A Documentary Support

for

Matric No. – 1.1.2

employability/ entrepreneurship/ skill development

under the

Criteria – I

(Curriculum Design and Development)

Key Indicator - 1.1

in

Matric No. – 1.1.2

MASTER OF LIBRARY SCIENCE

2017

Registrar
Dr. B.R.A University, Agra

Mapping of course to:

🟨 Employability	🟧 Entrepreneurship	🟦 Skills Development

DEPARTMENT OF LIBRARY & INFORMATION SCIENCE

Dr. Bhimrao Ambedkar University, Agra 282004 (U.P.)
(Formerly: Agra University, Agra)

SCHEME OF PAPERS
FOR
MASTER OF LIBRARY & INFORMATION SCIENCE
(CBCS AND AFFILIATED COLLEGE)

SEMESTER: I

Paper Code	Nomenclature of Papers **CORE PAPERS**	Lecture-Credits	Tutorial-Credits	Practical-Credits	Total-Credits	Allocation	Maximum Marks
LIS-201	**MARKETING OF INFORMATION PRODUCTS AND SERVICES (Theory)**	2	1	1	4	80:20	100
LIS-202	**INFORMATION SYSTEMS MANAGEMENT**	3	1	0	4	80 : 20	100
LIS-203	**ADVANCED ICT APPLICATIONS in LIS (Theory)**	2	0	2	4	80 :20	100
LIS-204	**KNOWLEDGE ORGANIZATION AND PROCESSING (PRACTICAL: U.D.C AND AACR-2**	2	0	2	4	80 : 20	100
ELECTIVE PAPERS : Any One							
LIS-205	UNIVERSITY & COLLEGE LIBRARY SYSTEM	3	1	0	4	80 : 20	100
LIS-206	**PUBLIC LIBRARY SYSTEM**	3	1	0	4	80 : 20	100
LIS-207	RESEARCH & TECHNICAL LIBRARY SYSTEM	3	1	0	4	80 : 20	100
	Total	**12**	**03**	**05**	**20**	**500**	**500**

SEMESTER: II

Paper Code	Nomenclature of Papers **CORE PAPERS**	Lecture-Credits	Tutorial-Credits	Practical-Credits	Total-Credits	Allocation	Maximum Marks
LIS-208	RESEARCH METHODS & STATISTICAL TECHNIQUES	3	1	0	4	80 : 20	100
LIS-209	INFORMATION RETRIEVAL (Theory)	2	1	1	4	80 : 20	100
LIS-210	ADVANCED ICT APPLICATIONS in LIS (Practical)	2	0	2	4	80 : 20	100
LIS-211	PROJECT REPORT	0	2	4	6	80 : 20	100
ELECTIVE PAPERS : Any One							
LIS-212	SOCIAL SCIENCE INFORMATION SYSTEM	3	1	0	4	80 : 20	100
LIS-213	BUSINESS INFORMATION SYSTEM	2	1	1	4	80 : 20	100
LIS-214	HEALTH SCIENCE INFORMATION SYSTEM	2	1	1	4	80 : 20	100
	Total	10/09	05/04	08	22	500	500

NOTE:

1. **Assignments, Case Studies, Seminars, Discussions and Round Tables, all shall be Covered under Tutorials.**
2. **Conversion of Marks Obtained in Each Paper/Semester to Letter Grade and Grade Points shall be as following :**

Letter Grade	Grade Point	Marks
O (Outstanding)	10	85-100
A+ (Excellent)	9	75-84
A (Very Good)	8	65-74
B+ (Good)	7	55-64
B (Above Average)	6	50-54
C (Average)	5	41-49
P (Pass)	4	40
F (Fail)	0	Less Than 40
Abs	0	Absent

Note-2 for Affiliated College / Non CBCS Course the division for BLIS and MLIS Examination, the division are awarded in the following manner:

1st Div.60% in aggregate

2nd Div.48% in aggregate

For BLIS and MLIS Examination, a Candidate needs to secure 36% marks in individual papers and 48% in total aggregate.

FIRST SEMESTER

PAPER: LIS-201: MARKETING OF INFORMATION PRODUCTS AND SERVICES (Theory)

Lecture- Credits	Tutorial – Credits	Practical- Credits	Total - Credits
2	1	1	4

Max. Marks: 100

Theory Marks: 80   **Time: 3 Hours**

OBJECTIVES:

I. To enable the understanding the concepts of Information Marketing.
II. To understand the promotion of LIS products and services.
III. Also know Information Analysis, Consolidation and Re-Packaging.
IV. After completion of the course, students will be able to develop their marketing skills.

OUTCOMES:

1. The Student will be able to understand the various Processes of Information Consolidation and Repackaging;
2. The Student will be able to prepare indicative and Informative Abstracts, Literature Review and Book Review;
3. The Student will be able to understand the Concept of Marketing of Information Products and Services.

