

STATE BOARD OF TECHNICAL EDUCATION, BIHAR
Scheme of Teaching and Examinations for
VIth SEMESTER DIPLOMA IN LIBRARY & INFORMATION SCIENCE
(Effective from Session 2020-21 Batch)
THEORY

Sr. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME	EXAMINATION – SCHEME							Credits
			Periods per Week	Hours of Exam.	Teacher's Assessment (TA) Marks (A)	Class Test(CT) Marks (B)	End Semester Exam. (ESE) Marks (C)	Total Marks (A+B+C)	Pass Marks ESE	Pass Marks in the Subject	
1.	Entrepreneurship and start –ups	2000601	03	03	10	20	70	100	28	40	03
2.	Information Sources	2041602	03	03	10	20	70	100	28	40	03
3.	Advance Library Cataloguing	2041603	03	03	10	20	70	100	28	40	03
4.	Information Processing and Retrieval	2041604	03	03	10	20	70	100	28	40	03
5.	Elective (Any One)	2041605	03	03	10	20	70	100	28	40	03
Elective-(i) Academic Library System (2041605A)		(ii) Research Methodology (2041605B)					(iii) Information users & Needs (2041605C)				
Total: - 15							350	500	15		

PRACTICAL

Sr. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME	EXAMINATION – SCHEME				Credits	
			Periods per Week	Hours of Exam.	Practical		Total Marks		Pass Marks in the Subject
					Internal (PA)	External (ESE)			
6.	Advance Library Cataloguing Lab	2041606	04 50% Physical 50% Virtual	03	15	35	50	20	02
7.	Information Processing and Retrieval Lab	2041607	04 50% Physical 50% Virtual	03	15	35	50	20	02
Total:- 08							100	04	

TERM WORK

Sr. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME	EXAMINATION – SCHEME				Credits	
			Periods per week	Marks of Internal (PA)	Marks of External (ESE)	Total Marks	Pass Marks in the Subject		
8.	Advance Library Cataloging -TW	2041608	02	07	18	25	10	01	
9.	Information Processing and Retrieval -TW	2041609	02	07	18	25	10	01	
10.	Project Work & Its presentation in Seminar -TW	2041610	04	15	35	50	20	02	
11.	Course Under Moocs / NPTEL/ Others-TW	2041611	02	15	35	50	20	01	
Total:- 10							150	05	
Total Periods per week Each of duration One Hours = 33							Total Marks = 750	24	

Entrepreneurship and Start-ups

Subject Code 2000601	Theory			No of Period in one session :42			Credits 03	
	No. of Periods Per Week			Full Marks				
	L	T	P/S	ESE	:	70		
	03	—	—	TA	:	10		
	—	—	—	CT	:	20		

Course Objectives:

The main aims of the course are to familiarize students with various concepts used in understanding processes involved in entrepreneurship and business formation and development.

- To acquire Entrepreneurial spirit and resourcefulness.
- To familiarize with various uses of human resource for earning dignified means of living.
- To understand the concept and process of entrepreneurship - its contribution and role in the growth and development of individual and the nation.
- To acquire entrepreneurial quality, competency, and motivation.
- To learn the process and skills of creation and management of entrepreneurial venture.

CONTENTS: THEORY

Unit	Name of Topics	Hrs./unit
Unit-I	Introduction to Entrepreneurship and Start – Ups • Definitions, Traits of an entrepreneur, Entrepreneurship, Motivation • Types of Business Structures, Similarities and differences between entrepreneurs and managers.	06
Unit-II	Business Ideas and their implementation • Discovering ideas and visualizing the business • Activity map • Business Plan	06
Unit-III	Idea to Start-up • Market Analysis – Identifying the target market, • Competition evaluation and Strategy Development, • Marketing and accounting, • Risk analysis	10
Unit-IV	Management • Company’s Organization Structure, • Recruitment and management of talent. • Financial organization and management	08
Unit-V	Financing and Protection of Ideas • Financing methods available for start-ups in India • Communication of Ideas to potential investors – Investor Pitch • Patenting and Licenses	08
Unit-VI	Exit strategies for entrepreneurs, bankruptcy, and succession --and harvesting strategy	04
	Total	42 hrs.

References:

1. The Startup Owner's Manual: The Step-by-Step Guide for Building a Great Company Steve Blank and Bob Dorf K & S Ranch ISBN – 978- 0984999392
2. The Lean Startup: How Today's Entrepreneurs Use Continuous Innovation to Create Radically Successful Businesses Eric Ries Penguin UK ISBN – 978-0670921607
3. Demand: Creating What People Love Before They Know They Want It Adrian J. Sloutsky with Karl Weber Headline Book Publishing ISBN – 978- 0755388974
4. The Innovator's Dilemma: The Revolutionary Book That Will Change the Way You Do Business Clayton M. Christensen Harvard business ISBN: 978-142219602

SUGGESTED SOFTWARE/LEARNING WEBSITES:

- a. <https://www.fundable.com/learn/resources/guides/startup>
- b. <https://corporatefinanceinstitute.com/resources/knowledge/finance/corporatestructure/>
- c. <https://www.finder.com/small-business-finance-tips>
- d. <https://www.profitbooks.net/funding-options-to-raise-startup-capital-for-your-business/>

Course outcomes:

Upon completion of the course, the student will be able to :

- a) To understand the dynamic role of entrepreneurship and small businesses
- b) To organize and Manage a Small Business
- c) To plan the Financial strategy and Control
- d) To operate forms of Ownership for Small Business
- e) To make Strategic Marketing Planning
- f) To launch new Product or Service Development
- g) To conceive business Plan

INFORMATION SOURCES

Subject Code 2041602	Theory			No of Period in one session :42			Credits 03
	No. of Periods Per Week			Full Marks			
	L	T	P/S	ESE	:	70	
	03	—	—	TA	:	10	
				CT	:	20	

Rationale and Objective

- To understand the different types of information sources.
- To develop familiarity with standard reference source.
- To develop skill of critical evaluation of reference sources.

Contents : Theory		Hrs/week
UNIT-1	Information Sources-I <ul style="list-style-type: none"> □ Concept of information sources □ Primary sources of information-Journal, conference, Volume, Patents, research report, thesis and their electronic form. □ Evaluation of reference sources. 	07
UNIT-2	Information Sources II <ul style="list-style-type: none"> □ Secondary Sources of information, Bibliography, Encyclopedia, Dictionary, Year book, Directory, Biographical sources, Text book, index and abstract and their electronic form. 	05
UNIT-3	Information Source III <ul style="list-style-type: none"> □ Territary source of information- Bibliography and bibliographies and guide to literature and their electronic form. 	04
UNIT-4	Information Sources-IV <ul style="list-style-type: none"> □ Human Resources □ Information Centres □ Institutional Information centres □ Mass Media □ Data base □ Web Resources 	14
UNIT-5	Information Sources V <ul style="list-style-type: none"> □ Web/Internet as a Reference Sources. Browsing of Various Types of reference and information resources and writing a report (taking a sample in each type) about the type of information and its organization. 	12
Total		42

ADVANCE LIBRARY CATALOGUING

Subject Code 2041603	Theory			No of Period in one session : 42			Credits 03
	No. of Periods Per Week			Full Marks			
	L	T	P/S	ESE	:	70	
	03	—	—	TA	:	10	
				CT	:	20	

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.

Contents : Theory		Hrs
UNIT-1	Subject cataloguing	[06]
	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	
UNIT-2	Catalogue codes	[07]
	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	
UNIT-3	Entries in classified catalogue	[05]
	03.01 Entries in classified catalogue	
	03.02 Part of Entries Ac/ to C.C.C.	
UNIT-4	Centralised cataloguing	[05]
	04.01 Centralised cataloguing	
	04.02 Definition and Examples	
UNIT-5	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	
UNIT-6	Union catalogue	[05]
	06.01 Union catalogue	
	06.02 Union catalogue in India	
UNIT-7	Canon of cataloguing	[04]
	07.01 Canon of cataloguing	
UNIT-8	ISBD	[05]
	08.01 ISBD	
	08.01.01 ISBD (N)	
	08.01.02 ISBD (S)	
Total		42

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

INFORMATION PROCESSING AND RETRIEVAL

Subject Code 2041604	Theory			No of Period in one session : 42			Credits 03
	No. of Periods Per Week			Full Marks			
	L	T	P/S	ESE	:	70	
	03	—	—	TA	:	10	
				CT	:	20	

