



S.K.M. UNIVERSITY

DUMKA - JHARKHAND



"PROSPECTUS"

2016-2017

Bachelor of Library & Inf. Science Programme
(Under Self - Financing Mode)





From the Vice Chancellor's Desk

It is a matter of great pleasure that the one-year Bachelor of Library and Information Science programme is being started from session 2016-17 at the University headquarters. It is an endeavor of the University to provide opportunities to the students to equip themselves with appropriate skill. BLIS programme will help us in knowledge management and upgrade our resources.

We are committed to provide quality education with effective training for better career choices. A very competent team Headed by Dr. Pramod Kumar Singh HOD of BLIS programme and the advisory committee consisting of Dr. J. Das, Dr. S.F. Rab (ANSISS), Sri Ravi Ranjan (NIC), Sri Prashant.

I wish the students admitted in BLIS programme a bright future

Jai Hind

QAMAR AHSAN
(Vice Chancellor)



Message from the Head

University all round the world play a vital role is creating knowledge and Human Capital and their merit rests on these two vital functions. I am delighted to team that Sido Kanhu Murmu University, Dumka has bucketed itself to contribute to national economic graph by why of creating Quality Manpower. In this process libraries play the role of engine and it is through the vast storehouse of knowledge that the University will perform its function effectively.

The opening of an independent department of Library & Information Science will prove a milestone and will also open the gate of new knowledge. I express of gratefully to our Vice Chancellor of extensive all support in manage it a reality.

I wish the students admitted in B.L.I.S. Programme a bright future.

With warm regards.

PRAMOD KUMAR SINGH
Head, Dept. of Lib. & Inf. Science.
S.K.M. University, Dumka

Introduction

SIDO KANHU MURMU University, Dumka came into existence in the year 1992 after bifurcating T. M. Bhagalpur University, Bhagalpur. The only mission of bifurcation was to focus and uplift the educational as well as social condition of the tribals and downtrodden. Previously there was no higher seat of learning in Santhal Parganas. This is the only University which is tirelessly spreading the light of education among the people of the area. Under the able leadership of the present Vice-Chancellor Prof. (Dr.) Qamar Ahsan the University has touched many milestones and is ready to touch more in future. The university started its onward march with 13 constituent and equal numbers of affiliated colleges under its wings. Now two model colleges and two women's colleges are going to be established keeping in view to the spread woman education, which is the need of the hour.

The University started its journey of progress with some traditional courses. But with the passage of time and the futuristic view of the Vice-Chancellor, some vocational courses such as BBA, BCA, Library and Information Science & B. Ed. have already started. Since these Courses are job-oriented and functional, the students are interested to take admission. The latest feather in the cap of the University is the launching of MBA & MCA courses. These courses are approved by the Humble Chancellor cum Governor of Jharkhand.

Eligibility for Admission in BLIS

A Candidate possessing second class Bachelor Degree of minimum three-year duration in any discipline (Science, Commerce, Arts, Humanities, Engineering, Medical and Agriculture) shall be eligible for admission and registration in the 1st semester of BLIS programme. Students in the final year of their graduation may also apply subject to the condition that should produce the evidence of the required qualification at the time of admission if selected.

Mode of Selection

The selection of BLIS candidates will be through direct on line admission. The state reservation policy will be followed.

Course Fee

For admission in BLIS programme Rs. 24000/- will be charged for both semester. The amount will be divided under the heads of tuition fee, development fee, examination fee, library fee in the beginning of each semester.

(Vocational Course Under Self-Finance Scheme)

SIDO KANHU MURMU UNIVERSITY, DUMKA, JHARKHAND

Regulation for Bachelor in Library & Information Science (B. Lib. & Info. Sc.) Course

