Ordinance No. V-35A
Master of Library & Information Science (MLIS)

GENERAL:-

- This ordinance may be called **"Ordinance Relating to Master of Library & Information Science (MLIS)"** Programme**.**
- It shall come into force from academic session 2018-19.
- This supersedes the previous Ordinance relating to Master of Library & Information Science (MLIS) Programme [V-35A].

1. INTRODUCTION:

Raja Kunwar Singh Subharti Department of Library & Information Science (RKSSDLIS) has been established in 2008 under Swami Vivekanand Subharti University, Meerut with the vision Empowered by information. Transformed by learning. Driven by Research.

Mission to establish the RKSSDLIS was specifically centralized to focus on:

Our mission is to provide high quality services in support of the university's teaching, learning, research to collaborate within the institutions. We prepare information professionals to be leaders.

MASTER OF LIBRARY & INFORMATION SCIENCE (MLIS):

i. PROGRAMME OBJECTIVES:

The programme will impart the fundamentals 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.

ii. 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.

2. RULES AND REGULATIONS FOR ADMISSION IN MLIS.

2.1. For admission in Master of Library & Information Science (MLIS) programme, the applicant should have passed BLIS with minimum 50% marks from a recognized University.

2.2.1. The applicants may be required to appear at an entrance test followed by group discussion, interview and counseling before admission.

2.2.2. The reservation and relaxation for SC/ST/OBC/PWD and other categories shall be as per the rules of the Central Government/State Government, whichever is applicable.

2.3. The entire programme has to be completed within a maximum of three years from the date of original admission in the programme.

3. CURRICULUM/ STRUCTURE OF PROGRAMME OF MLIS:

3.1. The programme shall be spread over one academic year, spread over two semesters comprising actual teaching for a minimum of 90 days in each semester.

3.2. The programme focuses on the following aspects:

a) Competency
b) Entrepreneurship
c) Skill Enhancement
d) Value Added Courses
e) Extracurricular activities

3.3. Choice Based Credit System (CBCS):

The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective/minor or skill based courses. The courses can be evaluated following the grading system, which is considered to be better than the conventional marks system. Therefore, it is necessary to introduce uniform grading system in the entire higher education in India. This will benefit the students to move across institutions within India to begin with and across countries. The uniform grading system will also enable potential employers in assessing the performance of the candidates. In order to bring uniformity in evaluation system and computation of the Cumulative Grade Point Average (CGPA) based on student's performance in examinations, the UGC has formulated the guidelines to be followed.

The curriculum offers a total of 14 courses out of which the student has to complete 12 courses and the total number of credits required for the award of MLIS degree is 46 credits. The courses are divided in the following categories:

1. Core Course: A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.

2. Elective Course: Generally, a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.

2.1 Discipline Specific Elective (DSE) Course: Elective courses may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective (to be offered by main discipline/subject of study).

2.2 Dissertation/Project Work: A Core Course of 6 credits designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and

candidate studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project work. A Project/Dissertation work *may be* given in lieu of a discipline specific elective paper.

3. Ability Enhancement Courses: The Ability Enhancement (AE) Courses may be of two kinds: AE Compulsory Course (AECC) and Skill Enhancement Courses (SEC). AECC courses (two) are the courses based upon the content that leads to knowledge enhancement.

All core courses have a practical component, along with theory. Ability Enhancement courses are theory based and Skills Enhancement courses have theory with the practical component if required. However external practical evaluation is offered only for compulsory subjects.

Value Added Course:

Value added courses "Unitization of Library Resources" introduced for other Institutions students of SVSU to provide awareness about library facilities and services and Universal Human Values and Professional Ethics.

Student shall have to participate in Library Tour/Visit at suitable place/places so as to expose them to the functioning of different types of libraries and study its organization, management and building etc. Each student shall prepare and submit report of such visit to libraries. Each student shall bear his/her own tour expenses. However the tour expenses of the accompanying teaching staff shall be borne by the university.

3.4. The academic calendar shall be as follows:-

Ist Semester	Session - 1st Aug. to 30th Nov Exam - 1st Dec. to 15th Dec
IInd Semester	Session - 1st Jan. to 10th May Exam - 1st May to 15th May

3.5. Table of MLIS programme Structure under CBCS from the academic year 2018-19.

Course Code	Course	Course Type	Teaching Load per week				Credit	Marks		Total Marks
			L	T	P	Total		Continuous Comprehensive Assessment (CCA)	End-Semester Examination (ESE)	
SEMESTER I										
MLIS-101	Knowledge, Information and Communication	Core Course	6	-	-	6	4	30	70	100
MLIS-102	Knowledge Organization	Core Course	6	-	-	6	4	30	70	100
MLIS-103	Research Methodology & Statistical Techniques	Core Course	6	-	-	6	4	30	70	100
MLIS-104	Information Sources & Systems	Core Course	6	-	-	6	4	30	70	100
MLIS-105A	Print and Electronic Sources & Literature in Natural Sciences	Elective Course (Any 1 out of 2)	6	-	-	6	4	30	70	100

MLIS-105B	Print and Electronic Sources & Literature in Humanities									
	Total					**30**	**20**	**150**	**350**	**500**
SEMESTER II										
MLIS-201	Academic Library System	Core Course	6	-	-	6	4	30	70	100
MLIS-202	Information Storage & Retrieval	Core Course	6	-	-	6	4	30	70	100
MLIS-203	Information Technology (Theory)	Core Course	6	-	-	6	4	30	70	100
MLIS-204P	Information Technology (Practical)	Core Course	-	-	6	6	4	30	70	100
MLIS-205A	Modern Libraries	Elective Course (Any 1 out of 2)	6	-	-	6	4	30	70	100
MLIS-205B	Marketing of Library and Information Products and Services									
MLIS-206	Dissertation (70 for Dissertation + 30 for Viva Voice)	Core Course	-	-	-	-	4	-	100	100
AEC-01	English Communication	Ability Enhancement Compulsory Course	1		1	2	4	50	50	100
	Total					**32**	**28**	**200**	**500**	**700**

3.6. List of all Courses under different categories for MLIS Programme.

Course Type	Course Code	Course Name
Core Course	MLIS-101	Knowledge, Information and Communication
	MLIS-102	Knowledge Organization
	MLIS-103	Research Methodology & Statistical Techniques
	MLIS-104	Information Sources & Systems
	MLIS-201	Academic Library System
	MLIS-202	Information Storage & Retrieval
	MLIS-203	Information Technology (Theory)
	MLIS-204	Information Technology (Practical)
	MLIS-206	Dissertation
Discipline Specific Elective	MLIS-105A	Print and Electronic Sources & Literature in Natural Sciences
	MLIS-105B	Print and Electronic Sources & Literature in Humanities
	MLIS-205A	Modern Libraries
	MLIS-205B	Marketing of Library and Information Products and Services
Ability Enhancement Course	AECC-1	English Communication

4. EXAMINATION AND EVALUATION:

4.1 ATTENDANCE:

The students are expected to attend all the classes and should not have less than 75 % attendance in theory as well as in practical classes, wherever held, to become eligible to appear for the university examination. Short fall in attendance can, however be condoned in deserving cases to the extent of 10% by the Principal. If the short fall is more than 10% but not more than 15%, the Principal may recommend deserving cases to the Vice Chancellor for condonation. The order of the Vice Chancellor in this regard shall be final.

4.2 EXAMINATION:

All Courses offered by RKSSDLIS under MLIS programme will have an evaluation system within two components as:

1. Continuous Comprehensive Assessment (CCA) accounting for 30% of the final grade that a student gets in a course, and

2. End-Semester Examination (ESE) accounting for the remaining 70% of the final grade that the student gets in a course.

A student will have to pass both the components i.e. CCA and ESE separately to become eligible to be declared successful in a course.

4.2.1. CONTINUOUS COMPREHENSIVE ASSESSMENT (CCA):

Continuous Comprehensive Assessment (CCA) will be of **30 marks** comprised:

4.2.1.1. Midterm written test / practical including in-between snap tests if any shall carry **20 marks** independently in each subject.

4.2.1.2. A maximum of **10 marks** in each subject shall be awarded for attending classes (theory / practical) as per the following norms:

85- 100% attendance	-	10 Marks
80- 84.99% attendance	-	9 Marks
75- 79.99% attendance	-	8 Marks
70 – 74.99 % attendance	-	7 Marks
65 – 69.99% attendance	-	5 Marks
60 – 64.99% attendance	-	3 Marks
51 - 59.99% attendance	-	2 Marks
50% attendance	-	1 Mark
Less than 50% attendance	-	0 Mark

4.2.2. END SEMESTER EXAMINATION (ESE):

The remaining 70% of the final grade of the student in a course will be assessed on the basis of an end semester examination (ESE) that will be for three hours duration and will cover the entire syllabus of the course.

The question papers for the ESE will be got set by the Controller of Examinations (COE) of the Swami Vivekanand Subharti University (SVSU) by a selected faculty panel.

4.3. PAPER SETTING:

The work of setting the end semester examination papers and evaluation of scripts and conduct of the end semester practical examination shall be assigned to the course teachers as well as to outsiders, ordinarily in the ratio of 50:50 for internal and external valuation respectively.

4.4 **RESULTS:**

The result shall be prepared at the end of the IInd semester/academic year of the programme by aggregating the marks obtained in the theory and practical examinations in both semesters of the programme.

(a) A candidate shall be declared as passed at the end of an academic year if he/she secures minimum 40% marks in each theory & practical paper separately (including project reports and comprehensive viva) and 40% in aggregate.

(b) If a student obtained 40% marks in at least 50% of the papers, he/she will be provisionally promoted to the next semester with carryover papers and will have to appear & obtain pass marks in carryover papers along with the subsequent regular examinations for the relevant semester.

(c) If a candidate fails in only one head/subject and having passed in all other head/subject of the given examination of the year than his/her deficiency of maximum five (05) marks may be fulfilled by grace marks after fulfilling the conditions given below:

(A) If a candidate fails in only one head/subject and having passed in all other heads/subjects of the given examination of a **semester**, then his/her deficiency of marks may be fulfilled by grace marks under the following conditions:-

(i) Grace marks is not a matter of right of the student but is the discretion of the University.

(ii) Provided that the candidate has appeared in the main examination of the concerned course and falls short of pass marks by not more than five (05) marks in theory paper only. Benefit of above mentioned shall not be given to the candidate who had appeared in supplementary/special examination/carry over examination.

(iii) Further, benefit of grace marks may be given only to the candidate who will pass the entire concerned examination of the **semester** after awarding the grace marks and not for the purpose of promoting the student to next semester with back papers or for improvement of division or percentage.

(iv) If in a head/subject of an examination passing in Theory, Practical or sessional exams separately is mandatory, then the benefit of grace marks shall be given only in Theory examination of the University examination.

(v) The award of grace marks permissible shall be on the basis of 1 grace mark for every 05 marks secured by an examinee over and above the minimum passing aggregate marks of all subjects of the year.

(B) Awarding of Grace Marks shall be done as given below:-

Aggregate Marks Obtained over & above minimum passing marks	Permissible Grace Marks
1-5	1
6-10	2

11-15	3
16-20	4
21-25	5

(i) Total number of Grace Marks given to the student will be marked with astrick (*) at the bottom of the mark sheet.

* Grace Mark in semester examination will be considered hereinafter.

(d) A student not covered by clause (a) to (c) above shall have the following options to complete his/her course -

(i) He/ she may take admission on payment of full annual course fee and repeat the entire year of study. He /She shall be treated as a regular student. Or

(ii) He /She may pay only University exam fee for the End Semester Examination and appear in the End Semester University exams directly. He /She shall not be allowed to attend classes and the Sessional marks obtained earlier shall be retained. Or

(iii) He /She may pay half of the annual course fee and attend classes. The sessional marks obtained by him/her earlier shall be retained. There will not be any requirement of minimum attendance for appearing in the University examination

(e) A student will not be promoted to the next academic year if the carryover papers are more than 50% at one point of time.

5. EVALUATION UNDER GRADING ASSESSMENT:

The minimum Grade/ Grade Point required to pass each paper in a semester examination under CBCS shall be Grade D/ Grade Point 4 in each theory paper/ Practical/Project (wherever applicable) in External Examination and Internal Assessment separately.

5.1. CALCULATION CRITERIA:

To implement the following grading system, the colleges/campuses shall use the following UGC recommended 10 point grading system:

Marks (%)	Letter Grades	Grade Points (G)
85-100	A++ (Outstanding)	10
75 to < 85	A+ (Excellent)	9
70 to <75	A (Very Good)	8
65 to <70	B+ (Good)	7
60 to <65	B (Above Average)	6
50 to <60	C (Average)	5
40 to <50	D (Pass)	4
0 to <40	F (Fail)	0
	AB (Absent)	0

5.2. COMPUTATION OF SGPA AND CGPA:

(Si)= £ (Ci x Gi)/ £ Ci, where Ci is the number of credits of the ith course and Gi is the grade point scored by the student in the ith course.

CGPA=£(Ci x Si) / £ Ci where Si is the SGPA of the ith semester and Ci is the total number of credits in that semester.

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

6. <u>POWER TO MODIFY:</u>

In the event of any emergent situation, if any deviation is considered necessary, the Vice Chancellor is authorized to modify the Ordinance. Subject to subsequent ratification by the Executive Council.

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	**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, 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, OCLC,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**

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 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 iquZizkfIr- 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.	15X4=60
2. CD-ROM & Online searching,	10
3. Internet searching	10
4. Digitalization of print documents	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**

<u>Learning Outcome:</u>

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 commencing English 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.