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 : Theory		Hrs
UNIT-1	INFORMATION STORAGE AND RETRIEVAL SYSTEM:	08
	1.1 Introduction to ISR system	
	1.2 Function of Library System	
	1.3 Computerized data bases and CDS/ISIS	
UNIT-2	INDEXING:	08
	2.1 Concept and Proess	
	2.2 Indexing Techniques	
	2.3 Pre- coordinate & Post coordinate system	
	2.4 Indexing in Computer	
	2.5 File Generation	
	2.6 PRECIS & POPSI	
UNIT-3	ABSTRACTING:	08
	3.1 Abstracting, Needs & Purposes	
	3.2 Types of Abstracting	
	3.3 Methods of Abstracting	
UNIT-4	INFORMATION RETRIEVAL PROCESS:	10
	4.1 Information Retrieval Process	
	4.2 Search Strategies	
	4.3 On line & off line	
	4.4 Manuals & Machine based	
UNIT-5	INTRODUCTION TO THESAURUS:	08
	5.1 Thesaurus, Definition	
	5.2 Types of Thesaurus: Role of vocabulary Control	
	5.3 Thesaurus and Information needs	
Total		42

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
4.	Information Storage for Common man	-	By H.K.Kaul Virgo Publications New Delhi 1992.
5.	Information Storage for Common man	-	By I.K. Ravindra Rao W.E. Limited New Delhi.

ELECTIVE - (ANY ONE) -(i) ACADEMIC LIBRARY SYSTEM

Subject Code 2041605A	Theory			No of Period in one session :42			Credits 03
	No. of Periods Per Week			Full Marks			
	L	T	P/S	ESE	:	100	
	03	—	—	TA	:	10	
			CT	:	20		

Rational and objectives:-

Library is the center of any academic setting. While classroom teaching provides a glimpse of knowledge, the libraries disseminate a wide range of knowledge, which are required to attain intellectual heights. Libraries supplement and forward the ideas of education; real education can only be achieved through the libraries. Thus the libraries are the providers 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 be 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.

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

Books Recommended for Academic Lib. System: -

1. Saini (Omprakash) Granthalaya evam Samaj	-	Agra: Y. K. Publishers, 1999
2. Tripathi (S. M.) Adhunik Granthalaya Tatva	-	Vyavastha evam Sanchalan ke Mul
3. Saxena (L. S.) Pustakalaya Sangathan tatha vyasthapan Granth Academy, 1998	-	Bhopal: Madhya Pradesh, Hindi
4. Gau (Prabhu Narayan) Putakalaya Vigyan Kosh, Patna: 1962	-	Bihar – Rashtra Bhasa Parishad,

ELECTIVE - (ANY ONE) - (ii) RESEARCH METHODOLOGY

Subject Code 2041605B	Theory			No of Period in one session : 42			Credits
	No. of Periods Per Week			Full Marks			03
	L	T	P/S	ESE	:	100	
	03	—	—	TA	:	70	
				TA	:	10	
			CT	:	20		

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 force 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.

Contents : Theory		Hrs
UNIT-1	Research and Research Design	[8]
	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	[6]
	Scientific Method	
	Historical Method	
	Descriptive Method	
	Survey Method and case study Method	
	Experimental Method and Delphi Method	
UNIT-3	Data Analysis and Interpretation	[6]
	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, co-relation studies and Analysis of variance	
	Use of statistical package	
UNIT-4	Bibliometric Studies	[12]
	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	[10]
	Preparation and Writing of Research and Technical Report.	
	Preparation of Thesis and Dissertation.	
	Tools for technical writing Style Manuals.	
	Guide line for Research Reporting.	
Total		42

Books Recommended:

- (1) Kothari, C.R. (1979) Quantative Techniques, 2nd Edition, New Delhi, Vikash
- (2) Krishan Kumar (1992), Research Method in Library & Inf. Science, Delhi Har – Anand Publications.
- (3) Dr. Laxmi Narayan, Research Methodology, 2004

ELECTIVE - (ANY ONE) -(iii) INFORMATION USERS & NEEDS

Subject Code 2041605 C	Theory			No of Period in one session : 42			Credits 03
	No. of Periods Per Week			Full Marks			
	L	T	P/S	ESE	:	70	
	03	—	—	TA	:	10	
				CT	:	20	

Course Objective

- To understand the Categories of information users and their information needs.
- To understand the concept, nature and Techniques of user studies.
- To understand the techniques of Library Survey.

