### THEORY

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>SUBJECTS</th>
<th>SUBJECT CODE</th>
<th>TEACHING SCHEME</th>
<th>EXAMINATION - SCHEME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Periods per Week</td>
<td>Periods in one Session (Year)</td>
</tr>
<tr>
<td>1.</td>
<td>Professional Studies &amp; Entrepreneurship</td>
<td>00601</td>
<td>06</td>
<td>60</td>
</tr>
<tr>
<td>2.</td>
<td>Computer Application</td>
<td>32602</td>
<td>06</td>
<td>60</td>
</tr>
<tr>
<td>3.</td>
<td>Advance Library Cataloguing</td>
<td>31603</td>
<td>06</td>
<td>60</td>
</tr>
<tr>
<td>4.</td>
<td>Inf. Storage &amp; Retrieval</td>
<td>31604</td>
<td>06</td>
<td>60</td>
</tr>
<tr>
<td>5.</td>
<td>Elective* Academic Library System</td>
<td>31605A</td>
<td>06</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>Elective* Research Methodology</td>
<td>31605B</td>
<td>06</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>Total:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PRACTICAL

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>SUBJECTS</th>
<th>SUBJECT CODE</th>
<th>TEACHING SCHEME</th>
<th>EXAMINATION - SCHEME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Periods per Week</td>
<td>Periods in one Session (Year)</td>
</tr>
<tr>
<td>6.</td>
<td>Advance Library Cataloguing</td>
<td>31606</td>
<td>04</td>
<td>60</td>
</tr>
<tr>
<td>7.</td>
<td>Computer Application</td>
<td>32606</td>
<td>04</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>Total:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SESSIONAL

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>SUBJECTS</th>
<th>SUBJECT CODE</th>
<th>TEACHING SCHEME</th>
<th>EXAMINATION - SCHEME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Periods per Week</td>
<td>Periods in One Session (Year)</td>
</tr>
<tr>
<td>8.</td>
<td>Professional Studies &amp; Entrepreneurship</td>
<td>00607</td>
<td>04</td>
<td>50</td>
</tr>
<tr>
<td>9.</td>
<td>Advance Library Cataloguing</td>
<td>31608</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td></td>
<td>Total:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Periods per Week: 42
Total Marks = 750
PROFESSIONAL STUDIES & ENTREPRENEURSHIP

Rationale:
The paper has been introduced to achieve dual purpose for the students. Firstly, this course provides the basics of Professional management and secondly it also prepares the student to develop self reliance by becoming an entrepreneur.
This makes them conversant with their duties and responsibility to make them successful in their career building by developing profession expertise.

Objectives:
With the input provided in this paper, the students will be able to:-

- Acquire basic knowledge of management.
- Understand the various area of management such as human resources, marketing, finance and commercial aspect, production & material management etc.
- Understand the benefit of becoming an entrepreneur.
- Handle a project efficiently and independently.
- To avail subsidies / grants / loan etc. from various of agencies.

PART-I: PROFESSIONAL STUDIES

TOPIC:

01 – INTRODUCTION:

01.01 Professional Ethics:
Definition, Objective, Right & Wrong, Duty & Obligation

01.02 Management:
Definition, Function and Objectives.

01.03 Leadership:
Definition, Types – Autocratic, Democratic and Laissez – faire, Functions and Characteristics of Leadership.

01.04 Motivation :
Definition, Types and Importance / Benefits

01.05 Forms of Business organization:
Sole proprietorship, Partnership, Joint Stock company and Co-operative Societies.

01.06 Supervisor’s/Technician’s role:
Concept of supervisory management, career needs, Role of Technicians in an organization.

PART-II: ENTREPRENEURSHIP

TOPIC:

02 – INTRODUCTION:

02.01 Entrepreneurship:
Concept, Characteristics of a successful entrepreneurship, basic ingredients of entrepreneurship:

02.02 Project Report:
Sources of Finance:
- Government, Commercial Banks, Financial institutions:
  - SIDBI – Small Industries development Bank of India
  - SFC – State Financial Corporations
  - IDBI – Industrial Development Bank of India
  - IFCI – Industrial Finance Corporation of India
  - ICICI – Industrial Credit Investment Corporation of India

Acts:
- Indian factories Act 1948 (Main Provision Only)
- Consumers Protection Act 1986 (Main Provision Only)

03 – PROJECT WORK:
As elaborated in Sessional Paper (00607).

