

PANJAB UNIVERSITY, CHANDIGARH-160014 (INDIA)
(Estd. under the Panjab University Act VII of 1947—enacted by the Govt.
of India)

**GUIDELINES FOR CONTINUOUS INTERNAL ASSESSMENT (20%) FOR STUDENTS
OF Bachelor of Library & Information Science
(Semester System)
(EFFECTIVE FROM THE ACADEMIC SESSION 2020-21)**

1. The Syndicate has approved the following guidelines, mode of testing and evaluation including Continuous Internal Assessment of students:

- (i) Terminal Evaluation : 80%
- (ii) Continuous Assessment : 20%
- (iii) Continuous Assessment may include Written Assignments, Snap Tests, participation in discussions in the class, term Paper, attendance, etc.
- (iv) In order to incorporate an element of Continuous Internal Assessment of students, the Department will conduct the following in each semester:

(a) Written Test	:	25 (reduced to 5)
(b) Snap Test	:	25 (reduced to 5)
(c) Term Paper/Assignment	:	25 (reduced to 5)
(d) Participation in Class Discussion	:	15 (reduced to 3)
(e) Attendance	:	10 (reduced to 2)
Total	:	100 reduced to 20

2. Weightage of 2 marks for **Attendance** component out of 20 marks for Continuous Assessment shall be available only to those students who attend **75% and more** of classroom lectures/seminars/workshops. The break-up of marks for **attendance component** for each paper shall be as under:

(a) 75% and above up to 85%	:	1 Mark
(b) Above 85%	:	2 Marks

3. It shall **not be compulsory** to pass in Continuous Internal Assessment. Thus, whatever marks are secured by a student out of 20% marks, will be carried forward and added to his/her score out of 80%, (i.e. the remaining marks allocated to the particular subject) and thus, he/she shall have to secure pass marks both in the University examinations as well as total of Internal Continuous Assessment and University examinations.

4. Continuous Internal Assessment awards from the Department must be sent to the Controller of Examinations, by name, **two weeks before** the commencement of the final examination to the Examination Branch.

SPECIAL NOTE:

PANJAB UNIVERSITY, CHANDIGARH

**SCHEME OF BACHELOR OF LIBRARY AND INFORMATION SCIENCES
(SEMESTER SYSTEM) FOR THE EXAMINATION OF 2020-2021.**

Paper Code	Title of thePaper	Internal Assessment	Ext. Exam.	Marks Total	Exam. Hours
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FIRST SEMESTER

BLIS 01	Foundations of Library and Information Science	20	80	100	3
BLIS 02	Knowledge Organisation : Classification (Theory)	20	80	100	3
BLIS 03	Knowledge Organisation : Cataloguing(Theory)	20	80	100	3
BLIS 04	Information and Communication Technology : Basics	20	80	100	3

SECOND SEMESTER

BLIS 05	Management of Library and Information Centres	20	80	100	3
BLIS 06	Knowledge Organisation : Classification (Practice)	20	80	100	3
BLIS 07	Knowledge Organisation : Cataloguing (Practice)	20	80	100	3
BLIS 08	Information Sources and Services (Theory)	20	80	100	3
BLIS 09	Information and Communication 20 Technology (Practical)		80	100	3

**SYLLABI FOR BACHELOR OF LIBRARY AND INFORMATION SCIENCE
(SEMESTER) SYSTEM) 2020-2021.**

SEMESTER-1

Paper Code: BLIS 01

Paper Title: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

- (i) The theory question paper will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
- (ii) The syllabus has been divided into four units.

There shall be 9 questions in all. The first question will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be required to attempt any 10 short answer type questions carrying 20 marks (i.e., 2 marks for each). Rest of the paper shall contain 4 units. Each unit shall have two questions of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit.

Objectives: To study library in the social context, and to acquaint the students with the basic philosophy of Library and Information Science.