1. **Name of the Course :** "Bachelor in Library & Information Science" (B. Lib & Info. Sc.)
2. **Duration of the Course :** The one year fulltime self-financed course for B. Lib & Info. Sc. shall comprise of two semesters. The first semester shall commence from 1st July, every year. Each semester will be of six months duration.
3. **Eligibility criteria and procedure for admission at B. Lib & Info. Sc. Course :** Candidates who have passed Bachelor's Degree Examination with not less than 45% marks in aggregate in any faculty of the university or UGC recognized university and secured a good percentile in common admission test held by first semester of B. Lib & Info. Sc. Course provided their name appear in the merit list prepared after interview. Reservation rules would apply in accordance with the Jharkhand State Government Rules for admission into Professional Course.
4. **Attendance Rule :** All students must attend every lecture and other activities of the Department. However, the attendance requirement will be 75% of the classes actually held paper wise in the B. Lib & Info. Sc Course.
 - 4.1 **Absence during the semester :**
 - a. A student must inform in HOD through concerned faculty immediately of any instance of continuous absence from classes.
 - b. A student who is absent due to illness should approach the teachers concerned for makeup seminars, assignment and practical work.
 - c. A student who has been absent from a sessional test due to illness shall approach the teacher concerned for makeup test immediately on return to class. The request should be supported with a medical certificate issued by a registered medical practitioner.
 - d. In case the period of absence on medical grounds is more than 20 working days during the semester. Such application must be made as early as possible. No application for semester withdrawal will be considered after External Examination have commenced. Partial withdrawal in a semester is not allowed.
 - e. If a student is continuously absent from the institute for more than four weeks without permission of the Head of The Department concerned, his/her name will be removed from institute rolls.

5. Syllabus :

- 5.1 The syllabus in each subject and in each paper shall be demarcated into well-defined units / areas of content along with a topic wise break up. The Board of students of subject concerned constituted by the Vice-Chancellor shall be responsible for framing the syllabus subject to the provisions of this regulation.
- 5.2 The syllabus of one semester shall comprise topics whose teaching and examination may be completed in six months duration of the earmarked academic session. The full marks of all the papers of examination including the Practical / Viva-voice of semester-I and semester-II taken together shall be of 800 marks. Candidates will be examined for 400 marks in each semester. The Practical training in a recognized library and project work under the guidance of a faculty member must commence after three weeks of beginning of course in each semester. The evaluation of papers carrying 100 marks shall be done by taking a written examination of 60 marks to be taken in all the topics of the paper by the university. The remaining 40 marks of each paper shall be allotted to sessional work comprising of 15 marks in sessional test-I and 25 marks in sessional test-II to be evaluated by the Departmental council concerned in the form of Written component of the topic taught and day to day assessment, of the candidate pertaining to his / her performance at the extracurricular activities, general behavior and conduct, performance at class seminars and regularity in attending classes etc.
- 5.3 Each theory paper of university examination of three hours duration. A question paper shall be a judicious mix of objective type, short answer type and long answer type questions. The Pattern of the questions of the end semester examination will be as follows :

Part - A

Objective type multiple choice question (No Choice) 10×2 marks = 20 Marks.

Part - B

Short Answer Questions

Four questions (out of eight questions) 4×5 = 20 Marks.

Part - C

Long Answer questions (Each Answer should be in about 50 words)

Two question (out of four questions) 2×10 Marks.

- 5.4 Each written component of a paper of sessional work/test shall comprise 10 marks objective type multiple choice questions and 5 marks seminars/quiz aggregating 10 marks in sessional test-I and shall comprise 10 marks objective type multiple choice questions, 5 marks seminars / quiz, 5 marks assignment and 5 marks attendance aggregating 25 marks in sessional test - II. The sessional test will be of 1 hour duration.
- 5.5 The practical papers/project study may be linked with practical training/hand on experience related to practical papers at a recognized library. The practical papers/project study must be based on at least forty percent real data, analysis followed with presentation in a Departmental seminar. The study shall be undertaken under the supervision of a designated faculty member.
- 5.6 There will be two semester in total course module comprising the following basic structure & Marking Scheme :-

Semester - I

Subject Code	Name of Subject
Paper-1	Library Organization
Paper-2	Physical Bibliography & Book Selection
Paper-3	Library Classification (Theory)
Paper-4	Library Classification (Practical)

Semester - II

Subject Code	Name of Subject
Paper-5	Library Management
Paper-6	Information Sc. And Reference Service
Paper-7	Library Cataloguing (Theory)
Paper-8	Library Cataloguing (Practical)

Semester - I

Subject Code	Name of Subject	Sessional Test-I		Sessional Test-II		End Semester		Full Marks	Pass Marks	Pass Marks in aggregate in a Semester
		Full Marks	Pass Marks	Full Marks	Pass Marks	Full Marks	Pass Marks			
Paper-1	Library Organization	15	7	25	12	60	27	100	45	180
Paper-2	Physical Bibliography & Book Selection	15	7	25	12	60	27	100	45	
Paper-3	Library Classification (Theory)	15	7	25	12	60	27	100	45	
Paper-4	Library Classification (Practical)	15	7	25	12	60	27	100	45	

Semester - II

Subject Code	Name of Subject	Sessional Test-I		Sessional Test-II		End Semester		Full Marks	Pass Marks	Pass Marks in aggregate in a Semester
		Full Marks	Pass Marks	Full Marks	Pass Marks	Full Marks	Pass Marks			
Paper-5	Library Management									

6. **Examinations** : There shall be the following two examinations comprising the course
- 1st Semester End Examination ; On Completion of the courses for the prescribed therein in November/December.
- 2nd Semester End Examination : On Completion of the courses for the prescribed therein in May/June.

Scheme of Examination of Semester

The Examination of each paper shall have two components - written examination at the end of each semester carrying 60 percent marks to be conducted by the university and sessional 40 percent to be evaluated by the Departmental Council. Sessional work shall comprise both the written component and day to day assessment. The written component shall carry 20 percent marks of a paper and day to day assessment 10 percent of a paper. The sessional work shall be evaluated by the Department Council on the basis of candidate performance in various extracurricular activities, general behavior performance at seminar, Practical training etc.

7. **Eligibility for taking Examinations :**

- a. The examination form of only such candidates, who have
 - i. Obtained not less than requisite pass marks in sessional work.
 - ii. Fulfilled prescribed attendance criteria, and
 - iii. Good moral character

Shall be forwarded to Examination Department of the University for issuance of admit card.

- b. No candidate will be allowed to appear in any course more than twice excluding the examination originally held.
- c. No. candidate will be allowed appear in any course beyond one years of his/her first admission to 1st semester of B. Lib & Info. Sc. Course.
- d. A candidate who opt to reappear in certain subject at an examination, but is not able to appear in the same will not be deemed to have availed himself/herself of the chance to reappear and may reappear in the course concerned at a later examination if otherwise eligible.
- e. A candidate who at the end 2nd Semester fails to secure the minimum marks required for the award of the degree may reappear in all such courses of 1st Semester & 2nd Semester in which he/she has not appeared twice already at the examination held in the month of April next year but a candidate must pass all examinations within four years of his/her admission to the B. Lib & Info. Sc. Course.

8. Minimum Pass Marks and Movement to the next Semester :-

- i. If a candidate fails in the internal assessment/sessional work he/she will not be allowed to appear in the university examination such Candidates will be required to take re-admission in that semester.
- ii. A candidate passing in each paper separately by securing not less than 45% in each paper and securing not less than 4.5% marks in aggregate shall be allowed to move into the next semester, provided that a candidate who passed in all the papers separately but failed to secure the stipulated marks in aggregate of particular semester examination may be allowed move into next semester and may be allowed to take examination of maximum of two papers in which he/she secured low marks subject to the provision of clause 7 provided further than if a candidate passes in at least two papers separately but fails in not more than two papers and/or also aggregate may allowed to move to the next semester and will be required to take examination of those papers subject to the provisions of clause 7.
- iii. The scheme of examination for each semester shall be the same.
- iv. The passing in semester and examination, sessional & practical are separately required.
- v. (i) The Departmental Council of university department/institution concerned shall be responsible for conduct of sessional examination. Normally the test of a portion shall be conducted by the teacher who had imparted the teaching of the relevant portion and shall evaluate the answer paper and submit the result to the HOD within a week of the test conducted.
(ii) The better of two tests of a paper shall be awarded as marks of sessional of a paper.
(iii) The marks of all the sessional examinations shall be kept by the HOD concerned in his safe custody.
(iv) The final average marks of sessional against the roll no. of university examination of each student shall be sent to the examination department soon after the receipt of the admit cards. The admit cards shall be distributed only thereafter.
Provided that in case there are more than one institution imparting instruction in a course there shall be a coordinating committee consisting of two teachers from each institutions presided over by the University Coordinator/HOD university department concerned. It shall be the function of this committee to ensure uniformity in the award of internal assessment (sessional) marks along the institutions concerned.

