

**Scheme of Teaching and Examination for
VI Semester DIPLOMA in MANAGEMENT TECHNOLOGY (LIBRARY SCIENCE)**

THEORY

Sr. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME		EXAMINATION - SCHEME					
			Periods per Week	Periods in one Session (Year)	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.	Professional Studies & Entrepreneurship	00601	06	60	03	20	80	100	26	36
2.	Computer Application	32602	06	60	03	20	80	100	26	36
3.	Advance Library Cataloguing	31603	06	60	03	20	80	100	26	36
4.	Inf. Storage & Retrieval	31604	06	60	03	20	80	100	26	36
5.	Elective*		06	60	03	20	80	100	26	36
	Academic Library System	31605A								
	Research Methodology	31605B								
Total:-			30					500		

PRACTICAL

Sr. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME		EXAMINATION - SCHEME					
			Periods per Week	Periods in one Session (Year)	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.	Advance Library Cataloguing	31606	04	60	03	10	40	50	16	21
7.	Computer Application	32606	04	60	03	10	40	50	16	21
Total:-			08					100		

SESSIONAL

Sr. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME		EXAMINATION - SCHEME			
			Periods per Week	Periods in One Session (Year)	Marks of Internal Examiner (X)	Marks of External Examiner (Y)	Total Marks (X+Y)	Pass Marks in the Subject
8.	Professional Studies & Entrepreneurship	00607	04	50	20	30	50	25
9.	Advance Library cataloguing	31608	--	--	20	30	50	25
10.	Project Work & Its presentation in Seminar	31609			20	30	50	25
Total:-			04				150	

Total Periods per Week	42	Total Marks = 750
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PROFESSIONAL STUDIES & ENTREPRENEURSHIP

Subject Code 00601	Theory			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:

The paper has been introduced to achieve dual purpose for the students. Firstly, this course provides the basics of Professional management and secondly it also prepares the student to develop self reliance by becoming an entrepreneur.

This makes them conversant with their duties and responsibility to make them successful in their career building by developing profession expertise.

Objectives:

With the input provided in this paper, the students will be able to :-

- Acquire basic knowledge of management.
- Understand the various area of management such as human resources, marketing, finance and commercial aspect, production & material management etc.
- Understand the benefit of becoming an entrepreneur.
- Handle a project efficiently and independently.
- To avail subsidies / grants / loan etc. from various of agencies.

PART-I: PROFESSIONAL STUDIES

TOPIC:

01 – INTRODUCTION:

- | | | |
|-------|---|------|
| | | [05] |
| 01.01 | Professional Ethics:
Definition, Objective, Right & Wrong, Duty & Obligation | |
| 01.02 | Management:
Definition, Function and Objectives. | [05] |
| 01.03 | Leadership:
Definition, Types – Autocratic, Democratic and Laissez – faire, Functions and Characteristics of Leadership. | [05] |
| 01.04 | Motivation :
Definition, Types and Importance / Benefits | [05] |
| 01.05 | Forms of Business organization:
Sole proprietorship, Partnership, Joint Stock company and Co-operative Societies. | [05] |
| 01.06 | Supervisor’s/Technician’s role:
Concept of supervisory management, career needs, Role of Technicians in an organization. | [05] |

PART-II: ENTREPRENEURSHIP

TOPIC:

02 – INTRODUCTION:

- | | | |
|-------|---|------|
| | | [10] |
| 02.01 | Entrepreneurship:
Concept, Characteristics of a successful entrepreneurship, basic ingredients of entrepreneurship:
1. Finance 2. Technology 3. Sales and Marketing | [10] |
| 02.02 | Project Report:
Meaning, Project Identification, Project Selection, Contents of a project Report, Techno-Economic Feasibility Report (TEFR), Market Survey. | [10] |

02.03 Sources of Finance: [05]
Government, Commercial Banks, Financial institutions:
SIDBI – Small Industries development Bank of India
SFC – State Financial Corporations
IDBI – Industrial Development Bank of India
IFCI – Industrial Finance Corporation of India
ICICI – Industrial Credit Investment Corporation of India

02.04 Acts : [05]
Indian factories Act 1948 (Main Provision Only)
Consumers Protection Act 1986 (Main Provision Only)

03 – PROJECT WORK:

As elaborated in Sessional Paper (00607).

