DEVI AHILYA VISHWAVIDYALAYA, INDORE

School of Library and Information Science

1.1.2
Minutes of the Meetings and Changes in Syllabus

DEVI AHILYA VISHWAVIDYALAYA, INDORE (M.P.)
CENTRAL LIBRARY

SCHOOL OF LIBRARY AND INFORMATIONSCIENCE
Under
(FACULTY OF ENGINEERING SCIENCES)

BACHELOR OF LIBRARY AND INFORMATION SCIENCE (B. Lib. & I. Sc.)

PROSPECTUS & SCHEME OF EXAMINATION
w.e.f. - 2018-2019 Onwards

1. LIBRARIANSHIP AS A CAREER

Libraries are now universally recognized as important social institutions, no community is considered complete without a library. The rapid increase in production of recorded knowledge, have led to the expansion of libraries and the development of their services. A library is an important element of a community; an academic library is an essential part of an educational institution school, college or university; a business and industrial organization. Librarianship is a growing field, which has by now attained the status of a separate discipline in the universe of knowledge. It presents challenges and interesting situations to library personnel. The management of these libraries needs persons with good academic and professional qualification proficiency in one the natural sciences, social science or the humanities is helpful in the professional development of a librarian. Library work needs young professionals with a sense of dedication and a spirit of service. Those intending to enter the library profession should satisfy themselves that they possess the academic qualification and the sense of vocation that would enable them to work successfully as Librarians and Information Officers. Librarianship as a profession provides a variety of employment opportunities. In Fact, it is possible to choose the kind of library to suit one's interest and background. Persons with a superior record high qualification can achieve high position. The School of Library and Information Science, Central Library is organized under the Faculty of Engineering Sciences. It conducts one-year (two semesters) fulltime course leading to the Degree in Bachelor of Library and Information Science.

2. OBJECTIVES:

- To give the student an understanding of the basic principles and fundamental laws of library science.
- To enable the student to understand the functions and purpose of library in changing social and academic environment.
- To train the student in the techniques of librarianship and management of Library.
- To train the students in information knowledge processing, organization and retrieval.
- To provide basic knowledge of computer and its application in LIS activities.

3. DURATION OF THE COURSE:

The Bachelor of Library and Information Science shall comprise of a course of study spread over a period of **two semesters in one year** duration. The candidates will be full time students of the course.

1

4. ELIGIBILITY:

A candidate seeking admission to the program must have passed a Bachelor's degree examination in any discipline with 45% marks or equivalent grade of Devi Ahilya Vishwavidhalaya, Indore or any other Statutory University/Institute recognized as equivalent thereto by DAVV. The candidate must have attained the age at the time of admission as Prescribed by the university from time to time.

5. ADMISSION PROCEDURE:

The admission to the course shall be through written / interview examination as prescribed / decided by the university from time to time. (In case candidates are less than available seats direct admission may be given with the permission of Hon'ble Vice Chancellor.)

6. NUMBER OF SEATS:

The total numbers of seats are 30. The Reservation of seats shall be as per M.P. Government and University Rules.

07. Fees Structure:

Name of School: School of Library & Information Science
Name of Course: Bachelor of Library & Information Science

The tentative fee structure for the proposed course is as follows: (As per the University*)

Semester	Academic Fees	Dev. & Maint Fees	Students' Services Fee		Exam. Fees	Total		Caution Money (Refundable)	Alumni Fee
			Boys	Girls		Boys	Girls		
First	5500	2000	3300	3111	2500	13300	13111	4000	
Second	5500	2000	2911	2722	2500	12911	12722		300**

*The fees structure is subject to change by the Executive Council from time to time.
** Separately in Alumni Association Account only once.

8. CURRICULUM:

The details of the subjects to be taught during the one year period in two semesters, curriculum pattern and examination scheme for each semester shall be subject to the approval of the concerned board of studies/faculty/other academic bodies of the university. In addition, the students will be required to undertake and complete assignments, seminars, etc, as prescribed in the course of study. The detailed Academic program and scheme of examination are as follows.

ACADEMIC PROGRAMME
(With no. of lectures and credits per week for UTD as per CBCS)

B.L.I.S. SEMESTER – I

Paper	Nomenclature	No. of Lectures / Practicals per week		No. of Credits	Faculty Name
		Lectures	Practical		
Part – A (Theory Papers)					
Core					
401	Foundation of Library and Information Science	5	-	5	
402	Knowledge: Organisation and Processing (Classification)	2	4	4	
403	Knowledge: Organisation and Processing (Cataloguing)	2	4	4	
Elective Centric (Any One)					
404	Preservation and Conservation of Library Materials	4	-	4	
405	Management of Library and Information Science	4	-	4	
Elective Generic (Inter Departmental)					
406	Excel and Access for Library	3	-	3	
Part – B (Viva-voce)					
407	Comprehensive Viva-voce	-	-	04	

Total Credits   **24**

B.L.I.S. SEMESTER – II

Paper	Nomenclature	No. of Lectures / Practicals per week		No. of Credits	Faculty Name
		Lectures	Practical		
Part – A (Theory Papers)					
Core					
408	Documentation and Information Systems, Centers and Services	5	-	5	
409	Information Technology (Basic)	4		4	
410	Information Technology (Practice)	-	8	4	
Elective Centric (Any One)					
411	Academic Library and Information System	4	-	4	
412	Project Work	4	-	4	
Elective Generic (Inter Departmental)					
413	Information (Reference) Sources and User Studies	3	-	3	
Part – B (Viva-voce)					
414	Comprehensive Viva-voce	-	-	04	