UNIT I- Fundamental Concepts:

- Needs, Objectives and Philosophy
- Marketing Environment: Producer, Consumer – Buyer Behaviour
- Marketing Information System
- Market Segmentation Marketing Mix

UNIT II- Strategies and Techniques:

- Strategic Planning
- Marketing Research

- **Marketing Process**

UNIT III- Promotion of LIS Products and Services:

- **LIS Products and Services as a Marketable Commodity**
- **Pricing, Distribution Channels and Communication Strategies**
- **Advertising, Sales Promotion**
- **Public Relations**
- **Electronic Marketing**

UNIT IV- Management Consultancy:

- **Evolution, Need and Objectives**
- **Voluntary versus Authenticated Consultancy**
- **Impact of Management Consultancy on Librarianship**
- **Role of Library Associations and LIS School**

UNIT V -Information Analysis, Consolidation and Re-Packaging:

- **Information Analysis and Consolidation: Concept, Need and Purpose**
- **Packaging and Re-Packaging: Concept, Need, Purpose and Criteria**
- **Information Consolidation Products: Concept, Types, Design and Development**

Books Recommended (Updated List of Recommended Books/Documents will be provided by the concerned Teacher) :

1. **Atherton, Pauline: Handbook for Information Systems and Services. Paris : Unesco, 1977.**
2. **Chatterjee, A. : ICAR. Kolkatta : Prova Prakashani.**
3. **DRTC Annual Seminar 18; 1981.**
4. **Saracevic, T. and Wood, J.S. : Consolidation of Information : A Handbook of Evaluation, Restructuring and Repackaging of Scientific and Technical Information. Paris : Unesco, 1981.**
5. **Seetharama, S. : Information Consolidation and Repackaging. New Delhi : Ess Ess Publication, 1997.**
6. **Seetharama, S. : Modes of Presentation of Information in Information Consolidation Products. _In_ Library Science with a Slant to Document, 22; 1985; Paper – E.**

PAPER: LIS-202: INFORMATION SYSTEM MANAGEMENT

Lecture-Credits	Tutorial – Credits	Practical- Credits	Total - Credits
3	1	0	4

Max. Marks: 100

Theory Marks: 80   **Time: 3 Hours**

OBJECTIVES:

i)   To develop an understanding of Modern Principles of Management;
ii)   To familiarise with the Process of Planning and Various Types of Plans;
iii) To develop an understanding of Various Organisational Positions and Techniques of Managing Human Resources;
iv)   To familiarise with the Systems Approach in Libraries and Quality in Library Functions and Services.

OUTCOMES:

1. The Student will be able to understand the Principles and Procedures of Management Applicable to LIS;
2. The Student will be able to Assess the Human Resource Requirements and Related Issues in Libraries;
3. The Student will be able to understand How Library System Study is Conducted.

UNIT – I : Management

- Concept, Definition and Scope.
- Principles of Scientific Management.
- Management Schools of Thought : Classical School, Human Behaviour and Human Relation.

UNIT – II: Human Resource Management

- Meaning, Functions and Objectives of Human Resource Management (HRM).
- Job Description, Job Analysis and Job Evaluation.
- Recruitment and Selection Procedure.
- Technical and Development.

- **Motivational Patterns: Maslow's Need Hierarchy, Herzberg's Two Factor Theory, McGregor's Theory X and Y.**

UNIT – III: System Analysis and Control

- **Performance Appraisal: Objectives, Problems in Rating, Methods of Performance Appraisal.**
- **Monitoring Techniques: MIS, MBO, Network Analysis, Budgeting as Monitoring Techniques, Monitoring Team or Consultants.**
- **Evaluation Techniques.**

UNIT – IV: Library Planning and Total Quality Management (TQM)

- **Library Planning: Types of Plans, Factors and Techniques of Library Planning.**
- **TQM: Definition, Concept and Elements.**
- **Quality Standards: ISO 9000 Series.**

Books Recommended (Updated List of Recommended Books/Documents will be provided by the concerned Teacher) :

1. **Evans, G.E. : Management Techniques for Libraries. 2nd ed. New York : Academic Press, 1983.**

2. **Stuart, Robert and Eastlick, John T. : Library Management. 2nd ed. Cotorado : Libraries Unlimited, 1991.**

3. **Brophy, Peter and Coulling, Kate : Quality Management for Information and Library Managers. Hampshire : Aslib Gover, 1996.**

4. **Jones, Noragh and Jordan, Peter : Case Studies in Library Management. London : Clive Bingley, 1988.**

PAPER: LIS-203: ADVANCED ICT APPLICATIONS IN LIS (Theory)

Lecture- Credits	Tutorial – Credits	Practical- Credits	Total - Credits
2	0	2	4

Max. Marks: 100

Theory Marks: 80   **Time: 3 Hours**

OBJECTIVES:

i)   To familiarise Students with Major Application of ICT in Libraries and Information Centers and Issues Affecting their Implementation;

ii)   To familiarise with the Networking Concepts;

iii)   To enable Students Use Various MS Office Applications;

iv)   To enable Students to Understand the Elements of Web Designing.

OUTCOMES:

1. The Student will be able to understand the various Concepts and Application Areas of Automation and Networking Applicable to LIS;

2. The Student will be able to Use MS Office effectively and Design Web Pages.

UNIT – I: Library Automation

- **Planning and Implementation of Library Automation.**
- **Use of Computers for In-house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC and Information Storage and Retrieval.**
- **Retrospective Conversion Techniques.**

UNIT – II: Internet Basic Feature and Tools

- **Genesis and Utility.**
- **Connectivity: Dialup Leased Line, ISDN and Cable Modem.**
- **Protocol: TCP/IP, HTTP, FTP.**
- **Web Browsers: Netscape Navigator, Internet Explorer.**
- **Services: World Wide Web (WWW), E-mail, Search Engines, FTP Bulletin Boards, Social Networking Sites, Chatting and Instant Message, Internet Security.**

UNIT – III: Communication Technology (Networking)

- **Fundamentals of Telecommunication Technology.**
- **What is Network? Network Media: Wires and Cables, Ethernet, Wireless (Satellite), Hubs and Switches, Modems.**
- **Network Types: LAN, MAN and WAN.**
- **Topologies: Bus, Star, Ring, Token Ring, Tree and Mesh.**
- **Network Products and Standards, OSI Architecture.**
- **Network Based Services: Teleconferencing, Tele-facsimile.**

Books Recommended (Updated List of Recommended Books/Documents will be provided by the concerned Teacher) :

1. **Alberto, Leon-Garcia and Widjaja, Indra : Communication Networks Fundamental Concepts and Key Architectures.**
2. **Bharihoke, Deepak : Fundamentals of IT; 2nd ed. New Delhi : Excel Books, 2002.**
3. **Chellis, James, Perkins, Charles and Strebe, Mathew : MCSE : Networking Essential Study Guide. New Delhi : BPB Publications, 1997.**
4. **D'Souza. Web Publishing.**
5. **Excel Functions and Formulas Book. New Delhi : BPB Publications.**
6. **Forouzan, Behrouz A., Coombs, Catherine and Fegan, Sophia Chung : Data Communication & Networking. 2nd ed. New Delhi : Tata McGraw Hill, 2000.**
7. **Lancaster, F.W. and Sandore, Beth : Technology and Management in Library and Information Services. London : Library Association, 1997.**
8. **Leon, Garcia : Communication Networks.**
9. **Mansfield, Ron : The Compact Guide to Microsoft Office Professional. Singapore : Tech Publication, 1995.**
10. **McCoy, John : Mastering Web Design. New Delhi : LWB, 1996.**
11. **MCSA MCSE WINDOWS XP Professional Study Guide. 2nd ed. In http://rapidshare.com/files/115837493/mcsa_mcse_windows_xp_professional_study_guide_2nd.pdf.**
12. **MS Office Complete References. New Delhi : BPB Publications.**
13. **Pantry, Sheila (Ed.) : Building Community Information Networks : Strategies and Experiences. London : Library Association, 1999.**
14. **Rajesh : Computer Networks : Fundamentals and Applications. New Delhi : Vikas Publishing House, 2009.**
15. **Tanenbaum, Andrew S. : Computer Networks. 4th ed. New Delhi : Prentice Hall of India, 2003.**
16. **Tax Ali, R.K. : PC Software for Windows Made Simple. New Delhi : Tata McGraw Hill.**
17. **Vittal, N.: Information Technology : India's Tomorrow, 2001.**

PAPER: LIS-204: KNOWLEDGE ORGANISATION AND PROCESSING (PRACTICAL: U.D.C. AND AACR-2)

Lecture- Credits	Tutorial – Credits	Practical- Credits	Total - Credits
2	0	2	4

Max. Marks: 100

Theory Marks: 80   **Time: 3 Hours**

OBJECTIVES:

i) To acquaint with various provisions of Universal Decimal Classification Scheme;
ii) To develop the Ability to Classify Simple, Compound and Complex subjects using UDC.

OUTCOMES:

1. To explore the features of UDC; and practical classification skills of UDC;
2. To explore the feature of AACR-II.
3. To provide the practical cataloguing skills for various library resources according to AACR-II.
4. To know the Assigning the subject headings.

UNIT I- Fundamentals of UDC:

- Introduction to *Universal Decimal Classification* (Averaged Edition): Structure, Principles and Organization
- Classification of Simple and Compound Subject Documents

UNIT II-Advance Applications of UDC:

- Introduction to Common Auxiliaries and Special Auxiliaries
- Application of Common Auxiliaries, Special Auxiliaries, Devices, etc.
- Classification of Complex Subject Documents

UNIT III- Multi-Volume and composite book:

- **Cataloguing of Multi- Volume**
- **Cataloguing with collective title (Ordinary composite book)**
- **Cataloguing without collective title (Artificial composite book)**

UNITIV-Serial Publication:

- **Cataloguing of Periodicals**

UNITV- Non-Book Materials:

- **Manuscripts**
- **Cartographic Materials**
- **Microforms**
- **Motion Pictures**
- **Video Recordings**

ELECTIVE PAPERS

PAPER: LIS-205: UNIVERSITY & COLLEGE LIBRARY SYSTEM

Lecture- Credits	Tutorial – Credits	Practical- Credits	Total – Credits
3	1	0	4

Max. Marks: 100

Theory Marks: 80   **Time: 3 Hours**

OBJECTIVES:

i)   To familiarise with the development of University and College Library System;

ii) To develop an understanding of Collection and Services of University & College Libraries;

iii) To familiarise with different aspects of management practices followed in University and College Libraries.

OUTCOMES:

1. The Student will be able to understand the Importance and Development of University and College Libraries;
2. The Student will be able to know the different Type of Collection and Procedure of its Management;
3. The Student will be able to know the different Management Practices Used in Academic Libraries;
4. The Student will be able to know different Services Provided in University and College Libraries.

UNIT – I: Academic Libraries and their Development

- **History and Development of Libraries with Special Reference to India.**
- **Recommendation of Committees and Commissions, National Knowledge Commission (NKC).**
- **Role of Libraries in Formal and Non-formal Education System.**
- **UGC and its Role in the Development of College and University Libraries.**

UNIT – II: Collection Development and Management

- Periodicals, Conference Literature, Grey Literature and Government Publications.
- Electronic Resources and Online Databases.

UNIT – III: Library Organization and Administration

- Organizational Structure, Human Resources : Nature, Size, Selection, Recruitment, Qualification and Training, Responsibilities and Duties, Competency Development.
- Staff Manual, Library Surveys, Statistics and Standards, etc.
- Determination of Finance, Sources of Finance, Types of Budget.

UNIT – IV: Information Services

- CAS, SDI, Abstracting and Indexing Services.
- Library Bulletin, Newspaper Clipping Services.
- Computerized Services.
- Resource Sharing and Networking: INFLIBNET, UGC-INFONET Digital Library Consortium, etc.
- Information Literacy Programme.

Recommended Books (Updated List of Recommended Books/Documents will be provided by the Concerned Teacher)

1. Baker, David (Ed.) : Resource Management in Academic Libraries. London : Library Associations, 1997.
2. Brophy, Peter : The Academic Library. London : Library Association, 2000.
3. Budd, J.M. : The Academic Library: The context, its purpose and its operation. London : Libraries Unlimited, 1988.
4. Chapman, Liz : Managing Acquisitions in Library and Information Services. London : Library Association, 2001.
5. Dowler, L. (Ed.) : Gateways to Knowledge : The role of Academic Libraries in Teaching Learning and Research. London : The MIT Press, 1998.
6. Jordon, Peter : The Academic Library and its Users. London : Gower Publishing Limited, 1998.
7. Line, Maurice B. (Ed.) : Academic Library Management. London : Library Association, 1990.
8. Ranganathan, S.R. : School and College Libraries. Madras : Library Association, 1942.
9. Webb, Sylvia P. : Personal Development in Information Work; 2nd ed. London : Aslib, 1991.
10. White, Carl M. : Survey of University of Delhi. Delhi : Planning Unit – University of Delhi, 1965.

PAPER: LIS-206: PUBLIC LIBRARY SYSTEM

Lecture- Credits	Tutorial – Credits	Practical- Credits	Total - Credits
3	1	0	4

Max. Marks: 100

Theory Marks: 80   **Time: 3 Hours**

OBJECTIVES:

i)   To familiarise with the development of Public Library System;
ii)   To develop an understanding of Collection and Services of Public Libraries;
iii)   To familiarise with different aspects of management practices followed in Public Libraries.

OUTCOMES:

1. The Student will be able to understand the Importance and Development of Public Libraries;
2. The Student will be able to know the different Type of Collection and Procedure of its Management;
3. The Student will be able to know the different Management Practices Used in Public Libraries;
4. The Student will be able to know different Services Provided in Public Libraries.

UNIT – I: Public Libraries and their Development

- **History and Development of Libraries with Special Reference to India.**
- **Role of Public Libraries in Society: Public Libraries as Community Information Centers.**
- **Agency and their Role in Promotion and Development of Public Libraries in India.**

UNIT – II: Collection Development and Management

- **Periodicals, Conference Literature, Grey Literature and Government Publications.**
- **Non-book Materials.**
- **Electronic Resources and Online Databases.**

UNIT – III: Library Organization and Administration

- **Organizational Structure, Human Resources : Nature, Size, Selection, Recruitment, Qualification and Training, Responsibilities and Duties, Competency Development.**
- **Staff Manual, Library Surveys, Statistics and Standards, etc.**
- **Determination of Finance, Sources of Finance, Types of Budget.**

UNIT – IV: Information Services

- **Public Libraries Extension Services, Abstracting and Indexing Services.**
- **Library Bulletin, Newspaper Clipping Services.**
- **Computerized Services.**
- **Resource Sharing and Networking.**

Recommended Books (Updated List of Recommended Books/Documents will be provided by the Concerned Teacher)

1. **Barua, B.P. : National Policy on Library and Information Systems and Services for India: Perspectives and Projections.   Bombay : Popular Publishing House, 1992.**
2. **Batt, Chris : Information Technology in Public Libraries.   London : Library Association, 1998.**
3. **Bhati, R.K. : Unesco : Development of Libraries and Documentation Centers in Developing Countries. New Delhi : K.K. Publications, 2004.**
4. **Higgins, S.E.: Youth Services and Public Libraries.   Oxford : Chandos Publishing, 2007.**
5. **IFLA : IFLA Guidelines for Public Libraries; Revised Edition.   IFLA : The Hague, 2000.**
6. **INDIA : Advising Committee for Libraries; 2nd Edition.   Delhi : Manager of Publications, 1958.**
7. **Jaganayak, S.S. : Role of Libraries in Socio-Economic, Cultural and Educational Development. New Delhi : Classical Publication, 1997.**
8. **Patel, Jashu and Krishna Kumar : Libraries and Librarianship in India. Westport Connecticut : Greenwood Press, 2001.**
9. **Thomas, V.K. : Public Libraries in India : Development and Finance.   New Delhi : Vikas Publications, 1997.**
10. **Woodrum, Pat (Ed.) : Managing Public Libraries in Twenty First Century. New York : The Hawork Press, 1989.**

PAPER: LIS-207: <mark>RESEARCH AND TECHNICAL LIBRARY SYSTEM</mark>

Lecture- Credits	Tutorial – Credits	Practical- Credits	Total – Credits
3	1	0	4

Max. Marks: 100

Theory Marks: 80   **Time: 3 Hours**

OBJECTIVES:

- i) **To familiarise with the development of Research and Technical Library System;**
- ii) **To develop an understanding of Collection and Services of Research and Technical Libraries;**
- iii) **To familiarise with different aspects of management practices followed in Research and Technical Libraries.**

OUTCOMES:

1. **The Student will be able to understand the Importance and Development of Research and Technical Libraries;**
2. **The Student will be able to know the different Type of Collection and Procedure of its Management;**
3. **The Student will be able to know the different Management Practices Used in Research and Technical Libraries;**
4. **The Student will be able to know different Services Provided in Research and Technical Libraries.**

UNIT – I: Research and Technical Libraries and their Development

- **History and Development of Libraries with Special Reference to India.**
- **Role of Special Libraries and its Relationship with Parent Organization.**
- **Types and Functions of Special Libraries.**
- **Agencies and their Role in the Promotion and Development of Research and Technical Libraries.**

UNIT – II: Collection Development and Management

- **Periodicals, Conference Literature, Grey Literature, Patents, Standards, Specifications and Government Publications.**
- **Non-book Materials.**
- **Electronic Resources and Online Databases.**

UNIT – III : Library Organization and Administration

- **Organizational Structure, Human Resources : Nature, Size, Selection, Recruitment, Qualification and Training, Responsibilities and Duties, Competency Development.**
- **Staff Manual, Library Surveys, Statistics and Standards, etc.**
- **Determination of Finance, Sources of Finance, Types of Budget.**

UNIT – IV: Planning and Organization of Various Information Services

- **CAS, SDI, Abstracting and Indexing Services.**
- **Library Bulletin, Newspaper Clipping Services.**
- **Computerized Services.**
- **Resource Sharing and Networks: RLIN, OCLC, etc.**

Recommended Books (Updated List of Recommended Books/Documents will be provided by the Concerned Teacher)

1. **Auger, C.P. : Information Sources in Grey Literature. London : Bowker, 1994.**
2. **Chapman, Liz : Managing Acquisitions in Library and Information Services. London : Library Association, 2001.**
3. **Grogan, N. : Science and Technology : An Introduction to the Literature; 4th Edition. London : Clive Bingley, 1982.**
4. **Hernon, Peter and Whitman, John R. : Delivering Satisfaction and Service Quality : A Customer Based Approach for Libraries. Chicago : American Library Association, 2001.**
5. **Lawes, Ann (Ed.) : Management Skills for the Information Manager. London : Gower Publishing, 1993.**
6. **Raitt, David (Ed.) : Libraries for the New Millennium. London : Library Association, 1997.**
7. **Saha, J. : Special Libraries and Information Services in India and the USA. New York : Scarecrow, 1969.**
8. **Scammell, A.W. (Ed.) : Handbook of Special Librarianship and Information Work; 7th Revised Edition. London : Aslib, 1997.**
9. **Singh, S.P. : Special Libraries in the Electronic Environment. New Delhi : Bookwell, 2005.**
10. **Strauss, L.J. : Scientific and Technical Libraries : Their Organization and Administration; 2nd Edition. New York : Beckey and Hayes, 1972.**

SECOND SEMESTER

PAPER : LIS-208 : RESEARCH METHODS AND STATISTICAL TECHNIQUES

Lecture- Credits	Tutorial – Credits	Practical- Credits	Total – Credits
3	1	0	4

Max. Marks : 100

Theory Marks: 80   **Time: 3 Hours**

OBJECTIVES:

i)   **To introduce students to the Concept of the Research;**

ii)   **To provide an insight into the Research Methods in Library and Information Science;**

iii)   **To provide an overall understanding of Statistical Techniques in Research Operations;**

OUTCOMES:

1. **The Student will be able to understand the various Concept of the Research;**
2. **The Student will be able to know the different Methods and Techniques of Conducting Research;**
3. **The Student will be able to know the different Statistical Techniques of Data Analysis and Presentation.**

UNIT – I: Research

- **Concept, Meaning, Need and Process of Research.**
- **Types of Research: Fundamental and Applied.**
- **Types of Research Design.**
- **Identification and Formulation of Problems.**

- **Hypothesis: Definitions, Functions and Types.**

- **Designing Research Proposal.**

UNIT – II: Research Methods

- **Historical Method.**

- **Experimental Method.**

- **Descriptive Method.**

- **Survey Method and Case Study Method.**

- **Ethical Aspects of Research.**

- **Literature Search: Print, Non-Print and Electronic Sources.**

- **Research Reporting: Structure Style and Contents (Guidelines for Research Reporting).**

UNIT – III: Research Techniques and Tools

- **Questionnaire.**

- **Interview.**

- **Observation.**

- **Documentary Records and Reports.**

- **Sampling Techniques.**

Recommended Books (Updated List of Recommended Books/Documents will be provided by the Concerned Teacher)

1. **Charles, H. and Others : Research Methods in Librarianship : Techniques and Interpretations. 1980.**
2. **Krishna Kumar : Research Methods in Library and Information Science. New Delhi : Vikas Publishing House, 1992.**
3. **Powell, Ronald R. : Basic Research Methods for Librarians. 1985.**
4. **Ravi Chandra Rao, I.K. : Quantitative Methods in Library and Information Science. New Delhi : Wiley Eastern Limited, 1983.**
5. **Saravanavel, P. : Research and Report Writing. 1993.**

PAPER: LIS-209: INFORMATION RETRIEVAL

(Theory)

Lecture- Credits	Tutorial – Credits	Practical- Credits	Total – Credits
2	1	1	4

Max. Marks: 100

Theory Marks: 80   **Time : 3 Hours**

OBJECTIVES:

   i)   **To introduce the Concept and Principles of Indexing;**

   ii)   **To acquaint with the Role and Types of Indexing Language; and**

   iii) **To familiarise with the Advanced Information Processing and Retrieval Techniques.**

OUTCOMES:

   1. **The Student will be able to understand the Concepts of Subject Cataloguing and Indexing;**

   2. **The Student will be able to know the Components of Information Retrieval Systems;**

   3. **The Student will be able to Prepare Thesaurus and Assign/Drive Subject Headings.**

UNIT – I: Cataloguing and Subject Indexing : Principles and Practices

   • **Principles of Subject Cataloguing.**

   • **Assigning Subject Headings Using :**

   o **Library of Congress Subject Headings (LCSH);**

   o **Sears List of Subject Headings (SLSH);**

   o **Chain Procedure.**

   • **Models: Assigned and Derived, Pre and Post Coordinate Indexing.**

UNIT – II: Indexing Languages and Vocabulary Control

- **Indexing Languages: Types and Characteristics.**

- **Vocabulary Control: Concept, Meaning and Tools.**

- **Structure and Construction of Information Retrieval Thesauri.**

- **Trends in Automatic Indexing.**

UNIT – III: Information Retrieval

- **Search Strategies: Manual/Machine, Face-book and Refining.**

- **Evaluation of Information Retrieval Systems.**

- **Information Retrieval Models.**

- **Trends in Information Retrieval Models.**

- **Projects and Parameters.**

Books Recommended (Updated List of Recommended Books/Documents will be provided by the concerned Teacher):

1. **Foskett, A.C.: Subject Approach to Information; 5th Edition. London: Bingley, 1996.**

2. **Choudhury, G.G. : Introduction to Modern Information Retrieval. London: Library Association, 1999.**

3. **Austin, Derek: PRECIS : A Manual of Concept Analysis. London: British Library, 1984.**

4. **Rajan, T.N.: Indexing Systems : Concept Methods and Techniques. Calcutta: IASLIC, 1981.**

5. **Gilchrist, Alan : Thesaurus Construction and Design.**

PAPER: LIS-210: ADVANCED ICT APPLICATIONS IN LIBRARY & INFORMATION SCIENCE (Practical)

Lecture- Credits	Tutorial – Credits	Practical- Credits	Total – Credits
2	0	2	4

Max. Marks: 100

Practical Examination: 80 Marks   **Time: 2 Hour**

OBJECTIVES:

i)   **To familiarise students with major Application of ICT in Libraries and Information Centers and issues affecting their implementation;**

ii)   **To familiarise with the Internet, Digital Libraries and Digitisation and other ICT services;**

iii)   **To enable students to understand the features and use of Library Application Software – Open Source : KOHA**

iv)   **To enable students to create Digital Libraries.**

OUTCOMES:

1. **The Student will be able to understand the Advanced Concept of Digital Library and Database;**

2. **The Student will be able to use KOHA/New Genlib Software for Library Application;**

3. **The Student will be able to use one Digital Library Software.**

The Candidates will be required to record the steps of database creation on the assigned area and steps in Digital Library Creation.

UNIT – I: Library Automation Software

-   **Open Source Library Application Software KOHA**

- **Overview of KOHA;**

- **Installation and Configuration of KOHA;**

- **Acquisition and Cataloguing;**

- **Members Management and Circulation;**

- **Reports and Backups;**

UNIT- II: M.S. Office

- **M.S Excel: Toolbars, Formatting, Database Management, Charts and Additional Function.**

- **M.S Access: Database, Table, Queries, Forms and Reports**

Books Recommended (Updated List of Recommended Books/Documents will be provided by the concerned Teacher) :

1. Ackermann, Ernest: Learning to Use the Internet: An Introduction with Examples and Experience. New Delhi : BPB, 1997.
2. Bharihoke, Deepak: Fundamental of Information Technology; 2nd Edition. New Delhi : Excel Books, 2002.
3. Cady, Glee Harray and McGregor, Pat : Mastering the Internet. New Delhi : BPB, 1996.
4. Cox, Ingemer J. : Digital Watermarking. 2002.
5. Digital Libraries : Policy, Planning and Practice. Hants : Ashgate, 2004.
6. Digital Libraries and Multimedia. Boston : Kluwer Academic Publishers, 2000.
7. Digital Libraries from Technology to Culture.   New Delhi : Kanishka Publications, 2006.
8. Digital Libraries and Use. Cambridge : MIT Press, 2003.
9. D-Space   Manual.   Release   1.6.2. http://www.dspace.org/1_6_2Documentation/DSpace-Manual.pdf
10. http://koha.org/
11. KOHA Documentation. http://www.kohadocs.org/
12. KOHA   on   Windows.   http://cid-6ac4b412fe0a3144.office.live.com/self.aspx/Public/Koha%20on%20Windows.pdf
13. KOHA on Windows. http://www.koha.rwjr.com/Koha_on_Windows.html
14. Leon, Alexis and Leon, Mathews : Fundamentals of Information Technology; 2nd Edition. New Delhi : Vikas Publishing House, 2009.
15. Ramamurthy, C.R. : Globalization and Library Information Networking. 2004.
16. Stallings, William : Data and Computer Communications; 6th Edition. Pearson Education Asia, 2001.

PAPER: LIS-211: PROJECTIVE REPORT

Lecture- Credits	Tutorial – Credits	Practical- Credits	Total – Credits
0	2	4	6

OBJECTIVES:

The objective of the "Project Report" is to pursue a contemporary problem in the field of Library and Information Science to explore its facets throughly and come out with solutions or way in a scientific way. This will prove useful to the student in applying knowledge and experience acquired during the academic session to real and emerging problems in the field.