Books Recommended:

1. Essential of Management, Tata McGraw Hill, Publishing Company Ltd., New Delhi. - Herald Koonz & Cyril O' Donnel.
2. Business Organization and Management, S. C. Chand and Company (Pvt.) Ltd., Ram Nagar, New Delhi - M. C. Shukla.
3. Managerial Economics, Sultan Chand & Sons, New Delhi - R. L. Vashney & K. L. Maheshwari
4. Project Appraisal and Follow up, Govind Prakashan, Mumbai. - D. P. Sharda
5. Modern Marketing Management, Progressive Corporation Pvt. Ltd., P51, Mahatma Gandhi Road, Bombay-400 001 - Dr. Rustam S. Davar
6. A hand book for new entrepreneurs (with special reference to science and technology target group) - Entrepreneurship Development Institute of India, 83-A, Swastic Society Navrangpura, Ahmedabad, PIN-380 009.

Reference Books:

1. Leadership in Organisation - Published by I.S.T.E. Mysore
2. Motivation - Published by I.S.T.E. Mysore
3. Motivation - I.I.T. Kanpur - Published by I.S.T.E. Mysore
4. A Hand book on Project Appraisal and follow up, Govind Prakashan, 204, Saraswati Kunj, 90, S. V. Road, Goregoan, Bombay-400 062. - D. P. Sarda
5. Bihar Industrial Policy - Government of Bihar, Department of Industries.
6. Entrepreneurship Guide - Bihar State Financial Corporation, Fraser Road, Patna-800 001.

COMPUTER APPLICATION

Subject Code 32602	Theory			No of Period in one session : 60		
	No. of Periods Per Week			Full Marks	:	100
	L	T	P/S	Annual Exam.	:	80
	6	-	-	Internal Exam.	:	20

(1) M.S. Word (20)

- Introduction, what is a word Processor Getting started with word Processor
- Word Processing Terminology, Editing Document
- Find and Replace
- Top Stops
- Formatting the Document
- Printing and Getting Help
- Spell check
- Inserting Graphics in word
- Some Advance Tools of Word
- Mail Merge

(2) M.S. Excel (20)

- Introduction M.S. Excel Basics, Editing cell contents
- Command for worksheet / workbook
- Some useful functions
- Formatting Data
- Charts in M.S. Excel
- Printing worksheet / charts

(3) M.S. PowerPoint (20)

- Introduction to presentation Graphics
- Steps to a PowerPoint presentation
- Presentation Tips
- Physical Aspects of a presentation
- Creating New Slides
- Editing and formatting a slide
- Adding illustration to slides
- Creating Slides shows

Books Recommended: -

M.S. Office – 2000 – BPB Publication
M.S. Office – XP

ADVANCE LIBRARY CATALOGUING

Subject Code 31603	Theory			No of Period in one session : 60		
	No. of Periods Per Week			Full Marks		:
	L	T	P/S	Annual Exam.		:
	06	-	-	Internal Exam.		:
					100	
					80	
					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 deal with and practical aspect taken into consideration.

S. No. Topic

1.	Subject cataloguing	10
2.	Catalogue Codes	10
3.	Entries in classified catalogue	15
4.	Centralized cataloguing	05
5.	Co-operative cataloguing	05
6.	Union catalogue	05
7.	Canons of cataloguing	05
8.	ISBD	05

