

**Scheme of Teaching and Examination for
IV Semester DIPLOMA in LIBRARY SCIENCE**

THEORY

Sl. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME		EXAMINATION SCHEME					
			Periods per Week	Periods in one Session	Hours of Exam.	Terminal Exam. (A) Marks	Final Exam. (B) Marks	Total Marks (A+B)	Pass Marks Final Exam.	Pass Marks in the Subject
1	Human Resource Management	32401	6	50	3	20	80	100	26	36
2	Principle of Management	32402	6	50	3	20	80	100	26	36
3	Reference and Information System	31403	4	50	3	20	80	100	26	36
4	Library Administration and Management	31404	4	50	3	20	80	100	26	36
5	Library Automation and Networking	31405	6	50	3	20	80	100	26	36
Total :-			26					500		

PRACTICAL

Sl. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME		EXAMINATION SCHEME					
			Periods per Week	Periods in one Session	Hours of Exam.	Marks Internal Exam. (A)	Marks External Exam. (B)	Total Marks (A+B)	Pass Marks Final Exam.	Pass Marks in the Subject
6	Library Automation and Networking	31406	6	50	3	20	80	100	32	42
Total :-			6					100		

SESSIONAL

Sl. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME		EXAMINATION SCHEME			
			Periods per Week	Periods in One Session	Marks of Internal Examiner (X)	Marks of External Examiner (Y)	Total Marks (X+Y)	Pass Marks in the Subject
8	Library Classification and Cataloguing	31407	4	60	20	30	50	25
9	Library Automation and Networking	31408	6	60	40	60	100	50
Total :-			10				150	

Total Periods per Week	42	Total Marks	750
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HUMAN RESOURCE MANAGEMENT

Subject Code 32401	Theory			No of Period in one session : 50		
	No. of Periods Per Week			Full Marks	:	100
	L	T	P/S	Annual Exam.	:	80
	06	-	-	Internal Exam.	:	20

Rationale and Objectives

Human Resource Management is increasingly getting integrated with the strategic management at corporate level. At corporate sector Human Resource Management and development has assumed great importance. Human Resource Management has become a driving force in success of an enterprise.

The Management of human resource is a very complicated and challenging task for those who are involved with successful running of an organization. This subject gives considerable knowledge of various aspects of "Personnel Management" i.e. Administration, Training & Development Accounting etc.

CURRICULUM

<u>SL</u>	<u>Topics</u>	<u>Periods</u>
1.	Human Resource Planning	04
2.	Recruitment and Selection Process, Recruitment Policy	06
3.	Promotion, Transfers, Separation, Absenteeism	06
4.	Employee Training and Development	06
5.	Human Resource Management and Economic Liberalization	06
6.	Human Resource Accounting	06
7.	Human Resource Audit	05
8.	Human Resource Research	05
9.	Exit Policy	06
	Total	50

CONTENTS

<u>Topics</u>	<u>Content</u>	<u>Periods</u>
01	<u>Human Resource Planning</u>	04
01.01	Manpower Planning - Benefits, Process; MBO.	
02	<u>Recruitment and Selection Process, Recruitment Policy</u>	06
02.01	Forecast of Manpower Requirement	
02.02	Sources of Recruitment	
02.03	Techniques of Recruitment	
03	<u>Promotion, Transfers, Separation, Absenteeism</u>	06
03.01	Turnover, tardiness, monotony, fatigue, Causes and ways to minimize horizontal and vertical promotion.	
03.02	Purpose of Promotion, Promotion Policy.	
03.03	Purpose of Transfer, Transfer Policy.	
03.04	Separation.	
03.05	Absenteeism - Measures for Control of Absenteeism.	
04	<u>Employee Training and Development</u>	06
04.01	Three Terms: Training, Development and Education.	
04.02	Definition between Training and Development.	
04.03	Training methods and technique, On the job training, In-house training, Short term and Long term training.	
05	<u>Human Resource Management and Economic Liberalization</u>	06
05.01	Definition, Scope and Objectives of Human Resource Management, Function of Human Resources Department.	

06	<u>Human Resource Accounting</u>	06
06.01	Need for Human Resource Accounting - Present.	
06.02	Practice and Consequence.	
06.03	Objectives of HRA (Human Resources Accounting).	
07	<u>Human Resource Audit</u>	05
07.01	Objectives - Areas of Human Resource Audit.	
08	<u>Human Resource Research</u>	05
08.01	Meaning of Research.	
08.02	Characteristics of Human Resource Research.	
08.03	Objectives of Human Resource Research.	
09	<u>Exit Policy</u>	06
09.01	Voluntary Retirement Scheme: Effects of Excess Manpower, Contribution of Computer towards making H. R. Redundant, and Exit Policy: Procedure for Voluntary Retirement Scheme. Merits & Demerits of VRS.	
09.02	Policy of Govt. of India regarding rehabilitation of VRS, Optees; Schemes, Grants.	

