SECOND SEMESTER

PAPER-V- KNOWLEDGE ORGANISATION AND PROCESSING
(Cataloguing Practical)

Cataloguing Practical according to Classified Catalogue with amendments and Anglo-American Cataloguing rules-1988 (Rev. AACR-2). In CCC Class Index Entries will be prepared through Chain Procedures. In AACR-2 Subject Added Entry will be prepared According to Sears List of Subject Headings. Candidates will be required to Catalogue Fully Five Titles In all Minimum two by CCC and two by AACR-2.

PAPER-VI- DOCUMENTATION AND INFORMATION RETRIEVAL


UNIT-II- Index and Indexing: Type of Index, Pre and Post Coordinate Indexing, UNITERM, Keyword Indexing (KWIC-KWOC, KWAC, KWWC), Chain Indexing, Indexing Services in India.


UNIT-IV- National and International Information System. NISSAT, UNISIST, National Documentation Centers of India : NISCAIR, NASSDOC, DESIDOC.


PAPER-VII- INFORMATION TECHNOLOGY : BASIC


UNIT-II- Library and Information Networks: Network Definition and Objective. The range of Network Services, Types of Networks, Library Networks in U.S.A, U.K and India. Non Bibliographic Data Network in India.

UNIT-III- Computerised Information Retrieval System: Definition of IRS, Component and function of IRS, Software operations of IRS, CDS/ISIS: Main features, Historic perspective, Hardware and Software Requirements, Micro CDS/ISIS Application.


COMPUTER PRACTICAL (50 Marks)

- Computer Connectivity, Internet access...
- Operating System (DOS, WINDOW-Introduction)
- MS-Office (Special Reference to MS-Word)
- Basic CDS/ISIS Practical

PAPER-VIII- REFERENCE SERVICES AND SOURCES OF INFORMATION


UNIT-III- Bibliographies (Definition, Need and Purpose). Type of Bibliographies. Methods of Compilation of a Bibliography.

UNIT-IV- Encyclopaedias, Yearbooks and Almanac.

UNIT-V- Dictionaries, Directories, handbooks, Guides and Geographical Sources. Biographical Sources. Criteria For Evaluation of Information Sources.

NOTE - List of Reference and Information Sources for the Purpose of Evaluation is Appended.

APPENDIX (Evaluation of the Following)

A BIBLIOGRAPHIES: