SWAMI VIVEKANAND
SUBHARTI UNIVERSITY

Master of Library & Information Science (MLIS)

(One Year Course)

Syllabus – V-35-B (Amended as per CBCS Pattern)

2024-25

DEPARTMENT OF LIBRARY & INFORMATION SCIENCE

FACULTY OF ARTS & SOCIAL SCIENCES

Master of Library & Information Science (MLIS)
One Year Course Choice Based Credit System

Course Objective

The course will impart the basics of LIS, who are interested to pursue higher studies in the Library & Information Science. Inculcate the interest of the course in the LIS which may help them to opt librarianship as career at higher level. Students will be enabled to-

1. To educate professionals who are prepared to lead in the discipline and profession and who are committed to lifelong learning

2. To educate LIS professionals capable of relating the practices and roles of individual librarians and information professionals to broader organizational, professional, political, economic, social and technological contexts.

3. To prepare graduates to select, evaluate, and use current and emerging information and communication technologies in constantly changing information workplaces

4. To serve the society providing information services, reference services in public libraries, academiclibrariesandspeciallibraries.

5. Tomakethestudentsawareofknowledgefrombookstobytes.

6. Studentswillbeguidedvariousmethodsofresearchanditstechniquestoenablethemto guideresearchscholarsontheirresearchtopics.

Structure of MLIS Programme

Paper	Code	Subject	Instru. Hours/ Week	Credit	Exam Hours	Marks		Total Marks
						Int. Ass.	Ext.	
1st Semester								
I	MLIS-101	Knowledge, Information and Communication	6	4	3	30	70	100
II	MLIS-102	Knowledge Organization	6	4	3	30	70	100
III	MLIS-103	Research Methodology & Statistical Techniques	6	4	3	30	70	100
IV	MLIS-104	Information Sources & Systems	6	4	3	30	70	100
V	MLIS-105	Elective Papers (Any One) a. Print and Electronic Sources & Literature in Natural Sciences b. Print and Electronic Sources & Literature in Humanities	6	4	3	30	70	100
2nd Semester								
VI	MLIS-201	Academic Library System	6	4	3	30	70	100

VII	MLIS-202	Information Storage & Retrieval	6	4	3	30	70	100
VIII	MLIS-203	Information Technology (Theory)	6	4	3	30	70	100
IX	MLIS-204P	Information Technology (Practical)	6	4	3	30	70	100
X	MLIS-205	Elective Papers (Any One) a. Modern Libraries b. Marketing of Library and Information Products and Services	6	4	3	30	70	100
XI	MLIS-206	Dissertation (70 for Dissertation + 30 for Viva Voice)	-	4	-	-	-	100
XII	AEC-01	Generic Elective (GE): English Communication	6	2	3	15	35	50
XIII	AEC-01P	Generic Elective (GE): English Communication (Practice)	6	2	3	15	35	50

PROGRAMME OUTCOME:

After successful completion of the programme, an individual will be able to understand about libraries and librarianship.

- Should be able to get acquainted with various standards and tools being used in processing, managing and retrieving information resources.
- Should be able to manage information traditionally as well as in modern ways.
- Should be able to design, query and evaluate information systems.
- Should be able to demonstrate understanding of research methods, the ability to design a research project, and the ability to evaluate and synthesize research literature;
- Should be able to evaluate programs and services using library automation.

Note:
- There shall be minimum 90 teaching days in each subject in every semester.

Semester - I

Paper I - Knowledge, Information and Communication
Paper Code – MLIS-101

Objectives:
1. To aware students with the concept of knowledge, information and communication.
2. To provide knowledge about various information management.
3. To introduce students with the concept of information and communication, information management, knowledge management and resource sharing.
4. To trace the trends of knowledge development in various disciplines.
5. To provide knowledge of information society.

Paper I - Knowledge, Information and Communication (100 marks)		Total No. of Lectures
Unit I	• Information: Characteristics, Nature, Value and Use • Conceptual Difference between Data, Information and Knowledge • Communication of Information & Information Generation • Communication Process, Channels, Models and Barriers	20
Unit II	• Information Industry: Generators, Providers and Intermediaries • Intellectual Property Right Acts • Concept of Freedom, Censorship, Data Security and Fair Use • National Policy on Library and Information System and Services	20
Unit III	• Knowledge Management: Definition, Concept, Need and Basic Tools • Knowledge Management Systems: Basic Components • Approaches in Knowledge Management • Trends in Knowledge Management • Role of Knowledge Managers	20
Unit IV	• Knowledge: Definition, Need, Kinds and Basic Tools • Development of Knowledge • Implication of Knowledge for Development of Libraries	15
Unit V	• Information Science: Definition, Scope and Objectives • Information Society: Genesis, Characteristic, Changing Role of Library and Information Center in Society	15

Learning Outcome:
At the end of the module the student will have acquired:
1. Should be able to understand the concepts of data communication and networks.
2. Should be able to provide information services, information exchange and knowledge sharing activities.
3. Should be able to explore data communication benefits and networking applications within organizations as well as other networked organizations.

Recommended Books:

1. Raman Nair, R.: Accessing Information through Internet. New Delhi: Ess Ess Publication, 2002.
2. Bavakutty, M. & Others: Information Access, Management and Exchange in the Technological Age. New Delhi: Ess Ess Publication, 2003.
3. Ramesh Babu, M. & Gopalakrishnan, S.: Information Communication. Library and Community Development. New Delhi: B. R. Publishing, 2004.
4. Khan, M. T. M.: Information Organisation and Communication. New Delhi: Ess Ess Publication, 1997.
5. Ramamurthy, C. R.: Information Security: A Source Book for Librarians. New Delhi: Authors Press, 2001.
6. Mahapatra, P. K. and Chakrabarti, B.: Knowledge Management in Libraries. New Delhi: Ess Ess Publication, 2002
7. Sharma, C. K.: Information Technology. New Delhi: Atlantic, 2007
8. Siddiqui, J. A.: Knowledge, Information and Communication. New Delhi: Shree Publishers.

Paper II – Knowledge Organization

Paper Code – MLIS-102

Objectives:
1. To explore the features of CC, DDC and UDC.
2. To explore the features of OPAC.
3. To know the assigning the subject headings.
4. To introduce various concepts and theories in classification and cataloguing.
5. To provide knowledge about standard schemes of classification and various standards in document description and bibliographic exchange.

Paper II – Knowledge Organization (100 marks)		Total No. of Lecturers
Unit I	• Development of General Theory of Classification; Classification Principles from the 19th Century to the Present; Mapping of Universe of Knowledge: Categorization of Isolates: Historical Perspectives and Modern Trends	20
Unit II	• Mapping of Universe of Subjects in CC, UDC and DDC: Special Classification Schemes; Development of Cataloguing & Catalogue Codes including Modern Trends	15
Unit III	• Contributions of Cutter, Lubetzky, Ranganathan in the Field of Cataloguing; Layout and Rules for the Union Catalogues of Books. Periodicals; Indexing and Abstracting Journals and National Bibliographies	20
Unit IV	• Online Cataloguing: OPAC and Web OPAC; Subject Cataloguing: Definition and General Principles; Choice and Rendering of Subject Headings: LCSH	15
Unit V	• Study of UNIMARC & MARC-2; Comparison of CC & UDC with regard to Common Subdivisions and Indicator Digits; Recent Trends in Classification; CRG, BSO, Automatic Classification, Classification in Online Systems, Web Dewey	20

Learning Outcome:
At the end of the module the student will have acquired:
1. Should be able to provide knowledge on the AACR-2, classification systems (LC and UDC etc.) and subject heading indexing (LCSH, Sears etc.).
2. Should be able to familiarize students with library documents processing systems i.e. cataloguing, classification, subject heading description etc.
3. Should be able to introduce and teach the application of the Library of Congress Classification System (LCC).

Recommended Books:
1. Kumar, P. S. G.: Knowledge Organizations, Information Processing & Retrieval Practice. New Delhi B. R. Publishing Corporation, 2003.
2. Satija, M. P.: Colon Classification. 7th Ed., New Delhi: Ess Ess Publication, 1989.
3. Hussain, Shabhat: Library Classification: Facts and Analysis. New Delhi: B. R. Publishing Corporation, 2004.
4. Bavakuthy, M.: Cannons of Library Classification. Kerla Library Association, 1981.
5. "kekZ] ch- ds-% Kku laxBu ,oa lwpuk iquZizkfir- vkxjk% okbZ- ds- ifCy"klZA

Paper III - Research Methodology and Statistical Techniques

Paper Code – MLIS-103

Objectives:
1. To know research methods and data collection techniques.
2. To know the data analysis & interpretation.
3. To provide knowledge of research methods, data analysis and tabulation.
4. To develop skills to understand the Bibliometric laws.
5. To provide an understanding of research method and various types of research, prepare research report.

