



**Scheme of Examination  
&  
Detailed Syllabus**

**Bachelor of Library & Information  
Science  
(B. Lib. Sc.)**



**AISECT UNIVERSITY**

Matwari Chowk, In front of Gandhi Maidan,  
Hazaribagh (Jharkhand)-825301

Contact us: 8252299990, Visit us: [aisectuniversityjharkhand.ac.in](http://aisectuniversityjharkhand.ac.in), mail us:  
[info@aisectuniversityjharkhand.ac.in](mailto:info@aisectuniversityjharkhand.ac.in)



### Credit Based Grading System

Grade	% Marks range (based on absolute marks)	Grade Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory
D	31-40	4	Marginal
F	30 & below	0	Fail
I		0	Incomplete.
W		0	Withdrawal

1. The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:

$$SGPA = \frac{\sum_{i=1}^n c_i P_i}{\sum_{i=1}^n c_i}$$

Where  $C_i$  is the number of credits offered in the  $i^{\text{th}}$  subject of a Semester for which SGPA is to be calculated,  $P_i$  is the corresponding grade point earned in the  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$ , are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

here  $NC_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$ , are the number of semesters in that course.

**Equivalence of CGPA to division will be on following basis**

<b>CGPA Score</b>	<b>Divisions</b>
<b><math>7.5 \leq \text{CGPA}</math></b>	<b>First Division With Honours</b>
<b><math>6.5 \leq \text{CGPA} &lt; 7.5</math></b>	<b>First Division</b>
<b><math>5.0 \leq \text{CGPA} &lt; 6.5</math></b>	<b>II Division</b>
<b><math>\text{CGPA} &lt; 5.0</math></b>	<b>Fail</b>

**The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.**

$$\text{Percentage marks scored} = \frac{\text{CGPA}_{\text{Obtained}}}{4} \times 100$$

## COURSE STRUCTURE OF B. Lib. & I. Sc

COURSE STRUCTURE OF B. Lib. & I. Sc I SEMESTER													
Subject Details			Main Examinations				Sessionals ***		Credit Distribution			Allotted Credits	
Subject Code	Subject Name	Total Marks	Major		Minor		Max Marks	Min Marks	L	T	P	Subject wise Distribution	
			Max Marks	Min Marks	Max Marks	Min Marks							
<b>Theory Group</b>													
HBLS101	Library and Society	100	50	17	20	7	30	12	4	-	-	4	
HBLS102	Library Management	100	50	17	20	7	30	12	4	-	-	4	
HBLS103	Library Classification Theory	100	50	17	20	7	30	12	4	-	-	4	
HBLS104	Library Classification Practice	100	50	17	20	7	30	12	4	-	-	4	
<b>Practical Group</b>			<b>Term End Practical Exam</b>				<b>Lab Performance</b>						
HBLS105	Viva Voce + Library Practice File	200	100		34		100	34	-	-	4	4	
<b>Grand Total</b>		<b>600</b>										<b>20</b>	

**Minimum Passing Marks are equivalent to Grade D in Individual Subjects**

**L- Lectures T- Tutorials P- Practicals**

**\*\*\*Sessionals Weightage – Attendance 50%, Four Class Tests/Assignments 50%**

## COURSE STRUCTURE OF B. Lib. & I. Sc II SEMESTER

Subject Details			Main Examinations				Sessionals ***		Credit Distribution			Allotted Credits
Subject Code	Subject Name	Total Marks	Major		Minor		Max Marks	Min Marks	L	T	P	Subject wise Distribution
			Max Marks	Min Marks	Max Marks	Min Marks						
<b>Theory Group</b>												
HBLS201	Library Cataloguing Theory	100	50	17	20	7	30	12	4	-	-	4
HBLS202	Library Cataloguing Practice	100	50	17	20	7	30	12	4	-	-	4
HBLS203	Reference and Information Sources & Services	100	50	17	20	7	30	12	4	-	-	4
HBLS204	Information Technology : Basics	100	50	17	20	7	30	12	4	-	-	4
SCIT302	Data Entry Operations (Skill Course)	50	25	8	10	4	15	6	1	-	-	1
<b>Practical Group</b>			<b>Term End Practical Exam</b>				<b>Lab Performance</b>					
HBLS205	Viva Voce + Computer Practical File	200	100		34		100	34	-	-	4	4
SCIT302	Data Entry Operations (Skill Course)	100	50		17		50	17	-	-	2	2
<b>Grand Total</b>		750										<b>23</b>

Minimum Passing Marks are equivalent to Grade D in Individual Subjects

L- Lectures T- Tutorials P- Practicals

\*\*\*Sessionals Weightage – Attendance 50%, Four Class Tests/Assignments 50%

NOTE: There will be an external examiner to evaluate the project report.