Total Credits   **24**

3

SCHEME OF EXAMINATION
(As per Ordinance 14 CBCS)*

B.L.I.S. SEMESTER – I

Part – A (Theory Papers)		Maximum Marks	
Paper Code	**Nomenclature**	**Class Test**	**End Sem Exam**
Core			
401	Foundation of Library and Information Science	40	60
402	Knowledge: Organisation and Processing (Classification)	40	60
403	Knowledge: Organisation and Processing (Cataloguing)	40	60
Elective Centric (Any One)			
404	Preservation and Conservation of Library Materials	40	60
405	Management of Library and Information Science	40	60
Elective Generic (Inter Departmental)			
406	Excel and Access for Library and Information Centers	40	60
Part – B (Viva-voce)			
407	Comprehensive Viva-voce	--	100
	SUB TOTAL	200	400
	TOTAL	**600**	

B.L.I.S. SEMESTER – II

Part – A (Theory Papers)		Maximum Marks	
Paper Code	**Nomenclature**	**Class Test**	**End Sem Exam**
Core			
408	Documentation and Information Systems, Centers and Services	40	60
409	Information Technology (Basic)	40	60
410	Information Technology (Practice)	40	60
Elective Centric (Any One)			
411	Academic Library and Information System	40	60
412	Project Work	40	60
Elective Generic (Inter Departmental)			
413	Information (Reference) Sources and User Studies	40	60
Part – B (Viva-voce)			
414	Comprehensive Viva-voce	--	100
	SUB TOTAL	200	400
	TOTAL	**600**	

Semesters	Maximum Marks
Semester – I	600
Semester – II	600
GRAND TOTAL	**1200**

4

The grading will be made on 10-point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very Good	70-89
B+	7	Good	60 – 69
B	6	Above Average	50 - 59
C	5	Average	40 - 49
P	4	Pass	35 - 39
F	0	Fail	0 - 34
Ab	0	Absent	Absent

9. ELIGIBILITY FOR THE DEGREE:

The candidate shall be eligible for the degree when he/she has under gone the prescribed course of studies for a period of not less than one year (two Semester) in the institution and has passed the requisite examination in all the subjects.

10. REQUIREMENT FOR THE EXAMINATION AND ATTENDANCE:

The candidate will be permitted to appear in the examination if he/she has put in minimum attendance of the lectures on each subject as prescribed under the rules as applicable from time to time and if he/she fulfils all other eligible conditions for appearing in examination.

11. EXAMINATION:

Examination shall be conducted by the university as per the provisions of Ordinance No.14. For matters not covered in this ordinance, General rules of the university examination shall be applicable. In other cases, the Executive Council shall be the competent authority to decid

Ajay kr. Tiwari

DEVI AHILYA VISHWAVIDYALAYA, INDORE (M.P.)
CENTRAL LIBRARY,
SCHOOL OF LIBRARY AND INFORMATION SCIENCE
BACHELOR OF LIBRARY AND INFORMATION SCIENCE (BLISC)
PROGRAM CODE – LI4A
SYLLABUS FOR FIRST SEMESTER
(July-December)
Academic Year 2018-19 Onward

Course 1. : Foundations of Library and Information Science

Course No.	Type	Credit	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
401	Core	5	5		75	
Objectives	To learn the fundamental, historical and basic theories about Library and Information Science.					
Learning Outcomes	By the end of this paper, the students will be able to; Understand the basics of libraries and information centers. Understand about the basic act, laws and legal issues of LIS					

Unit	Content	Hr/Unit
I	History and Development of Libraries with special reference to India. Role of Library from ancient period to modern times. Types of Libraries: Functions and services. Five Laws of Library Science and their implications in library and information activities. Biographies of Dr. Ranganthan, Melvil Dewey, Charles Cutter etc.	
II	National Libraries of India, USA and U.K in detail. Library movement programs in India after independence. Role of Library in education (formal and non-formal). Publicity and extension activities.	
III	International Library Associations: UNESCO, FID, IFLA and ASLIB. Library Associations in India, UK and USA: ILA, IASLIC, RRRLF, IATLIS, SIS, LA, ALA and SLA.	
IV	Library legislation; need and essential features. Model Public Library Act. Library legislationin India. Detailed study of Library Acts of Tamil Nadu, Andhra Pradesh, Karnataka, Maharashtra, West Bengal and other states.	
V	Attributes of Profession: Librarianship as a profession. Philosophy and Ethics of Librarianship Freedom of access to Information:IPR, Concepts, copyright issues, and Registration Delivery of Books (Public Libraries) Act.WIPO.	

Study Material and Sources:
1. Rubin, Richard: Foundations of Library and Information Science, Neal-Schuman Publishers, Incorporated, 2010.
2. Vashisth, C.P., ed.: Library movement and library development in India. Delhi: ILA, 1994.
3. Khanna, J.K.: Library & society. Kurukshetra: Research Publications, 1987.
4. Krishan Kumar: Library organization. Delhi: Vikas Publications, 1997.
5. Rout, R.K.: Library legislation in India. New Delhi: Reliance, 1991.
6. Sharma, Pandey S.K.: Library & society. 2nd rev. ed. New Delhi: EssEss Publications, 1992.
7. Kumar, P.S.G.: A student's manual of library & information science, Delhi: BR Publishing House, 2002.
8. Ranganathan, S.R.: The five laws of library science. 2nd ed. Bombay: Asia Publishing, 1963.
9. IFLA: Standards for library service. 2nd ed. Munich: Verlag, 1977.
10. Withers, F.N.: Standards for library service: an international survey. Paris: Unesco, 1974.

Course 2. : Knowledge Organization and Processing: Classification

Course No.	Type	Credit	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
402	Core	4	2	4	30	60
Objectives	To learn the library classification basic theory with practice of DDC19$^{th\,ed}$ and CC 6$^{th.rev.ed}$.					
Learning Outcomes	By the end of this paper, the students will be able to assign class number for books and other reading materials and also understand basic theories of lib.classification.					