Recommended Books

Sl.	Title/Publisher	Author
1.	Personnel Management Text Cases	C. B. Mamoria and S. V. Gaikar
2.	Principles and Practice of Management	J. M. Prasad
3.	Principles of Management	P. C. Tripathy & P. N. Reddy
4.	व्यावसायिक संगठन, प्रबंधन एवं प्रशासन	योगेन्द्र प्रसाद वर्मा
5.	व्यावसायिक संगठन प्रबंध एवं प्रशासन	डॉ. पद्माकर अश्वाना

PRINCIPLE OF MANAGEMENT

Subject Code 32402	Theory			No of Period in one session : 50		
	No. of Periods Per Week			Full Marks	:	100
	L	T	P/S	Annual Exam.	:	80
	06	-	-	Internal Exam.	:	20

Rationale and Objectives

This subject gives a unified picture of what Management is and how it is applicable to various forms of Organization in this country. It gives a basic knowledge about managerial function in the most useful and organized way.

A student must be sensitive to the environment of the place where he may be operating. So he must learn to make decisions and to plan, organize and control activity in the environmental perspective of his own country.

CURRICULUM

<u>SL</u>	<u>Topics</u>	<u>Periods</u>
1.	What is Management?	02
2.	Planning	05
3.	Decision Making	05
4.	Organizing	05
5.	Staffing	05
6.	Directing	05
7.	Motivation	04
8.	Communication	04
9.	Co-ordination	06
10.	Leadership	03
11.	Controlling	05
12.	Reviewing/Appraisal	01
	Total	50

CONTENTS

<u>Sl.</u>	<u>Topics</u>	<u>Periods</u>
01	<u>What is Management?</u> Meaning, Nature, Function, Social Responsibility of Management.	02
02	<u>Planning</u> Definition, Nature, Types, Steps.	05
03	<u>Decision Making</u> Types of Decision, Steps in Decision, Factors influencing decision-making process.	05
04	<u>Organizing</u> Meaning and Principles, Theory of Organizing, Steps in Organizing, Organizing Structures, Delegation and its meaning, Elements of Delegation, Principles of Effective Delegation, Centralization vs. Decentralization of authority.	05
05	<u>Staffing</u> Nature and Purpose, Recruitment, Selection.	05
06	<u>Directing</u> Meaning and Elements of Directing, Nature, Function, Unity of Command vs. Overlapping Directions.	05
07	<u>Motivation</u> Meaning and Importance, Factors of Motivation.	04

08	<u>Communication</u> Meaning, Types of Communication, Barriers of Communication, Effective communication.	04
09	<u>Co-ordination</u> Meaning, Importance, Ways to facilitate co-ordination, Sense of Mutuality, Co-operation, Steps towards co-ordination, Types of Co-ordination, Principles of Co-ordination.	06
10	<u>Leadership</u> Meaning and Characteristics of Leadership, Types of Leader, Traits, Theory of Leadership.	03
11	<u>Controlling</u> Definition, Process Controlling, Span of Control, Principles of Controlling.	05
12	<u>Reviewing/Appraisal</u> Assessing the Performance, Organizational behaviour, Interaction with Peers, Juniors and Superiors, Conduct, Discipline, Communication Skill, Initiative, Drive, Moral, etc.	01

Recommended Books

<u>SL</u>	<u>Title/Publisher</u>	<u>Author</u>
1.	Management & Industrial Relation in India	R. S. Dawas
2.	Essentials of Management	Koortz & O' Donnel
3.	Principles of Management	P. C. Tripathy & P. N. Reddy
4.	उद्योगशास्त्र, संगठन एवं प्रबन्धन	जागदीश प्रकाश
5.	प्रबंध के सिद्धांत	डॉ. राजसेना

REFERENCE AND INFORMATION SOURCES

Subject Code 31403	Theory			No of Period in one session : 50		
	No. of Periods Per Week			Full Marks	:	100
	L	T	P/S	Annual Exam.	:	80
	04	-	-	Internal Exam.	:	20

Rationale and Objectives

The paper has been specially designed to train the candidates for rendering personal, expeditions and to the point answer right at the counter. Reference section of a library deals with its clients face to face therefore the man at this section should be always ready to help his clients in his document research. He should act as a Guide in the library and should be able to direct the reader to other sources of knowledge beyond the four walls of his own library.

Keeping in view of these expectations from a Librarian the following topics have been incorporated:

CURRICULUM

SL	Topics	Periods
1.	Reference Sources	-
2.	Basic Reference Sources	-
3.	Directories	-
4.	Qualities of Reference Librarian	-
5.	Dealing with Enquiries	-
6.	Development of Reference & Information Service	-
	Total	50

CONTENTS

Sl.	Topics
01	<u>Reference Sources</u>
01.01	Definition, Purpose and Scope
01.02	Primary, Secondary and Tertiary Sources of Information
01.03	Non-Paper Media
02	<u>Basic Reference Sources</u>
02.01	Dictionary: Subject, Language
02.02	Encyclopedia: General, Subject, Guide, Yearbooks, Almanac & Bibliography
03	<u>Directories</u>
03.01	Geographical Sources, Biographical Sources, Current Events, News Summaries.
03.02	Contemporary Archives, Asian Recorder.
04	<u>Qualities of Reference Librarian</u>
04.01	Academic and Human Qualities
04.02	Professional Qualities
04.03	Reference Librarian as personal friend and guide
05	<u>Dealing with the Enquiries</u>
05.01	Long and Short Range and Anticipatory Enquiries
06	<u>Development of Reference and Information Services</u>
06.01	Organization of Reference Section
06.02	Reference Work and Reference Service
06.03	Developments in India.
06.04	Needs and Achievements.
06.05	NISSAT, NISCAIR, DESIDOC

Recommended Books

SL	Title/Publisher	Author
1.	Reference Service and Bibliography.	Dr. S. R. Ranganathan
2.	पुस्तक सञ्चालन एवं संदर्भ सेवा	मन्द्रजान्त शर्मा

LIBRARY ADMINISTRATION AND MANAGEMENT

Subject Code 31404	Theory			No of Period in one session : 50		
	No. of Periods Per Week			Full Marks		
	L	T	P/S	Annual Exam.	:	80
	04	-	-	Internal Exam.	:	20

Rationale and Objectives

Like all other commercial institutions, Management is the the key word in Library and Information Science. It demands a continuous managerial ability of a man at the controlling points.

The course structure has been designed to groom a candidate with the basis of management at this stage to incorporate planning, directing, organizing, staffing and the ability to coordinate the works of a library at every point.

CURRICULUM

<u>SL</u>	<u>Topics</u>	<u>Periods</u>
1.	Definition	-
2.	Library Authority and Committee	-
3.	Library Rules	-
4.	Book/Document Selection Policy	-
5.	Circulation Method	-
6.	Library Finance	-
7.	Library Building and Furniture	-
	Total	50

CONTENTS

<u>Sl.</u>	<u>Topics</u>
01	<u>Definition</u>
01.01	Definition, Functions of Library Management, Aims and Objectives of Library Management
01.02	Principles of Library Management
02	<u>Library Authority and Committee</u>
02.01	Concept
02.02	Types, Formation of Committee, Functions of Committee
02.03	Meeting Procedures of Library Committee
03	<u>Library Rules</u>
03.01	Library General Rules
03.02	Library Hours
03.03	Enrolment Rules
03.04	Borrowing System/Inter- Library Loan System
03.05	Model Rules for Academics/Public/Special Libraries
04	<u>Book/Document Selection Policy</u>
04.01	Acquisition Policy
04.02	Routine Job for Document Selection
04.03	Routine Job for Acquisition of Ordinary Periodicals
05	<u>Circulation Method</u>
05.01	Kinds of Circulation Method
05.02	Browne System, Network System
06	<u>Library Finance</u>
06.01	Sources of Finance
06.02	Kinds of Budget, Account Maintenance
07	<u>Library Building and Furniture</u>
07.01	Building Planning and Implementation
07.02	Building Maintenance
07.03	Library Furniture and Fixtures

Recommended Books

<u>SL</u>	<u>Title/Publisher</u>	<u>Author</u>
1.	Library Administration	R. L. Mittal
2.	पुस्तकालय संगठन एवं प्रशासन	डॉ. आर. एस. पी. सिंह
3.	Modernization in Libraries	C. P. Vasistha
4.	Library Administration and Management	Dr. R. S. P. Singh

LIBRARY AUTOMATION AND NETWORKING

Subject Code 31405	Theory			No of Period in one session : 50		
	No. of Periods Per Week			Full Marks	:	100
	L	T	P/S	Annual Exam.	:	80
	06	-	-	Internal Exam.	:	20

Rationale and Objectives

Automation of Library ensures automated service to the clients as well as automated in-house library work. Automation envisages training of knowledgeable technicians.

