

For a pass in First division, a candidate should have secured 60% or more in aggregate number of marks for second division he/she must secure 50% or more but less than 60% candidates securing less than 40% marks in individual papers will be treated as failed.

It will be obligation for each candidates to secure a minimum of 40% in each paper and 40% in internal assessment and 50% in total aggregate. Candidates who fail either in internal assessment or in any one of the papers will be considered to have failed in the examination. Those who fail in the theory paper but pass in a internal assessment will be exempted from appearing in internal assessment to work in the subsequent attempts and their sessional marks will be carried forward. Marks obtained in internal assessment will be added in aggregate. Failure can reappear at the subsequent examination in the paper concerned or in the manner semester system of university allows.

2 Internal assessment for each paper will be evaluated jointly by the teacher concerned and H.O.D based on test and or written assignment and or seminars etc. Successful candidates who secure 60% or more in the aggregate number of marks shall be places in first division. those who secure 50% or more but less than 60 % shall be places in the second division.

3 Internship: each candidates will have to undergo an internship programme of thirty workings days within 6 months after examination in a recognized library/ information centre allotted by the Head of the Department. A certificate of completing the internship satisfactorily be obtained by student from the concerned head/ Librarian/director, otherwise the result would be withheld.

### PAPER-I UNIVERSE OF SUBJECTS & RESERCH METHODOLOGY

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UNIT-I- Various Subjects Having Knowledge as the field of study and their Interrelation, Religion, Philosophy, and Science with their contribution to knowledge. Modes of thinking: Speculative, Positivistic and Authority Centered Mode of Thinking.

UNIT-II- Definition and Types of Research. Steps in Research Process Review of Literature. Research Methods: Historical, Survey / Descriptive, Case Study and Scientific with Rangnathan's Spiral of Scientific Method.

UNIT-III- Data Collection Techniques: Documentary, Observation Experimental, Questionnaire, Interview and Measurement of Central Tendency. Sampling and Definition of Universe. Data Analysis and Presentation.

UNIT-IV- Definition and Types of Research Design. Meaning, Definition and Testing of Hypothesis. Bibliometrics (Zipf's Law, Lotka,s Law, Bradford's Law and Sengupta's Law), Introduction to Webmetrics.

UNIT-V- Report Writing: Organization of Report, Table Presentation and Reporting. Reporting format, Graphic in Report Presentation. Precautions for writing research report. The computer

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and internet: their role in research silent features of SPSS.MS Excel. Research Ethics , Plagarism

**PAPER-II-ADVANCED LIBRARY ORGANIZATION AND MANAGEMENT**

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**(ACADEMIC LIBRARY SYSTEM)**

**UNIT-I-** Role of Academic Library in higher education in India. Role of UGC and state government in promoting academic libraries, like university, college and other academic institution, reports of committees and commissions on higher education. Important programmes of UGC for Developing Academic Libraries.

**UNIT-II-** Personnel Management – Overview of Personnel Management, Manpower Planning HRD-Quality Improvement Programmers. UGC service conditions and pay scales to enhance the status of the professionals.

**UNIT-III-** Collection Development Policy: Weeding Policy. System Analysis and Design MIS, PERT/CPMS,TQM.

**UNIT-IV-** Personnel Management and Organizational Behavior: Staffing, Understanding Human Behavior, etc. Group Behavior, MBO, MBE, Motivation, SWOT Analysis Communication, Internal and External Co-ordination, Social responsibility of management.

**UNIT-V-** Implications of INFLIBNET and Resource Sharing. Role of Internet in Promoting Academic Library Services. Functional Capabilities of a Local Library Network. UGC Information Centers for Science & Technology and Social Sciences.

**PAPER -III- INFORMATION PROCESSING AND RETRIVAL SYSTEM.**

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**UNIT-I-** Intellectual organization of information: The search process, patterns for presentation of information to a searcher. Classification system for knowledge organization. Thesaurus: definition role of thesaurus in information storage and retrieval system, Construction of Thesaurus.

**UNIT-II-** Indexing systems: Postulate-Based Permute Subject Index (POPSI)-Concept of Elementary Categories Process of POPSI Preserved Context Indexing System (PRECIS)-Concept of string and role operators, process of PRECIS. Citation Indexing System with special reference to Science Citation Index, Source Index, Permuterm Subject Index.

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**UNIT-III-** Micrographic Information Retrieval System (MIRS): Evolution of Micrographics, Types of Microforms, advantages of micrographic system components of MIRS future of Micrographics: Computer Output Microfilm (COM), Computer Assisted Retrieval (CAR).

**UNIT-IV-** Information Storage and Retrieval System: Objective of ISAR systems ISAR Systems: Operation and Design, Compatibility of ISAR system, Evaluation of ISAR system.

**UNIT-V-** Information Retrieval Information Retrieval Process, the Process of Searching Search Strategic and Heuristics, Common Command Languages and Multiple Database Searching.

**PAPER-IV- KNOWLEDGE ORGANISATION AND PROCESSING**

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**(PRACTICAL)**

**PART-A** Classification by UDC (Abridged rev.English Ed. 1961) Adequate number of titles from all disciplines. Candidates will be required to classify 10 titles in all.

**PART -B-** Cataloguing of Serials, Composite Books, Multi- Volume Sets and Non- Book Materials (Microforms and Monographs) by AACR-2 (1978) Library of Congress List of Subjects Headings (LCSH) will be used for subjects headings. Candidates will be required to catalogue 3 titles in all.