

Master of Library and Information Science (M.Lib.& I.Sc.)

(One Year Full time degree course)

Scheme of Examination

Semester – I

| Paper Code | Name of The Paper | Course | Theory | CE+AA | Practical | Max Mark |
|------------|---|--------|--------|-------|-----------|----------|
| ML 1.1 | FUNDAMENTAL OF INFORMATION SCIENCE AND COMMUNICATON | CC | 75 | 25 | – | 100 |
| ML 1.2 | RESEARCH METHODS & STATISTICAL TECHNIQUES | CC | 75 | 25 | – | 100 |
| ML 1.3 | INFORMATION TECHNOLOGY: BASICS AND APPLICATIONS | CC | 75 | 25 | – | 100 |
| ML 1.4 | KNOWLEDGE ORGANISATION AND INFORMATION PROCESSING | CC | 75 | 25 | – | 100 |
| ML 1.5 | LIBRARY SOFTWARE (THEORY & PRACTICAL) | CC | – | – | 100 | 100 |
| ML 1.6 | Core Elective (any One) -New Media -Media and Society -Effective Writing & Translation | CE | 75 | 25 | – | 100 |

Semester – II

| Paper Code | Name of The Paper | Course | Theory | CE+AA | Practical | Max Mark |
|------------|--|--------------------------|--------|-------|-----------|----------|
| ML 2.1 | INFORMATION RETRIVAL | CC | 75 | 25 | – | 100 |
| ML 2.2 | INFORMATION SOURCES, PRODUCTS AND SERVICES | CC | 75 | 25 | – | 100 |
| ML 2.3 | MANAGEMENT INFORMATIN SYSTEM | CC | 75 | 25 | – | 100 |
| ML 2.4 | MANAGEMENT OF LIBRARY AND INFORMATION CENTRES/INSTITUTION | CC | 75 | 25 | – | 100 |
| ML 2.5 | INTERNSHIP AND PRESENTATION | CC | – | – | 100 | 100 |
| ML 2.6 | Core Elective (any One) -Development Communication -Media Law & Ethics -Writing for Media | CC | 75 | 25 | – | 100 |
| | Total | 600 x 2 Sem = 1200 Marks | | | | |

CC- Core Compulsory, CE – Core Elective, AA – Assignments Assisments

Credit Distribution : -

15Hrs Theory Classes= 1 Credit

30Hrs Practical Classes= 1 Credit

- 3 Credit Subjects= Minimum 60 Classes in a Semester= 4 Theory Classes Per Week
- 4 Credit Subjects= Minimum 60 Classes in a Semester= 6 Theory Classes Per Week
- 4 Credit Practicals= Minimum 60 Classes in a Semester= 11 Classes Per Week

FIRST SEMESTER

MLIS 1.1

PAPER- 1

FUNDAMENTAL OF INFORMATION SCIENCE AND COMMUNICATON

UNIT:-1 INFORMATION SCIENCE

- Information Science- Definition, Scope, Objective, Genesis and Development.
- Information Science as a discipline and its relationship with other Subjects.
- Information Society : Genesis and Characteristics.
- Information Industry – Generators, Providers and Intermediaries.

UNIT:-2 INFORMATION AND COMMUNICATON

- Information : Characteristics, Nature, Value and Use of Information.
- Communication of Information: Information Generation and Diffusion.
- Conceptual Difference between Data, Information and knowledge.
- Communication Channels, Models and Barriers.
- Information and knowledge

UNIT:-3 INFORMATION POLICY AND PUBLIC RELATIONS

- Changing Role of Library and Information Centers in Society.
- Information Policy and Right to Information.
- Press and Registration Act, Intellectual Property Rights.
- Public Relations and Extension Activities.
- Library path Finders (Guides); Consultancy including Promotional web Tools.

UNIT:-4 KNOWLEDGE MANAGEMENT AND INFORMATION PRODUCTS.

- Knowledge Management : Concept & Scope Types of Knowledge
- Tools of Knowledge Management.
- Information Products : Nature, Concept, Types, design and Development and Marketing.
- Information Management Vs Knowledge Management.
- Economies of information.
- Role of Librarians in Knowledge Management

UNIT:-5 INFORMATION USER AND THEIR NEEDS.

- Categories of Information Users.
- Information Needs : Definition and Models.
- Information Seeking Behavior.
- Methods and Techniques of User Studies.
- Evaluation of User Studies

TEXT BOOKS

1. Sharma, Pandey S.K. Sociology of Librarianship. New Delhi: Ess Ess Pub. 1992
2. Rath, M and Rath , P.K. Sociology of Librarianship. New Delhi: Pratibha Prakashan
3. Khanna, J.K. Library and Society, Kurukhetra Research Pub, 1989.
4. Panda, K.C. Some miens of Modern Librarianship. New Delhi: Ajanta Book
5. Ranganathan, S.R. Basic function of Library science.
6. Shukla, L.S. Basic Function of Library Science.

