Ordinances

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)

*MJP Rohilkhand University, Bareilly. ORDINANCE for B.Lib. & I.Sc. (w.e.f.: 2011-12)*
(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**

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

**Semester – II**

<table>
<thead>
<tr>
<th>Paper No.</th>
<th>Paper Code</th>
<th>Nomenclature</th>
<th>Duration</th>
<th>Max. Marks</th>
<th>Written</th>
<th>Internal</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>V.</td>
<td>105</td>
<td>Knowledge Organization and Processing (Cataloguing Practice)</td>
<td>3 Hours</td>
<td>80</td>
<td>20</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>VI.</td>
<td>106</td>
<td>Reference and Information Sources / Service</td>
<td>3 Hours</td>
<td>80</td>
<td>20</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>VII.</td>
<td>107</td>
<td>Documentation and Information Retrieval</td>
<td>3 Hours</td>
<td>80</td>
<td>20</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>IV.</td>
<td>108</td>
<td>Information Technology: Basic &amp; Application</td>
<td>3 Hours</td>
<td>80</td>
<td>20</td>
<td>100</td>
<td></td>
</tr>
</tbody>
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**Paper Code 109**

**Paper IX (a)(i)Computer Practical**

| Paper IX (a)(ii)Viva- voice |
|-----------------------------|-------------------------|
| (b) Sessional work          | Max. Marks 30           |
| 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**

**Foundation of Library and Information Science:**


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 conversation of print, Non-print and Electronic material.

Stock verification: Policy and procedures.

Three card system and cardex system.
Knowledge Organization and Processing : Theory


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.


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 19th Ed.) Adequate numbers of Titles will be given from all disciplines.
II\textsuperscript{nd} SEMESTER

PAPER-5\textsuperscript{th}

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-6\textsuperscript{th}

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).
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.
2. Ranganathan’s cannon of Abstracting.
3. Important Abstracting service.

Unit-IV.
1. National & International Information system (NISSAT, AGRIS, MEDLARS, UNISIST, INIS),

Unit-V.
1. Information storage & Retrieval system: Meaning, purpose.
Unit-I.
2. Hardware storage device Input & Output device, latest configuration of computer hardware.

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.
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.
3. OPAC.