Paper III - Research Methodology and Statistical Techniques (100 marks)		Total No. of Lecturers
Unit I	**Research** • Concept, Meaning, Purpose of Research • Types of Research - Fundamental and Applied Including Interdisciplinary and Multidisciplinary Approach • Trends in LIS Research, Plagiarism	**20**
Unit II	**Research Design** • Conceptualization and Operationalization • Types of Research Design • Identification and Formulation of Problem • Hypothesis: Nominal and Operational Definition • Literature Review	**15**
Unit III	**Research Methods & Techniques** • Scientific Methods • Historical Methods • Descriptive Methods • Survey Methods and Case Study Methods • Experimental Methods and Sampling • Data Collection Techniques • Questionnaire • Interview • Observation • Schedules	**20**
Unit IV	**Data Analysis and Interpretation** • Descriptive Static-measures of Central Tendency: Mean, Mode and Median • Classification and Tabulation • Standard Deviation • Graphical Presentation: Bar Diagram, Line Graph, Histo Grams, Pie-Chart • Testing of Hypothesis: Z-T test, Chi-Square Test	**20**
Unit V	**Bibliometric Laws** • Bibliometrics: Bibliometric Laws: Bradford; Zipfs; Lotka • Scientometrics • Informatics • Webometrics • Research Report Writing: Structure, Style- ALA & MLA, Contents	**15**

Learning Outcome:
At the end of the module the student will have acquired:
1. Should be able to understand the basic theory and practice of research and be familiar with qualitative and quantitative methods.
2. Should be able to carry out a small research project under the guidance/supervision of a teacher.
3. Should be able to evaluate and use of research techniques and methods.
4. Should be able to analyze, present and interpret the data.

5. Should be able to draw the appropriate findings and produce research report.

Recommended Books:
1. Kumar, P. S. G.: Research Methods and Statistical Techniques. New Delhi: B. R. Publishing Corporation, 2004.
2. Sharma, A. K.: Research Methods Information Technology. Agra: Y. K. Publishing.
3. flUgk] lqjs"k pUnz% iqLrdky; vuqla/kku i)fr- 2010A
4. Kumar, K.: Research Methods in Library and Information Science. Vikas Publisher, 1992.
5. Koli, L. N.: Research Methodology. Agra: Y. K. Publishing, 2017.

Paper IV – Information Sources and System
Paper Code – MLIS-104

Objectives:
1. To know the different information sources.
2. To understand the information sources for users.
3. To know the information systems and programmes.
4. To know the information resource persons.
5. To introduce with various important network organization.

Paper IV – Information Sources and System (100 marks)		Total No. of Lecturers
Unit I	Information Users and their Information Needs • Concept, Scope, Content and Methodology of User Studies • Critical Review of Some Large Scale User Studies • Specific Techniques of User Studies - Scenario Analysis, Intraction Analysis • Delphi Method, Repertory Grids • Evaluation of User Survey	20
Unit II	• Information Sources: Types, Need and Purpose • Primary Sources, Secondary Sources, Tertiary Sources	20
Unit III	• Human Resource • Information Centres • Institutional Information Sources • Mass Media • Databases	15
Unit IV	• Information Product • Information Services: Concept, Definition, Need and Trends • Biographic Referral, Document Delivery and Translation Services	20
Unit V	• Information Systems and Networks Organization: Need and Purpose, Study of Information Systems and Network:AGRIS, MEDLARS, ENVIS, NISSAT, DESIDOC, VINITI, NASSDOC	15

Learning Outcome:
At the end of the module the student will have acquired:
1. Should be able to select and use the appropriate print and electronic information sources.
2. Should be able to develop information services and resources to meet out the needs of students, scientists and researchers in these disciplines.
3. Should be able to understand the concepts of information systems and services.
4. Should be able to deals with theoretical foundations of various information behaviors such as information needs, utilizing, gathering, seeking, and evaluating.

Recommended Books:
1. Sharma, Jagdish S.: Reference Series and Sources of Information. New Delhi: Ess Ess Publication.
2. Khanna, J. K.: Documentation and its Facets. Bombay: Asia Publication, 1963.
3. Dhiman, Anil K.: Learn Information and Reference Sources. New Delhi: Ess Ess Publication.
4. Ranganathan, S. R.: Reference Services. 2nd Ed., Bombay: Asia Publication, 1961.
5. "kekZ] ch- ds- ,oa vU;% lwpuk L=ksr] mi;ksDrk] iz.kkyh] lsok;sa ,oa izkS|ksfxdhA vkxjk% okbZ- ds- ifCy"klZA

Paper VA – Print and Electronic Sources & Literature in Natural Sciences
Paper Code – MLIS-105A

Objectives:
1. To understand print and electronic sources in natural science.
2. To understand user studies and information seeking behaviour.
3. To understand information sources and their evaluation.
4. To understand databases and internet services.
5. To understand activities of research institutions and professional organizations in the growth and development of natural science.

