



**JAYOTI VIDYAPEETH WOMEN'S UNIVERSITY,
JAIPUR**

SYLLABUS

**BACHELOR OF LIBRARY AND
INFORMATION SCIENCE
YEAR-2017**

DURATION – 1 YEAR

**SYLLABUS FOR
I-II SEMESTER**

FACULTY OF MANAGEMENT & COMMERCE

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I Semester					
Nature of Course	Course Name	C	T	D&T	P
LIBRARY SCIENCE	LIBRARY, INFORMATION AND SOCIETY	4	4	0	0
LIBRARY SCIENCE	LIBRARY CLASSIFICATION	4	3	1	0
PRACTICAL	LIBRARY CLASSIFICATION(PRACTICAL)	1	0	0	1
LIBRARY SCIENCE	BASICS OF INFORMATION TECHNOLOGY IN LIS	4	3	1	0
PRACTICAL	BASICS OF INFORMATION TECHNOLOGY IN LIS(PRACTICAL)	1	0	0	1
LIBRARY SCIENCE	PROJECT WORK: LITERATURE AND FIELD SURVEY	6	1	0	5
University Compulsory Course	ENGLISH COMMUNICATION	1	1	0	0
	Curriculum Training & Exposure	1	0	0	1
	Community Development Activities	1	0	0	1
University optional course	Professional activities	-	-	-	-
Total Credit		23	12	2	9

Note-

BASICS OF INFORMATION TECHNOLOGY IN LIS(PRACTICAL)
PROJECT WORK: LITERATURE AND FIELD SURVEY

Note:

**practical & Project work , total 50 Marks
15-internal 20 file 15-viva = 50**

LIBRARY CLASSIFICATION (PRACTICAL) total 50 Marks

Note: Internal 15- 35 written Exam = 50 marks

Note:

- C -represents number of credit per course
- T- represents number of theory credit per course
- P - represents number of practical and per course
- D&T- represents Demonstration/Tutorial in the lecture hall

II Semester					
Nature of Course	Course Name	C	T	D&T	P
LIBRARY SCIENCE	MANAGEMENT OF LIBRARY AND INFORMATION CENTRES	4	4	0	0
LIBRARY SCIENCE	INFORMATION SOURCES AND SERVICES	4	4	0	0
LIBRARY SCIENCE	LIBRARY CATALOGUING	4	3	1	0
PRACTICAL	LIBRARY CATALOGUING(PRACTICAL)	1	0	0	1
University Compulsory Course	WOMEN RIGHTS & LAW(WRL)	1	1	0	0
	ENVIRONMENTAL SCIENCE & DISASTER MANAGEMENT	1	1	0	0
PROJECT	INTERNSHIP PROGRAMME	8	1	0	7
University Compulsory Course	Curriculum Training & Exposure	1	0	0	1
	Community Development Activities	1	0	0	1
University optional course	Professional activities	-	-	-	-
Total Credit		25	14	1	10

Internship- 25presentation, 35Report, 40 viva=100
LIBRARY CATALOGUING(PRACTICAL (15 Internal, 35 Written Exam=50)

Note:

- C represents number of credit per course
- T represents number of theory credit per course
- P represents number of practical and per course
- D&T represents Demonstration/Tutorial in the lecture hall

I Semester

LIBRARY, INFORMATION AND SOCIETY

UNIT - I

Role of Libraries: Library as a Social Institution, Development of Libraries in India. Role of Library and Information Centre's in Modern Society. Five Laws of Library Science.

Types of Libraries, Professional Associations and Organizations

National Library of India: Concept, Functions and Services, Public Libraries, Academic Libraries and Special Libraries, Professional Associations: ILA, IASLIC, CILIP, ALA, Aslib, SLA. National and International Organizations: RRRLF, UNESCO and IFLA, Digital Libraries.

UNIT - II

Library Legislation

Library Legislation: Need, Purpose, Objectives and Model Library Act. Library Legislation in India: Structure and Salient Features. Press and Registration Act, Delivery of Books (Public Libraries) Act.

UNIT - III

Information and Communication: Information: Characteristics, Nature, Value and Use of Information. Conceptual difference between Data, Information and Knowledge, Communication channels, models and barriers, National Knowledge Commission and Information. Policy Information Intermediaries.