FIRST SEMESTER
PAPER – 3
MLIS 1.3
INFORMATION TECHNOLOGY: BASICS AND APPLICATIONS

UNIT:-1 COMPUTER

- Definition, Need, Scope, and Objectives.
- Historical Background of Computers.
- Generation of Computers.
- Architecture CPU, Input/ Output Devices.
- Hardware and Software.
- Operating System – MS-Windows, UNIX, MS-DOS.

UNIT:-2 NETWORKING

- Type of Networks – LAN, WAN, MAN.
- Topologies, Network Hardware- Network Interface card, Hubs/Switches.
- Gateways/Bridges, Routes, Modem.
- Network Protocols – TCP/IP, Net-BEUI, IPX.

UNIT:-3 INTERNET –BASIC FEATURES AND TOOLS

- Connectivity- Dialup, Leased Lines, Microwave, ISDN.
- Digital Subscriber Lines (DSL).
- E-mail-Protocols - Telnet, FTP, DTP, Web Browsers, Web Servers, Search Engines,
- Web Design – SGML, HTML, DHTML and XML.
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UNIT:-4 DATA BASE MANAGEMENT SYSTEM

- Models – Hierarchical, Network, Relational and Object Oriented.
- Software – CDS/ISIS. SOUL.
- Structure Query Language, Artificial Intelligence.
- Digital Libraries – Definition, Characteristics & attributes.
- Storage Media Formats- DVD.

UNIT:-5 LIBRARY AUTOMATION

- Planning and Implementation of Library Automation.
- Automation of In-house Operations- Acquisitions, Cataloguing, Circulation, OPAC Bar-Coding.

Text Books

1. Kochar, R.S. Modern Library and Information facilities. New Delhi: Indian Bibliographic centre, 1998.
2. Dhawan, K.S. Multi-Media Library. New Delhi: Indian bibliographic Centre.
3. Faruqi, Khalid K. Automation In Libraries. New Delhi Indian Bibliographic.
4. Dhiman, Anil K. Basics of Information Technology for Librarians and Information Scientists. 2 Vols. New Delhi : Indian Bibliographic
5. Raman, R. Computer Application to Library and Information Services. New Delhi: Indian Bibliographic Centre.
6. Ahmed, Shamim. Computer in Library Management. New Delhi: Indian

FIRST SEMESTER

MLIS 1.4

PAPER – 4

KNOWLEDGE ORGANISATION AND INFORMATION PROCESSING

UNIT:- 1 UNIVERSE OF KNOWLEDGE

- Structure and Attributes.
- Modes of Formation of Subjects.
- Different types of Subjects and their Modes of Formation.
- Universe of Knowledge as mapped in Different Schemes of Classification.

UNIT:-2 METHODS OF KNOWLEDGE ORGANIZATION

- Canons and Normative Principles of Sayers and Ranganathan of Classification.
- Species of Library Classification Schemes.
- Standard Schemes of Library Classification; Introduction, Features and Application - CC, DDC & UDC.

UNIT:-3 SCHEMES OF CLASSIFICATION

- Universal and Special Schemes of Classification.
- Abstract Classification.
- Choice of Schemes of Classification.
- Study of Categories Postulated by Different Classificationists for Grouping Ideas.
- Postulates & Principles For Facet Sequence.
- Telescoping Of Facets.

UNIT:-4 NOTATION

- Notation:- Types, Structure & Qualities, Canons of Notation.
- Mnemonics – Types and Canons.
- Indicator Digits.
- Zone Analysis and Sector Notation.
- Canons for Book Classification.
- Systems of Book Number.
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UNIT:-5 RECENT TRENDS AND DEVELOPMENTS

- Design and Development of a Scheme of Library Classification.
- Role of DRTC, CRG and FID.
- Contribution of International Conferences towards Classification
- BSO : Salient Features.

Text books

1. Dhiman, Anil K. Basics of Information Technology for Librarians and Information Scientists. 2 Vols. New Delhi : Indian Bibliographic
2. Raman, R. Computer Application to Library and Information Services. New Delhi: Indian Bibliographic Centre.
3. Basic Principles of Library Science , Dr. Narendra singh shonin, C.Lal, K. Kumar, Y.K.Publication. Agara , frist Edition. (Hindi)

MLIS 1.5

**FRIST SEMESTER
PAPER – 5
LIBRARY CIASSIFICATION (PRACTICE)**

- Classification of Books and Periodicals by UDC CC
- The student shall have to complete practical and he/she be examined by a panel of examiner including an external external to be appointed by Hor'ble VC.