Contents : Theory		Hrs
UNIT-1	Information Users <ol style="list-style-type: none"> i. Identification of users. ii. Concept of Need, want, Demand and Requirement. iii. User Categories: Planners, Policy Makers, Managers, R & D Personnel. People at Grass Root. iv. Information Seeking behavior of Different user groups. 	08
UNIT-2	Uses of Information <ol style="list-style-type: none"> i. Use of information in Management activities. ii. Use of information indecision making iii. User of information in R & D iv. Role of information in Raising the standards &Quality of Life v. Technology innovation & Technology Transfer. 	10
UNIT-3	User Studies <ol style="list-style-type: none"> i. Scope and contents of user studies. ii. Studies by Types of Libraries: Different user Groups, Different Discipline. iii. Critical Review of some large scale user studies. 	08
UNIT-4	Methodology of User Studies <ol style="list-style-type: none"> i. Qualitative & Quantitative Paradigm ii. Data Collection Methods iii. Other specific Technique-Scenario Analysis, interaction Analysis, Delphi Method, Repertory Grids. iv. Evaluation of user Survey 	10
UNIT-5	User Education <ol style="list-style-type: none"> i. Concept and importance of user Education. ii. Methods of user education. 	06
Total		42

References-

1. W.H.Newman E.Kirby Warren : The Process of Management Prentice- Hall

ADVANCE LIBRARY CATALOGUING LAB

Subject Code 2041606	Practical			No of Period in one session :56			Credits 02
	No. of Periods Per Week			Full Marks			
	L	T	P/S	Internal (PA)	:	15	
	—	—	04	External(ESE)	:	35	

Course & 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.

Contents : Practical	
UNIT-1	Cataloguing of books and periodical with the help of CCC
UNIT-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

INFORMATION PROCESSING & RETRIEVAL LAB

Subject Code 2041607	Practical			No of Period in one session : 56			Credits 02
	No. of Periods Per Week			Full Marks			
	L	T	P/S	Internal (PA)	:	15	
	—	—	04	External (ESE)	:	35	

Rationale and Objectives

- To learn the advanced information processing Techniques.
- To develop the capability in retrieving the information by applying different search techniques.
- To introduce the information repackaging and Consolidation techniques.
- To develop familiarity with various bibliographic description standards.

Contents : Practical	
UNIT-1	Classification of documents with Complex subjects according to UDC, DDC and colon classification.
UNIT-2	Cataloguing of documents involving complicated personal and corporate authorship, complex periodical and Non-Book Materials.
UNIT-3	Indexing Practices using PRECIS & KWIC etc.

ADVANCE LIBRARY CATALOGUING -TW

Subject Code 2041608	Term Work						Credits
	No. of Periods Per Week			Full Marks	:	25	01
	L	T	P/S	Internal(PA)	:	07	
—	—	02	External(ESE)	:	18		

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.

Contents : Term Work	
UNIT-1	Cataloguing of books & Periodical according CCC.
UNIT-2	Cataloguing of at least 50 titles of one's own Library.

INFORMATION PROCESSING AND RETRIEVAL -TW

Subject Code 2041609	Term Work					Credits 01	
	No. of Periods Per Week			Full Marks			
	L	T	P/S	Internal(PA)	:		25
	—	—	02	External(ESE)	:		18

Course Objective

- To learn the advanced information processing Technique by applying different search techniques.
- To introduce the information repackaging and consolidation technique.
- To develop familiarity with various bibliographic description standards.

Contents : Term Work	
UNIT-1	Indexing of Books & periodicals: Indexing Technique: Pre coordinate and post coordinate system
UNIT-2	Indexing of at least 50 titles of one's Library
UNIT-3	Indexing in Computer <input type="checkbox"/> File Generation <input type="checkbox"/> PRECIS & POPSI

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

PROJECT WORK & ITS PRESENTATION IN SEMINAR-TW

Subject Code 2041610	Term Work			No of Period in one session :			Credits 02
	No. of Periods Per Week			Full Marks			
	L	T	P/S	Internal (PA)	:	15	
	—	—	04	External (ESE)	:	35	

Contents : Term Work	
UNIT-1	MARC Cataloguing
UNIT-2	Preservation and Conservation of Book Material and Non-Book Material.
UNIT-3	Written Report of literature
UNIT-4	User's Approach
UNIT-5	To be updated by the Teacher

The dissertation should be taken up Continuously for two week in any annotated Library.

COURSE UNDER MOOCS / NPTEL / OTHERS-TW

Subject Code 2041611	Term Work			No of Period in one session :			Credits 01
	No. of Periods Per Week			Full Marks	:	50	
	L	T	P/S	Internal (PA)	:	15	
	—	—	02	External (ESE)	:	35	