Contents

Topic: 01 – Subject cataloguing		(20)
01.01	Subject cataloguing: Evolution and purpose	02
01.02	Forms of subject catalogue	02
01.03	Subject heading problem	02
01.04	Study of Sear's list of Subject heading	02
01.05	Chain procedure	02
Topic :02 – Catalogue codes		(10)
02.01	Catalogue codes	03
02.02	Introduction to classified catalogue codes	03
02.03	Structure and basic features of CCC	02
02.04	Basic differences between AACR and CCC	02
Topic: 03 – Entries in classified catalogue		(15)
03.01	Entries in classified catalogue	10
03.02	Part of Entries Ac/ to C.C.C.	05
Topic: 04 – Centralised cataloguing		(05)
04.01	Centralised cataloguing	01
04.02	Definition and Examples	04
Topic: 05 – Co-operative cataloguing		(05)
05.01	Definitions and Example	02
05.02	Methods of Co-operation in cataloguing work	02
05.03	Difference between co-operative cataloguing and centralized cataloguing	01
Topic: 06 – Union catalogue		(05)
06.01	Union catalogue	02
06.02	Union catalogue in India	03
Topic: 07 – Canon of cataloguing		(05)
07.01	Canon of cataloguing	05
Topic: 08 – ISBD		(05)
08.01	ISBD	01
08.01.01	ISBD (N)	02
08.01.02	ISBD (S)	02

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 STORAGE & RETRIEVAL

Subject Code 31604	Theory			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 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.

S.No.	Topics	Periods
1.	Introduction to ISR System	[20]
2.	Introduction to Indexing	[10]
3.	Abstracting	[10]
4.	Information Retrieval Process	[10]
5.	Introduction to Thesaurus	[10]

Contents: Periods

TOPIC: 1 – INTRODUCTION TO ISR SYSTEM: [20]

1.1	Introduction to ISR system	[06]
1.2	Function of Library System	[06]
1.3	Computerized data bases and CDS/ISIS	[08]

TOPIC: 2 – INTRODUCTION TO INDEXING: [10]

2.1	Indexing Techniques	[02]
2.2	Pre- coordinate & Post coordinate system	[02]
2.3	Indexing in Computer	[02]
2.4	File Generation	[02]
2.5	PRECIS & POPSI	[02]

TOPIC: 3 – ABSTRACTING: [10]

3.1	Abstracting, Needs & Purposes	[04]
3.2	Types of Abstracting	[04]
3.3	Methods of Abstracting	[02]

TOPIC: 4 – INFORMATION RETRIEVAL PROCESS: [10]

4.1	Information Retrieval Process	[03]
4.2	Search Strategies	[02]
4.3	On line & off line	[03]
4.4	Manus & Machine based	[02]

TOPIC: 5 – INTRODUCTION TO THESAURUS: [10]

5.1	Thesaurus, Definition	[10]
5.2	Types of Thesaurus: Role of vocabulary Control	[10]
5.3	Thesaurus and Information needs	[10]

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.

ACADEMIC LIBRARY SYSTEM

Subject Code 31605A	Theory			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

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 forward the ideas of education; real education can only be achieved through the libraries. Thus the libraries are the provider 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.

1. Academic Library: Role, objective and Functions
2. Role of UGC and other Agencies in Promoting College and university Libraries.
3. Collection Development: Policies and Problems
4. Library Committee: Its role in collection Development
5. Continuing Education Programmer for Academic Library Development
6. Personnel Management in Academic Libraries
7. Financial Management of Academic Library
8. Resource Sharing, Library Networks: objectives and Functions
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: Vyavastha evam Sanchalan ke Mul Tatva
3. Saxena (L. S.) Pustakalaya Sangathan tatha vyasthapan – Bhopal: Madhya Pradesh, Hindi Granth Academy, 1998
4. Gaun (Prabhu Narayan) Putakalaya Vigyan Kosh, Patna: Bihar – RashtraBhasa Parishad, 1962

RESEARCH METHODOLOGY

Subject Code 31605B	Theory			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

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 fee 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.

Unit 1: Research and Research Design

- 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

- Scientific Method
- Historical Method
- Descriptive Method
- Survey Method and case study Method
- Experimental Method and Delphi Method

Unit 3: Data Analysis and Interpretation

- 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, correlation studies and Analysis of variance
- Use of statistical package

Unit 4: Bibliometric Studies

- 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

- Preparation and Writing of Research and Technical Report.
- Preparation of Thesis and Dissertation.
- Tools for technical writing Style Manuals.
- Guide line for Research Reporting.