Unit	Content	Hr/Unit
I to II	**Classification of Documents (using DDC 19^{thed} and CC 6threv.ed.)** Classification of documents representing: Simple, compound and complex subjects. In DDC classify the books with Simple subjects, multiple syntheses and with all tables.	
II	In CC Classify the Documents representing with systems, specials, rounds and levels and using Anteriorising Common Isolates (ACI) and Posteriorising Common Isolates (PCI).	
III	Universe of subjects: Structure and attributes, Modes of formation of subjects. History of Knowledge classification and Library classification: Library classification need and purpose. Universe of subjects as mapped in different schemes of classification.	
IV	General theory of Library classification. Normative principles of classification (including principles, canons) and their application. Species of Library Classification–Facet analysis, Postulational approach, Devices; Phase relation; Common and special isolates.	
V	Standard schemes of classifications and their features: CC, DDC, UDC. Design and development of schemes of library classification. Recent developments in library classification and revision policies. Comparative study of DDC 19th and 23 nd editions	

Study Material and Sources:
1. Dewey, M.: Dewey decimal classification and relative index. 3 vols. 19th ed. New York: Forest Press, 1979.
2. Ranganathan, S.R.: Colon classification. 6th rev. ed. Bombay: UBS, 1960.
3. Satija, M.P.: Manual of practical colon classification. New Delhi: Sterling, 1987.
4. Kumar, P.S.G.: Practical classification: Volume 1 – Colon classification. New Delhi: Metropolitan, 1978.
5. Comaroni, J.P.: Manual on the use of Dewey decimal classification – edition 19. New York: Forest Press, 1979.
6. Krishan Kumar: Theory of classification. New Delhi: Vikas Publishing House, 1980.
7. Raju, A.A.N.: Decimal, Universal Decimal and Colon Classification: a study in comparison. Delhi: Ajanta, 1984.
8. Ranganathan, S.R.: Prolegomena to library classification. Ed. 3. Bombay: UBS, 1967.
9. Ranganathan, S.R.: Elements of library classification. Ed. 2. Bombay: UBS, 1966.
10. Ohdedar, A.K: Library classification. 2nd rev. ed. Calcutta: World Press,
11. Chan, L.M. and Mitchell, J.S.: Dewey decimal classification: principles and applications. Dublin: OCLC, 2003.

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Course 3. Knowledge Organization and Processing: Cataloguing

Course No.	Type	Credit	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
403	Core	4	2	4	30	60
Objectives	To learn the library Cataloguing theory and practical by CCC and AACR2					
Learning Outcomes	By the end of this paper, the students will be able to create a library catalogue. Understand the basic theories of library cataloguing and will be able to create a library catalogue.					

Unit	Content	Hr/Unit
I	History of Library Cataloguing. Library catalogue: purpose, structure and types, physical forms including OPAC, Filing rules.	
II	Normative principles of cataloguing (Canons and principles). Overview of principles and practice in document description. Entries: kinds and functions. Standard codes of cataloguing: CCC, AACR II with latest amendments.	
III	Subject cataloguing, Sears list of subject heading, .International Standards for Bibliographic Records: MARC, CCF.	
IV	Cataloguing of documents using AACR- II (with): Single Author, Joint Author,Multiple Authors, Collaborators, Anonymous books, Pseudonymous books, Multi volume works and Corporate Authorship.	
V	Basics of CCC 5th ed., Assign subject headings using Sear's List of Subject Headings for AACR-II and Chain Procedure for CCC.	

Study Material and Sources:

1. Girja Kumar and Krishan Kumar: Theory of cataloguing. 5th ed. New Delhi: Vikas,1988.
2. Sengupta, B.: Cataloguing: its theory and practice. 3rd ed. Calcutta: World Press, 1975.
3. Tripathi, S.M.: Modern cataloguing theory and practice. 2nd ed. Agra: Shivlal Agarwal & Co. 1978.
4. Viswanathan, C.G.: Cataloguing: theory and practice. 5th ed. Lucknow: Print House, 1983.
5. ALA Rules for filing Catalog Cards. Chicago: ALA, 1968.
6. Krishan Kumar: Cataloguing. New Delhi: HarAnand, 1993.
7. Anglo-American Cataloguing Rules. 2nd ed, 1988 revision. London: LA, 1988.
8. Sears List of Subject Headings. Latest available edition. New York: Wilson.
9. Ranganathan, S.R.: Classified catalogue code with additional rules for dictionary catalogue code. Bombay: UBS, 1964.
10. Ranganathan, S.R.: Cataloguing practice. 2nd ed. Bombay: UBS, 1975.
11. Hunter, Eric J.: Examples illustrating AACR-2 (1988) revision. London: LA, 1989.
12. Maxwell, Margaret F.: Handbook for AACR-2 (1988) revision. Chicago: ALA, 1989.
13. Krishan Kumar: An introduction to AACR-2. New Delhi: Vikas, 1990.
14. Sehgal, R.L.: Cataloguing Manual – AACR-2. New Delhi: EssEss.

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Course 4. : Preservation and Conservation of Library Materials

Course No.	Type	Credit	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
404	Elective Centric (Any One)	4	4		60	
Objectives	To educate about the preservation and conservation of library materials.					
Learning Outcomes	By the end of this paper, the students will be able to; Save the library collection and material. Create the policies for preservation and conservation in libraries and information centers.					

Unit	Content	Hr/Unit
I	**Preservation Management** Library Collection and Materials: Types and Characteristics, Preservation: Definition, Need, Objectives and issues, Types of Preservation, Preservation Policies, Preservation Principles. Vandalism and fair use.	
II	**Causes of damage** Factors of deterioration, types of deterioration: Human, Environmental, Chemical, Biology, Disaster.	
III	**Control Management** Controlling to Preservation: Indoor and outdoor, Security issues, User awareness and staff training, evaluating material, Preservation programs.	
IV	**Conservation Treatments** Concept of rarity and intrinsic value, Protective enclosures, Selection and review of materials for conservation or replacement, setting priority for conservation and preservation	
V	**Preservation and ICT** Preservation of non paper / non print materials (photographs, AV materials, Maps, Textile, Digitisation and Digital preservation, Reformatting (copying and imaging) and preservation replacement, Digitisation Project (Project Proposal: budgets, personnel, funding, project plan and output, benefits to the institute / organization)	

Study Material and Sources:

1. Buchanan, Sally. "Emergency Salvage of Wet Books and Records," in Preservation Leaflets (Andover, MA: Northeast Document Conservation Center, MA: NEDCC. 2007). http://www.nedcc.org/resources/leaflets/3Emergency_Management/06SalvageWetBooks.php

2. Lyrasis. "Contents of a Disaster Plan." (Atlanta, GA: Lyrasis, n.d.) http://www.lyrasis.org/Preservation/Resources%20and%20Publications/Contents%20of%20a %20Di saster%20Plan.aspx

3. Meyer, Lars. "Safeguarding Collections at the Dawn of the 21st Century" (Washington, D.C.: Association of Research Libraries, 2009). http://www.arl.org/bm~doc/safeguarding-collections.pdf

4. Ogden, Sherelyn. "Storage Methods and Handling Practices," in Preservation Leaflets (Andover, MA: Northeast Document Conservation Center, 2007). http://www.nedcc.org/resources/leaflets/4Storage_and_Handling/01StorageMethods.php

5. Ogden, Sherelyn. "Temperature, Relative Humidity, Light, and Air Quality: Basic Guidelines for Preservation," in Preservation Leaflets (Andover, MA: Northeast Document Conservation Center, 2007). http://www.nedcc.org/resources/leaflets/2The_Environment/01BasicGuidelines.php

Course 5.: Management of Library and Information Science

Course No.	Type	Credit	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
405	Elective Centric (Any One)	4	4		60	
Objectives	To learn the management of library and information centers					
Learning Outcomes	By the end of this paper, the students will be able to; Manage the libraries and information centers. Develop the collections of libraries and information centers.					

Unit	Content	Hr/Unit
I	Management: Meaning, Concepts, definition and scope. Principles of scientific management. Managerial functions. Schools of Thought. Library Authority, Library Committee. Planning and Organizational structure of different types libraries.	
II	Human Resource Management in Libraries: Man Power planning: Dr. S.R Ranganathan Formula.Library Personnel: Selection, recruitments, Delegation of authority, communication and participation, Job description and analysis; Motivation and Performance appraisal. Management of Change. Training and Development, Staff Manuals.	
III	Financial Management in Libraries, Resource mobilization in libraries. Resource sharing:Concepts, meaning, purpose and methods. Budgeting Techniques and methods, Cost Effectiveness and Cost benefit analysis. Preparation of Library budget in different types of libraries. Library Buildings and Equipment.	
IV	Collection development policies and procedures. Book Selection theories. Selection Tools: Books, Non Books Serials. Evaluation and weeding of documents .Annual Report, Library statistics.Total Quality Management (TQM), Concepts, definition and elements.UGC and AICTE Guidelines.	
V	Library housekeeping operations: Different sections of library & information center and their functions .Acquisition Selection of reading materials, tools, and book ordering and accessioning and processing of bills. Technical processing, Serials control, circulation control, maintenance, Stock verification, policies and procedures.	

Study Material and Sources:
1. Ranganathan, S.R.: Library administration. Ed. 2. Bombay: Asia, 1959.
2. Koontz, Herald: Essentials of Management. Tata McGraw-Hill Education, 2010.
3. Dhiman, A K and Rani, Yashoda: Learn Library Management: Learning Library Science Series. NewDelhi: EssEss Publications, 2005.
4. Stueart, Robert D. and Moran, Barbara B.: Library and Information Center Management. Libraries Unlimited, Incorporated, 2002.
5. Clayton, Peter and Gorman, G.E.: Managing information resources in libraries and information services: collection management in theory and practice. London: Facet Publishing, 2001.
6. Kumar, PSG: Management of Library and Information Centers. NewDelhi: B.R. Pub., 2003.
7. Russell, Edward: The Fundamentals of Marketing. SA: AVA Publishing, 2010.
8. Smith, Scott M. and Albaum, Gerald S: Fundamentals of Marketing Research. New Delhi: SAGE, 2005.

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Course 6.: Excel and Access for Library and Information Centers

Course No.	Type	Credit	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
406	Elective Generic (Inter Departmental)	3	3		45	
Objectives	To leash the basics of excel					
Learning Outcomes	By the end of this paper, the student will able to create the database and lib house keeping activities on excel.					

Unit	Content	Hr/Unit
I	Introduction to spreadsheets, office and excel overview, basic text and cell formatting, basic arithmetic calculation, Special paste, Freeze Panes, Auto Completion of Series, Sort and Filter, Charts	
II	Conditional Formatting, importing data and text to column, functions (Mathematical, Logical, Dates, Misc.)	
III	MS Access: Introduction, Concept of Data Base Management Systems, Field, Record, Table, Reports, Query, Relationship.	
IV	Creation of Data Base, Creation of Table, Query Generation, Report Generation, Relationship between tables etc. and their uses in library house keeping.	
V	Project on Library House keeping operations using, Excel and Access.	

Study Material and Sources:

Part – B (Viva-voce)

Course 7: Comprehensive Viva-voce

Course No.	Type	Credit (Virtual)	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
407	Viva-voce	4				
Objectives						
Learning Outcomes						

Ajay kr. Biswant

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CENTRAL LIBRARY,
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BACHELOR OF LIBRARY AND INFORMATION SCIENCE (BLISC)

SYLLABUS FOR SECOND SEMESTER
(January-June)
Academic Year 2018-19 Onward

Course 8.: Documentation, and Information Systems, Centers and Services

Course No.	Type	Credit	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
408	Core	5	5		75	
Objectives	To learn about the use of Information resources and services in ICT era.					
Learning Outcomes	By the end of this paper, the students will be able to; Access and use the national and international library resources through internet.					

