



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL  
*Maulana Azad College*



8, RAFI AHMED KIDWAI ROAD, KOLKATA 700013, INDIA

Phone: 033 2249-3737/2226-7814 e-mail: [maulanaazadcollegekolkata@gmail.com](mailto:maulanaazadcollegekolkata@gmail.com)

Website: <https://maulanaazadcollegekolkata.ac.in>

Summary Report, Meeting Notice, Meeting Resolution, Course Brochure  
/Curriculum, Course outcomes, Evaluation procedure, Sample Certificate

## 24. Cataloguing

### Summary Report

Course Name: **Cataloguing**

Course Code: **AD-URDPG-22-23-01**

Organizing Department: **Department of Urdu**

Course Duration: **30 Hours (02.05.2023-15.06.2023)**

No. of Enrolled Students: 69

No. of student completed the course: 65

The course "Cataloguing" typically aims to provide students with an understanding of the principles, techniques, and tools involved in organizing and describing information resources in libraries.

### Objectives

1. To familiarize students with the fundamental concepts and history of cataloguing, including the evolution of cataloguing practices.
2. To provide knowledge of key cataloguing standards and rules, such as AACR2 (Anglo-American Cataloguing Rules) and RDA (Resource Description and Access).
3. To introduce students to classification schemes like the Dewey Decimal Classification (DDC) and Library of Congress Classification (LCC), and how they relate to cataloguing.
4. To develop skills in creating and editing catalog records using tools like MARC (Machine-Readable Cataloging) formats.
5. To explore the ethical considerations, copyright issues, and legal aspects of cataloguing and information organization.
6. examine the role of technology in cataloguing, including automated cataloguing systems and metadata standards.



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## Outcomes

1. Students will be able to apply cataloguing rules and standards to accurately describe various types of resources.
2. Students will demonstrate the ability to classify materials using established classification systems.
3. Students will gain proficiency in using cataloguing software and tools, particularly in the creation and management of MARC records.
4. Students will develop an understanding of metadata standards and their application in cataloguing digital and print resources.
5. Students will be able to critically evaluate and apply ethical considerations in cataloguing practices.

## Departmental Meeting Notification

PG. Department of Urdu  
Maulana Azad College  
8, Rafi Ahmed Kidwai Road  
Kolkata 700013

### NOTICE

Date: 03-04-2023

This is for all concern that Departmental meeting will be held on 11-04-2023 in the department at 2:00 pm to discuss about the introduction of Add-on Course for the students of M.A Urdu and B.A Urdu (Hons) for the session 2022-23.

Sl.No	ADD-ON Course Name	Course Code	Year of Implementation
1	Essay, Letter & Precis Writing	AD-URDA-22-23-01	2022-23
2	Cataloging	AD-URDA-22-23-02	2022-23

### Agenda:

1. Selection of course coordinator(s).
2. Syllabus formation.
3. Evaluation producer.
4. Issue Certificate.

Head

P.G. Department of Urdu  
Dr. Dabir Ahmed, WSES  
Associate Professor & Head  
Post Graduate Dept. of Urdu  
Maulana Azad College



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**Departmental Meeting Resolution**

PG. Department of Urdu  
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In the Reference to the notice dated 03-04-2023 the following teachers have attended the meeting held on 11-04-2023 at 2:00 pm .

Sl. No.	Name of the Teachers	Signature of the Teachers
1	Dr. Dabir Ahmed	
2	Dr. Shahnawaz Shibli	
3	Dr. S.M. Hashmi	
4	Dr. Md. Iqbal	
5	Mr. Md. Manzar Hussain	
6	Dr. Md Irshad Ali	

**Minutes of the meeting:**

All the teachers agreed unanimously for smooth running of the proposed ADD-ON courses to enhance the skills our students.

**1. Agenda 1.** Selection of course coordinator(s).

After detail discussion, the department has decided that the teachers of this department will act as ADD-ON course coordinator as per following:

Sl.No	Course Name & Code	Course Coordinator	Duration	Duration Hours
1	Essay, Letter & Precis Writing (AD-URDA-22-23-01)	Dr. Md. Iqbal	02-05-23 to 15-06-23	30
2	Cataloging (AD-URDA-22-23-02)	Dr. Md. Irshad Ali	02-05-23 to 15-06-23	30



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## Evaluation Procedure

### 2. Agenda 2. Syllabus formation.

It has been resolved that the respective course coordinator will be responsible for Syllabus formation with the help of other faculty members and coordinate with IQAC time to time.

### 3. Agenda 3. Evaluation producer.

It has been resolved that the evaluation Process consist of the following.