Paper: VA Print and Electronic Sources & Literature in Natural Sciences (100 Marks)		Total No. of Lecturers
Unit I	**Historical Development** • Scope of the Discipline and its Development • Research Trends in Natural Sciences: Physical and Biological Sciences	20
Unit II	**User Studies and Information Seeking Behaviour** • Information Needs of Users • Information Seeking Behaviour • User Studies: Importance, Objectives and Types • Planning User Survey • Methods of User Service	20
Unit III	**Information Sources and Evaluation** • Primary, Secondary and Tertiary Sources • Evaluation of Secondary Sources: Print and Electronic Resources	15
Unit IV	**Databases and Internet Services** • Networked and Distributed Databases • Consortia and Subject Gateways • Internet Resources and Services	20
Unit V	**Activities of Research Institutions** • Activities of Research Institutions and Professional Organizations in the Growth and Development of Natural Sciences with Particular Reference to India, UK and USA.	15

Learning Outcome:

At the end of the module the student will have acquired:
1. Should be able to get acquainted with the information sources and their evaluation.
2. Should be able to select and use the appropriate print and electronic information sources.
3. Should be able to understand the methodologies and research tools being used by scientists in the area of natural science.
4. Should be able to use and evaluation of print and electronic resources.
5. Should be able to understand activities of research institutions and professional organizations at National and International.

Recommended Books:

1. American Chemical Society: Searching the Chemical Literature. Washington: American Chemical Society, 1979.
2. Bernal, J. D.: Social Function of Science. Cambridge: MIT Press, 1964.
3. Brown, C. H.: Scientific Serials. Chicago: Association of College and Research Libraries, 1956.
4. Dampier, William Cecil: History of Science and Its Relations with Philosophy and Religion. London: Cambridge University Press, 1961.
5. Grogan, Denis: Science and Technology: Introduction to the Literature. 4th Ed., London: Clive Bingley, 1982.
6. Moser, D. K. and Spangenbur, G.: The History of Science. New Delhi: University Press, 1994.
7. Spangenburg, R. and Moser, D. K.: The History of Science in the 19th Century. Hyderabad: University Press, 1994.
8. Welford's Guide to Reference Material. Vol. 1, 8th Ed., Library Association, London, 1999.

Paper VB – Print and Electronic Sources & Literature in Humanities
Paper Code – MLIS-105B

Objectives:
1. To understand print and electronic sources.
2. To understand user studies and information seeking behaviour.
3. To understand information sources and their evaluation.
4. To understand databases and internet services.
5. To understand activities of research institutions and professional organizations in the growth and development of humanities with particular reference to India, UK and USA.

Paper: VB - Print and Electronic Sources & Literature in Humanities (Marks 100)	Total No. of Lecturers
Unit I **Historical Development** • Scope of the Discipline and its Development • Research Trends in Humanities: Religion, Philosophy, Fine Arts and Literature	20
Unit II **User Studies and Information Seeking Behaviour** • Information Needs of Users • Information Seeking Behaviour • User Studies: Importance, Objectives and Types • Planning User Survey • Methods of User Service	20
Unit III **Information Sources and Evaluation** • Primary, Secondary and Tertiary Sources • Evaluation of Secondary Sources: Print and Electronic Resources	15
Unit IV **Databases and Internet Services** • Networked and Distributed Databases • Consortia and Subject Gateways • Internet Resources and Services	20
Unit V **Activities of Research Institutions** • Activities of Research Institutions and Professional Organizations in the Growth and Development of Humanities with Particular Reference to India, UK and USA.	15

<u>Learning Outcome:</u>

At the end of the module the student will have acquired:
1. Should be able to get acquainted with the information sources and their evaluation.
2. Should be able to select and use the appropriate print and electronic information sources.
3. Should be able to understand the methodologies and research tools being used by scientists in the area of Social Sciences and Humanities.
4. Should be able to use and evaluation of print and electronic resources.
5. Should be able to understand activities of research institutions and professional organizations at National and International.

Recommended Books:

1. Asheim, Lester et al.: Humanities and the Library: Problem in the Interpretation, Evaluation and Use of Library Materials. Chicago: ALA, 1970.
2. Balay, Robert: Guide to Reference Books. 11th Ed., Chicago: ALA, 1996.
3. Chandler, G.: How to Find Out about Literature. Revised 5th Ed., Oxford: Pergamon Press, 1982.
4. Crane, R. S.: Idea of the Humanities. Vol. 1, Chicago: University of Chicago Press, 1967.
5. Jones, W. T.: Sciences and the Humanities: Conflict and Reconciliation. Berkeley: University of California Press, 1965.
6. Kenna, Stephanie and Ross, Seamus: Networking in the Humanities: Proceeding. London: Bowker-Saur, 1995.

SEMESTER – II
Paper VI – Academic Library System
Paper Code – MLIS-201

Objectives:
1. To know accept of academic libraries in higher education systems.
2. To understand the collection development policies of academic libraries and personal management.
3. To study function and routines of different sections of academic libraries.
4. To know the resource sharing programmes.
5. To understand the various services of academic libraries.