The institution concerned shall maintain the record of material on the basis of which the internal assessment marks are awarded which will have to be made available to coordinating committee for inspection by them, if required.

9. **Reappearance at the Examination to clear carry over papers :** At the end of each semester the examination department shall conduct examination of 1st semester & 2nd semester disjoint so as to enable the candidate who could not clear all the papers in the preceding semester or could not secure stipulated aggregate marks or failures of a semester provided that the candidate who could not pass at least in two papers of 1st semester shall not be permitted to appear in the examination of the next semester.
10. **1. Classification of successful candidate :** At the end of 2nd semester the successful candidate shall be classified as under :
First Class : 60% or more in the aggregate of all the two semester examinations.
Second Class : 45% or more marks in aggregate of all the two semesters examinations.
A Candidate who secures at least 75% in the aggregate of all two semesters' examination shall be declared to have secured Distinction in First Class.
10. **2. Grace Marks -** A candidate shall be awarded up to 5 marks in aggregate if he/she fails short of pass marks or 2nd class/1st class only once in entire semesters and such marks will be added in the theory paper in which the candidate scored lowest marks.
10. **3. A Candidate must qualify for the award of the degree within four years of his first admission to the course.**
11. **Board of Moderators :**
 - a. The Board of Moderators will consist of the following
 - i. The Head of the Department concerned
 - ii. Two persons nominated by the Vice Chancellor, one from amongst the examiners in the subject concerned and the other from the faculty member of the department, preferably having specialization other than that of HOD and other nominated examiners. In the event of any three members not being able to attend the meeting of the Board of Moderators, he/she will inform the Vice Chancellor in advance and the latter may appoint another person in his/her place as a member of the Board.

b. Power and functional of Board Moderators :

- i. The question paper shall be reviewed by the Board of Moderators.
- ii. The final result shall be published on the recommendation of the Board of Moderators.

In the event of Board of Moderators suggest with reason any change in result the Examination Board shall take final decision on the recommendation.

12. Re-Totalling : The Examination Department shall prescribe the fee for the same. Such request shall be entertained for not more than two papers of written examination of semester.
13. Mark-Sheet : The report of the result of examination shall be provided to the students at end of each semester examination separately and amalgamated marks-sheet of all semesters on passing all the semesters examinations.
14. Degree : Each successful candidate in all semesters shall be conferred to B. Lib & Info. Sc. Degree of Sido Kanhu Murmu University, Dumka on passing the examination.
15. Medium of Instruction and examination : Medium of instruction and Examination shall be English & Hindi.
16. Recognition of Merit : Student securing first position in first class shall be given order of merit. He/She may get University Gold Medal or Any other award which the University decides for the purpose.
17. Tuition fee and other charges for Self-Finance Course shall be decided and revised time to time by the Academic Council of the university.
18. Implementation of the regulation : Regulation shall come into force with effect from session 2010-20-11.

Semester-I

Course of Study for Bachelor's Degree in Library and Information Science Course

GROUP "A" Organisation :

PAPER-I :- Library Organisation :

The role of Library in the modern society. The Indian Society and its library needs, Laws of Library Science. A brief History of Ancient and Medieval Library, A Comparative Study of the Development of Modern Library Services in U.K. and U.S. A Development of Library Services in Modern India, Plans and Proposals.

Types of Libraries :- Public, National, State, Local Academic and other types of Libraries.
Library System, Library Legislation, Library Standards, Library Co-operation, extension Service, Library buildings.

TEXT-BOOKS :

- | | |
|----------------------|---|
| 1. Brown, J.D. | - Manual of Library Economy. |
| 2. Ranganathan, S.R. | - Five Law of Library Science. |
| 3. -do- | - Library Manual |
| 4. Sharma, J.S. | - Manual of Library Organisation. |
| 5. Sharma, J.S. | - Library Organisation. |
| 6. Girja Kumar | - Pustakalay Sangathan Evam Sanchalan. |
| 7. Agrawal, S.S. | - Granthalay Sanchalan Tatha Prashasan. |
| 8. Kaula, P.N. | - Library Legislation of India. |

