NATIONAL UNIVERSITY

Syllabus

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

Four Year B.A Honours Course
Effective from the session: 2009–2010
National University  
Subject: Library And Information Science  
Syllabus for Four Year B. A Honours Course  
Effective from the Session: 2009-2010  

Year wise courses and marks distribution.  
Second Year

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Marks</th>
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<td>Records and Archives Management</td>
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<td>3863</td>
<td>Information Sources and Services</td>
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<td>3864</td>
<td>Information Resources Development</td>
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<td>7203</td>
<td>Sociology of Bangladesh</td>
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<td>7211</td>
<td>Or Bangladesh Society and Culture</td>
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<td>7192</td>
<td>Political Organisation and The Political System of UK and USA</td>
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<td>3896</td>
<td>Viva-Voce</td>
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<td>Total</td>
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<td>9999</td>
<td>English (Compulsory)</td>
<td>100</td>
<td>Non-Credit</td>
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Course Code: 3862  Marks: 100  Credits: 4  Class Hours: 60  Exam Duration: 4 Hours

Course Title: Records and Archives Management

Unit-1: Records: definition, scope, objectives and types of records; importance of records in a society; record centre vs. library

Unit-2: Record management: historical perspectives; structure of record management programme; record inventory and appraisal; disposition and description; vital record protection; evaluation of record media and storage issue

Unit-3: Archives: definition, scope, objectives and types or archives; importance of archives in a society; archives vs. library

Unit-4: Archives management: nature of archives; control of archival material; archival description and classification; principles of archival classification; levels of description; data elements; rules of representation and retrieval; registry and filing systems; principles of arrangement, policy and rules governing access to and use of archives

Unit-5: Filing system; opening and closing of files; recording of files; indexing of files; filing and recording procedures in Bangladesh Secretariate; record room as per instruction of Bangladesh Secretariate; record manual

Unit-6: Automation of archives; duty of an archivist; preservation and conservation of archival materials; dusting and cleaning; fumigation; lamination; de-acidification; binding; restoration of documents; rules for repair; shiffoning; storage and housing of documentary materials; protection against fire, theft, etc.

Unit-7: State of archival development in undivided Bengal and Bangladesh, India 1958-1909, British India 1909-1947, Pakistan period 1947-1971 and Bangladesh period 1971

Unit-8: Preservation of archival materials: issues influencing preservation programme; design of preservation programme; nature of different types of materials of their storage conditions; enemies of archival materials - environment, biological, people, insects, natural and man-made disasters, etc.

Unit-9: Preventive measures: environment control; good house-keeping; proper storage by type of materials; pest control, etc.

Unit-10: National archives of Bangladesh: present activities; archival Legislation of Bangladesh

Reading list:
Holroyd, G. Studies in Library Management.
Thnley, M. F. Reader in Library Management.
Voughan, A. Studies in Library Management.
Harrison, C. and Rosemary B.; The Basics of Librarianship.
Mittal, R.L. Library Administration: theory and practice.
Unit-1: Definition, scope & objectives, reference functions of a library.

Unit-2: Sources of information: Documentary of non-documentary, primary, secondary, tertiary & mixed sources.

Unit-3: Basic Reference Materials: Encyclopedias, dictionaries, bibliographies, indexes, abstracting, journals, Rear books, directories, almanacs, handbooks manuals, gazetteers, biographical sources, AV materials & Electronic Services.

Unit-4: Special Reference materials: Science & technology humanities, social sciences, business, health science & agriculture etc.

Unit-5: Reference work: organization of reference section; question handling techniques, methods of answering reference questions, internet searching & database handling.

Unit-6: Bibliography: definition, origin and functions; importance of bibliography; differences between bibliography and library catalogue.

Unit-7: Types and kinds of bibliography: author bibliography, subject bibliography etc., arrangement of bibliographical entries.

Unit-8: Methods of preparing bibliography: compiling bibliographical citations & arrangement.

Unit-9: Bibliographical control: importance and tools for bibliographical control; national and trade bibliographies, library catalogues, universal bibliographies, bibliography of bibliographies; bibliographical control efforts in Bangladesh and their problems of prospects.

Unit-10: Universal bibliographical control: Role of UBC, UAP, UNISIST, PGI, UNESCO etc.

Reading list:

Chakraborti, M.L. Bibliography in Theory and Practice.
Kumar, G. and Krishan K. Bibliography.
Kumar, K. Reference Service.
Ranganathan, S. R. Reference Service. Bangalore: Sarata Ranganathan Endowment,
Reva, B. Electronic Information Delivery.
Shores, L. Basic Reference Sources.
Unit-1: Basics of information resource development: need, purpose and functions of selection of information materials; collection development

Unit-2: Acquisition of information materials: aims and objectives; purpose, functions and importance of acquisition of information materials; acquisition procedures in a library; role of the book selectors; qualities of a good selector

Unit-3: Testing book values: books of inspiration, information, recreation, fiction and non-fiction

Unit-4: Selection criteria: books, AV materials, periodicals, pamphlets, graphic materials, microforms, electronic sources and Internet sources

Unit-5: Evaluation and selection: differences between book evaluation and selection; importance of evaluation of library or information materials

Unit-6: Information materials selection principles in different kinds of libraries: academic, public, special and national Libraries

Unit-7: Aids and guides to selection: Whitaker’s Reading list, CBI; BNB (British National Bibliography) INB, Choice, Publishers Weekly, BRD, Bangladesh National Bibliography, Books in Print, etc.

Unit-8: Book reviewing: written and oral review; pre- and post- publication reviews; annotations

Unit-9: Copyright: Copyright Law of Bangladesh 2000; censorship

Unit-10: Weeding: Definition and functions, criteria of weeding library materials

Reading list:
Ford, M.G. Library Stock: selection, storage, control exploitation.
Spillery, D. Book Selection.
Whitaker, K. System Evaluation.


5. **Social Inequality and Poverty**: Nature of social inequality in Bangladesh-Income inequality, gender inequality, ethnic inequality, status inequality-Growth and nature of middle class-Poverty trends.

6. **Politics**: Nature of the state, bureaucracy and political parties in Bangladesh-Political culture-governance problems in Bangladesh-Local governments in Bangladesh.


8. **Crime and Deviance**: Pattern and forms of crime in Bangladesh-Penology and correctional methods in Bangladesh-Policy, Civil Society and prevention of crime in Bangladesh.

9. **Culture**: Pattern of religious beliefs and rituals in Bangladesh-Social groups and language-Pattern of cultural change: modernization-Problems of cultural identity: role of language, religion and ethics-Globalization of culture: cultural dependency-local culture.


**Books Recommended:**
1. Nazmul Karim, Dynamics of Bangladesh Society
2. A. M. Chowdhury and Fakrul Alam (eds.), Bangladesh at the Threshold of the Twenty-first Century, Dhaka: Asiatic Society, 2002
3. Anwarullah Chowdhury, Agrarian Social Relations and Rural Development in Bangladesh, New Delhi, Oxford/IBH
5. Ashabur Rahman, Bangladesher Krishi Katham, UPL, 1986
1. Social and cultural background of Bangladesh society: People, Language, Ethnicity and Patterns of rural and urban community.
2. Social institution, organization, Family, Marriage, Kinship, etc.
3. Agrarian social structure, Land tenure system and land reforms, Agrarian relations and modes of production in Bangladesh. New method of farming, Rural electricity and communication network and their impact on social structure.
4. Rural power-structure, Formal and informal power-structure, Changing power-structure and leadership in contemporary Bangladesh.
5. Social rank and social stratification, Social class, Status groups, Caste and class, New urban class, Civil society, Intelligentsia, etc.
6. Ethnicity and Tribal society in Bangladesh, Changes in Tribal societies, Major factors of change missing action exposure to media, politicisation and expansion of education.
7. Bangladesh society and culture in transition, Current trend, Impact of urbanization, industrialization on contemporary Bangladesh society and culture.
8. Rural development programmes in Bangladesh, Role of NGO and government organization for social development.
9. Women and cultural change: Attempts of women empowerment from local level to national level, Emerging new roles, Participation in public affairs, Special programme of women development, Enterprising urban women, Women rights and awareness building by GO and NGOs. Special programmes for mother and child health education.
10. The religion of the majority, Islamic norms and values, views and practices in societal level, Islamic education vs secular education, Islam and political mobilization, Modernising factors inherent in and Islamic culture.