# AISECT UNIVERSITY, Hazaribag (JH)

## Scheme of Examination

### Department: Library & Information Science

Subject Code	Subject Name	Credits	Maximum marks Allotted						Duration of Exam.	
			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HBLS101	Library and Society	4(4+0+0)	50	20	30	-	-	100	3 hr	-

#### Pattern:

The question paper will consist of six questions. Question no. 1 will have 10 objective type questions and carry 10 marks. Remaining five questions carry 08 marks each, one from each of the five units of the syllabus and will have internal choice. These five questions will have two parts A & B, preferably one theoretical and other numerical. Candidates are required to answer all questions.

## Syllabus

#### Theory:

**UNIT-I** Development of Libraries and their Role in Society, Role of Library and Information Centres in Modern Society, Laws of Library Science, Development Libraries in UK and USA, Library Development in Modern India – Plans and Programmes

**UNIT-II** Different Types of Libraries and their Functions, National Libraries: Their Function; A Descriptive Account of National Libraries of India, UK and USA, Academic Libraries: School, College and University, Public Libraries: Role and Functions, Special Libraries and Information Centres

**UNIT-III** Library Legislation, Library Legislation and A Model Public Library Act/Bill, Library Legislation in Indian States – Their Salient Features

**UNIT-IV** Resource Sharing and User Studies, User Studies, User Education, Resource Sharing – Concept, Need, Form and Selected Case Studies

**UNIT-V** Library Associations, Promotional Agencies and Systems, Librarianship as a Profession and Professional Ethics, Role of professional Associations, Organisations and Institutions Involved in Development of Library and Information Services

#### Reference Books:

1. Learn Library And Society - Anil Kumar Dhiman - ESS ESS Publications



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			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HBLS102	Library Management	4(4+0+0)	50	20	30	-	-	100	3 hr	-

**Pattern:**

The question paper will consist of six questions. Question no. 1 will have 10 objective type questions and carry 10 marks. Remaining five questions carry 08 marks each, one from each of the five units of the syllabus and will have internal choice. These five questions will have two parts A & B, preferably one theoretical and other numerical. Candidates are required to answer all questions.

## Syllabus

**Theory:**

**UNIT-I** Principles of Library Management, , General Principles of Management and their Application to Library Management, Library Organisational Structure, Management Information System (MIS), Physical Planning of Library

**UNIT-II** Information Resources Development, , Types of Information Resources, Selection Principles including Communication Media, Different Types of Selection Tools and Their Importance, Acquisition Procedure: Books and Non-Book Material, Acquisition of Periodicals and Serials, Technical Processing

**UNIT-III** Use and Maintenance of the Library, , Circulation Work, Maintenance, Shelving and Stock Verifications, etc., Elements of Binding and Preservation

**UNIT-V** Human Resources Development, , Human Resource Development: Concept and Contours, Personnel Planning, Participative Management and Total Quality Management (TQM), ,

**UNIT-V** Library Finance and Budget, , Library Finance, Budgeting and Accounting

**Reference Books:**

1. Library Building And Furniture Design And Planning - Suresh C Sinha - ESS ESS Publications.
2. Learn Library Management - Anil Kumar Dhiman - ESS ESS PUBLICATIONS

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## Scheme of Examination

### Department: Library & Information Science

Subject Code	Subject Name	Credits	Maximum marks Allotted						Duration of Exam.	
			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HBLS103	Library Classification Theory	4(4+0+0)	50	20	30	-	-	100	3 hr	-

#### Pattern:

The question paper will consist of six questions. Question no. 1 will have 10 objective type questions and carry 10 marks. Remaining five questions carry 08 marks each, one from each of the five units of the syllabus and will have internal choice. These five questions will have two parts A & B, preferably one theoretical and other nematical. Candidates are required to answer all questions.