Unit 1: Library- Types and Role

- Library: Definition, concept, objectives and role of libraries in Socio-economic, Cultural, Educational, Scientific and Technological Developments
- Historical Development of Libraries
- Types of Libraries: Objectives, features and functions
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Unit 2: Library Classification

- Concept, Purpose and functions
- Canons and Postulates of Library Classification.
- Knowledge Classification and Book Classification
- Notation: Meaning, need, functions, types, qualities, Call number

Unit 3: Classification Schemes

- Species of Library Classification Schemes
- Dewey Decimal Classification(DDC): Salient features
- Colon Classification (CC): Salient features
- Universal Decimal Classification(UDC): Salient features
- Library of Congress Classification(LCC): Salient features

Unit 4: Current Trends

- Simple Knowledge Organization Systems(SKOS)
- Automatic Classification
- Web Dewey, UDC online
- Taxonomies
- Folk sonomies, Social Bookmarking
- Ontology

Essential Readings:

1. Chan, L. M. and Salaba, Athena (2015). *Cataloguing and classification: an introduction*. 4th ed. Lanham, MD: Rowman & Littlefield Publisher
2. Joudrey, Daniel N. & Taylor, Arlene G. (2015). *Introduction to cataloguing and classification*, 11th ed. Santa Barbara: Libraries Unlimited.
3. Batley, S. (2005). *Classification in theory and practice*. Oxford: Chandos.
4. Satija, M. P. (2013).

Paper Code: BLIS 03

Paper Title: KNOWLEDGE ORGANISATION: CATALOGUING (THEORY)

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

- (i) The theory question paper will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
- (ii) The syllabus has been divided into four units.

Essential Readings:

1. Gaboitsiwe, T. (2013). *Information and communication technology: Introduction to the Internet components-WorldWideWeb and email*. United States: CreateSpace.com
2. Williams, B.K., & Sawyer, S.C. (2013). *Using information technology: A practical introduction to computers & communications*. New York, NY: McGraw-Hill.
3. Alkhatib, G. (2013). *Network and communication technology innovations for web and IT advancement*. Hershey, PA: Information Science Reference
- 4.

SEMESTER-II

Paper Code: BLIS 05

Paper Title: MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

- (i) The theory question paper will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
- (ii) The syllabus has been divided into four units.

There shall be **9** questions in all. The first question will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be required to attempt any 10 short answer type questions carrying 20 marks (i.e., 2 marks for each). Rest of the paper shall contain **4** units. Each unit shall have **two** questions of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit.

Objectives:

4. Velasquez, D. (2013). *Library management 101: a practical guide*. Chicago: ALA Editions, an imprint of the American Library Association.
5. Evans, G. E., Layzell, W. P., Rugaas, B., & Evans, G. E. (2000). *Management basics for information professionals*. New York: Neal-Schuman Publishers.
6. Edwards, E. G. (2005). *Developing Library & Information Centre Collecti*

5. Satija, M. P. (2011). *A guide to the theory and practice of colon classification*. New Delhi: EssEss Publications.
6. Satija, M.P.(2013). *The theory and practice of the Dewey Decimal Classification system* (2nd ed.). Oxford: Chandos.
7. Satija, M. P. (2012). *Exercises in the 23rd edition of the Dewey decimal classification*. New Delhi: EssEss Publications.

Further Reading:

1. Rathore, Jagmohan and Sharma (2019). *Practical Library Classification (CC & DDC)*: Himanshu Publications.
2. Singh, S. (2011). *The theory and practice of the Dewey decimal classification system*. New Delhi: Isha Books.
3. Dewey, M. & Custer, B.A.(2012). *Dewey decimal classification and relative index* (23rd ed.). (Vol. 4). Albany: Forest Press

Paper Code: BLIS 07

4. Gorman, M., Winkler, P. W. (Eds.), Joint Steering Committee for Revision of AACR., & American Library Association.(1988). *Anglo-American cataloguing rules*. Ottawa: Canadian Library Association.
5. Welsh, A., & Batley, S. (2012). *Practical cataloguing: AACR, RDA and MARC 21*. London: Facet Publishing.

Further Readings:

1. Gorman, M.(2004).*The concise AACR2*. Chicago:American Library Association.
2. Read, J.M.(2003).*Cataloguing without tears: Managing knowledge in the information society*

Paper Code: BLIS 09

Paper Title: