A special meeting of the Board of Studies of the Department was held on 11.03.2013 at 11:30a.m. in the Chairman’s Chamber.

The following members were present:-

1. Prof. P.B. Mangla (Co-opted Member)
2. Prof. Khalid Azam (Assigned Member)
3. Prof. Shabahat Husain (in-Chair)
4. Mr. Mustafa K.Q. Zaidi
5. Dr. Naushad Ali P.M
6. Dr. Sudharma Haridasan
7. Dr. Nishat Fatima
8. Dr. Mehtab Alam Ansari

The following Agenda items were discussed:

**Item No.-1:** To approve syllabi of B.L.I.Sc. (1st & 2nd Semester) B.A. Part I & II (1st and 2nd Semester) to be implemented from the session 2013-14.

As the university is going to implement semester system from the Session 2013-2014, the syllabi of the courses of studies that till now have been offered as annual courses, were discussed as follows:

1.1: B.A. Part I & II (Library Science as subsidiary subjects)

The board approved the syllabi of B.A. Part I (Semester 1st & 2nd) and B.A. Part II (Semester 3rd & 4th). (Annexure-I)

**Note of dissent:** Mr. S Mustafa K.Q. Zaidi, however did not agree with the basic decision of introducing semester system) without proper discussion and preparation, as AMU, that was a pioneer in implementing semester system having introduced it in 1967 gave it up after more than two decades. We should have analysed why it was given up and have the conditions and objective reality changed. He dissented form the decision but agrees with the syllabus drawn up.
1.2: B.L.I.Sc. (1st & 2nd Semester)

The syllabi of B.L.I.Sc. 1st & 2nd semester, prepared in the consultative meeting of the teachers of the department was discussed threadbare. The board resolved that the same needs a thorough reconsideration to be brought for discussion in the next meeting of B.O.S.

**Item No.2:** To approve syllabi of Ph.D. course work paper II for the Session 2011-2012 & 2012-2013.

The decision was deferred.

**Item No.3:** To allocate teaching work of Ph.D. course work for the session 2011-2012 and 2012-2013.

This item was also deferred.

**Item No.4:** To recommend panel of experts for the appointment of Assistant Professors, Associate Professors and Professors.

The board recommended a panel of experts for appointment of Assistant Professors, Associate Professors and Professors (Annexure-II)

**Item No.5:** To recommend panel of experts for evaluation/ assessment of publication of teachers for promotion to professors under CAS.

Recommended the separate panels of experts for evaluation / assessment of publications of Dr. Naushad Ali P.M, Dr. Sudharma Haridasan and Dr. Masoom Raza for promotion as professors under CAS (Annexure-III).

**Item No.6:** To consider minor changes in Ph.D. topic.

On the recommendation of the supervisor, the board recommended minor changes in the topic assigned to Ms. Saima Khan for her Ph.D. as follows:

- **Name of Research Scholar:** Ms. Saima Khan
- **Name of Supervisor:** Dr. Sudharma Haridasan, Associate Professor
- **Date of admission:** 02.03.2010

Original Topic: “Use of Online Databases in faculties of Social Sciences and Humanities in Central Universities in Delhi and Uttar Pradesh: A Comparative Study”.
Changed Topic: “Use of Online Databases in the faculties of Social Sciences and Arts in Central Universities of Delhi and Uttar Pradesh: A Comparative Study”.

The meeting came to an end with a vote of thanks to the Chair.

(Prof. Shabahat Husain)
Chairman
(Annexure-I)

B.A. Library Science as subsidiary

**I\textsuperscript{st} - Semester**

<table>
<thead>
<tr>
<th>S.No.</th>
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<tbody>
<tr>
<td>1.</td>
<td>LS- 101</td>
<td>Library and Society</td>
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<tr>
<td>2.</td>
<td>LS- 102</td>
<td>Library Classification (Theory)</td>
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**II\textsuperscript{nd} Semester**

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<td>2.</td>
<td>LS- 202</td>
<td>Library Cataloging (Theory)</td>
</tr>
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</table>

**III\textsuperscript{rd} Semester**

| S.No. | Course No. | Title of the Paper          |
|-------|------------|----------------------------|---|
| 1.    | LS- 301    | Information Sources & Services (Theory) |
| 2.    | LS- 302    | Library Classification (Practice) |

**IV\textsuperscript{th} Semester**

| S.No. | Course No. | Title of the Paper          |
|-------|------------|----------------------------|---|
| 1.    | LS- 401    | Information Sources and Services (Practice) |
| 2.    | LS- 402    | Library Cataloging (Practice) |
B.A. 1st Year
1st - Semester

**LS- 101**

**Library and Society**

UNIT –I

- Definition and Concept of Library
- Objectives and Functions of a Library
- Role of Library in Society
- Role of a Librarian : Attributes & functions
- Brief history of libraries in India since independence

UNIT-II

- Five Laws of Library Science : Description & Implications
- Library Legislation in India : an overview
- Select Library Acts in Indian States: Kerala, West Bengal and U.P.