Books Recommended:
3. Managerial Economics, Sultan Chand & Sons, New Delhi
4. Project Appraisal and Follow up, Govind Prakashan, Mumbai.
5. Modern Marketing Management, Progressive Corporation Pvt. Ltd., P51, Mahatma Gandhi Road, Bombay-400 001
6. A hand book for new entrepreneurs (with special reference to science and technology target group)

Reference Books:
1. Leadership in Organisation
2. Motivation
4. A Hand book on Project Appraisal and follow up, Govind Prakashan, 204, Saraswati Kunj, 90, S. V. Road, Goregoan, Bombay-400 062.
5. Bihar Industrial Policy
6. Entrepreneurship Guide

- Published by I.S.T.E. Mysore
- Published by I.S.T.E. Mysore
- Published by I.S.T.E. Mysore
- D. P. Sarda
- Government of Bihar, Department of Industries.
- Bihar State Financial Corporation, Fraser Road, Patna-800 001.
COMPUTER APPLICATION

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Theory</th>
<th>No of Period in one session : 60</th>
</tr>
</thead>
<tbody>
<tr>
<td>32602</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No. of Periods Per Week</td>
<td>Full Marks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

(1) M.S. Word (20)
- Introduction, what is a word Processor Getting started with word Processor
- Word Processing Terminology, Editing Document
- Find and Replace
- Top Stops
- Formatting the Document
- Printing and Getting Help
- Spell check
- Inserting Graphics in word
- Some Advance Tools of Word
- Mail Merge

(2) M.S. Excel (20)
- Introduction M.S. Excel Basics, Editing cell contents
- Command for worksheet / workbook
- Some useful functions
- Formatting Data
- Charts in M.S. Excel
- Printing worksheet / charts

(3) M.S. PowerPoint (20)
- Introduction to presentation Graphics
- Steps to a PowerPoint presentation
- Presentation Tips
- Physical Aspects of a presentation
- Creating New Slides
- Editing and formatting a slide
- Adding illustration to slides
- Creating Slides shows

Books Recommended:

M.S. Office – 2000 – BPB Publication
M.S. Office – XP
Rational & Objectives
For any library and Information Personnel it is necessary to know the holding of his own library. Similarly it is expected that every reader should be made aware of the available resources of the library. For this purpose a clear-cut and up to date catalogue of the library holding is necessary.
Stress has been given on preparation of catalogue according to accepted International code, History of cataloguing, evolution of catalogue codes, suitable codes for an academic, special or research library and public library have been dealt with and practical aspect taken into consideration.

S. No. Topic
1. Subject cataloguing
2. Catalogue Codes
3. Entries in classified catalogue
4. Centralized cataloguing
5. Co-operative cataloguing
6. Union catalogue
7. Canons of cataloguing
8. ISBD

Contents
Topic: 01 – Subject cataloguing (20)
   01.01 Subject cataloguing: Evolution and purpose
   01.02 Forms of subject catalogue
   01.03 Subject heading problem
   01.04 Study of Sear’s list of Subject heading
   01.05 Chain procedure

Topic: 02 – Catalogue codes (10)
   02.01 Catalogue codes
   02.02 Introduction to classified catalogue codes
   02.03 Structure and basic features of CCC
   02.04 Basic differences between AACR and CCC

Topic: 03 – Entries in classified catalogue (15)
   03.01 Entries in classified catalogue
   03.02 Part of Entries Ac/ to C.C.C.

Topic: 04 – Centralised cataloguing (05)
   04.01 Centralised cataloguing
   04.02 Definition and Examples

Topic: 05 – Co-operative cataloguing (05)
   05.01 Definitions and Example
   05.02 Methods of Co-operation in cataloguing work
   05.03 Difference between co-operative cataloguing and centralized cataloguing

Topic: 06 – Union catalogue (05)
   06.01 Union catalogue
   06.02 Union catalogue in India

Topic: 07 – Canon of cataloguing (05)
   07.01 Canon of cataloguing

Topic: 08 – ISBD (05)
   08.01 ISBD
   08.01.01 ISBD (N)
   08.01.02 ISBD (S)

Book Recommended
1. Theory of cataloguing - G Kumar and K Kumar
2. Suchikaran Ke Sidhyant - G Kumar and K Kumar
3. Cataloguing theory and practice - C G Bishwarath
4. Pustakalaya Suchikaran - S S Agrawal
## Rationale and Objective:
A modern library is not merely a store house of reading materials. It is an institute of Self Learning. It works as an university. Knowledge and skill is needed to recognize, collect, organize and utilize the print and non print documents.