### Syllabus

#### Theory:

**UNIT-I** Elements of Library Classification, , Basic Terminology and Historical Perspective, Need and Purpose of Library Classification

**UNIT-II** Theory and Development of Library Classification, , General Theory of Library Classification, Species of Schemes of Library Classification, Learning about Subjects

**UNIT-III** Approaches to Library Classification, , Postulational and Systems Approaches, Fundamental Categories, Facet analysis and Facet Sequence, Phase Relation and Common Isolates, Devices in Library Classification

**UNIT-IV** Study of Selected Schemes of Library Classification, , Dewey Decimal Classification (DDC), Comparative Study of 19th , 20th and 21st Editions of Dewey Decimal Classification,

**UNIT-V** Universal Decimal Classification (UDC), Colon Classification (CC), Different versions of Colon Classification, Current Trends in Library Classification

#### Reference Books:

1. Library Classification Theory (3rd Paper Part-a) & Library - C Lal - ESS ESS Publications

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Subject Code	Subject Name	Credits	Maximum marks Allotted						Duration of Exam.	
			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HBLS104	Library Classification Practice	4(4+0+0)	50	20	30	-	-	100	3 hr	-

#### Pattern:

The question paper will consist of six questions. Question no. 1 will have 10 objective type questions and carry 10 marks. Remaining five questions carry 08 marks each, one from each of the five units of the syllabus and will have internal choice. These five questions will have two parts A & B, preferably one theoretical and other nematical. Candidates are required to answer all questions.

### Syllabus

#### Theory:

**UNIT-I** Dewey Decimal Classification (19th Edition) – Part 1, , Introduction, Structure and Organisation, Definition, Notes and Instructions, Introduction to Three Summaries and Steps in Classifying Documents, Relative Index and its Use

**UNIT-II** Dewey Decimal Classification (19th Edition) – Part 2, , Study of Tables and Schedules, Auxiliary Tables and Devices, Practical Classifications

**UNIT-III** Colon Classification (6th Edition) : Preliminaries, , Introduction, Structure, and Organisation, Schedules and Techniques, Steps in Classification

**UNIT-IV** Colon Classification (6th Edition): Introduction to the Application of Postulates and Principles for Facet Analysis and Synthesis, , Humanities and Social Sciences, Biological Sciences, Physical Sciences and Generalia

**UNIT-V** Colon Classification (6th Edition) common isolates, phase predation subject device

#### Reference Books:

1. Colon Classification S R Ranganathan - ESS ESS Publications.

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# AISECT UNIVERSITY, Bhopal, (M.P.)

## Scheme of Examination

### Department: Library & Information Science

Subject Code	Subject Name	Credits	Maximum marks Allotted						Duration of Exam.	
			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HBLS105	Viva Voce + Library Practice File	4(0+0+4)				100	100	200		3 hr

## Syllabus

### Library Classification Practice:

Library Classification

Classification Scheme: CCC, DDC

Classification Practice

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## Scheme of Examination

### Department: Library & Information Science

Subject Code	Subject Name	Credits	Maximum marks Allotted						Duration of Exam.	
			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HBLS201	Library Cataloguing Theory	4(4+0+0)	50	20	30	-	-	100	3 hr	-

#### Pattern:

The question paper will consist of six questions. Question no. 1 will have 10 objective type questions and carry 10 marks. Remaining five questions carry 08 marks each, one from each of the five units of the syllabus and will have internal choice. These five questions will have two parts A & B, preferably one theoretical and other numerical. Candidates are required to answer all questions.

### Syllabus

#### Theory:

**UNIT-I** History, Purpose and Types of Library Catalogues, Library Catalogue: Objectives, Purposes and Functions, History and Development of Library Catalogue Code, Physical Form of Catalogues, Types of Catalogues

**UNIT-II** Format of Catalogue Entries, Kinds of Entries, Data Elements in Different Types of Entries, Filing of Entries – Classified and Alphabetical, Centralized Cataloguing, Cataloguing – in Publication and Pre-Natal Cataloguing, Machine Formats: MARC and CCF

**UNIT-III** Choice and Rendering of Headings and Personal Authors (Western and Indic Names), Corporate Authors, Pseudonymous, Anonymous Works and Uniform Titles,

**UNIT-IV** Cataloguing of multi volume, composite Book, Non print media.

**UNIT-V** Subject Indexing, Vocabulary Control and Recent Developments in Cataloguing, Subject Cataloguing - Problems, Vocabulary Control: Subject Heading Lists and Thesauri, Subject Indexing Models, Techniques for Subjects Indexing, Recent Trends in Library Cataloguing