Library and Information Profession: Professional Skills and Competencies, Professional Ethics Role of Library and Information Professionals in Digital Era.

Recommended Books:

1. **BHATT (R K)**. History and development of libraries in India. 1995. Mittal Publications, New Delhi.
2. **CHAPMAN (E A)** and **LYNDEN (F C)**. Advances in librarianship. 2000. Academic Press, San Diego.
3. **CHOWDHURY (G G)**, **BURTON (P F)** and **McMENEMY (D)**. Librarianship: the complete introduction. 2008. Neal-Schuman Publishers, New York.
4. **FEATHER (J)**. The information society: a study of continuity and change. Ed. 5. 2008. Facet Publishing, London.
5. **KHANNA (J K)**. Library and society. 1955. Research Publication, Kurukshetra.

6. **KRISHAN KUMAR**. Library organisation. 1993. Vikas, New Delhi.
7. **MARTIN (W J)**. The information society. 1988. Aslib, London.
8. **PRASHER (R G)**. Information and its communication. 1991. Medallion Press, New Delhi.
9. **RANGANATHAN (S R)**. Five laws of library science. Ed. 2. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
10. **SINGH (S P)**. Special libraries in the electronic environment. 2005. Bookwell, New Delhi.
11. **VENKTAPPAIAH (V)** and **MADHUSUDHAN (M)**. Public library legislation in the new millennium. 2006. Bookwell, New Delhi.

LIBRARY CLASSIFICATION

UNIT - I

Elements of Library Classification: Concepts, Terminology, Need, Purpose and Functions Species of Classification Schemes. **Theory and Development** : Historical Development, General Theory: Normative Principles, Modes of Formation of Subjects.

UNIT - III

Approaches to Library Classification : Postulational Approach and Systems Approach
Fundamental Categories, Facet Analysis and Facet Sequence. Phase Relation and Common Isolates
Devices in Library Classification.

UNIT - IV

Notation and Construction of Classification Number: Notation: Need, Purpose, Types and Qualities. Call Number: Class Number, Book Number and Collection Number, Construction of Class Numbers. **General and Special Classification Schemes** : Dewey Decimal Classification, Universal Decimal Classification, Colon Classification, Current Trends in Library Classification.

Recommended Books:

1. **KRISHAN KUMAR**. Theory of classification. 1993. Vikas, New Delhi.
2. **MANN (Margaret)**. Introduction to cataloguing and the classification of books. Ed. 2. 1943. ALA, Chicago.
3. **RANGANATHAN (S R)**. Descriptive account of the colon classification. 1990. Sarada Ranganathan Endowment for Library Science, Bangalore.
4. **RANGANATHAN (S R)**. Prolegomena to library classification. Ed 3. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
5. **SAYERS (W C B)**. Manual of classification for librarians. Rev. by Arthur Maltby. Ed. 5. 1975. Andre Deutsch, London.
6. **SAYERS (W C B)**. Introduction to library classification. Rev. by Arthur Maltby. Ed. 9. 1958. Grafton, London.
7. **WYNAR (Bohdan S)**. Introduction to cataloguing and classification. Ed 7. 1985. Libraries Unlimited, New York.

LIBRARY CLASSIFICATION (Practical)

UNIT – I: Colon Classification (Ed. 6)

Introduction, Structure and Organization. Steps in Classification, Classification of Documents with Basic Subjects. Classification of Documents with Compound Subjects.

UNIT – II: Dewey Decimal Classification (Latest Edition)

Introduction, Structure and Organisation
Steps in Classification
Classification of Documents using Table 1 and 2
Use of Relative Index

UNIT – III: Colon Classification (Ed. 6)

Use of Common Isolates, Phase Relations and Devices
Classification of Documents with Compound and Complex Subjects

UNIT – IV: Dewey Decimal Classification (Latest Edition)

Classification of Documents using Tables 1 to 7

Recommended Books:

1. **DEWEY (Melvil)**. Dewey decimal classification. Ed. 21. 1996. Forest Press, Dublin, USA.
2. **KAULA (P N)**. A treatise on colon classification. 1985. Sterling Publishers, New Delhi.
3. **RANGANATHAN (S R)**. Elements of library classification. 1989. Sarda Ranganathan Endowment for Library Science, Bangalore.
4. **RANGANATHAN (S R)**. Colon classification. Ed.6. 1960. Sarada Ranganathan Endowment for Library Science, Bangalore.
5. **SATIJA (M P)**. Manual for practical colon classification. Rev. Ed.3. 1995. Sterling Publishers, New Delhi.
6. **SATIJA (M P)**. The theory and practice of the Dewey Decimal Classification system. 2007. Chandos Publishing, Oxford.

BASICS OF INFORMATION TECHNOLOGY IN LIS

UNIT - I

Introduction to Computers : Computers: Generations, Types, Input and Output Devices, Computer Architecture, Data Representation and Storage. Introduction to System Software and Application Software, Operating Systems: DOS, Window XP, Vista, Windows NT, Linux, etc. Word Processing, Spreadsheets, PowerPoint Presentation. Graphics Software: Basic Functions and Potential Uses & Communication Software.

UNIT - II

Library Automation: Library Automation: Planning and Implementation. In-house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC, etc. Bibliographic Standards: CCF and MARC 21. Introduction to Metadata: Types of Metadata Dublin Core. Library Software Packages: Overview and House Keeping Operations. Case Studies: WINISIS, Alice for Windows and SOUL.

UNIT - III:

Database Management Systems: Database: Concepts and Components. Database Structures, File Organization and Physical Design, Database Management System: Basic Functions, Potential Uses. **Web Interface to WINISIS Databases:** Introduction to Web Interface: WWWISIS. Introduction to Web Servers: Apache Server and Internet Information Server, Web Interface Software: GENISIS, BLISc. **Introduction to Internet :** Basics of Internet, Search Engines and Meta Search Engines, Internet Search Techniques, E-resources and Online Databases.

Recommended Books:

1. **DEEPALI (Talagala).** Web interface for CDS/ISIS : GENISISweb v.3.0. 2003. SriLanka Library Association, Colombo.
2. **HARAVU (L J).** Library automation design, principles and practice. 2004. Allied Publishers, New Delhi.
3. **INFLIBNET.** Software for university libraries user manual. 2003. INFLIBNET, Ahmedabad.
4. **NEELAMEGHAN (A) and LALITHA (S K).** Tutor +: A learning and teaching package on hypertext link commands in WINISIS. 2001. Sarada Ranganathan. Endowment for Library Science, Bangalore.
5. **NEGUS (Christopher).** Linux bible. 2005. John Wiley, New York.

6. **RAJARAMAN (V)**. Introduction to information technology. 2007. Prentice-Hall of India, New Delhi.
7. **SIMPSON (Alan)**. Windows XP bible. 2004. John Wiley, New York.
8. **SIMPSON (Alan)** and **JONES (Bradley L)**. Windows vista bible. 2007. John Wiley, New York.
9. **UNESCO**. CDS/ISIS for windows: reference manual. v1.5. 2004. UNESCO, Paris. **WALKENBACH (John), et al.** Office 2007 bible. 2007. John Wiley, New York.

BASICS OF INFORMATION TECHNOLOGY IN LIS (Practical)

UNIT - I: Operating Systems and Application Software

Installation and Functions of Different Operating Systems: Window XP, Vista, Windows NT, Linux.
Setting of Desktop, Library Server and its Maintenance
Creating Presentations with PowerPoint
Editing and Formatting Word Documents

UNIT - II: Database Creation and Library Software

Installation and Creation of Databases: Import, Export, Hyperlinks and Printing of Records using WINISIS
Alice for Windows: Installation, Configuration and Functions
Installation, Configuration and Application of SOUL

UNIT - III: Database Web Interface

GENISIS: Installation, Configuration and Functions
Web Interface to WINISIS using GENISIS

UNIT - IV: Online and Offline Searching

Web Searching
Advanced Internet Searching
Search through Meta Search Engines
Offline Databases
Internet and E-mail
BLISc

Recommended Books:

1. **CHOWDHURY (G G)** and **CHOWDHURY (Sudatta)**. Searching CD-ROM and online information sources. 2000. Library Association, London.
2. **CHOWDHURY (G G)** and **CHOWDHURY (Sudatta)**. Organizing information : from the shelf to the web. 2007. Facet Publishing, London.
3. **COOPER (Michael D)**. Design of library automation systems: file structures, data structures and tools. 1996. John Wiley, New York.
4. **INFLIBNET**. Software for university libraries user manual. 2003. INFLIBNET,

Ahmedabad.

