Window NT.
2. Database: Meaning and Objectives .
3. DBMS.

Unit -III. Networking & Internet

1. Types of Networks & Topologies, Network Hardware: Networks Interface card, Hub/switches.
2. Internet Protocols: Telnet, FTP, www, e-mail & Web browsers.
3. Search Engines, Definition, Component, types and web designs using MS Front page.

Unit -IV. Software Technology

1. Internet as a digit source of Information..
2. Library Software: CDS/ISIS, Libsys, SOUL.
3. Open Sources : Library Management Software of KOHA

Unit -V. Library Automation:

1. Library Automation: need, purpose, planning & Implementation.
2. Automation of in House operation- Acquisitions, Catalogue, circulation, serial control, management Information.
3. OPAC.