UNIT-III

- Types and functions of Libraries:
  - Academic Libraries.
  - Public Libraries with emphasis on National Library.
  - Special Libraries.
B.A. 1st Year
1st – Semester

LS- 102
Library Classification

UNIT-I
- Classification: Concept and Objectives
- Library Classification: Definition, need and purpose
- Brief History of library classification
- Library Classification Types: Enumerative & Faceted.
- Subject classification and APUPA pattern.

UNIT-II
- General theory of classification
- Select schemes of classification: DDC, CC
- Book number and Collection number.

UNIT-III
- Notation: Definition, functions and types
- Qualities of a good Notation.
- Steps in practical classification
- Elementary idea of online classification
UNIT-I

• Library Administration : Definitions, Functions and Principles.
• Library Authority : Library Committees & their Functions
• Book Selection : concept, utility, policy
• Book Selection : Tools

UNIT-II

• Accessioning : Importance and Procedure
• Technical processing: Functions and Procedure.
• Charging systems : Manual and Automated
• Registrations of periodicals : Problems and Procedure
• Stock verification : Policies and Procedure

UNIT-III

• Library automation : An overview
• Library automation packages.
• Barcoding : Concept, Need & Applications
• Resource sharing: Need, Concept and Methods.
UNIT-I
- Library Catalogue: Definition, Objectives, and functions.
- Attributes of a good library catalogue
- Adjuncts of library catalogue: Accession Register, Shelf List and Bibliography
- Select Library cataloguing codes: Their Development

UNIT-II
- Forms of library catalogue
  - Outer form
  - Inner form
  - Machine Readable Form
- Online Public Access Catalogue (OPAC)
- Concept of WORLDCAT

UNIT-III
- Centralized and Cooperative cataloguing: Concept & Need
- Salient features of AACR-I and AACR-II
UNIT-I
- Reference and Information services: Definition, need and purpose.
- Reference and Information sources: Definition, need and purpose.
- Types of Reference Services.
  - Ready reference service
  - Long range reference service
  - Digital / Virtual reference service

UNIT-II
- Types of Reference sources: Definition, need, purpose
- Types of Information sources: Definition, need, purpose
  - Primary
  - Secondary
  - Tertiary
- Online Information Sources
- Criteria of Evaluation of reference sources

UNIT-III
- Types of users
- User education: Definition, importance and methods
- Information search and its technique.
- Compilation of a bibliography: Techniques and Steps
UNIT-I

• Introduction to practical classification: Steps in finding out the subject of a document
  - Title/Sub-Title/Alternate title
  - Table of contents
  - Notes and comments on jackets
  - Preface and introduction

• Assigning book numbers with the help of Cutter’s table up to 2 digits.

UNIT-II

• Practical Classification of simple documents according to Dewey Decimal Classification (19th edition):
  - Use of three summaries
  - Use of Standard Sub-division
  - Use of Table
  - Simple exercises involving “Add to-instructions”

UNIT-III

• Simple exercises pertaining to the Arrangement of books by their call numbers
  - Class Number and Book Number

• Simple exercises of digit by digit interpretation of class number
The objective of the paper is to test the knowledge of the student with regard to the following Information sources used to provide information services in the libraries.

UNIT-I

- Bibliographic Sources (Illustrative examples)
  Bibliographic  - Cumulative Book Index
  - British National Bibliography
  - Indian National Bibliography

  Indexes  - Social Science Index
  - Index Medicus
  - Library Literature

  Abstracts  - Chemical Abstract
  - Library and Information Science Abstract
  - Dissertation Abstract International

UNIT –II

- Current Sources  - Asian Recorder
  - Africa Diary
  - Kessing’s Record of World Events

- Background sources  - Encyclopedia Britannica
  - Encyclopedia Americana
  - McGraw Hill Encyclopedia of Science and Technology

- Education sources  - World of Learning
  - Commonwealth Universities Yearbook
  - Indian Universities Yearbook

UNIT-III

- Biographical sources  - International who’s who
  - Indian Dictionary of National Biography
  - Current Biography

- Language sources  - Funk and Wagnall New Standard Dictionary of English Language
- Webster’s Third New International Dictionary
- Abdul Haq : English Urdu Dictionary
- Hindi Manak Shabdkosh

Geographical sources - Columbia Lippincott World Gazetteer
- Hammond Medallion World Atlas
- Gazetteer of India (4Vol.)
UNIT-I
- Study and importance of various parts of book form the cataloging point of view.
- Descriptive cataloging; Concept, aims and objectives and various elements to be included in the catalogue entry.
- Subject cataloguing: Concept and purpose
- List of subject headings.

UNIT-II
- Simple problems of cataloging by AACR-II
  - Personal author
  - Joint authors
  - Pseudonyms
  - Title heading
  - Multi volume books

UNIT-III
- Exercise on arrangement of entries in Dictionary catalogue.
- Exercise on assigning subject heading for Simple Title according to Sear’s List of Subject Headings.
### Dept. of Library & Information Science

#### List of Experts for the appointment of Professors, Associate Professors and Assistant Professors

<table>
<thead>
<tr>
<th>S. No</th>
<th>Name</th>
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<tbody>
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<td>Prof. A. Amudavalli</td>
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<td>Prof. N. R. Satyanarayana</td>
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Panel of Experts for Assessment/Evaluation of the Publications of Dr. Naushad Ali P.M for the promotion to Professor under CAS

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