5. **NEELAMEGHAN (A) and LALITHA (S K)**. Tutor + : A learning and teaching package on hypertext link commands in WINISIS. 2001. Sarada Ranganathan Endowment for Library Science, Bangalore.
6. **NEGUS (Christopher)**. Linux bible. 2005. John Wiley, New York.
7. **SIMPSON (Alan)**. Windows XP bible. 2004. John Wiley, New York.
8. **UNESCO**. CDS/ISIS for windows: reference manual v1.5. 2004. UNESCO, Paris.
9. **WALKENBACH (John), et al**. Office 2007 bible. 2007. John Wiley, New York.
10. **WINSHIP (Ian) and McNAB (Alison)**. The student's guide to the Internet.2000. Library Association, London.

PROJECT WORK: LITERATURE AND FIELD SURVEY

Objectives:

- (i) To train the students in literature searching using print and online sources on the assigned area of study.
- (ii) To train the students in preparing bibliography and documentation list on the assigned area of study.
- (iii) To expose the students with the real working environment of a library by assigning them a topic related with the library operations.
- (iv) To train them in preparing the state-of-the-art report on the assigned area of study.

Note: - The Work for Paper shall start in the beginning of the semester for which each student will be allotted a topic for Literature and Field Survey by the concerned teacher.

ENGLISH COMMUNICATION

Credit: 1

Objective: To enable students to develop four major skills Reading, Writing, Speaking and Listening in relevance to English culture according to time and venue.

Unit 1: Reading and Listening

- Types of passages, purpose of reading, reading strategies, vocabulary building, antonyms and synonyms and one-word substitution etc.
- Role of Listening, Barriers of Listening, Remedies to remove the barriers. Listening to Narratives, Listening to specific information or data, listening to Conversational contexts etc.

Unit 2: Writing and Speaking

- Subject- Verb Concord, Sentence Pattern (SVOCA), Time and Tenses. Different Letter Writing Formats: Application, Cover Letter, Notice, Report etc. Resume Building.
- Introduction to the sounds of English-Vowels, Diphthongs and Consonants phonetic sounds, Introduction to Stress and Intonation, Situational Dialogues / Role Play ‘Just a minute’ Sessions (JAM), action verbs (play way method), Describing Objects/ Situations/ People (personality), Debates (current topics), Turn Coat, Telephonic Conversation.

Recommended Books:

- Phonetics by Peter Roach, Oxford University Press 2004.
- Better English Pronunciation by J.D.O’Connor, OUP 2010.
- Accents of English by J.C.Wells, Cambridge University Press.
- English Grammar Today with CD: An A-Z of Spoken and Written
- Grammar by Ronald Carter, Michael Mac Carthy, Geraldine Mark
- Anne O’Keeffe, Cambridge University Press, 2009.
- Alred, Gerald J. . The Business Writers Handbook. 9th ed. Boston:
- Bedford/St. Martins, 2009.

- Geeta Jajivan, Kiranmai: Course Listening and Speaking Skills part 1. Foundation Books Pvt Ltd.
- Lorven: Enrich Your Communication in English

II Semester

MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

UNIT - I

Principles of Library Management: Management Vs Administration, General Principles and their Application. Library Organisation Structure and Library Governance, Library Planning: Need, Objectives and Procedures. Basics of Total Quality Management. **Financial and Human Resource Management :** Library Finance and Sources of Finance. Library Budget, Budgeting and Accounting
Human Resource Management: Selection, Recruitment, Training, Development, Performance Appraisal.

UNIT - II

Library Building and Resources Management : Library Building, Collection Development Acquisition of Periodicals and Serials. Technical Processing of Documents.

UNIT - III

Services and Maintenance of the Library: Circulation Work, Maintenance Shelving and Stock, Verification, Preservation, Library Services. Reference and Information Service.