SECOND SEMESTER

PAPER-1

MLIS 2.1

INFORMATION RETRIVAL

UNIT:-1 SUBJECT ANALYSIS AND REPRESENTATION

- Fundamentals of Retrieval Systems : Nature & Characteristics.
- Problems of Subjects Analysis & Representation : Contribution of cutter, Ranganathan, Farradane and Coates.
- Principles of Subject Cataloguing – Assigning Subject – Headings using Library of Congress, Subject Headings and Sears List of Subject heading etc.

UNIT:-2 INDEXING SYSTEMS

- Pre Coordinate and Post Coordinate Indexing System.
- Outline Study of the following indexing System.
- KWIC, KOWC.
- Chain Indexing, PRECIS, POPSI.
- Uniterm indexing, Citation indexing
- Standards for Bibliographical Description : AACR-2, ISBD, MARC, CCF.

UNIT:-3 INFORMATION RETRIEVAL SYSTEMS

- Definition, Types, Components, models and Operational Stages of IRS.
- Search Techniques : Boolean Searches, On-line Searching, Truncation etc.
- Information Retrieval - Database, Information base & SQL, IR models.
- Search Process – Principles & Methods of Searching.

UNIT:-4 INDEXING LANGUAGE AND VOCABULARY CONTROL

- Indexing Languages – Types and Characteristics.
- Vocabulary Control – Tools of Vocabulary Control.
- Thesaurus – Structure and Construction of an IR Thesaurus, Thesurofacef.
- Trends in Automatic indexing.
- Recall and Precision Devices in Indexing Languages.
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UNIT:-5 INFORMATION RETRIEVAL SYSTEMS EVALUATION.

- Projects and Parameters.
- Important test Results – Cranfield, Medlars, Smart.
- Information Retrieval Through Optical Media and CD-ROM data base.
- IR Through OPAC and Internet.

Text Books

1. Kumar, P.S.G. Information Technology basics. New Delhi: B.R. Publications.
2. Society for Information Science . Library Automation : Design, Principles and Practice. New Delhi : SIS, 2002.
3. Kochar, R.S. Modern Library and Information facilities. New Delhi: Indian Bibliographic centre, 1998.
4. Dhawan, K.S. Multi-Media Library. New Delhi: Indian bibliographic Centre.
5. Faruqi, Khalid K. Automation In Libraries. New Delhi Indian Bibliographic.

SECOND SEMESTER

PAPER – 2

MLIS 2.2

INFORMATION SOURCES, PRODUCTS AND SERVICES

UNIT:-1 INFORMATION SOURCES

- Documentary Sources of Information.
- Print, Non-Print including Electronic Nature.
- Characteristics, Utility and Evaluation of Different Types of Information Sources.
- Non Documentary Information Sources; Human and Institutional- Nature, Types, Characteristics and Utility.
- Internet as a Source of Information.

UNIT:-2 INFORMATION SERVICES

- Information Services – Concepts, Definition, Need and Trends.
- Techniques and Evaluation of Alerting Services (CAS & SDI).
- Bibliographic, Referral.
- Document Delivery and Translation Services.

UNIT:-3 INFORMATION PRODUCTS

- Information Products – Nature, Types, Design and Marketing Abstracting.
- Types and Guidelines in Preparing Abstracts.
- Study and evaluation of important abstracts Periodicals Information Analysis, Repackaging and Consolidation.

UNIT:-4 USERS AND THEIR NEEDS

- Information needs of Users.
- Categories and Nature of Different Information Users.
- Information Seeking Pattern.
- User Studies/ User Education: Concept, Types and Methods.
- Information Literacy Skills: An Introduction.

UNIT:-5 INFORMATION EXPERTS AS RESOURCE PERSONS

- Library and Information Personnel.
- Science and Technology Information Intermediaries.
- Database Designers and Managers.
- Media Personnel as Sources of Information.

Text Books

1. Kothari, C.R. Research Methodology Methods and Techniques. Ed 2. New Delhi: Wishwa Prakashan, 1990.
2. Ravichandra Rao, I.k. Quantitative Methods for LIS. New Delhi: Wiley Eastern, 1985.
3. Sehgal, R.L. Statistical techniques for librarians. New Delhi : Indian Bibliographic Centre.
4. Sehgal, R.L. Applied Statistics for Lib. Sc. Research. 2 Vols New Delhi: Indian Bibliographic Centre.
5. Sardana, J.L. and Sehgal , R.L. Statistical methods for librarians. New Delhi: Indian Bibliographic Center.