METHOD OF INSTRUCTION:

Each student will be required to submit a project report on an approved topic of current research and application. The report is to be submitted both in hard and soft format. Each student will work under one guide from the Department for successful completion of the project. The areas and topics will be finalized and approved by the Department Staff Council. Each report will be evaluated by a Committee consisting of all the regular faculty members of the Department and Marks/Grades for evaluation will be on presentation, methodology and inputs put in the work. The Viva-Voce will also be conducted by the same Committee comprising of the guide of the candidate and External Examiner. The project will be of 100 Marks out of which 80 Marks will be Awarded to Project Report evaluation and 20 Marks will be for Viva-Voce by the said Committee. There will be no Internal Assessment. The Project Report is to be submitted before the commencement of the 2nd Semester Examination.

ELECTIVE PAPERS

PAPER: LIS-212: SOCIAL SCIENCE INFORMATION SYSTEM

Lecture- Credits	Tutorial – Credits	Practical- Credits	Total – Credits
3	1	0	4

Max. Marks: 100

Theory Marks: 80   **Time: 3 Hours**

OBJECTIVES:

i) To familiarise with the Concept, Scope, Landmarks and Research Trends in the Disciplines of Social Sciences;
ii) To develop an understanding of Social Science Information System and its Components;
iii) To develop evaluative skills for Specialised Information Sources and Systems.

OUTCOMES:

1. The Student will be able to understand the Development of Important, Disciplines of Social Sciences;
2. The Student will be able to know the Information Sources of different formats and media;
3. The Student will be able to know different Systems and Networks in Social Sciences.

UNIT – I: Structure and Development of Social Science

- **Growth and Development of Social Science.**
- **Definition, Scope, Landmarks and Research Trends in the Disciplines of:**
  o **Economics;**
  o **History;**
  o **Political Science;**

- o **Sociology.**

UNIT – II: Documentary Sources

- **Social Science Information System: Components.**

- **Information Sources: Documentary and Non-Documentary, Popular and Scholarly Literature, Derived and Bibliographical Sources.**

- **Web Based Information Sources: E-Journals, E-Reference Sources, Subject Gateways, Institutional Repositories, Digital Libraries.**

- **International Encyclopaedia of Social and Behavioural Sciences, International Bibliography of the Social Science. Bibliography of Doctoral Dissertations (Social Sciences and Humanities), Guide to Indian Periodical Literature, Statistical Abstracts India, Pro Quest, Web of Science, EBSCO host Databases.**

UNIT – III: Institutional Sources

- **Institutions connected with Social Science Information Generation and Dissemination.**

- **Study of the Activities of ICSSR, Indian Institute of Management, Ahmadabad, Indian Institute of Public Administration, UNESCO, London School of Economics and Political Science, Social Science Research Council.**

UNIT – IV: Information Systems and Networks

- **Planning of Social Science Research Libraries.**

- **Evaluation of Existing Information Systems and Networks in Social Sciences at National and International Level: DELNET, INFLIBNET, NASSDOC, SENDOC.**

Recommended Books (Updated List of Recommended Books/Documents will be provided by the Concerned Teacher)

1. **Herron, Nancy (Ed.) : Social Sciences : A Cross Disciplinary Guide to Selected Sources. Libraries Unlimited, 1996.**
2. **Hunt, Elgin F. and Colander, David L. : Social Sciences : An Introduction to the Study of Society; 9th Edition. Allyn, 1995.**
3. **Li, Tze Chung : Social Science Reference Sources : A Practical Guide. 2nd Revised and Enlarged Edition. Greenwood, 1990.**
4. **Vyas, S.D.: Social Science Information in India : Efforts Toward Bibliographical Control. New Delhi: Concept Publishing House, 1990.**
5. **Webb, William H. (Ed.): Sources of Information in Social Sciences.**

PAPER: LIS-213: BUSINESS INFORMATION SYSTEM

Lecture- Credits	Tutorial – Credits	Practical- Credits	Total – Credits
2	1	1	4

Max. Marks: 100

OBJECTIVES:

i) To familiarise with the Concept, Scope, Landmarks and Research Trends in the Disciplines Related to Business;

ii) To develop an understanding of Business Information System and its Components; and

iii) To develop evaluative skill for Specialised Information Sources and Systems.

OUTCOMES:

1. The Student will be able to understand the Development of Important Disciplines Related to Business;

2. The Student will be able to know the Information Sources of Different Formats and Media;

3. The Student will be able to know the Different Systems and Networks in Business.

PART – I: THEORY

Max. Marks: 60

Internal Assessment: 10 Marks (Attendance – 5 (Includes Attendance of Practical Classes also) + Class Test – 5)).