Paper VII – Academic Library System (100 marks)		Total No. of Lecturers
Unit I	• Academic Library: Concept, Meaning and Importance • Development of Academic Library: Pre and Post Independence Period • Committee & Commissions as Appointed by Government of India • Role of UGC in the Development of Academic Libraries	**20**
Unit II	• University Library System: Functions of University & its Libraries • Library Committee: Structure, Power and Functions • Status & Responsibility of Librarian	**15**
Unit III	• Library Organization and Management: Organizational Structure • Staff: Nature, Size, Selection, Recruitment, Qualification and Training, Responsibility and Duties • Finance: Determination of Finance, Sources of Finance, Types of Budget • Staff Manual, Budgetary Standards for University Library	**20**
Unit IV	• Collection Development: Meaning, Definition, Needs, Purpose & Pre-Requisites • Collection Development Policy & Procedure, Weeding out Policy & Central Government Rules • Printed Materials and Non-Print Materials	**20**
Unit V	• Library Services: Reprographic, Translation Services and Reference Services • Newspaper Clipping Services	**15**

Learning Outcome:

At the end of the module the student will have acquired:
1. Should be able to examine the role of academic libraries in current scenario.
2. Should be able to Collection Development Policy & Procedure, Weeding out Policy & Central Government Rules.
3. Should be able to explore various library services.
4. Should be able to apply the modern techniques of planning and implementation of policies and procedures.
5. Should be able to apply comprehend the basic knowledge and skills of handling the library finances.
6. Should be capable of managing the human resources beneficially.

Recommended Books:

1. Dhiman, Anil K.: Academic Library. New Delhi: Ess Ess Publication, 2002.
2. Sharma, C. K.: University Library: Organization and Management.
3. Sharma, B. K.: Academic Library. Agra: Y. K. Publishers.
4. Mittal, R. L.: Library Administration. 4th Ed., Delhi: Metropolitan.
5. Singh, R. K.: Digital Library. New Delhi: Ess Ess Publication.
6. Singh, Amrik: Reclaiming Higher Education. New Delhi: Ajanta.
7. "kekZ] ch- ds-% "kSf{kd iqLrdky; iz.kkyh- vkxjk% okbZ- ds- ifCy"klZA
8. Balkrishan, S. K.: Academic Library Automation. New Delhi: Anmol.
9. Verma, Shiv Ram: Academic Library System. New Delhi: Shree Publication.
10. Khana, Rajesh A. K.: Academic Library. New Delhi: Ess Ess Publication.

Paper VII – Information Storage & Retrieval
Paper Code – MLIS -202

Objectives:
1. To know the fundamentals of information storage & retrieval system.
2. To know the features and different types of abstracting & indexing services.
3. To know the search strategies for information retrieval.
4. To introduce the concept of abstract and abstracting Services.
5. To provide the standards features of IR systems and trends in IR system.

Paper VIII – Information Storage & Retrieval (100 marks)		Total No. of Lecturers
Unit I	• Abstract and Abstracting: Concept, Types, Procedure of Abstracting: Guidelines for Preparing Abstracts: Principles of Abstracting (Canons): Auto Abstracting: Criteria of Abstracting Services	**20**
Unit II	• Index and Indexing: Concepts and Types, Principles of Indexing: Subject Indexing: Pre-coordinate Indexing System: Post Coordinate Indexing Systems: Chain Indexing: Citation Indexing	**20**
Unit III	• Indexing Languages: Thesaurus: Thesaurus Facet: Vocabulary Control: Tools of Vocabulary Control: Features of IR Thesaurus : Construction of IR Thesaurus	**20**
Unit IV	• Features of IR System: Information Retrieval Model: Search Strategies: Manual, Machine, Evaluation of IR Systems, Trends in IR.	**15**
Unit V	• Information Products: Nature, Concept, Types, Design and Development of Information Products, Marketing of Information Products	**15**

Learning Outcome:
At the end of the module the student will have acquired:
1. Should be able to develop abstract using standard guidelines.
2. Should be able to produce/generate manual and computerized indexes by applying different indexing techniques and methods.
3. Should be able to know IR Systems and trends.
4. Should be able to create information products and marketing as per requirement.

Recommended Books:
1. Mohammad, Riaz: Advanced Indexing and Abstracting Practice. New Delhi: Atlantic Publisher.
2. Sengupta, B. & Chatterjee, M.: Documentation and Information Retrieval. Calcutta: The World Press.
3. "kekZ] ch- ds-% Kku laxBu ,oa lwpuk iquZizkfflr- vkxjk% okbZ- ds- ifCy"klZ
4. Khanna, J. K.: Documentation and Information Services: System and Techniques. Agra: Y. K. Publishers.
5. Prasher, R. G.: Index and Indexing. New Delhi: Medallion.
6. Ranganathan, S.R.: Documentation and its Facts. New Delhi: Asia Publishing House.

Paper VIII – Information Technology – Theory
Paper Code – MLIS -203

Objectives:
1. To know the features of library automation.
2. To know the fundamentals of internet tool, networking and telecommunication.
3. To understand the computerized library services.
4. To introduce students about computer hardware and its components.
5. To familiarize the students with various operating systems and internet searching.

Paper IX – Information Technology - Theory (100 marks)		Total No. of Lecturers
Unit I	• IT and Libraries. • Software Packages: Operating System, Utility Software and Application Software. • Criteria for Selection of Application Software.	15
Unit II	• ICT: Definition, Need & Functions, Development in Libraries • Necessity for ICT in University Libraries • Telecommunication and Networking • Network Media: UPT, Optical Fiber Internet, Network Interface Card, Hub, Router, Modem • Network Types and Network Topology	20
Unit III	• Library Automation Software Packages. • New Development in Library Automation such as use of RFID • Software Packages: LIBSYS, SOUL, e-Granthalaya and Koha	20
Unit IV	• Digital Libraries: Genesis, Objective and scope • Metadata, Artificial Intelligence and Expert Systems • Library 2.0 and 3.0	15
Unit V	• Search Engine and Meta Search Engine • Social Networking and Library Blogs • World Wide Web • Multimedia, Hypertext, Hypermedia • OCLC, E-mail	20

Learning Outcome:

At the end of the module the student will have acquired:
1. To examines basic concepts and theories of digital libraries (including Digital Museums, Institutional Repositories, etc.).
2. Should be able to acquire adequate hands-on experience in operating the PC.
3. Should be able to understand the issues and technology related to library automation.
4. Should be able to select appropriate hardware and library software packages.
5. Should be able to plan and implement on-line databases.

Recommended Books:

1. Deitel, H. M.: An Introduction to Operating Systems. Massachusetts: Addison-Wesley, 1984.
2. Martin, J.: Fourth Generation Languages. New Jersey: Prentice Hall, 1985.
3. Vasantha, N. and Mudhol, M. V.: Software Packages for Library Automation. New Delhi: Ess Ess Publication, 2000.
4. Nair, Raman: Accessing Information through Internet. New Delhi: Ess Ess Publication, 2002.
5. Dhiman, A. K.: Basics of Information Technology for Librarians and Information Scientists, New Delhi: Ess Ess Publication, 2003.
6. Aswal, R. S.: CDS/ISIS for Windows: A Handbook for Librarians. New Delhi: Ess Ess Publication, 2003.
7. Sharma, C. K.: Information Technology. New Delhi: JBD, 2004.

Paper IX – Information Technology (Practical)

Paper Code – MLIS – 204P

Objectives:
1. To develop practical skills of automation software for libraries.
2. To develop practical skills of graphical & table making tools and practice.
3. To develop skills of web searching.
4. To develop the practice to generate barcodes for documents.
5. To develop to students to search the documents useful for the study and research.

Paper X – Information Technology – Practical (100 marks)	Total No. of Lab/Lecturers

Note: This paper will be of 100 marks out of which 30 marks will be allotted for internals and 70 marks will be allotted for annual examination. The annual examination will be conducted by one external examiner and one internal examiner, to be appointed by the university. The duration of the examination would be of 3 hours. The practical questions will be set to check IT skills in the following areas :
 	
  1. Use of library software packages (LIBSYS, SOUL, e-Granthalaya, Koha and TLSS) for in-house operations. Bar Code generations, membership cards, machine readable catalogue cards.
  2. CD-ROM & Online searching,
  3. Internet searching
  4. Digitalization of print documents
	15X4=60
	
	10
	10
	10

Learning Outcome:
At the end of the module the student will have acquired:
1. Should be able to assist the users in searching and retrieval of information through the networks.
2. Should be able to understand the issues and technology involved in library automation.
3. Should be able to plan and design automated library systems.
4. Should be able to use of operating systems, file management, word processing, spreadsheets, presentation software, web browsers and e-mail.
5. Should be able to use library software packages such as SOUL, Granthalya, Koha and TLSS for in-house operations.

Recommended Book
1. Deitel, H. M.: An Introduction to Operating Systems. Masschusettes: Addison-Wesley, 1984.
2. Vasantha. N. and Mudhol, M. V.: Software Packages for Library Automation. New Delhi: Ess Ess Publication, 2000.
3. Nair, Raman: Accessing Information through Internet. New Delhi: Ess Ess Publication, 2002.
4. Dhiman, A. K.: Basics of Information Technology for Librarians and Information Scientists. New Delhi: Ess Ess Publication, 2003.
5. Aswal, R. S.: CDS/ISIS for Windows: A Handbook for Librarians. New Delhi: Ess Ess Publication, 2003.

Paper XA – Modern Libraries

Paper Code – MLIS 205A

Objectives:
1. To understand modern libraries, digital library and virtual libraries.
2. To understand digital libraries and their development.
3. To understand to digital libraries initiatives in India and Worldwide.
4. To understand the institutional repositories and to creation.

Paper: XIA - Modern Libraries (Marks 100)		Total No. of Lecturers
Unit I	**Modern Libraries** • Electronic Library: Definitions, Concept, Development and Services • Digital Library: Definitions, Concept, Objectives, Scope, Growth, Development and Services • Virtual Libraries: Definitions, Concept, Objectives, Scope, Development and Services	15
Unit II	**Organization of Digital Libraries** • Collection Development • Image Formats, Audio Formats • Storage Media Formats • Digitization, Tools and Process • Equipments: Scanners, Digital Camera • Intellectual Property Rights Issues in Digitization: Copyright Infringement, Fair Use of Digital Information, Open Access and Creative Commons	20
Unit III	**Building Digital Libraries** • Hardware and Software, OCR, Image Editing Software • Open Source Software: D-space, E-print, Greenstone, Fedora • Metadata: Definition, Types, Creation, Standards • Preservation Technologies • Internet Security	20
Unit IV	**Digital Library Initiatives** • Digital Library Initiatives Worldwide • Digital Library Initiatives in India	15
Unit V	**Institutional Repositories** • Institutional Repositories: Concept, Definition and Importance, Steps in Creation of Institutional Repository, Institutional Repositories in India • ETD Repositories: Concept, Definitions, Importance in Research, Initiatives in India and Worldwide	20

Learning Outcome:

At the end of the module the student will have acquired:
1. Should be able to the creation of printed text as well as digital content-creation technologies.
2. Should be able to development and management in all modern libraries.
3. Should be able to development with an emphases on policies, community needs assessment & information needs, criteria & selection materials (print, non-print, digital, born digital forms).
4. Should be able to various types of organizations, user & library evaluation of collections, weeding, intellectual freedom & copyright, collection assessment etc.
5. Should be able to use the appropriate sources and search tools of the specific disciplines, to be familiar with electronic resources, international databases, bibliographies, internet sources.

Recommended Books:

1. Dwivedi, S. C.: Digital Library. Vol. 1 and 2, New Delhi: Shree Publication, 2005.
2. Gopa, Krishan: Library Online Cataloguing in Digital Way. Delhi: Authors Press, 2000.
3. Daur, Amritpal: Internet: The Global Digital Library. Delhi: Vista International Publishing, 2010.
4. Lihitkar, S. R.: Creation of Institutional Repositories: A Step by Step Approach. Nagpur: Sai Publication, 2015.
5. Mittal, Savita: Digital Library Resources. New Delhi: Ess Ess Publication, 2005.
6. Ojha, D. C.: Advance in Library and Information Science. Jodhpur: Scientific Publishers, 2000.
7. Singh, G. K.: Principles of Digital Library Development. New Delhi: Shree Publishers, 2004.
8. Singh, R. S.: Encyclopaedia of Digital Libraries. Vol. 1-2, New Delhi: Anmol Publication, 2008.
9. Verma, K.: Digital Library and Information Development. Delhi: Vista International Publishing, 2008.

Paper XB – Marketing of Library and Information Products and Services

Paper Code – MLIS-205B

Objectives:
1. To understand the fundamental concepts of marketing of library and information products and services.
2. To familiarize students with strategies and techniques of marketing planning, research and process.
3. To understand the promotion of library products and services.
4. To familiarize with management consultancy.
5. To familiarize with information analysis, consolidation and repackaging.

Paper: XIB - Marketing of Library and Information Products and Services (Marks 100)		Total No. of Lecturers
Unit I	**Fundamental Concepts** • Needs, Objectives and Philosophy • Marketing Environment: Producer, Consumer – Buyer Behaviour • Marketing Information System • Market Segmentation Marketing Mix	15
Unit II	**Strategies and Techniques** • Strategic Planning • Marketing Research • Marketing Process	20
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	20
Unit IV	**Management Consultancy** • Evolution, Need and Objectives • Voluntary versus Authenticated Consultancy • Impact of Management Consultancy on Librarianship • Role of Library Associations and LIS Schools	15
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	20

Learning Outcome:

At the end of the module the student will have acquired:
1. Should be able to develop library and information science products and services.
2. Should be able develop strategies and techniques for marketing LIS products and services.
3. Should be able develop/create management consultancy for LIS products and services.
4. Should be able to introduce the concept of marketing and public relation.
5. Should be able to get familiar with marketing tools and have to design a program of marketing and public relations for LIS products and services.