Library Records and Statistics

Staff Manual
Library Statistics
Annual Report

Recommended Books

1. **BRYSON (Jo)**. Effective library and information centre management. 1990. Gower, Hants.
2. **CLAYTON (P R)** and **GORMAN (G E)**. Managing information resources in libraries: collection management in theory and practice. 2006. Facet Publishing, London.
3. **EVANS (G E)** and **SAPONARO (M Z)**. Developing library and information center collections. Ed. 5. 2005. Libraries Unlimited, London.
4. **KATZ (W A)**. Collection development: the selection of materials for libraries. 1980. Holt, Rinehart and Winston, New York.
5. **KRISHAN KUMAR**. Library management in electronic environment. 2007. Har-Anand Publications, New Delhi.

6. **MATTHEWS (J)**. Strategic planning and management for library managers. 2005. Libraries Unlimited, London.
7. **MITTAL (R)**. Library administration: theory and practice. 2007. Ess Ess, New Delhi.
8. **RANGANATHAN (S R)**. Library administration. 2006. Ess Ess, New Delhi.
9. **SEETHARAMA (S)**. Guidelines for planning of libraries and information centers. 1990. IASLIC, Calcutta.
10. **STUEART (R D)** and **MORAN (B B)**. 2007. Library and information center management. Libraries Unlimited, London.

INFORMATION SOURCES AND SERVICES

UNIT- I

Fundamental Concepts : Meaning, Definition, Importance, Nature and Characteristics. Printed and Electronic Information Sources, Types of Information Sources and Services. Criteria for Evaluation of Reference Sources. **Sources of Information:** Primary Information Sources :General introduction (Periodicals, Conferences, Patents, Standards,Theses/ Dissertations, Trade Literature, etc.) Secondary Information Sources: Dictionaries, Encyclopedias, Biographical,Geographical, Bibliographies, Indexing and Abstracting, Newspaper Indexes and Digests, Statistics, Handbooks and Manuals.Tertiary Information Sources: Directories, Year books, Almanacs, Bibliography of Bibliographies, Union Catalogues.

UNIT- II

Reference and Information Services : Users and their Information Needs.Theory and Functions of Reference and Information Service, Enquiry Techniques. Role of Reference Librarian and Information Officer in Electronic Environment.

UNIT- III

Types of Information Services: Documentation Services: Abstracting and Indexing Services Alerting Services, CAS, SDI, Reprographic Service, Translation Service, Document.Delivery and Referral Service. BLISc. **Information Literacy Programmes:** Concept, Objectives, Initiation of Users. Users and their Information needs: Categories of users, Ascertaining users Information Needs, Information Literacy Products.

Recommended Books:

1. **CHENEY (F N)** and **WILLIAMS (W J)**. Fundamental reference sources. Ed. 2000. ALA, Chicago.
2. **CRAWFORD (John)**. Evaluation of library and information services. 2000.ASLIB, London.
3. **FARMER (LSJ), Ed**. The human side of reference and information servicesin academic libraries: adding value in the digital world.2007. Chandos Publishing, Oxford.
4. **FOSKETT (D J)**. Information service in libraries. Ed.2. 1967. Archon Book Hamden, Connecticut.
5. **FOURIE (D)** and **DOWELL (D)**. Libraries in the information age.2002.Libraries Unlimited, New York.
6. **KATZ (William A)**. Introduction to reference work: reference service and reference process. v.2. Ed. 1987. McGraw-Hill, New York
7. **KRISHAN KUMAR**. Reference service. Ed. 3. 1996. Vikas Publishing, New Delhi.

8. **RANGANATHAN (S R)**. Reference service. Ed 2. 1989. Ranganathan Endowment for Library Science, Bangalore.
9. **WALFORD (A J)**. Guide to reference books. v.3. Ed. 4. 1980. Library Association, London.

LIBRARY CATALOGUING (Theory)

UNIT – I:

Fundamental Concepts and Historical Developments: Library Catalogue: Definition, Objectives, Purposes and Functions. History and Development of Library Catalogue Codes. Physical Forms of Catalogues. Types of Catalogues. Types of Catalogue Entries: Kinds of Entries, Data Elements in Different Types of Entries, Filing of Entries in Classified and Alphabetical Catalogues.