Unit	Content	Hr/Unit
I	Information. Characteristics, need, advantages. Information and society. Information Transfer cycle. Channels and barriers. Theories of Information Communication, Need for Information Services.	.
II	Types of Information services: Current awareness services, Selective dissemination of Information. Indexing: meaning, purpose, types, and characteristics. Abstracting: meaning, purpose, types, Qualities of the abstracts, Essential elements in abstracts. Indexing and abstracting Periodicals in India and abroad.	
III	ICT Enabled Library Services: Information storage and retrieval: Search Strategies, Literature search through Internet. Online services (Document delivery services and centers. Translation services).	
IV	Digest Services, Trend Reports, Subject Indexing: Vocabulary Control, Thesaurus. Indexing techniques. Ex. POPSI, and PRECIS. Citation Indexing.	
V	International and National information systems and networks: UNISIST, INIS, AGRIS, INSPEC and MEDLARS and NISCAIR, DESIDOC, NASSDOC, INFLIBNET,DELNET, INDEST.	

Study Material and Sources:
01. Chakraborty, A.R. and Chakraborti, B.: Indexing: principles, processes and products. Calcutta: World Press, 1983.
02. Guha, B.: Documentation and information: services, techniques and systems. 2nd Ed. Calcutta: World Press, 1983.
03. Ranganathan, S.R.: Documentation and its facets. Bombay: UBS, 1963.
04. Sharma, Ram Saroop: Bibliography and documentation. Madan Pubs.
05. S.P.Sood. Documentation and its facets(in Hindi)
06. Khanna, J.K.: Documentation and information, Services, Systems and techniques.YK Publishers

Course 9.: Information Technology: Basics

Course No.	Type	Credit	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
409	Core	4	4		60	
Objectives	To learn about the basic theory of ICT application in LIS.					
Learning Outcomes	By the end of this paper, the students will be able to; Use of ICT in libraries and information centers. Create the database in libraries and information centers.					

Unit	Content	Hr/Unit
I	Introduction to computers. Historical background of computers, Generations of computers.Types of Computers. Hardware requirements, Input output devices and storage devices. Information Technology: Elements, definition, need, scope and objectives: Impact of IT on society	
II	Operating Systems: Single & Multi-user, systems basic features. MS-DOS, MS Windows, MS Office.	
III	Library automation: History, meaning, need and purpose and areas of Library automation. Library Hardware and software selection and evaluation. CDS/ISIS, SOUL and open source software: KOHA.	
IV	Digital libraries: Growth and development, need and importance. Digital library management. Virtual Libraries, Concepts. Internet resources for libraries and surfing on internet.	
V	Search strategies, Boolean operators. Multimedia and its use in library and information centers.	

Study Material and Sources:

1. Bilal Meghabghab, D.: Automating Media Centers and Small Libraries: a microcomputer based approach. Englewood, CO: Libraries Unlimited, 1997.
2. Boss, R. W.: The Library Administrator's Automation Handbook. Medford, NJ: Information Today, 1997.
3. Chowdhury, G. G and Chowdhury, S.: Introduction to Digital Library. London: Facet Publishing, 2003
4. Furrie, Betty: Understanding MARC Bibliographic: Machine-Readable Cataloging. 2003. Available online at: http://www.loc.gov/marc
5. Ravichandra Rao, I.K.: Library Automation. New Delhi, Wiley Eastern Ltd., 1990.

13

Course 10.: Information Technology: Practice

Course No.	Type	Credit	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
410	Core	4		8		120
Objectives	To learn about the practical use of ICT in libraries and information Centers.					
Learning Outcomes	By the end of this paper, the students will be able to; Operate the computers for library routine works Develop the networking between the libraries and information centers.					

Unit	Content	Hr/Unit
I	Basic Operation of Computers. Working on Open Source Softwares. MS-DOS, MS Windows and Linux.	
II	MS Office and its applications in libraries (Comprehensively).	
III	Database Creation using SOUL 2.0 and KOHA	
IV	Search in databases available on the DAVV website.	
V	Searching on INTERNET, Search Strategies, Profile management, Email management.	

Study Material and Sources:
Study Material Teachy के द्वारा Add किया जाये

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Course 11: Academic Library and Information Systems

Course No.	Type	Credit	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
411	Elective Centric	4	4		60	
Objectives	To learn about the academic library and information system					
Learning Outcomes	By the end of this paper, the students will be able to; Use of recent management techniques and tool for improving the academic library services Create a network of academic libraries and Share the resources through the network.					

Unit	Content	Hr/Unit
I	Role of Academic Library in Higher Education in India. Development of Academic Libraries, Pre and Post-Independence period. Role of UGC and State Governments in promoting Academic Libraries like University, College and other Academic Institutions. Report of Committees and commissions on higher education in India.	
II	Personnel management overview of personnel management, manpower planning, HRD-quality improvement programs. Staff formula, job evaluation, In house training of professionals.	
III	Collection development policy: Selection tools and techniques(print, non-print and electronic resources),weeding policy. System Analysis and Design: MIS, PERT/CPMS, TQM, E-resources management, SWOT Analysis.	
IV	Resources sharing. Need and purpose. Initiatives of INFLIBNET, online databases, UGC-INFONET, e-shodhsindhu, shodhganga, e-PG pathshala and INDEST.	
V	Role of Internet in promoting of Academic Library services. Functional capabilities of a local library network. UGC Information Centers for Science and Technology and Social Sciences.	

Study Material and Sources:

1. Baker (D), Ed.:Resource management in academic libraries. London: Library Asso., 1997.
2. Biddiscombe (R.), Ed.: The end-user revolution. London: Library Association, 1996.
3. Brophy (P.): The academic library. 2nd ed. London: Facet, 2005.
4. Chapman (L.): Managing acquisitions in library and info. Ser. Rev. ed. London: Facet, 2004.
5. Gelfand (M.A.): University libraries for developing countries. Paris: Unesco, 1968.
6. Jordon (P.): The academic library and its users. London: Gower, 1998.
7. Line (M.B.), Ed.: Academic library management. London: Library Association, 1990.
8. Lyle (G.R.): Administration of the college library. 2nd ed. New York: Wilson, 1974.
9. Metcalf (KD): Planning academic and research library building. NewYork: McGrawHill, 1965.

Course 12.: Project Work

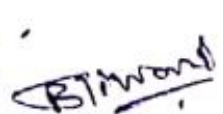| Course No.	Type	Credit	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
412	Elective Centric	4	4		60	
Objectives	Add					
Learning Outcomes	Add					

Course 13.: Information (Reference) Sources and User Studies

Course No.	Type	Credit	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
413	**Elective Centric (Inter Departmental)**	3	3		45	
Objectives	To learn about the reference service in libraries and information Centers.					
Learning Outcomes	By the end of this paper, the students will be able to;Give the reference service in libraries and information services. Know the user needs and their information seeking behavior.					

Unit	Content	Hr/Unit
I	Reference and Information sources: Documentary sources of information; print and non-print(including electronic). Non-documentary information sources, Human and institutional.	
II	Reference service: Meaning, scope, kinds of reference service. Reference service in IT era.Web 2.0 and Library 2.0: RSS, Blogs, Chat referencing and wikis, Referral Services.	
III	Evaluation of Information Sources Detailed study of Information(reference) sources: Encyclopedias, Dictionaries, Directories.	
IV	Information Resources contd.: Biographical sources, Current Sources, Bibliographical sources, Geographical sources, Hand Books	
V	Information Users and Needs: Categories of Information Users, Information needs –definition, and assessment. , Methods and techniques of user studies. User Education and evaluation of user education.	

Study Material and Sources:

1. Katz, W. A.: Introduction to reference work. 2 vols. 6th Ed. New York: McGraw Hill. 1992.
2. Katz. Bill and Tarr, Andrea: Reference and information services, a reader. N.J.: The Scarecrow Press, 1978.
3. Krishan Kumar: Reference service. 3rd ed. New Delhi: Vikas, 1989.
4. Ranganathan, S.R.: Reference service and bibliography. Ed. 2. Bombay: UBS, 1960.
5. Pantry, S. and Griffiths, P.: Creating a successful e-information service. London: Facet, 2002.
6. Ross, C.S., Nilsen, K. and Dewdney, P.: Conducting the reference interview: a how-to-do manual for librarians. London: Facet Publishing, 2002.
7. Grogan, D.: Grogan's case studies in reference work. London: Clive Bingley, 1972
8. Grogan, D.: Practical reference work. London: Clive Bingley, 1979.
9. Bunch, Allan: The basics of information work. London: Clive Bingley, 1984.
10. Kawatra, P.S.: Fundamentals of documentation with special reference to India. New Delhi: Sterling, 1982.
11. Bose, H.: Information service: principles and practice. New Delhi: Sterling, 1986.
12. Liu, J.: The evaluation of worldwide digital reference services in libraries. Oxford: Chandos Publishing, 2007.
13. Bopp, R.E. and Smith, L.C.: Reference and information services: an introduction. Littleton, Colo.: Libraries Unlimited, 1991.
14. Fjallbrant, N. and Malley, I.: User education in libraries. 2nd ed. London: Clive Bingley,1984

Part – B (Viva-voce)
Course 14.: Comprehensive Viva-voce

Course No.	Type	Credit (Virtual)	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
414	Viva-voce	4				
Objectives	Add					
Learning Outcomes	Add					

DEVI AHILYA VISHWAVIDYALAYA, INDORE (M.P.)
CENTRAL LIBRARY

SCHOOL OF LIBRARY AND INFORMATIONSCIENCE
Under
(FACULTY OF ENGINEERING SCIENCES)

MASTER OF LIBRARY AND INFORMATION SCIENCE (M Lib. & I. Sc.)

PROSPECTUS & SCHEME OF EXAMINATION
w.e.f. - 2018-2019 Onwards

1.   LIBRARIANSHIP AS A CAREER

Libraries are now universally recognized as important social institutions, The rapid increase in production of recorded knowledge, have led to the expansion of libraries and the development of their services. A library is an important element of the community. An academic library is an essential part of an educational institution school, college or university.

Librarianship is a growing field, which has attained the status of a separate discipline in the universe of knowledge. It presents challenges and interesting situations to library personnel. The management of these libraries needs personnel with good academic and professional qualifications. Proficiency in one the natural sciences, social sciences or the humanities is helpful in the professional development of a Librarian. Library work is primarily a social service, and therefore, needs young men and women with a sense of dedication and a spirit of service. Those intending to enter the library profession should satisfy themselves that they possess the academic qualification and the sense of vocation that would enable them to work successfully as librarians.

Librarianship as a profession provides a variety of employment opportunities. In Fact, it is possible to choose the kind of library to suit one's interest and background. Persons with a superior record high qualification can achieve high position. The salaries in college, university libraries are comparable to those of teachers.

The School of Library and Information Science, Central Library, is organized under the Faculty of Engineering. It conducts one-year (two semesters) fulltime course leading to the Degree in Master of Library and Information Science.

2.   OBJECTIVES:

- To enable the student to understand and appreciate the functions and purpose of library in changing social and academic environment.
- To train the student in the techniques and management of Libraries of the 21st century.
- To train the students in the skills of information knowledge processing, organization and retrieval using modern technologies.
- To develop the skills to manage the Electronic Libraries in digital environment and to provide the advanced skills in computer and its application in library and information activities.

2.   DURATION OF THE COURSE:

The Master of Library and Information Science shall comprise of a course of study spread over a period of **two semesters in one year** duration. The candidates will be full time students of the course.

4.   ELIGIBILITY:

1

A candidate seeking admission to the program must have passed a Bachelor of Library and Information Science examination with 45% or equivalent grade of Devi Ahilya Vishwavidyalaya, Indore or any other Statutory University/Institute recognized as equivalent thereto by DAVV. The candidate must have attained the age at the time of admission as Prescribed by the Government of Madhya Pradesh and the University from time to time.

05. ADMISSION PROCEDURE:

The admission to the course shall be through written / interview examination as prescribed / decided by the university from time to time. (In case candidates are less than available seats direct admission may be given with the permission of Hon'ble Vice Chancellor.)