**SECOND SEMESTER
PAPER – 3
MANAGEMENT INFORMATION SYSTEM**

UNIT:-1 MIS INTRODUCTION

- Definition, Concepts, Elements and Objectives of M.I.S.
- Information and Management Effectiveness.
- Information Needs and Management Levels.
- Features of MIS System Approach to MIS.
- Properties of MIS.

UNIT:-2 STRUCTURE OF MIS

- Structure of MIS.
- MIS and Decision Making.
- Planning for MIS-Systems Analysis : Systems Design.
- Techniques of System analysis; Techniques for MIS Planning.

UNIT:-3 INFORMATION SUPPORT SYSTEM

- Management Reporting System (MRS).
- Decision Support System (DSS).
- Office Automation Systems (OAS).
- Knowledge Based Systems.

UNIT:-4 FUNCTIONAL INFORMATION SYSTEMS

- Financial Information System : Marketing IS & Human Resource IS.
- Implementation, Evaluation & Maintenance of MIS.

UNIT:-5 MIS IN COMPUTER

- Role of Computer in MIS.
- Data Base Management.
- Data Base Software – Software Needs Selection and Development.
- Data Communication and Networking.
- Using Information Superhighways – Internet and Intranet.

Text books

1. Ravichandra Rao, I.k. Quantitative Methods for LIS. New Delhi: Wiley Eastern, 1985.
2. Sehgal, R.L. Statistical techniques for librarians. New Delhi : Indian Bibliographic Centre.
3. Sehgal, R.L. Applied Statistics for Lib. Sc. Research. 2 Vols New Delhi: Indian Bibliographic Centre.
4. Sardana, J.L. and Sehgal , R.L. Statistical methods for librarians. New Delhi: Indian Bibliographic Centre.
5. Sehgal, R.L. Statistical techniques for librarians. New Delhi : Indian Bibliographic Centre.
6. Sehgal, R.L. Applied Statistics for Lib. Sc. Research. 2 Vols New Delhi: Indian Bibliographic Centre.

SECOND SEMESTER

MLIS 2.4

PAPER – 4

MANAGEMENT OF LIBRARY AND INFORMATION CENTRES/INSTITUTION

UNIT:-1 Management

- Management Styles and Approaches.
- Management Schools of Thought.
- Functions and Principles of Scientific management.
- Human Resource Management – Organization Structure, Job Analysis And Description, Job Evaluation , Motivation.

UNIT:-2 FINANCIAL MANAGEMENT

- Resource Mobilization.
- Budgeting Technique & Methods : PPBS, Zero based Budgeting etc.
- Cost Effectiveness and Cost Benefit Analysis.
- Total Quality Management (TQM)- Definition, Concept & Elements of TQM and Quality Audit.

UNIT:-3 SYSTEMS ANALYSIS AND DESIGN

- System – Definition, Concept and Characteristics.
- Library as a System.
- Project Management.
- PERT/CPM.
- Data Flow Diagram(DFD).
- Work Study : Flow Chart, Gantt Chart, Block Diagrams.

UNIT:-4 PLANNING

- Concept, Definition, Need, Purpose, Types, Procedures.
- MBO, MBE.
- Strategic Management – Definition Objectives, Policies Process & Models of Strategic Management.
- SWOT Analysis.

UNIT:-5 MANAGING CHANGE.

- Concept of Change : Changes in Procedures, Method.
- Use of New Tools and Techniques.
- Techniques of Managing Change.
- Collection Development and Management – Policies and Procedures.
- Time and Motion Study.

Text Books

1. Dhiman, Anil K. Basics of Information Technology for Librarians and Information Scientists. 2 Vols. New Delhi : Indian Bibliographic.
2. Raman, R. Computer Application to Library and Information Services. New Delhi: Indian Bibliographic Centre.
3. Ahmed, Shamim. Computer in Library Management. New Delhi: Indian Bibliographic Centre, 1998.

SECOND SEMESTER

MLIS 2.5

PAPER – 5

LIBRARY CATALOGUING (PRACTICE)

- Cataloguing of Book and Periodicals Advance by AACR-2 & CCC
- The student shall have to complete practical and he/she be examined by a panel of examiner including an external external to be appointed by Hor'ble VC.

SECOND SEMESTER

MLIS 2.6

PAPER – 6

INTERNSHIP AND PRESENTATION

Internship

1. Internship shall be of 4 weeks duration .
2. Student shall have to submit a report on his/her daily activities during the 4 week internship followed by a PPT Presentation before a Panel of examiners including on external examiner to be appointed by Hor'ble VC .