संलग्नित महाविद्यालयातील सामाजिक शास्त्रे विद्याशाखेतील सी.बी.सी.एस. पॅटर्नचा बी.ए. (प्रथम वर्ष) ग्रंथालय व माहितीशास्त्र अभ्यासक्रम शैक्षणिक वर्ष २०१६–१७ पासून लागू करण्याबाबत.

प रि प त्र क

या परिपत्रकान्वये सर्व संबंधितांना कळविण्यात येते की, प्रस्तुत विद्यापीठाच्या संलग्नित महाविद्यालयांतील **सामाजिक शास्त्रे विद्याशाखेतील Choice Based Credit System (C.B.C.S.) Pattern** नुसारचा **बी.ए. (प्रथम वर्ष) ग्रंथालय व माहितीशास्त्र** या विषयाचा अभ्यासक्रम शैक्षणिक वर्ष २०१६–१७ पासून लागू करण्यात येत आहे.

सदरील परिपत्रक व अभ्यासक्रम प्रस्तुत विद्यापीठाच्या **www.srtmun.ac.in** या संकेत—स्थळावर उपलब्ध आहेत. तरी सदरील बाब ही सर्व संबंधितांच्या निदर्शनास आणून द्यावी.

'ज्ञानतीर्थ' परिसर,
विष्णुपुरी, नांदेड – ४३१ ६०६.
जा.क्र.: शैक्षणिक(१)/परिपत्रक/पदवी—सीबीसीएस अभ्यासक्रम/
२०१६–१७/**९६३**
दिनांक : १९.०८.२०१६.

स्वाक्षरित/—
संचालक
महाविद्यालय व विद्यापीठ विकास मंडळ

प्रत माहिती व पुढील कार्यवाहीस्तव :

१) मा. कुलसचिव यांचे कार्यालय, प्रस्तुत विद्यापीठ.
२) मा. परीक्षा नियंत्रक यांचे कार्यालय, प्रस्तुत विद्यापीठ.
३) प्राचार्य, सर्व संबंधित संलग्नित महाविद्यालये, प्रस्तुत विद्यापीठ.
४) उपकुलसचिव, पदव्युत्तर विभाग, प्रस्तुत विद्यापीठ.
५) साहाय्यक कुलसचिव, पात्रता विभाग, प्रस्तुत विद्यापीठ.
६) सिस्टम एक्सपर्ट, यू.जी.सी. कक्ष, प्रस्तुत विद्यापीठ.

SWAMI RAMANAND TEERTH
MARATHWADA UNIVERSITY, NANDED

SYLLABUS

of

B.A. FIRST YEAR

LIBRARY AND INFORMATION SCIENCE

Semester Pattern

(Choice Base Credit System)

(With Effective from 2016-17)

Swami Ramanand Teerth
Marathwada University, Nanded

CHOICE BASED CREDIT SYSTEM (CBCS)

SEMESTER PATTERN
B.A. (UG) Programme under Faculty of Social Science
(Affiliated Colleges)
(With Effect from Academic Year 2016-17)

Name of the Faculty - Social Science

Total Credit - 158   **Average Credits Per Semester**: 26

<u>Note:</u>

❖ Assessment shall consist of continuous assessment (CA) and End of

Semester Examination (ESE)

❖ Weightage: % for ESE &   % of CA

❖ Each paper is of 3 Credits

❖ **Paper - (Elective) Transfer of Credit as per Student choice.**

Swami Ramanand Teerth Marathwada University, Nanded

Choice Based Credit System (CBCS) Course Structure (New Scheme)

Faculty of Social Science

B. A. First Year Syllabus

Semester Pattern effective from 2016-17

Subject: Library and Information Science

Semester	Core Course	Paper No.	Name of Paper	Lectures /Week	Total No. of Lectures	CA	ESE	Total Marks	Credits
Sem. - I	CCLIB-I	I	Library Organisation	04	60	10	40	50	02
	CCLIB-II	II	Library Administration	04	60	10	40	50	02
	CCLIB-III	III	Practical of Library foundation and Administration	03 Per batch	45	10	40	50	02
			Total - I	**11**	**165**	**30**	**120**	**150**	**06**
Sem.-II	CCLIB-IV	IV	Library Organisation	04	60	10	40	50	02
	CCLIB-V	V	Library administration	04	60	10	40	50	02
	CCLIB-Vi	Vi	Practical of Library foundation and administration	03 Per batch	45	10	40	50	02
			Total-II	**11**	**165**	**30**	**120**	**150**	**06**

(CC= Core Course CA=Continuous Assessment (Internal). ESE= End Semester Examination)

NOTE

1. Teaching workload shall be four periods per week for each theory paper and three periods per batch per week for practical.
2. Strength of students for each practical batch shall not be more than 20 (twenty).
3. Students shall not be allowed for Practical Examination without certified journal.
4. Total periods for each theory paper shall be 60 per semester.
5. Total periods for practical paper shall be 45 per semester. (No. of Practicals 15 per sem.)
6. Practical examination will be held at the end of per semester.
7. CA (Continuous Assessment) Pattern for each theory paper - one test and one home assignment of 5 Marks each.
8. There is no internal marks (CA) for practical paper.

Swami Ramanand Teerth Marathwada University, Nanded

Library and Information Science
(With effective from 2016-17)
B. A. First Year
Semester - I
Paper - I Library Organisation

Credit - 02   **Periods: 60**   **Marks: 50**

Unit 1 - Library and Society
      1.1 -   Definition, Importance
      1.2 -   Functions

Unit 2 – Role and Development of Library Society
      2.1 -   Social Development
      2.2 -   Education Development
      2.3 -   Cultural Development

Unit 3 - Dr. S. R. Ranganathan and Five Laws of Library Science

Unit 4 - Library as Community Centre
      4.1 -   Book Exhibition
      4.2 -   National Library Week
      4.3 -   Library and Adult Education

Recommended Books for Semester – I & II

1) Kaula PN : National Library in India: A Cultural Study. Bombay: Somayya

2) Kaushik P : Fundamental of Library & Information Science, Delhi: Anmol Publication Pvt. Ltd.

3) Khanna J. K. : Library and Society

4) Mahajan S. G. : History of Library Movement in Maharashtra

5) Ranganathan S. R. : Five Laws of Library Science

6) Ranganathan S. R. : Library Manual

7) Sharma K. S. : Organisation and Administration of College Libraries

8) Venkatpaih V. : Library Legislation in India (02 Vols.)

9) रेवती नरगुंदे : ग्रंथालये आणि सामाजिक विकास, युनिव्हर्सल प्रकाशन, पुणे

10) चप्पु के. एल, शर्मा पी. एस. : ग्रंथालय संघटन, निकिती पब्लिकेशन, लातूर

Swami Ramanand Teerth Marathwada University, Nanded

Library and Information Science
(With effective from 2016-17)
B. A. First Year
Semester -I
Paper - II Library Administration

Credit - 02   **Periods: 60**   **Marks: 50**

Unit 1 - Library Administration
    1.1   -   Definition, Importance
    1.2   -   Necessities

Unit 2 – Various Section in Library
    2.1   -   Functions of each section

Unit 3 - Library Committee
    3.1   -   Importance
    3.2   -   Types and Its Functions

Unit 4 – Book Acquisition and Processing of Books
    4.1   -   Book Selection
    4.2   -   Types of books Acquisition
    4.3   -   Book Processing