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 Methodoloogy, 2004

ADVANCE LIBRARY CATALOGUING

Subject Code 31606	Practical			No of Period in one session : 60		
	No. of Periods Per Week			Full Marks	:	50
	L	T	P/S	Annual Exam.	:	40
	-	-	04	Internal Exam.	:	10

Rational & 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.

S. No. Topics

1. Cataloguing of books and periodical with the help of CCC
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

COMPUTER APPLICATION

Subject Code 32606	Practical			No of Period in one session : 60		
	No. of Periods Per Week			Full Marks		: 50
	L	T	P/S	Annual Exam.		: 40
	-	-	04	Internal Exam.		: 10

Contents:-

(1) M.S. Word (20)

- Introduction, what is a word Processor Getting started with word Processor
- Word Processing Terminology, Editing Document
- Find and Replace
- Top Stops
- Formatting the Document
- Printing and Getting Help
- Spell check
- Inserting Graphics in word
- Some Advance Tools of Word
- Mail Merge

(2) M.S. Excel (20)

- Introduction M.S. Excel Basics, Editing cell contents
- Command for worksheet / workbook
- Some useful functions
- Formatting Data
- Charts in M.S. Excel
- Printing worksheet / charts

(3) M.S. PowerPoint (20)

- Introduction to presentation Graphics
- Steps to a PowerPoint presentation
- Presentation Tips
- Physical Aspects of a presentation
- Creating New Slides
- Editing and formatting a slide
- Adding illustration to slides
- Creating Slides shows

Books Recommended: -

M.S. Office – 2000 – BPB Publication
M.S. Office – XP

PROFESSIONAL STUDIES & ENTREPRENEURSHIP

Subject Code 00607	Sessional			No of Period in one session : 50		
	No. of Periods Per Week			Full Marks	:	50
	L	T	P/S	Annual Exam.	:	30
	-	-	04	Internal Exam.	:	20

Rationale:

The paper has been introduced to achieve dual purpose for the students.

Firstly, this course provides the basics of Professional management and secondly it also prepares the student to undertake independent venture by becoming an entrepreneur.

This makes them conversant with their duties and responsibility to make them successful in their career building.

Objectives:

With the input provided in this paper, the students will be able to :-

- Acquire basic knowledge of management.
- Understand the area of management such as human resources, marketing, finance and commercial aspect.
- Understand the benefit of becoming an entrepreneur.
- Handle a project efficiently and in dependently.

To prepare a Project Report on any of the followings:

<u>S.No.</u>	<u>Topics</u>
01	Project Identification and formulation Report.
02	Project Profile/Pre-feasibility Report.
03	Techno-economical Feasibility Report (TEFR).
04	Market Survey Report.

CONTENTS

<u>S.NO.</u>	<u>TOPICS</u>
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TOPIC – 01 : PROJECT IDENTIFICATION AND FORMULATION REPORT:

- ◆ Introduction.
- ◆ Collection of Data.
- ◆ Compilation of Data.
- ◆ Analysis and Assimilation of Data.
- ◆ Product Selection.
- ◆ Report Finalisation and Report Writing.

TOPIC - 02 : PROJECT PROFILE/PRE-FEASIBILITY REPORT :

- ◆ Introduction of the product.
- ◆ Market.
- ◆ Man Power (Personnel Required).
- ◆ Manufacturing Process.
- ◆ Plant and Machinery.
- ◆ Cost of Project.

- ◆ Means of Finance.
- ◆ Cost of Production.
- ◆ Annual Turnover.
- ◆ Profit.
- ◆ Profit on Investment.

TOPIC – 03: TECHNO-ECONOMICAL FEASIBILITY REPORT (TEFR).

- ◆ Introduction on product.
- ◆ Market Prospects and Marketing.
- ◆ Location.
- ◆ Manufacturing Programme and Annual Turnover.
- ◆ Manufacturing Process.
- ◆ Cost of Project.
- ◆ Means of Finance.
- ◆ Requirement of Raw materials, Consumables, Utilities and Working Capital.
- ◆ Organisational Structure, Management and Man Power.
- ◆ Project Implementation Schedule.
- ◆ Profitability and Cash Flow.