Theory Marks: 50   **Time: 3 Hours**

UNIT – I: Business Information

- **Nature and Characteristics: Its Role, Generation and Utilization.**

- **Systems View of Business Information.**

- **Components of Business Information Systems: Resources, Centers, Consultants, Suppliers, Financial Organisations, Industrial Promoters, etc.**

- **Users of Business Information: Categories, Role, Functions and Needs.**

UNIT – II : Business Information Sources, Products and Services

- **Sources of Information : Documentary : Types with Particular Reference to Directories, Digests, Market Research Reports, Trade Literature, Technical Notes, Company Profiles, Patents, Design and Trade Marks, Standards, Databases.**
- **Institutional : National and International – Studies Related to the Activities of :**
  - ○ **NIDCS, IIFT, ITPO, CII, FICCI etc.**
  - ○ **UNIDO and UNCTAD etc.**
- **Information Services and Networks :**
  - ○ **CAS, SDI, Technical Enquiry Services, other Computerised Services;**
  - ○ **Overview of Business Information Networks.**

UNIT – III: Organising Business Information for End User Support

- **Database System: Business Measurement System; Business Planning System.**
- **Text Management System: Text Retrieval Systems, Office Systems.**
- **Management Support Systems: Decision Support Systems, Information Centers.**

PART – II: PRACTICE

Max. Marks: 40

Section: A

Assignments: 10 Marks

Section: B

Practical Examination: 30 Marks   Time : 2 Hours

i)	**Evaluation of One Documentary Information Source :**	**Marks : 15**
ii)	**Evaluation of One Institutional Source :**	**Marks : 10**
iii)	**Viva-Voce :**	**Marks : 05**

Syllabus: Evaluation of Information Sources.

Books Recommended (Updated List of Recommended Books/Documents will be provided by the concerned Teacher):

1. **Ahituv, N.I.V.: Principles of Information System for Management. USA Business and Educational Technologies, 1994.**
2. **Atherton, Pauline: Handbook for Information Systems and Services, 1977.**
3. **Campbell, M.J. (Ed.): Manual of Business Library Project, 1975.**
4. **Curtis, Graham: Business Information Systems: Analysis, Design and Practice, 1989.**

5. **Dossett, Patti (Ed.): Handbook of Special Librarianship and Information Services; 6th Edition, 1992.**
6. **Garland, John L. : How to Develop Business Information Systems for End Users, 1986.**
7. **Neelamegham, A. (Comp.) : DRTC Reference Course on Information Services for Business and Industry, 1974.**
8. **Wasserman, et al: Encyclopaedia of Business Information Sources, 1983.**

PAPER: LIS-214: HEALTH SCIENCE INFORMATION SYSTEM (Theory and Practice)

Lecture- Credits	Tutorial – Credits	Practical- Credits	Total – Credits
2	1	1	4

Max. Marks: 100

OBJECTIVES:

i) To familiarise with the Concept, Scope, Landmarks and Research Trends in the Disciplines of Health Sciences;

ii) To develop an understanding of Health Science Information System and its Components; and

iii) To develop evaluative skill for Specialised Information Sources and Systems.

OUTCOMES:

1. The Student will be able to understand the Development of Important Disciplines of Health Sciences;

2. The Student will be able to know the Information Sources of Different Formats and Media;

3. The Student will be able to know the Different Systems and Networks in Health Sciences.

PART – I: THEORY

Max. Marks: 60

Internal Assessment: 10 Marks (Attendance – 5 (Includes Attendance of Practical Classes also) + Class Test – 5).

Theory Marks: 50   **Time: 3 Hours**

UNIT – I: Health Science Information

- **Growth and Development of Health Science.**

- **Types of Health Science Libraries/Information Centers.**

- **Users of Health Science Information.**

UNIT – II: Health Science Information and Global Issues

- **Sources of Information: Documentary: Printed and Non-Printed.**
- **Institutional : National and International – Studies Related to the Activities of :**
  - **The Role and Functions of National Medical Library;**
  - **The Role and Functions of other National and International Organisations Delivering Health Science Information : WHO, ICMR, Department of Biotechnology, Council of Ayurveda and Siddha, Council of Homeopathy, Unani System, National Institute of Health and Family Welfare, CDRI, CFTRI, NIN, NII, NIC, etc.**
- **Information Services :**
  - **CAS, SDI Services;**
  - **Indexing and Abstracting Services, Literature Search.**

UNIT – III: Information Systems and Networks

- **HELLIS, MEDLARS, BIOSIS.**
- **Trends in Health Science Information Systems.**
- **Application of Hypertext, Hypermedia, Multimedia, Expert Systems and Artificial Intelligence.**

PART – II: PRACTICE   Max. Marks: 40

Section: A

Assignments: 10 Marks

Section: B

Practical Examination: 30 Marks   Time: 2 Hours

1. **Evaluation of One Documentary Information Source :   Marks : 15**
2. **Evaluation of One Institutional Source :   Marks : 10**
3. **Viva-Voce :   Marks : 05**

Syllabus: Evaluation of Information Sources.

Books Recommended (Updated List of Recommended Books/Documents will be provided by the concerned Teacher):

1. **Carmel, Michael (Ed.) : Health Care Librarianship and Information Work; 22nd Ed., 1995.**
2. **Dixit, R.P. : Information Management in Indian Medical Libraries, 1995.**
3. **Gupta, S.P. et al : Information Technology and Health Science Libraries; MLAI; SP Pub., 1993, pp. 1-279.**

4. **Journal of American Society for Information Science : Perspectives on Medical Informatics & Information Technology in Health Care; 46(10), 1995; pp. 723-800.**

5. **Picken, Fiona mackay and Kahn, Ann M.C. : Medical Librarianship in the Eighties and Beyond : A World Perspective, 1986.**

6. **R.P. Kumar, Srivastava, Divya and Gupta, S.P. (Eds.) : Education for Librarianship in Information Age; MLAI; SP Pub., 1995, pp. 1-287.**

7. **Varalaxshmi, R.S.R. : Information Services in Medical College Libraries, 1993**

Employability   Entrepreneurship   Skill Development