UNIT – II

Choice and Rendering of Headings: Personal Authors: Western and Indic Names. Corporate Authors, Pseudonymous, Anonymous Works and Uniform Titles. Non-Print Resources

UNIT – III

Subject Cataloguing: Subject Cataloguing: Concept, Purpose and Problems, Chain Indexing
Subject Headings Lists : LCSH, SLSH. **Trends in Library Cataloguing:** Centralized and Cooperative Cataloguing. Bibliographic Standards: ISBD, MARC, CCF, etc. ISBN and ISSN

Recommended Books:

1. **AMERICAN LIBRARY ASSOCIATION, et al.** Anglo-american cataloguing rules. Rev. Ed. 1998. Library Association, London.
2. **BOWMAN (J H)**. Essential cataloguing. 2003. Facet Publishing, London.
3. **HUNTER (E J)** and **BAKEWELL (K G B)**. Advanced cataloguing. 1989. Clive Bingley, London.
4. **KUMAR (G)** and **KUMAR (K)**. Theory of cataloguing. Rev. Ed.5. 1993. South Asia Books, New Delhi.
5. **MILLER (J)**, Ed. Sears list of subject headings. Ed. 15.1994. Wilson, New York.
6. **RANGANATHAN (S R)**. Classified catalogue code with additional rules for dictionary catalogue code. Ed. 5 (with amendments). 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
7. **READ (J)**. Cataloguing without tears: managing knowledge in the information society. 2003. Chandos Publishing, Oxford.
8. **TAYLOR (A G)** and **MILLER (David P)**. Wynar's introduction to cataloging and

classification. Ed.10. 2006. Libraries Unlimited, London.

LIBRARY CATALOGUING (Practical)

UNIT - I

Classified Catalogue Code: Works of Single and Shared Authorship, Works of Mixed. Responsibilities. Editorial Publications, Series Publications Multivolumed Works and Pseudonymous.

UNIT- II

Anglo American Cataloguing Rules (Latest Edition): Works of Single and Shared Authorship Works of Shared Responsibilities, Editorial Publications, Multivolume and Pseudonymous.

Classified Catalogue Code: Works of Corporate Authorship, Works of Conflict of Authorship Periodical Publications. Ordinary and Artificial Composite Books.

UNIT- III

Anglo American Cataloguing Rules (Latest Edition)

Works of Corporate Bodies. Serial Publications, Works of Editorial Direction. BLISc

Recommended Books:

1. **AMERICAN LIBRARY ASSOCIATION.** Anglo-american cataloguing rules. Rev Ed. 2. 1998. Library Association, London.
2. **MILLER (Joseph), Ed.** Sears list of subject headings. Ed 15. 1994 .Wilson, New York.
3. **RANGANATHAN (S R).** Classified catalogue code with additional rules for dictionary catalogue code. Ed. 5 (with amendments). 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.

Women Rights and Law

Credit-1

Objective: The paper aims at creating awareness as to importance and role of women in society through the medium of law. It also focuses on women welfare laws.

Unit – I:

Meaning of law, Constitutional Safeguards for Women, Right to Equality (Art-14), Life & Personal Liberty, Right to Education (Art-21,21-A), Right against Sexual Exploitation (Art-23,24), Constitutional Remedies (Writs- Art-32-35), Participation in Panchayat and Municipalities, Marriage : Conditions, Ceremonies, Registration, Restitution of Conjugal Rights, Judicial Separation, Void & Voidable Marriages, Legitimacy of Children of Void & Voidable Marriages, Punishment of Bigamy, Divorce Common Grounds for Divorce, No Petition for divorce within 1 year of marriage, Divorced Person when may marry again, Maintenance: Wife, widowed daughter-in-law, Children, Amount of Maintenance, Interim Maintenance, Maintenance Provisions under Cr.PC, Adoption: Requisites of a valid adoption, Capacity of a male Hindu to take in adoption, Capacity of a female Hindu to take in adoption, Persons capable of giving in adoption, Persons who may be adopted, Effects of Adoption,.