Recommended Books for Semester – I & II

1)	Kunturkar V. N.	:	Introduction to Library Administration
2)	Mittal R. L.	:	Library Administration
3)	Mukherjee A. K.	:	Book Selection
4)	Narayanan G. J.	:	Library and Information Management
5)	Ranganathan S. R.	:	Library Administration
6)	Sharma K. S.	:	Organisation and Administration of College Libraries.
7)	भागवत, शशिकला गं.	:	ग्रंथालय व्यवस्थापन, आवृत्ती 1 ली, पुणे युनिर्व्हसल बुक स्टॉल, 2003
8)	जैन, प्रकाश, डाखोळे, प्रमोद	:	सुलभ ग्रंथालयशास्त्र, आवृत्ती 2 री, नागपूर: विश्व पब्लिशर्स ॲन्ड डिस्ट्रिबुटर्स, 2009
9)	सातारकर, एस. पी.	:	ग्रंथालय व्यवस्थापन : तंत्र आणि मंत्र, नांदेड: अभय प्रकाशन, 2001
10)	नरगुंदे, रेवती	:	ग्रंथालय व्यवस्थापन, पुणे युनिव्हर्सल प्रकाशन, 2000
11)	महाजन, शां. ग.	:	ग्रंथालय व्यवस्थापन, पुणे : विद्यार्थीगृह प्रकाशन, 2000

Swami Ramanand Teerth Marathwada University, Nanded

Library and Information Science
(With effective from 2016-17)
B. A. First Year
Semester - I
Paper - III Practical of Library Foundation and Administration

Credit - 02   **Periods: 45**   **Marks: 50**

Unit - 1 Visit to Prominent Local Libraries:
- Public libraries, Academic Libraries
- Writing reports on Collections, Services, Manpower etc. of the libraries.

Unit - 2 Preparation of Clipping file
- (Minimum 25 Clippings with index of any subject)
-

Unit - 3 Reference Service [Minimum 50 questions based on]

- Encyclopaedia
- Dictionaries
- Geographical resources
- Biographical resources

Note - Division of Marks
Continuous Assessment (Internal - Record Book) - 10

ESE -
- **Report writing**   **-10**
- **Reference service**   **-10**
- **Clipping file**   **-10**
- **Viva**   **-10**

- **Total**   **-40**

Swami Ramanand Teerth Marathwada University, Nanded

Library and Information Science
(With effective from 2016-17)
B. A. First Year
Semester - II
Paper - IV Library Organisation

Credit - 02 **Periods: 60** **Marks: 50**

Unit - 1 Communication

      1.1 - Oral and Written communication

      1.2 - Media of Communication

         1.2.1 - Print Media, Non – Print media

         1.2.2 - Audio-Visual Media

Unit - 2 Library movement in India

      2. 1 - Ancient period

         2.1.1 - Before Independence

         2.1.2 - After Independence

Unit - 3 Types of Library

      3.1 - Public, Academic and Special Libraries

      3.2 - Definition and Functions

Unit – 4 National Library

      4.1 - Definition, Functions

      4.2 - Indian National Library

Swami Ramanand Teerth Marathwada University, Nanded

Library and Information Science
(With effective from 2016-17)
B. A. First Year
Semester - II
Paper - V Library Administration

Credit - 02   **Periods: 60**   **Marks: 50**

Unit - 1 Important Records Maintained in the library

    1.1 -   Accession Register

    1.2 -   Visitors Register

Unit - 2 Circulation Activities

    2.1 -   Library Rules and Regulation

    2.2 -   Registration of Members

    2.3 -   Charging System

        2.3.1 -   Browne Charging System

        2.3.2 -   Newark Charging System

Unit - 3 Annual Report

    3.1 -   Its Need

        3.1.1 -   Annual Report of Library

Unit - 4 Library Budget.

    4.1 -   Definition, Need, Importance

    4.2 -   Types of Budget

Swami Ramanand Teerth Marathwada University, Nanded

Library and Information Science

(With effective from 2016-17)

B. A. First Year

Semester -II

Paper - VI Practical of Library Foundation and Administration

Credit - 02   **Periods: 45**   **Marks: 50**

Unit - 1 Technical Processing of Documents

- Labelling, Stamping, Book Card, Book Pocket, Due-Date Slip

- Important records Maintained in the Library

Unit - 2 Preparation of Accession register

[Minimum 40 books entries]

Unit - 3 Preparation of Library Budget

Note : **Division of Marks**

Continuous Assessment (CA) (Internal - Record Book) - 10

ESE -

Technical Processing	**-10**
Accession Register	**-10**
Library Budget	**-10**
Viva	**-10**

Total	**-40**

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