85. PG DIPLOMA IN DIGITAL INFORMATION MANAGEMENT (PGDDIM)

Part-A (40 Marks)
1. Information retrieval systems (Library Classification Cataloguing Indexing Systems, etc):
   Library Classification Meaning, Need and purpose of classification, Formation, Structure and Development of Subjects Dewey Decimal Classification (DDC); Universal Decimal Classification (UDC). General Theory of Classification, Ranganathan’s contribution. Special Isolates, Auxiliary Schedules. PMEST Isolates Common Isolates—Special Isolates, Auxiliary Schedules, Principles of Helpful Sequence, Notation: Types Call Number—Class Number, Book Number—Types of Book Numbers, Collection Number.
   Library Cataloguing: Library Cataloguing: Objectives and Functions. Types of Library Catalogues: Physical Inner Forms Subject Cataloguing: Lists of Subject Headings – LCSH OPAC. Web Based Catalogues. Use of Internet in Cataloguing. OCLC and World Cat. Standardization in Cataloguing. Standards – ISBD (M), ISBD (S) and ISBD(G).

2. Library Automation, Networking and Information Technology:

Part-B (60 Marks)
3. Information Systems, Reference & Information Sources and Services