6. NUMBER OF SEATS:

The total numbers of seats are 30. The Reservation of seats shall be as per M.P. Government /University rules.

7. FEES STRUCTURE:

Name of School: School of Library & Information Science
Name of Course: Master of Library & Information Science

The tentative fee structure for the proposed course is as follows: (As per the University*)

Semester	Academic Fees	Dev. & Maint Fees	Students' Services Fee		Exam. Fees	Total		Caution Money (Refundable)	Alumni Fee
			Boys	Girls		Boys	Girls		
First	5500	2000	3300	3111	2500	13300	13111	4000	
Second	5500	2000	2911	2722	2500	12911	12722		300**

*The fees structure is subject to change by the Executive Council from time to time.
** Separately in Alumni Association Account only once.

8. CURRICULUM:

The details of the subjects to be taught during the one year period in two semesters, curriculum pattern and examination scheme for each semester shall be subject to the approval of the concerned board of studies/faculty/other academic bodies of the university. In addition, the students will be required to undertake and complete assignments, seminars, etc, as prescribed in the course of study. The detailed Academic program and scheme of examination are as follows.

ACADEMIC PROGRAMME
(With no. of lectures and credits per week for UTD as per CBCS)

M.L.I.S. SEMESTER – I

Course Code	Nomenclature	No. of Lectures / Practicals per week		No. of Credits	Faculty Name
		Lectures	Practical		
Part – A (Theory Papers)					
Core					
501	Information Communication and Society	5	-	5	
502	Information Processing & Organisation (Advance Lib. Classification Practice)	2	4	4	
503	Information Processing & Organisation (Advance Lib. Cataloguing Practice)	2	4	4	
Elective Centric (Any One)					
504	Research Methods and Statistical Techniques	4	-	4	
505	Communication Skill and Personality Dev.	4	-	4	
Elective Generic (Inter Departmental)					
506	Information Storage and Retrieval System	3	-	3	
Part – B (Viva-voce)					
507	Comprehensive Viva-voce	-	-	04	
		Total Credits		**24**	

M.L.I.S. SEMESTER – II

Course Code	Nomenclature	No. of Lectures / Practicals per week		No. of Credits	Faculty Name
		Lectures	Practical		
Part – A (Theory Papers)					
Core					
508	Information Technology Application (Theory)	5	-	5	
509	Information Technology Application (Practice)	-	8	4	
510	Changing Dimension in Library Management	4	-	4	
Elective Centric (Any One)					
511	Special Librarianship	4	-	4	
512	Dissertation	4	-	4	
Elective Generic (Inter Departmental)					
513	Digital Libraries (Uses and Management)	3	-	3	
Part – B (Viva-voce)					
514	Comprehensive Viva-voce	-	-	04	
		Total Credits		**24**	

3

SCHEME OF EXAMINATION
(As per Ordinance 31)*

M.L.I.S. SEMESTER – I

Part – A (Theory Papers)		Maximum Marks	
Paper Code	Nomenclature	Class Test	End Sem
Core			
501	Information Communication and Society	40	60
502	Information Processing & Organisation (Advance Lib. Classification Practice)	40	60
503	Information Processing & Organisation (Advance Lib. Catalouging Practice)	40	60
Elective Centric (Any One)			
504	Research Methods and Statistical Techniques	40	60
505	Communication Skill and Personality Development	40	60
Elective Generic (Inter Departmental)			
506	Information Storage and Retrieval System	40	60
Part – B (Viva-voce)			
507	Comprehensive Viva-voce	--	100
	SUB TOTAL	200	400
	TOTAL	600	

M.L.I.S. SEMESTER – II

Part – A (Theory Papers)		Maximum Marks	
Paper Code	Nomenclature	Class Test	End Sem
Core			
508	Information Technology Application (Theory)	40	60
509	Information Technology Application (Practice)	40	60
510	Changing Dimension in Library Management	40	60
Elective Centric (Any One)			
511	Special Librarianship	40	60
512	Dissertation	40	60
Elective Generic (Inter Departmental)			
513	Digital Libraries (Uses and Management)	40	60
Part – B (Viva-voce)			
514	Comprehensive Viva-voce	--	100
	SUB TOTAL	200	400
	TOTAL	600	

Semesters	Maximum Marks
Semester – I	600
Semester – II	600
GRAND TOTAL	**1200**

The grading will be made on 10-point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very Good	70-79
B+	7	Good	60 – 69
B	6	Above Average	50 - 59
C	5	Average	40 - 49
P	4	Pass	35 - 39
F	0	Fail	0 - 34
Ab	0	Absent	Absent

9. ELIGIBILITY FOR THE DEGREE:

The candidate shall be eligible for the degree when he/she has under gone the prescribed course of studies for a period of not less than one year (two semester) in the institution and has passed the requisite examination in all the subjects.

10. REQUIREMENT FOR THE EXAMINATION AND ATTENDANCE:

The candidate will be permitted to appear in the examination if he/she has put in minimum attendance of the lectures on each subject as prescribed under the rules as applicable from time to time and if he/she fulfils all other eligible conditions for appearing in examination.

11. EXAMINATION:

Examination shall be conducted by the university as per the provisions of Ordinance No.14. For matters not covered in this ordinance, General rules of the university examination shall be applicable. In other cases, the Executive Council shall be the competent authority to decide.

DEVI AHILYA VISHWAVIDYALAYA, INDORE (M.P.)
CENTRAL LIBRARY,
SCHOOL OF LIBRARY AND INFORMATION SCIENCE
MASTER OF LIBRARY AND INFORMATION SCIENCE (M. Lib& I Sc)
PROGRAM CODE – LI5A

SYLLABUS FOR FIRST SEMESTER
(July-December)
Academic Year 2018-19 Onward

Course 1. : Information, Communication and Society

Course No.	Type	Credit	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
501	Core	5	5		75	
Objectives	To know the concepts of information science and its role for the development of the society.					
Learning Outcomes	By the end of this Paper, the students will be able to know about the information and its importance in society. Efficiently use of information in the development of nation.					