- Question preparation (Theory/Practical/Viva): Full Marks: 100
- For theory paper time of examination 3 hours.
- Evaluation of ANSWER Scripts and Tabulation as decided by the coordinator.
- Grade and Marks as per following table:

Grade Scale	Grade	Performance Indicator
90-100	AA	Outstanding
80-89	A+	Excellent
60-79	A	Very Good
40-59	B	Satisfactory
< 40	C	Disqualified

### 4. Agenda 4. Issue Certificate.

It has been resolved that the certificate will be issued to those candidates who have successfully completed the course. The coordinator should prepare a brief of the course after taking feedback from the participants and the difficulties if any for smooth running the course.

Head

P.G. Department of Urdu

Dr. Dabir Ahmed, *WBES*  
Associate Professor & Head  
Post Graduate Dept. of Urdu  
Maulana Azad College



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## Brochure/Curriculum/Syllabus

### علم کتاب داری

### Cataloging

#### تعارف:

کتاب خانے کی افادیت و اہمیت سے ہر ذی شعور واقف ہے۔ یہیں سے لوگ تعلیم، تحقیق اور علمی تفریح کی ضرورتوں کو پورا کرتے ہیں۔ جیسے جیسے دنیا ترقی کر رہی ہے کتب خانے کے دائرہ کار میں وسعت ہوتی جا رہی ہے۔ اس لیے کتب خانے کو محض کتب خانہ نہیں سمجھنا چاہیے بلکہ اسے مرکز علم و معلوم کا ذخیرہ کہنا زیادہ مناسب معلوم ہوتا ہے۔

کتب خانہ کا ذخیرہ مختلف النوع ہوتا ہے۔ ظاہر ہے اس کا دائرہ جتنا وسیع ہوگا اس کی خدمات بھی آسان نہیں ہوں گی۔ اس لیے تنظیم کتب خانے کی ضرورت ہر زمانے رہی ہے۔ لہذا ایلو گرافی اور ریفرنس وغیرہ کی ضرورت فہرست سازی کے لیے ضروری ہے۔

اکیسویں صدی میں سائنس اور ٹیکنالوجی نے ہر میدان میں انقلاب پر پا کر دیا ہے جس سے کم وقت میں زیادہ سے زیادہ کام کیا جا سکتا ہے۔ آن لائن لائبریری کی سہولتیں بھی دستیاب ہو گئی ہیں جس سے ہم مختلف لائبریریوں کی کتابوں سے بھی استفادہ کر سکتے ہیں۔ لیکن اس کے لیے ضروری ہے کہ ہم علم کتاب داری (Cataloging) سے واقف ہوں۔ کیوں کہ اس علم کے ذریعہ کم وقت میں ہم کسی بھی لائبریری سے اپنی پسندیدہ کتاب تلاش کر سکتے ہیں۔

اس سلسلے میں علم کتاب داری کے ساتھ کیٹلاگ سازی کو درج ذیل خانوں میں تقسیم کیا جا سکتا ہے تاکہ طلباء و طالبات اس کی اہمیت و افادیت سے اچھی طرح آشنا ہو سکیں۔

پہلی اکائی: (۱۰ گھنٹے)

- 1- تعریف / کتاب کی عام معلومات
- 2- مصنف / مرتب / مؤلف
- 3- عنوان
- 4- طبع (ایڈیشن)
- 5- جگہ / اشاعت اور ناشر
- 6- سال اشاعت
- 7- صفحات کتاب
- 8- تعداد جلد



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دوسری اکائی (۱۰ گھنٹے)

9- کتاب کا سائز

10- درجاتی نمبر

11- کتاب نمبر

12- ایکسیشن نمبر

تیسری اکائی (۱۰ گھنٹے)

13- توسیعی کارڈ

جب اصل کارڈ جس پر ساری تفصیلات درج ہوتی ہیں۔ مزید لکھنے کی جگہ ختم ہو جائے تو کتاب کی دیگر معلومات کے لیے مزید ایک

کارڈ بنایا جاتا ہے۔ جسے توسیعی کارڈ کہتے ہیں۔ اس پر بھی حسب معمول درجاتی نمبر لکھا جاتا ہے۔

14- کتب خانے کے اقسام

حوالہ جاتی کتب:

سید مقیت الحسن

☆ لائبریرین شپ (علم کتاب داری)

ابومعاویہ محمد منعم عطاری

☆ لائبریریوں کی تاریخ اور اہمیت



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**Sample Certificate**

	<b>MAULANA AZAD COLLEGE</b> 8, Rafi Ahmed Kidwai Road, Taltala, Kolkata 700013.	
<b>Completion Certificate</b>		
No. IHCA/-----	<b>Session: 2022-23</b>	
<p>This is to certify that ----- (Enrollment No. -----) has participated and successfully completed 30 hours ADD-ON course on "Cataloguing" (Course Code: AD-URDUPG-22-23-02 ), organized by the Department of Urdu in association with IQAC, in the period 02-05-2023 to 15-06-2023, and secured Grade ----.</p>		
 Course Coordinator	 IQAC Coordinator	 Principal



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