BOOKS RECOMMENDED :

- | | |
|---|---|
| 1. Minto, J.A. | - History of Public Library |
| 2. Ranganathan, S.R. | - Library Department Plan. 1959 |
| 3. Report of Advisory Committee for Libraries 1961. | |
| 4. Kaula, P.N. | - Library Buildings : Planning and Design |
| 5. - do - | - Library Movement in India. |
| 6. Indian Standard Institute | - Blepentsof Design of Library Buildings. |
| 7. Ranganathan, S.R. | - Library Legislation. |
| 8. Viswanathan, C.G. | - Introduction to Public Library Organisation with Special Reference to Indian. |
| 9. Kaula, P.N. | - National Library of Indian, Somaya. |
| 10. Sadhu | - Library Legislation In India |
| 11. Mookerjee, S.K. | - Library Organization and Library Administration |

PAPER - II :- PHYSICAL BIBLIOGRAPHY AND BOOK SELECTION

- (a) Physical Bibliography :- Essential elements of book production, paper - kinds, qualities and size printing processes parts of a book, factors is manufacturing processes book illustration, building (all viewed from the libraries angle only)

- (b) Book Selection :- Book Selection - Principles, Aids and guides of selection of reading materials, methods of selection, demand and finance, Criteria for evaluation of books.

TEXT-BOOKS :

- | | |
|----------------------|-------------------------------------|
| 1. Esdalie, A. | - Students Manual of Bibliography. |
| 2. Mallabgar, K.A. | - Primer of Bibliography. |
| 3. Ranganathan, S.R. | - Library Book Selection. |
| 4. Drury, F.K.W. | - Book Selection. |
| 5. Chakraverty, M.L. | - Bibliography. |
| 6. Ford, S. | - Acquisition of Library materials. |
| 7. Job, M.M. | - Theory of Book Selection. |

BOOKS RECOMMENDED

- | | |
|---|---|
| 1. Mukherjee, A.K. | - Book selection and Systematic Bibliography. |
| 2. Girja Kumar | - Granth Vigyan |
| 3. Ranganathan | - Reference Services and Bibliography. |
| 4. Girja Kumar | - Bibliography. |
| 5. Sharma, C.K. | - Pustak Chayan |
| 6. Encyclopedia of Library and Information Science. Pub. By Marcel Dekker, Inc. New York. | |

PAPER-III :- Library Classification (Theory)

Need and purpose of Library Classification, General theories of Classification, Special nature of book Classification, knowledge, classification, Terminology in Classification : Comparative and Analytic synthetic schemes. Canons for book Classification, Study of Dewey Decimal and Colon schemes of Classification.

TEXT BOOKS

- | | |
|----------------------|---|
| 1. Ranganathan, S.R. | - Principle of Library Classification |
| 2. - do - | - Pustakalay Vargikaranka Mahatva |
| 3. - do - | - Prolegomena to Library Classification. |
| 4. Bhargava, G.D | - Ganthalay Vargikaran. |
| 5. Sayers, W.C.B. | - Introduction to Library Classification. |
| 6. Sayers, W.C.B. | - Manual of Library Classification. |
| 7. Sachdeva | - Colon Classification. |

BOOKS RECOMMENDED

- | | |
|-----------------------|---|
| 1. Phillips, D.H. | - Primer of Book Classification. |
| 2. Palmer & Wells | - Foundations of Library Classification. |
| 3. Sengupta & Ohdekar | - Library Classification. |
| 4. Parkhi, B.S. | - Principles of Library Classification with Special Reference |

Group "B" Practical

PAPER IV :- Library Classification

Classification of Books and Periodicals by the Colon Classification (latest edition) and the Dewey Decimal Classification (19th edns.)

1. Dewey Decimal Classification, 19th ed.
2. Colon Classification 6th edn. (Reprint)
3. Mumar, P.S.D :- Practical Classification
4. Merrill, H. E :- Code for Classifiers.

Semester-II

Course of Study for Bachelor's Degree in Library and Information Science Course

GROUP "A" (THEORY PAPERS)

PAPER V :- Library Management :-

Principles of Science Management and their application in Libraries, Selection of Reading Material principles, Sources, Routine and Records. Acquisition and processing of Reading material-Principles names, Conservation of Reading Material and Stock Verification - Routine and Record library Personnel-Categories, qualities and qualifications staff formula Library committee-need, constitution and functions, Library Budget, Annual Report.