#### Reference Books:

1. Library Cataloguing Theory (paper Iv Part-a) & Library Cataloguing - C Lal - ESS ESS Publications

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### Department: Library & Information Science

Subject Code	Subject Name	Credits	Maximum marks Allotted					Duration of Exam.		
			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HBLS202	Library Cataloguing Practice	4(4+0+0)	50	20	30	-	-	100	3 hr	-

#### Pattern:

The question paper will consist of six questions. Question no. 1 will have 10 objective type questions and carry 10 marks. Remaining five questions carry 08 marks each, one from each of the five units of the syllabus and will have internal choice. These five questions will have two parts A & B, preferably one theoretical and other nemerical. Candidates are required to answer all questions.

### Syllabus

#### Theory:

**UNIT-I** AACR- 2R – Part 1, , Preliminaries, Single Personal Author, Shared Responsibility and Editorial Directions, Choice Among Different Names and References, Series and Multivolumes

**UNIT-II** AACR- 2R – Part 2, , Subject Headings, Corporate Bodies, Uniform Titles and Serials, Cataloguing of Non-Print Media/User's Guide to AACR-2 R

**UNIT-III** Classified Catalogue Code – Part 1, , Preliminaries to Classified Catalogue Code, Class Index Entry and Tracing, Personal Authors, Corporate Authors

**UNIT-IV** Classified Catalogue Code – Part 2, , Analytical Entries and Composite Books, Series, Multivolume Publications, Periodical Publications.

**UNIT-V** Computerized cataloguing with Soul Software.

#### Reference Books:

1. Practical Cataloguing Ccc (pb) - C Lal - ESS ESS Publications
2. Practical Cataloguing Aacr-2 (pb) - C Lal - ESS ESS Publications
3. Cataloguing Of Non Book Materials - Anil Kumar Dhiman ESS ESS Publications
4. Advanced Cataloguing Practice : CCC & AACR-2 (Pbk) - J N Gautam - Y.K.Publishers

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## Scheme of Examination

### Department: Library & Information Science

Subject Code	Subject Name	Credits	Maximum marks Allotted						Duration of Exam.	
			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HBL5203	Reference and Information Sources & Services	4(4+0+0)	50	20	30	-	-	100	3 hr	-

#### Pattern:

The question paper will consist of six questions. Question no. 1 will have 10 objective type questions and carry 10 marks. Remaining five questions carry 08 marks each, one from each of the five units of the syllabus and will have internal choice. These five questions will have two parts A & B, preferably one theoretical and other numerical. Candidates are required to answer all questions.

### Syllabus

#### Theory:

**UNIT-I** Study of Reference Sources, Reference and Information Access Tools: An Overview, Types of Reference and Information Access Tools, Kinds of Bibliographies, Indexing and Abstracting Periodicals, Reviews, State-of-Art Reports, Trends Reports, etc.

**UNIT-II** Categories of Reference Source – Part 1, Dictionaries, Encyclopedias, Hand Books, Manuals, Year Books, etc., Standards, Patents, Trade Catalogues, etc. Categories of Reference Source – Part 2, Geographical Sources, Biographical Sources, Statistical Information Sources, Sources for Current Affairs

**UNIT-III** Non-Documentary Sources, Human Resources and Referral Systems, Institutional Information Sources, Mass Media

**UNIT-IV** Information Services and Organisation, Concept and Need for Information, Information Services : An Overview, Users of Information Services, Organisation of Information Services

**UNIT-V** Information Services and Techniques, Reference Services, Current Awareness Services, Literature Search and Data Base Services, Document Delivery Services

#### Reference Books:

1. Reference Services And The Digital Sources Of Information - Amjad Ali -ESS ESS Publications.
2. Reference Services And Sources Of Information - Jagdish S Sharma - ESS ESS Publications

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## Scheme of Examination

### Department: Library & Information Science

Subject Code	Subject Name	Credits	Maximum marks Allotted						Duration of Exam.	
			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HBLS204	Information Technology : Basics	4(4+0+0)	50	20	30	-	-	100	3 hr	-

#### Pattern:

The question paper will consist of six questions. Question no. 1 will have 10 objective type questions and carry 10 marks. Remaining five questions carry 08 marks each, one from each of the five units of the syllabus and will have internal choice. These five questions will have two parts A & B, preferably one theoretical and other numerical. Candidates are required to answer all questions.