Unit – II:

Indian Penal Code, 1860 Right of Private Defence, Dowry Death, Abetment of Suicide, Cruelty by Husband or Relatives of Husband, Sex Selection & Causing Miscarriage, Hurt & Grievous Hurt, Wrongful Restraint & Confinement, Outraging the modesty of a woman, Kidnapping and Abduction, Offences regarding Prostitution, Rape, Bigamy, Adultery, Domestic Violence, Sex Determination Test -The Medical Termination of Pregnancy Act, 1971, The Pre-Conception and Pre-Natal Diagnostic Techniques Act, 1994, Reproductive Technologies: Meaning, Concept & Challenges of A.I, IVF & Surrogacy, Right of HIV/ AIDS Victims, Introduction to Consumer Protection Act, Tenancy Act, Right to Information Act, Motor Vehicles Act, Intellectual Property Rights, Act & Rules Maternity Benefits Act 1961.

Recommended Text Books:

1. Law relating to Women – S.R.Myneni
2. Law relating to Women – Dr. S.C. Tripathi

Suggested Readings:

1. Women and Law – Prof. Nomita Aggarwal
2. Women and Law – Dr. Manjula Batra

ENVIRONMENTAL SCIENCE AND DISASTER MANAGEMENT Credit-1

Objective: To enable students to aware about the Environmental Science for sustainable development and also about the Disaster Management for precautionary as well as rescue purpose.

UNIT I(Ecosystem and pollution)

Environmental Science and Ecosystem: Definition, scope and importance, Concept of Ecosystem, Ecological Pyramids, and Functions of Ecosystem: brief idea of energy flow. Environmental Pollution and other Problems: Definition, Causes, Effect, Control and preventive measures of air, water, noise, nuclear pollution. Global problems: Climate change, global warming, Ozone layer depletion and Acid Rain.

UNIT II(Biodiversity and Conservation)

Biodiversity and its Conservation: Definition, Types and Importance, Spots of Biodiversity, Endangered and Endemic Species of India, Threats to Biodiversity, Habitat loss, Poaching of wild life, Conservation of Biodiversity: Brief idea of *in situ* and *ex situ* conservation of Biodiversity. Brief idea of Natural Resources and their conservation

UNIT III (Concept and Types of Disaster)

Concept and definitions (Disaster, Hazard, Vulnerability, Resilience, Risks), Disaster: classification, causes, impacts (including social, economic, political, environmental, health, psychosocial, etc), Differential impacts-in terms of caste, class, gender, age, location, disability, Global trends in disasters, urban disasters, pandemics, complex emergencies, climate change, Disaster cycle-its analysis, phases, culture of safety, prevention, mitigation, and preparedness, community based DRR, Structural –non structural measures, roles and responsibilities of community, Panchayati Raj Institutions/Urban Local Bodies (PRIs/ULB,s) states, Centre and other stake-holders.

UNIT IV (Components and Management of Disaster)

Factors affecting Vulnerabilities, differential impacts, impact of development projects such as Dams, embankments, changes in Land use etc, Climate change Adaptation, Relevance of indigenous knowledge, appropriate technology and local resources, Disaster risk Management in India: Hazard and Vulnerability profile of India, Components of Disaster Relief: Water, Food, Sanitation, Shelter, Health, Waste Management, Institutional arrangements (Mitigation, Response and Preparedness, DM Act and Policy, Other related policies, plans, programs and legislation, Project Work: (Field Work, Case Studies)

Recommended Text Books:

1. “Disaster Management (2003)”- H.K. Gupta
2. Elements of Environmental Science (2012) Kaushik and Kaushik

Suggested Readings:

1. P. Bakre, V. Bakre and V. Wadhwa. 2005. Paryavarniya Adhyayan. Rastogi Publications, Meerut.
2. E. Bharucha. 2005. Environmental Studies. University Press, Hyderabad.
3. G.R. Chatisel and H. Sharma. 2005. A Text Book of Environmental Studies. Himalaya Publishing House, Delhi.
4. J.P. Sharma. 2005. Environmental Studies. Laxmi Publications Ltd., Jalandhar.
5. S.V.S. Rana. 2007. Environmental Studies. Rastogi Publications, Meerut.
- P.D.Sharma .2008. Environmental

INTERNSHIP PROGRAMME

Internship Programme

A. Report on Internship Programme

B. Viva-Voce

Objectives:

(i) To train the students in practical librarianship in the working environment of the library by deputing them in different types of libraries for a period of one month.

(ii) To train them in preparing the Internship Report in a prescribed format based on their practical training and learning.

Note: - Each student shall have to undergo an Internship Programme at a library, selected by the Department for a period of one month, immediately after the Second Semester Examination.