Information Storage and Retrieval and Documentation and Bibliography have been design with the basic point of information Storage and Retrieval and providing theoretical knowledge about application of modern technologies in Documentation Service and Documentation work.

### Contents:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Topics</th>
<th>Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Introduction to ISR System</td>
<td>[20]</td>
</tr>
<tr>
<td>2.</td>
<td>Introduction to Indexing</td>
<td>[10]</td>
</tr>
<tr>
<td>3.</td>
<td>Abstracting</td>
<td>[10]</td>
</tr>
<tr>
<td>5.</td>
<td>Introduction to Thesaurus</td>
<td>[10]</td>
</tr>
</tbody>
</table>

### Topics

#### TOPIC: 1 – INTRODUCTION TO ISR SYSTEM:

1.1 Introduction to ISR system  
1.2 Function of Library System  
1.3 Computerized data bases and CDS/ISIS

#### TOPIC: 2 – INTRODUCTION TO INDEXING:

2.1 Indexing Techniques  
2.2 Pre- coordinate & Post coordinate system  
2.3 Indexing in Computer  
2.4 File Generation  
2.5 PRECIS & POpsi

#### TOPIC: 3 – ABSTRACTING:

3.1 Abstracting, Needs & Purposes  
3.2 Types of Abstracting  
3.3 Methods of Abstracting

#### TOPIC: 4 – INFORMATION RETRIEVAL PROCESS:

4.1 Information Retrieval Process  
4.2 Search Strategies  
4.3 On line & off line  
4.4 Manus & Machine based

#### TOPIC: 5 – INTRODUCTION TO THESAURUS:

5.1 Thesaurus, Definition  
5.2 Types of Thesaurus: Role of vocabulary Control  
5.3 Thesaurus and Information needs

### Books Recommended for Information Storage & Retrieval – I:

1. Hand Book of Library, Archives & Information Centers Vol.-1 to Vol.-12 - By B. Guha  
2. Information Storage for Common man - By S. Banerji  
3. Advances in Librarianship - By Khanna  
Rational and objectives:

Library is the center of any academic setting. While classroom teaching provider a glimpse of knowledge, the libraries disseminate a wide range of knowledge, which are required to attain intellectual heights. Libraries supplement forward the ideas of education; real education can only be achieved through the libraries. Thus the libraries are the provider of informal education guiding the learners search vast range of material available. The libraries are gradually being recognized for their academic services and they are occupying prominent position in education programs, throughout the world.

After reading this subject students will able to:

- Understand that library is an integral part of the entire academic system;
- Comprehend that it would promote research learning, problem solving and endless services of education: and
- Ascertain that it is a veritable center of academic for self-achievement.

1. Academic Library: Role, objective and Functions
2. Role of UGC and other Agencies in Promoting College and university Libraries.
3. Collection Development: Policies and Problems
4. Library Committee: Its role in collection Development
5. Continuing Education Programmer for Academic Library Development
6. Personnel Management in Academic Libraries
7. Financial Management of Academic Library
8. Resource Sharing, Library Networks: objectives and Functions
9. Role of INFLIBNET in Library and Information Resource Sharing

Books Recommended for Academic Lib. System: -

2. Tripathi (S. M.) Adhunik Granthalaya: Vyavastha evam Sanchalan ke Mul Tatva
RESEARCH METHODOLOGY

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Theory</th>
<th>No of Period in one session : 60</th>
</tr>
</thead>
<tbody>
<tr>
<td>3160B</td>
<td>L T P/S</td>
<td>Full Marks : 100</td>
</tr>
<tr>
<td></td>
<td>06</td>
<td>Annual Exam. : 80</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Internal Exam. : 20</td>
</tr>
</tbody>
</table>

Rational and objectives

Research Methodology is the demand of present era considering information and knowledge as social wealth; their implications are studies in three different epoch of human history. Viz the agrarian the industrial and postindustrial society. Therefore the course of research methodology envisages to prepare a work fee capable to know use and handle information for the benefit of society.

Research methodology is to offer an understanding characteristics and kind of research policy. If this subject has been felt necessary.

Unit 1: Research and Research Design

— Concept, meaning, need and process of Research
— Types of Research; Fundamental and Applied
— Research Design, Types of Research Design
— Designing research Proposal
— Literature search- Print, Non-print and electronic source.