Books Recommended:
1. Ahmed, Karmruddin: *Social History of Bangladesh*
2. Ester Boserup: *Women's Role in Economic Development*
3. Gunsen, Eric: *Rural Bangladesh Society*
4. Irene Tinker: *Women and World Development*
5. Islam, Md. Nural: *Role of Agriculture in Socio-economic Development*
6. Islam, Md. Nural: *Social Mobility and Elite Formation in Rural Society of Bangladesh*
7. Karim, Nazmul: *Dynamics of Bangladesh Society*
8. Margaret Mead: *Male and Female: A Study of the sexes in Changing world*
9. R.K. Mukherjee: *The Dynamics of Rural Society*
10. Salma Sobhan: *Legal Status of Women in Bangladesh*
11. Sen, Rangalal: *Political Elite in Bangladesh*
13. Westergard: *Rural Society. State & Class in Bangladesh*
14. Women for Women: *Situation of Women in Bangladesh*
15. Women for Women: *Women for Women in Bangladesh*
17. বনরাজীন উমর: চিরন্তদীয় বন্দোবস্ত বাংলাদেশের ক্ষেত্র
18. অশোক সেন: বাংলাদেশ: রাষ্ট্র ও সমাজ
19. আবুল মনাহ আহমেদ: বাংলাদেশের কালচার
20. আবদুল মওলা: মধ্যবিত্ত সমাজের ক্রমবিকাশ
Constitution: Meaning and significance, Classification, Methods of Establishing Constitution, Requisites of a good Constitution.

Forms of Government: The Concept of Traditional and Modern Forms, Democracy, Dictatorship, Parliamentary, Presidential, Unitary and Federal.


Organs of Government: Legislature, Executive, Judiciary and Electorate.

Political Behaviour: Political Parties, Pressure Groups and Public Opinion.


Books Recommended:
1. K.C. Wheare : Modern Constitution
2. K. C. Wheare : Federal Government
4. C.F. Strong : Modern Constitution
5. R.M. Mac Iver : The Web of Government
6. ড. মোঃ মকসুদুর রহমান : রাষ্ট্রীয় সংগঠনের রূপার্থে
7. ড. ওমল ইঁঈয়া : রাষ্ট্রবিজ্ঞান
8. বিজয় রঞ্জন নাথ : রাষ্ট্রীয় সংগঠন
9. নির্মল কান্তি ঘোষ : আধুনিক রাষ্ট্রবিজ্ঞানের ভূমিকা

Viva-voce on courses studied in the first and second years.
Aims and objectives of this course: To develop students’ English language skills, to enable them to benefit personally and professionally. The four skills — listening, speaking, reading and writing will be integrated to encourage better language use.

1. **Reading and understanding**  \[5 \times 4 = 20\]

   Students will be expected to read passages that they might come across in their everyday life, such as newspapers, magazines, general books etc. Simple stories will also be included to give students a familiarity with different uses of the language.

   [N.B. : 5 Questions are to be answered. Each question will carry 4 marks. There may be division in each question]

   a) Understanding different purposes and types of readings
   b) Guessing word-meaning in context.
   c) Understanding long sentences
   d) Recognizing main ideas and supporting ideas.
   e) Answering comprehension questions.
   f) Writing summaries.

2. **Writing**  \[40\]

   a) Writing correct sentences, completing sentences and combining sentences.  \[5\]
   b) Situational writing : Posters, notices, slogans, memos, advertisements etc.  \[4\]
   c) Paragraph writing : Structure of a paragraph; topic sentences; developing ideas; writing a conclusion; types of paragraphs (narrative, descriptive, expository, persuasive); techniques of paragraph development (such as listing, cause and effect, comparison and contrast).  \[8\]

   Or,

   d) Newspaper writing : Reports, press releases dialogues etc.
   e) Writing resumés.

   Or,  \[8\]

   f) Writing letters : Formal and informal letters, letters to the editor, request letters, job applications, complaint letters etc.
   g) Essay : Generating ideas; outlining; writing a thesis sentence; writing the essay: writing introductions, developing ideas, writing conclusions; revising and editing.  \[15\]

3. **Grammar**  \[25\]

   a) Word order of sentences.
   b) Framing questions.
   c) Tenses, articles, subject-verb agreement, noun-pronoun agreement, verbs, phrasal verbs, conditionals, prepositions and prepositional phrases, infinitives, participles, gerunds. (Knowledge of grammar will be tested through contextualised passages).
   d) Punctuation.

4. **Developing vocabulary** : Using the dictionary, suffixes, prefixes, synonyms, antonyms, changing word forms (from verb to noun etc.) and using them in sentences.  \[10\]

5. **Translation from Bengali to English.**  \[1 \times 5 = 5\]

6. **Speaking skills** : Speaking skills should be integrated with writing and reading in classroom activities.

   The English sound system; pronunciation skills; the IPA system; problem sounds, vowels, consonants and diphthongs; lexical and syntactic stress.
   (Writing dialogue and practising it orally students can develop their speaking skill. Dialogue writing can be an item in writing test.)