Recommended Books:

1. Bakewell, K. G.: Managing User-Centered Libraries and Information Services. 2nd Ed., London: Maxwell, 1997.
2. Butcher, Helen: Meeting Manager's Information Needs. London: ASLIB, 1998.
3. Carpenter, J. and Davies, R.: Quantification of the Overseas Consulting Market for Professional Consultancy Services in Librarianship and Information Science and Information Management. Research and Development, British Library, London, 1992.
4. Coote, Helen and Batchelor, Bridget: How to Market Your Library Services Effectively. 2nd Ed., Aslib, London, 1997.
5. Gupta, D. K. et al.: Marketing Library and Information Services: International Perspectives. Munich: K.G. Saur, 2006.
6. Helinsky, Z.: A Short-Cut to Marketing the Library. Oxford: Chandos Publishing, 2010.
7. Jain, Abhinandan K. et al.: Marketing Information Products and Services: A Primer for Libraries and Information Professionals. New Delhi: Tata McGraw-Hill, 1999.
8. Kotler, Philip: Marketing Management. 12th Ed., Delhi: Prentice Hall, 2002.
9. Kotler, Philip and Armstrong, Gary: Principle of Marketing. 7th Ed., New Delhi: Prentice- Hall of India, 1996.
10. Rowley, Jenifer: Information Marketing. London: Ashgate 2001.

Paper XI –Dissertation

Paper Code – MLIS-206

Objectives:
1. To identify a broad area of research related to library and information science.
2. To formulate a specific research question, search primary and secondary sources, both print and electronic.
3. To encourage students to search new research problems and analysis.
4. To locate relevant information, evaluate the retrieved information, and present their dissertation.

Paper XII –Dissertation (100 marks)	
Dissertation	

Learning Outcome:

The dissertation provides evidence the student is able to:
- Identify/define problems
- Generate questions and/or hypotheses
- Review and summarize the literature
- Apply appropriate research methods
- Collect data systematically
- Conduct research responsibly and ethically
- Evaluate, interpret, and analyze a body of empirical data and evidence
- Discuss findings in the broader context of the field
- Develop and sustain an evidence-based argument
- Write and speak critically and coherently
- Produce publishable results

Paper XII - English Communication
Course Type – Ability Enhancement Compulsory Course,
Course Code - AECC 1
Credits: 2

Objective

The purpose of commencingEnglish communication skills course is to develop in students fundamental communication skills being integral to personal, social and professional interactions. One of the significant associations among human beings is the ability to share thoughts, emotions and ideas through various means of communication: both verbal and non-verbal. The present course hopes to address most of these aspects through an interactive approach of teaching learning process; focusing on various dimensions of communication skills. The course also focuses on enhancing the ability to handle casual and formed satiations in terms of personal and intellectual grooming.

Syllabus Modules:

Module 01 – Self Introduction
- Introducing self
- Speaking about achievements
- Voicing future aspects

Module 02 – Non verbal Communication
- Body Language
- Paralanguage skills

Module 03 – Manners and Etiquettes
- Personal grooming
- Dress code
- Telephone etiquettes
- Intellectual grooming

Module 04 – Conversation in Real life situations
- Meeting people,
- Traveling
- Visiting Places
- Shopping

Module 05 – Public Speaking skills
- Extempore
- Role Play
- Group Discussion

Module 06 – Practical Assessment
- Presentations

Learning Outcomes:

1. Projecting the first impression
2. Use simple forms of polite expressions to establish basic social contact and to perform everyday functions including making requests and offers, conducting simple phone conversations, asking and telling time, giving simple directions, asking about price, ordering a meal, etc.
3. Students learn to use general, social and professional language.

4.   Polishing manners to behave appropriately in social and professional circles.

5.   Handling difficulty situations with grace style and professionalism.

Assessment Scheme:

Theory	–	**30 Marks**
Students Presentation	–	**20 Marks**

Recommended Books:

1. B. K. Das and et al.: An Introduction to Professional English and Soft Skills. New York: Cambridge University Press.
2. Meenakshi Raman and Sangeeta Sharma: Technical Communication: Principles and Practice. Second Edition, Oxford Publications.
3. M. Ashraf Rizvi: Effective Technical Communication. The McGraw-Hill Companies.
4. Alan Pease: Understanding Body Language.
5. Geoffrey Leech and Ian Svartik: Communicative Grammar of English.
6. J.D.O'Connor: Better English Pronunciation.
7. Wren and Martin: English Grammar.
8. M. Bhaskaran and D. Horsburgh: Strengthen Your English. Delhi: Oxford University Press, 1973.