Unit 2: Research Methods

— Scientific Method
— Historical Method
— Descriptive Method
— Survey Method and case study Method
— Experimental Method and Delphi Method

Unit 3: Data Analysis and Interpretation

— Collection of Data by Questionnaire, Interview, observation and sampling
— Preservation of Data - tables, charts and graphs.
— Interpretation of Data: Frequency Distribution, Measures of central Tendency, Analysis of time series, correlation studies and Analysis of variance
— Use of statistical package

Unit 4: Bibliometric Studies

— Bibliometric Studies: Meaning, scope and parameters.
— Bibliometric laws and their Application
— Citation Analysis and obsolescence Studies
— Trends in Bibliometrics
— Triformetrics, Scientrometrics and Webometrics

Unit 5: Report Writing

— Preparation and Writing of Research and Technical Report.
— Preparation of Thesis and Dissertation.
— Tools for technical writing Style Manuals.
— Guide line for Research Reporting.

Books Recommended:

(3) Dr. Laxmi Narayan, Research Methodology, 2004
## ADVANCE LIBRARY CATALOGUING

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Practical</th>
<th>No of Period in one session : 60</th>
</tr>
</thead>
<tbody>
<tr>
<td>31606</td>
<td>L T P/S</td>
<td>No of Periods Per Week</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Full Marks</td>
</tr>
<tr>
<td></td>
<td>- - 04</td>
<td>Annual Exam.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Internal Exam.</td>
</tr>
</tbody>
</table>

### Rational & Objectives
Preparation of catalogue entries in a library is the main function of this course. Stress is given more on card form of catalogue entry. In the 3rd Semester course design AACR II has been taken in to consideration. Classifying catalogue code is practiced in the 6th Semester of the Diploma Course.

### S. No. Topics
1. Cataloguing of books and periodical with the help of CCC
2. Preparation of main and Added Entries of Documents according to classified catalogue code (CCC) (latest available edition) having the following items.
   a. Single Personal Author
   b. Shared Author & Mix Responsibility
   c. Corporate Author
   d. Serials
COMPUTER APPLICATION

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Practical No of Period in one session : 60</th>
</tr>
</thead>
<tbody>
<tr>
<td>32606</td>
<td>No. of Periods Per Week Full Marks</td>
</tr>
<tr>
<td></td>
<td>L  T  P/S Annual Exam. :</td>
</tr>
<tr>
<td></td>
<td>-  -  04 :</td>
</tr>
</tbody>
</table>

- Full Marks: 50
- Annual Exam.: 40
- Internal Exam.: 10

Contents:

1) M.S. Word
   - Introduction, what is a word Processor Getting started with word Processor
   - Word Processing Terminology, Editing Document
   - Find and Replace
   - Top Stops
   - Formatting the Document
   - Printing and Getting Help
   - Spell check
   - Inserting Graphics in word
   - Some Advance Tools of Word
   - Mail Merge

2) M.S. Excel
   - Introduction M.S. Excel Basics, Editing cell contents
   - Command for worksheet / workbook
   - Some useful functions
   - Formatting Data
   - Charts in M.S. Excel
   - Printing worksheet / charts

3) M.S. PowerPoint
   - Introduction to presentation Graphics
   - Steps to a PowerPoint presentation
   - Presentation Tips
   - Physical Aspects of a presentation
   - Creating New Slides
   - Editing and formatting a slide
   - Adding illustration to slides
   - Creating Slides shows

Books Recommended:

M.S. Office – 2000 – BPB Publication
M.S. Office – XP
Rationale:
The paper has been introduced to achieve dual purpose for the students.
Firstly, this course provides the basics of Professional management and secondly it also prepares the student to undertake independent venture by becoming an entrepreneur.
This makes them conversant with their duties and responsibility to make them successful in their career building.

Objectives:
With the input provided in this paper, the students will be able to:
- Acquire basic knowledge of management.
- Understand the area of management such as human resources, marketing, finance and commercial aspect.
- Understand the benefit of becoming an entrepreneur.
- Handle a project efficiently and in dependently.