TOPIC - 04 : MARKET SURVEY REPORT:

- ◆ Data Collection & Processing through Primary & Secondary Sources- Questionnaire method, e-mail, by post, by phone.
- ◆ Present Status.
- ◆ Growth of the Industry.
- ◆ Import and Export.
- ◆ Present market Demand.
- ◆ Forecast.
- ◆ Future Prospect/Scope.
- ◆ Market Segmentation.

Books Recommended:

1. Essential of Management, Tata McGraw Hill, Publishing Company Ltd., New Delhi. - Herald Koonz & Cyril O' Donnel.
2. Business Organisation and Management, S. C. Chand and Company (Pvt.) Ltd., Ram Nagar, New Delhi - M. C. Shukla
3. Managerial Economics, Sultan Chand & Sons, New Delhi - R. L. Vashney & K. L. Maheshwari
4. Project Appraisal and Follow up, Govind Prakashan, Mumbai. - D. P. Sharda
5. Modern Marketing Management, Progressive Corporation Pvt. Ltd., P51, Mahatma Gandhi Road, Bombay-400 001 - Dr. Rustam S. Davar

- | | | | |
|-----|--|---|---|
| 6. | A hand book for new entrepreneurs (with special reference to science and technology target group) | - | Entrepreneurship Development Institute of India, 83-A, Swastic Society Navrangpura, Ahmedabad, PIN-380 009. |
| 7. | Student discipline | - | Published by I.S.T.E. Mysore |
| 8. | Communication Skill | - | Published by I.S.T.E. Mysore |
| 9. | Decision Making | - | Published by I.S.T.E. Mysore |
| 10. | Pollution Control in Industry | - | Published by I.S.T.E. Mysore |
| 11. | S.S.M. in Environmental Engineering | - | Published by I.S.T.E. Mysore |
| 12. | Leadership in Organisation | - | Published by I.S.T.E. Mysore |
| 13. | Small Enterprise Management | - | Published by I.S.T.E. Mysore |
| 14. | Motivation | - | Published by I.S.T.E. Mysore |
| 15. | Fundamentals of Environmental Pollution | - | Krishnan and Kannan |
| 16. | Enviromental Engineering, T.T.T.I., Madras | - | Tata Mcgraw Hill |
| 17. | Motivation I.I.T. Kanpur | - | Published by I.S.T.E. Mysore |
| 18. | Mine Management | - | V.N. Singh, Bangle Prining Press Ranchi |
| 19. | Hand book on Project Appraisal and follow up, Govind Prakashan, 204, Saraswati Kunj, 90, S. V. Road, Goregoan, Bombay-400 062. | - | D. P. Sarda |
| 20. | Bihar Industrial Policy | - | Government of Bihar, Department of Industries. |
| 21. | Entrepreneurship Guide | - | Bihar State Financial Corporation, Fraser Road, Patna-800 001. |
| 22. | Management Economics, S. Chand & Sons, 4792/23, Dariaganj, New Delhi-110 002. | - | R. L. Varshney & G. L. Maheshwari |
| 23. | Management Principles & Practices, S. Chand & Sons, 4792/23, Dariaganj, New Delhi-110002. | - | L. Prasad & S. S. Gulshan |

ADVANCE LIBRARY CATALOGUING

Subject Code 31608	Sessional			No of Period in one session :		
	No. of Periods Per Week			Full Marks	:	50
	L	T	P/S	Annual Exam.	:	30
	-	-	-	Internal Exam.	:	20

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.

S. No. Topics

1. Cataloguing of books & Periodical according CCC.
2. Cataloguing of at least 50 titles of one's own Library.

PROJECT WORK, REPORTS & ITS PRESENTATION IN SEMINAR

Subject Code 31609	Sessional			No of Period in one session :		
	No. of Periods Per Week			Full Marks	:	50
	L	T	P/S	Annual Exam.	:	30
	-	-	-	Internal Exam.	:	20

Contents :

S.No.	Topics
1.	MARC cataloging
2.	Preservation & conservation of Non- book material
3.	Written Report of Literature
4.	User's approach
5.	To be updated by the teachers.

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