TEXT-BOOKS :-

- | | |
|----------------------|-------------------------------------|
| 1. Mittal, R.L. | - Library Administration. |
| 2. Ranganathan, S.R. | - Library Administration. |
| 3. Selly, U.K. | - Problems of Library Management. |
| 4. Dutta, D.N. | - Manual of Library Management. |
| 5. Mookerjee, B.B. | - Preservation of Library Materials |
| 6. Brown, D. | - Manual of Library Economy. |

BOOKS RECOMMENDED :

- | | |
|-------------------|------------------------------------|
| 1. U.G.C. | - Library Committee |
| 2. Basu M.N. | - Preservation of Books. |
| 3. Locke, R.A. | - Library Administration. |
| 4. Doubeday, W.F. | - Manual of Library Routine. |
| 5. Corbatt, E.A. | - Introduction to Librarianship. |
| 6. Bhargava, G.C. | - Librarianship in India & Abroad. |
| 7. Gujrati, B.S. | - Library Administration. |

Paper VI :- Information Science and Reference Service

- (a) Information Science :- Definition and Scope, Information and Recerieval System-Creation and structure and Organization. Non-Book materials in information sciences, Documentation and its role on an information system, Reprography.
- Dissemination of Information - Selective, Information Service Centers, Acquaintance with national and International Activities, NISSAT, VINITI. UNISCO, IFLA, FID, NICAIR & ICSSR. Brief acquaintance with the role of the computer in library and information Science.
- (b) Reference Service :- Definition, need and purpose of reference service, Technique of reference service in difference types of Libraries, Organization of reference department, theoretical and practical acquaintance with important reference of different categories, acquaintances with important Indian references tools.

TEXT BOOKS :-

- | | |
|----------------------|--|
| 1. Viswanath, C.G. | - Elements of Information Science. |
| 2. Sharp, J.P. | - Some fundamentals of information retrieval. |
| 3. Mookerjee, A.K. | - Reference Work and its tools. |
| 4. Ranganathan, S.R. | - Documentation and its facets. |
| 5. Raganathan, S.R. | - Reference Service. |
| 6. Ranganathan, S.R. | - Documentation, genesis and devices. |
| 7. Krishna Kumar | - Reference Service. |
| 8. Doyle, L.S. | - Information, Retrieval and Processing. |
| 9. Sangupta, B. | - Documentation and Information Retrieval. |
| 10. Rawtra, R.S. | - Fundamental or Documentation with Reference. |

BOOKS RECOMMENDED :

- | | |
|----------------------------------|--|
| 1. Winchall, C.M. | - Guide to Reference Books. |
| 2. Wyer, J.I. | - Reference Work. |
| 3. Kent Alley | - Encyclopedia of Library and Information Science. |
| 4. Shera, J.H. | - Documentation of Action. |
| 5. Shores, L. | - Basic Reference Books. |
| 6. Girija Kawal | - Documentation in Asia. |
| 7. Marcel Dekker, Inc. New York. | - Encyclopedia of Library and Information Science. |
| 8. Sood, S.P. | - Documentation (Hindi Edition) |

PAPER - VII :- LIBRARY CATALOGING (Theory)

Purpose of Library Catalogue, Types of Library Catalogue, Physical Forms of Catalogue, kinds of Entries, Parts of Entries, Arrangement of Entries, Choice and Rendering Headings for main and added entries in Classified catalogue and Dictionary Catalogue, canons of Cataloguing subject Headings, chain procedures.

Catalogue Codes their Historical Study and Importance Study of (A) Classified Catalogue Code with Additional Rules of Dictionary Catalogue Code and (B) Anglo American Cataloguing Rules with regard to joint authors, Anonymous and Pseudonymous works, Change of Name and Simple Cases of Corporate Authorship, Cooperative and centralized cataloguing, Union Catalogues.