### Syllabus

#### Theory:

**UNIT-I** Information Technology: Concepts and Basics, Introduction to Information Technology, Introduction to Computers, Telecommunications: Basics

**UNIT-II** Applications Software, Introduction to Applications Software, Library and Information Software packages, Features of Indian Software Packages

**UNIT-III** Library Automation, Library House Keeping Operations, Computerised Information Services, Management of Computerised Library

**UNIT-IV** Information System and Networks, Basic Concepts and Contours of Computer Based Information Systems, Library Information Networks, Resource Sharing Networks, Internet and Its Services.

**UNIT-V** Soul Library Software: Introduction, Object .....

#### Reference Books:

1. Computers @ Libraries - V K J Jeevan - ESS ESS Publications
2. Learn Computer Basics And Its Application In Libraries - Anil Kumar Dhiman - ESS ESS Publications

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# AISECT UNIVERSITY, Bhopal, (M.P.)

## Scheme of Examination

### Department: Library & Information Science

Subject Code	Subject Name	Credits	Maximum marks Allotted						Duration of Exam.	
			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HBLS205	Viva Voce + Computer Practical File	4(0+0+4)				100	100	200		3 hr

## Syllabus

### Computer Practical:

Computer Fundamental

Application Software: MS Office

Library Software: SOUL, Koha, Greenstone

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# **AISECT University, Hazaribag (JH)**

**Detailed Syllabus**

**SEMESTER - III**

## **SCIT 301 DATA ENTRY OPERATIONS**

**(Elective Skills)**

### **UNIT-1**

Basics of Computer: Computer Organization, Input and Output Devices, System Software and Application Software, Computer Language, Compiler and Assembler

Operating System: Elements of Windows XP, Desktop Elements, Locating Files and Folders, Changing System Setting, File Management in Windows, Installation of Software and Hardware

### **UNIT-2**

Basics of Word Processing: Starting Word Program, Word Screen Layout, Typing Screen Objects, Managing Documents, Protecting and Finding Documents, Printing Documents

Formatting Documents: Working with text, Formatting Text, Formatting Paragraphs, Bulleted and Numbered Lists, Copying and Moving Text, Spelling and Grammar, Page Formatting, Creating Tables, Mail Merge,

### **UNIT-3**

Types of document in Mail merge: Creating data Source, Creating Mailing Labels, Creating Mailing Labels, Merging Data into Main Document

Basics of Spreadsheet: Selecting, Adding and Renaming Worksheets, Modifying a Worksheet, Resizing Rows and Columns, Workbook Protection

### **UNIT-4**

Formatting Worksheets: Formatting Toolbar, Formatting Cells, Formatting Rows and Columns, Formatting Worksheets Using Styles, Protect and Unprotect Worksheets

Formulas, Functions and Charts: Formulas and Functions, Copying a Formula, Types of Functions, Types of Charts, Auto Shapes and Smart art

### **UNIT-5**

Creating Presentation: Creating Slides, Slide Sorter View, Changing Slide Layouts, Moving Between Slides,

Introduction to Internet: Getting Connected to Internet, Types of Internet Connections, Internet Terminology, Understanding Internet Address, Web Browser and Internet Services

**Practical:**

1. To study the features of MS-Office 2007 such as MS-Word, MS-Excel, MS-Power point and MS-Access
2. To create a document using mail merge in MS-Word.
3. To create a document for type the mathematical equation in MS-Word.
4. To create a employees work detail list using MS-Excel
5. To calculate student mark details using MS-Excel.
6. To Import External Data, Sort and Filter using MS-Excel.
7. To create a database using MS-Access.
8. To generate report using MS-Access.
9. To create a presentation text and images with effects using MS-Power point.
10. To create a presentation with effects using animation and sound effects.
11. To create a document using mail merge in MS-Word

**REFERENCE BOOKS:**

1. Anurag Seetha, "Introduction to Computers and Information Technology", Ram Prasad & Sons, Bhopal.
2. Galgotia Publications, "Computers Today ", Galgotia Publications.
3. Alexis Leon & Mathews Leon, "Fundamentals of Information technology ", Vikas Publishing House, New Delhi.
4. Windows XP Complete Reference. BPB Publications
5. MS Office XP complete BPB publication
6. MS Windows XP Home edition complete, BPB Publications