To prepare a Project Report on any of the followings:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Project Identification and formulation Report.</td>
</tr>
<tr>
<td>02</td>
<td>Project Profile/Pre-feasibility Report.</td>
</tr>
<tr>
<td>03</td>
<td>Techno-economical Feasibility Report (TEFR).</td>
</tr>
<tr>
<td>04</td>
<td>Market Survey Report.</td>
</tr>
</tbody>
</table>

CONTENTS

<table>
<thead>
<tr>
<th>S.NO.</th>
<th>TOPICS</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>TOPIC – 01 : PROJECT IDENTIFICATION AND FORMULATION REPORT:</td>
</tr>
<tr>
<td></td>
<td>♦ Introduction.</td>
</tr>
<tr>
<td></td>
<td>♦ Collection of Data.</td>
</tr>
<tr>
<td></td>
<td>♦ Compilation of Data.</td>
</tr>
<tr>
<td></td>
<td>♦ Analysis and Assimilation of Data.</td>
</tr>
<tr>
<td></td>
<td>♦ Product Selection.</td>
</tr>
<tr>
<td></td>
<td>♦ Report Finalisation and Report Writing.</td>
</tr>
<tr>
<td>02</td>
<td>TOPIC - 02 : PROJECT PROFILE/PRE-FEASIBILITY REPORT :</td>
</tr>
<tr>
<td></td>
<td>♦ Introduction of the product.</td>
</tr>
<tr>
<td></td>
<td>♦ Market.</td>
</tr>
<tr>
<td></td>
<td>♦ Man Power (Personnel Required).</td>
</tr>
<tr>
<td></td>
<td>♦ Manufacturing Process.</td>
</tr>
<tr>
<td></td>
<td>♦ Plant and Machinery.</td>
</tr>
<tr>
<td></td>
<td>♦ Cost of Project.</td>
</tr>
</tbody>
</table>
TOPIC – 03: TECHNO-ECONOMICAL FEASIBILITY REPORT (TEFR)

Means of Finance.
Cost of Production.
Annual Turnover.
Profit.
Profit on Investment.

TOPIC – 04: MARKET SURVEY REPORT

Data Collection & Processing through Primary & Secondary Sources- Questionnaire method, e-mail, by post, by phone.

Books Recommended:
4. Project Appraisal and Follow up, Govind Prakashan, - D. P. Sharda Mumbai.
5. Modern Marketing Management, Progressive - Dr. Rustam S. Davar Corporation Pvt. Ltd., P51, Mahatma Gandhi Road, Bombay–400 001

7. Student discipline - Published by I.S.T.E. Mysore

8. Communication Skill - Published by I.S.T.E. Mysore

9. Decision Making - Published by I.S.T.E. Mysore

10. Pollution Control in Industry - Published by I.S.T.E. Mysore

11. S.S.M. in Environmental Engineering - Published by I.S.T.E. Mysore

12. Leadership in Organisation - Published by I.S.T.E. Mysore

13. Small Enterprise Management - Published by I.S.T.E. Mysore

14. Motivation - Published by I.S.T.E. Mysore

15. Fundamentals of Environmental Pollution - Krishnan and Kannan


17. Motivation I.I.T. Kanpur - Published by I.S.T.E. Mysore


19. Hand book on Project Appraisal and follow up, Govind Prakashan, 204, Saraswati Kunj, 90, S. V. Road, Goregoan, Bombay-400 062. - D. P. Sarda


### ADVANCE LIBRARY CATALOGUING

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>31608</th>
</tr>
</thead>
<tbody>
<tr>
<td>No of Periods Per Week</td>
<td>Sessional</td>
</tr>
<tr>
<td>L</td>
<td>T</td>
</tr>
<tr>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Annual Exam.</td>
<td>30</td>
</tr>
<tr>
<td>Internal Exam.</td>
<td>20</td>
</tr>
</tbody>
</table>

### Rational & Objective:
Preparation of catalogue entries in a library is than main function of this course. Stress is given more on card form of catalogue entry. In the 3rd Semester course design AACR II has been taken in to consideration. Classified catalogue code is practiced in the 6th Semester of the Diploma Course.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Cataloguing of books &amp; Periodical according CCC.</td>
</tr>
<tr>
<td>2.</td>
<td>Cataloguing of at least 50 titles of one’s own Library.</td>
</tr>
</tbody>
</table>
PROJECT WORK, REPORTS & ITS PRESENTATION IN SEMINAR

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Sessional</th>
<th>No of Periods Per Week</th>
<th>No of Period in one session</th>
</tr>
</thead>
<tbody>
<tr>
<td>31609</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>L</th>
<th>T</th>
<th>P/S</th>
<th>Annual Exam.</th>
<th>Internal Exam.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

|       |   |   |     |   |               |

Full Marks : 50
Internal Exam. : 20
Annual Exam. : 30

Contents :

1. MARC cataloging
2. Preservation & conservation of Non-book material
3. Written Report of Literature
4. User’s approach
5. To be updated by the teachers.

The dissertation should be taken up continuously for two week in any annotated library.