The Course of Library Automation and Networking has been planned to train a candidate for the purpose of automated acquisition, technical processing, automated circulation, etc. Various library software available in the present day form the backbone of this training. One, among the available software should be taken up for training of automation and networking of libraries.

CURRICULUM

<u>Sl.</u>	<u>Topics</u>	<u>Periods</u>
1.	Library as a System	-
2.	Automation of Library System	-
3.	Implementation	-
4.	Automation of Library Activities	-
5.	Software for Automation	-
6.	Networks	-
	Total	50

CONTENTS

<u>Sl.</u>	<u>Topics</u>
01	<u>Library as a System</u>
01.01	Nature of Library System
01.02	Function of Library System
01.03	Characteristics of Library System
01.04	Differences with Office Automation
02	<u>Automation of Library System</u>
02.01	Planning and Designing
02.02	Academic Library
02.03	Public Library
02.04	Special Library
03	<u>Implementation</u>
03.01	Acquisition
03.02	Technical Processing
03.03	Cataloguing
03.04	Serial Control
04	<u>Automation of Library Activities</u>
04.01	Information Retrieval
04.02	Membership Record Maintenance
04.03	Budget Control
04.04	Report Generation
05	<u>Software for Automation</u>
05.01	Selection Criteria
05.02	Choosing Library Software Package
05.03	LYBSIS, SANJAY, SOOL, MATRIYA (any one)
05.04	Details about SOOL.
06	<u>Networks</u>
06.01	Important Networks: ERNET, NICNET.
06.02	Need and Purpose
06.03	Library Networks: DELNET, INFLIBNET, CALIBNET.
06.04	Network Topology
06.05	Network Software

Recommended Books

<u>Sl.</u>	<u>Title/Publisher</u>	<u>Author</u>
1.	Library Automation	R. K. Rabindra Rao
2.	सूचना प्रौद्योगिकी के नये आयाम, पूर्वांचल प्रकाशन, नई दिल्ली	शंकर सिंह
3.	कम्प्यूटर एवं सूचना तकनीक पूर्वांचल प्रकाशन, नई दिल्ली	शंकर सिंह
4.	ग्रंथालय एवं सूचना विज्ञान	Y.K. Publishers, Agra.. B. K. Sharma, C. Lal and K. Kumar

LIBRARY AUTOMATION AND NETWORKING

Subject Code 31406	Practical			No of Period in one session : 50		
	No. of Periods Per Week			Full Marks	:	100
	L	T	P/S	Annual Exam.	:	80
	-	-	06	Internal Exam.	:	20

Rationale and Objectives

The rationale of the Practical Course Content envisages treating in accordance with the present and future requirements of library services with the help of innovated technical findings of the modern times.

CURRICULUM

SL Topics

1. Introduction to the Software packages
2. Hands on Practice
3. Library Networking Model

CONTENTS

Sl. Topics

01 **Introduction to the Software Packages**

01.01 Operating System

02 **Hands-on Practice**

02.01 Libsis, Sool (any one) or any other library software.

03 **Library Networking Model**

03.01 Bibliographic records formation

03.02 ISBD, ISSN

LIBRARY CLASSIFICATION AND CATALOGUING

Subject Code 31407	Sessional			No of Period in one session : 60		
	No. of Periods Per Week			Full Marks	:	50
	L	T	P/S	Annual Exam.	:	30
	-	-	04	Internal Exam.	:	20

Rationale and 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 2nd year course design, AACR-II has been taken into consideration.

CURRICULUM

SL

Topics

1. Arranging institutional library according to the subject.
2. Preparation of temporary collection of given subjects i.e. local history/ Primary education/ Women's literacy etc. (or as directed by the teacher).
3. Cataloguing with 25 titles according to AACR-II.

LIBRARY AUTOMATION AND NETWORKING

Subject Code 31408	Sessional			No of Period in one session : 60		
	No. of Periods Per Week			Full Marks	:	100
	L	T	P/S	Annual Exam.	:	80
	-	-	06	Internal Exam.	:	20

Rationale and Objectives

The rationale of the Practical Course Content envisages treating in accordance with the present and future requirements of library services with the help of innovated technical findings of the modern times.

CURRICULUM

SL **Topics**

1. Introduction to the Software packages
2. Hands on Practice
3. Library Networking Model

CONTENTS

Sl. **Topics**

- 01 Introduction to the Software Packages
- 01.01 Operating System
- 02 Hands-on Practice
- 02.01 Libsis, Sool (any one) or any other library software.
- 03 Library Networking Model
- 03.01 Bibliographic records formation
- 03.02 ISBD, ISSN