TEXT BOOKS :

- | | |
|----------------------|---|
| 1. Mishra, B.P. | - Pustakalay Suchikaran : Sidhant Evam Abhyas |
| 2. Akers, S.G. | - Simple Library Cataloguing. |
| 3. Sangupta | - Cataloguing : Its theory and Practice. |
| 4. Viswanathan, C.G. | - Cataloguing theory and practice. |
| 5. Agrawal S.S. | - Pustaklaya Suchikaran |
| 6. Ranganathan, S.R. | - Classified Catalogue Code. |

BOOKS RECOMMENDED :

- | | |
|----------------------|--|
| 1. Mann, M. | - Int. to Cataloguing and Classification of Books. |
| 2. Sharp, J.P. | - Cataloging. |
| 3. Sengupta | - Cataloguing : its theory and practice. |
| 4. Viswanathan, C.G. | - Cataloguing, theory and practice. |
| 5. Agrawal, S.S. | - Pustakalaya Suchikaran. |
| 6. Ranganathan, S.R. | - Classified Catalogue Code. |

BOOKS RECOMMENDED :

- | | |
|-----------------|---|
| 1. Mann, M. | - Int. to Cataloguing and Classification of Books. |
| 2. Sharp, J.S. | - Cataloguing. |
| 3. Sharp, J.P. | - Classified Catalogue-Basic principles and practice. |
| 4. Girja Kumar | - Theory of Cataloguing. |
| 5. Girja Kumar | - Suchikaran Ke Sidhant. |
| 6. Sharma, C.D. | - Cataloguing : theory and practice. |

TAXT-BOOKS :

1. Anglo-American Catalogue Rules.
2. Classified Catalogue Code.
3. Sharma, C.D. Practical Cataloguing Classified Catalogue.

Department of Library & Information Science

TO ALL SELF-FINANCING COURSES UNDER SEMESTER SYSTEM AND CBCS

1. Application for admission to _____

2. Year of the Course : _____ Semester _____

3. Name of the College/P.G. Department : _____

4. Candidate's Name (In BLOCK LETTER)

5. Father's Name (In BLOCK LETTER)

[illegible]

6. Mother's Name (In BLOCK LETTER)

[illegible]

7. Address for Correspondence : _____

8. Permanent Address : _____

9. Contact : i. Mobile No.

[illegible]

18

10. Nationality : _____

11. Academic Record

(In Chronological order with the most recent examination appearing on top)

S. No.	Exam Passed	Board/University	Subject	Year	Division/Class	% Marks

12. Details of Demand draft of Rs. 200/- drawn in favour of Register, S.K.M. University Dumka Payable at Dumka.

Bank Draft No.	Date	Issuing Bank	Branch

I Certify that the information provided in this application is correct.

Place : _____

Date : _____

Signature of the Candidate

For Office Use

Check and Verified

RECOMMENDED FOR ADMISSION

Signature of Assistant

Head of the Department

*Please read the Instructions carefully before Applying :-

SIDO KANHU MURMU UNIVERSITY, DUMKA



VISION OF THE UNIVERSITY

- 1- Sido Kanhu Murmu University Dumka is an inclusive community of scholars imparting higher education to inspire excellence and innovation with social responsibility, committed to the pursuit of knowledge, wisdom and creativity.
2. S.K.M. University Dumka will be internationally recognized as a premier State University with a global perspective to fashion a more humane and just society.

VISION OF THE CENTRAL LIBRARY

World-class and modern academic & research library to enable to become an internationally recognized research university.

MISSION OF THE UNIVERSITY

1. To make quality education accessible with inclusiveness, accountability with equity and excellence, even in the remotest area.
2. To take care of relevancy, costs, diversification and international standards in higher education.
3. To establish culture of collaboration and cooperation.
4. To strengthen educational-professional interface.
5. To contribute in building society and the nation.
6. To improve the quality of life in harmony with our heritage, culture and environment.
7. To do away with regional imbalances.
8. To adopt Zero Tolerance Approach for leakages in the System.

MISSION OF CENTRAL LIBRARY

1. To Develop a well balanced and relevant information collection
2. To Provide access to information in all formats To Take responsibility for Information Literacy
3. To start ICT based services
4. To Contribute to learning and teaching excellence
5. To exploit Open Source Software and Open Access E-resources

Deputy Librarian
Central Library S.K.M.U. Dumka



Dr. Pramod Kumar Singh

Head, Dept. of Library and
Information Science