Unit	Content	Hr/Unit
I	Information: characteristics, nature, Definitions, Types, uses of information. Conceptual difference between Data, Information and Knowledge. Role of information in National development schemes. Information generation, communication: Communication channels, models and barriers. Trends in scientific communication.	
II	Information Science: Definition, Scope and objectives. Information science as a discipline and its relationship with other subjects: Library Science, Computer Science, Information Technology.	
III	Library, Information and Society: Genesis, characteristics and implications of information on Society. Changing role of library and information centers in society. Information industry-generators, providers and intermediaries. Concept of freedom of censorship.	
IV	Economics of Information: Policies relating to information, Right to information including Science and technology and related Acts. International and national programs and policies of library science in IT era and library. UAP, UBC. Marketing of Information services and products. Major networks: INFLIBNET, JANET,OCLC and BLAISE.	
V	Knowledge Management: Social epistemology of Knowledge, Structure and Development. Emerging perspectives in Knowledge management. Role of knowledge management in organizational structure. National Knowledge Commission and its implications.	

Study Material and Sources:

1. Martin (W.J.): The global information society. Brookfield, VT: Gower, 1995.
2. Benjamine (J.B.): Communication: concept and contexts. New York: Harper & Row, 1986.
3. McGarry (K.J.): The changing concept of information: an introductory analysis. 2nd. ed. London: Facet, 1993.
4. Vickery (B.C.) and Vickery (A.). : Information science in theory and practice. London: Butterworth, 1987.
5. Machlup (F.) The Economics of information and human capital. Princeton: Princeton University Press, 1984.
6. Feather (J.): The information society. London: Library Association, 2000.

Course 2. : Information Processing and Organisation (Advance Library Classification)

Course No.	Type	Credit	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
502	Core	4	2	4	30	60
Objectives	To learn the theories of Library classification and To learn the library classification practice using CC/ DDC 22nded .					
Learning Outcomes	By the end of this paper, the students will be able to; Understand the scientific principles and the theories of library classification and students will be able to assign the class number for books and other reading materials using the DDC 22nded.					

Unit	Content	Hr/Unit
I	Knowledge classification Vs. Document Classification.Fundamental categories, rounds and levels.Principles of helpful sequence.Telescoping of arrays.Common and Special Isolates, devices, Phase relations.	
II	Detailed study of the Structure and features of DDC, UDC and CC. Recent developments in Classification Schemes.Comparative study of DDC 19th and 23r^{d} Ed.	
III	Classification of documents using DDC 22nd edition	
IV	Classification of documents using DDC 22nd edition	
V	Classification of documents using DDC 22nd edition	

Study Material and Sources:

1. Krishan Kumar: Theory of classification. New Delhi: Vikas, 1980.
2. Raju, A.A.N.: Decimal, Universal Decimal and Colon Classification: a study in comparison. Delhi: Ajanta, 1984.
3. Ranganathan, S.R.: Prolegomena to library classification. Ed. 3. Bombay: UBS, 1967.
4. Ranganathan, S.R.: Elements of library classification. Ed. 2. Bombay: UBS, 1966.
1. Sears List of Subject Headings. Latest available edition. New York: Wilson.
2. Anglo-American Cataloguing Rules. 2nd ed. 1988 revision. London: LA, 1988.
5. Dewey, M.: Dewey decimal classification and relative index. 4 vols. 22th ed. New York: Forest Press, 2003

Course 3. : Information Processing and Organization (Advanced Library Cataloguing)

Course No.	Type	Credit	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
503	Core	4	2	4	30	60
Objectives	To learn advanced library cataloguing practices for cataloguing of different reading materials usingAACR 2nd ed.					
Learning Outcomes	By the end of this paper, the students will be able to create a library catalogue according to the rules of AACR-II in machine readable format and learning about the cataloguing scientific theory.					

Unit	Content	Hr/Unit
I to II	Cataloguing of Documents using AACR 2nd edition: Journals, Composite books, Corporate Authorship, Multi volumes.	
II	Non documentary sources, electronic resources and Internet resources. Sear's List of subject headings	
III	Subject Cataloguing: Detailed study of Cataloguing of Composite books, Corporate Authorship, Multi volumes, Journals, Non documentary sources, electronic media, and Internet Resources (According to AACR-II).	
IV	Library of congress subject headings. Cataloguing of electronic resources. Development in AACR II. Descriptive and selective cataloguing. Forms of cataloguing: Centralized, cooperative, prenatal, CIP, Union catalogue.	
V	Current developments in cataloguing: MARC, UNIMARC/USMARC and related soft wares. International Library Standards for Document description	

Study Material and Sources:
1.   Girja Kumar and Krishan Kumar: Theory of cataloguing. 5th ed. New Delhi: Vikas, 1988. 08. Sengupta, B.: Cataloguing: its theory and practice. 3rd ed. Calcutta: World Press, 1975.
2.   Tripathi, S.M.: Modern cataloguing theory and practice. 2nd ed. Agra: Shivlal Agarwal & Co. 1978.
3.   Vishwanathan, C.G.: Cataloguing: theory and practice. 5th ed. Lucknow: Print House, 1983.
4.   ALA Rules for filing Catalog Cards. Chicago: ALA, 1968.
5.   Krishan Kumar: Cataloguing. New Delhi: HarAnand, 1993..

Ajay kr. Tiwary

Course 4. : Research Methods and Statistical Techniques

Course No.	Type	Credit	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
504	Elective Generic (Any One)	4	4		60	
Objectives	To learn about the research methods, statistical techniques and their application in LIS.					
Learning Outcomes	Upon studying this paper, the students will be able to understand the basics of research and use of statistical techniques. Aware to the recent trends of research in LIS					

Unit	Content	Hr/Unit
I	Research: Concept, meaning, need and purpose .Types of research: Research Methods: Scientific, historical, and descriptive:survey, case studies. Methods of data collection: Questionnaire,Schedule, interview, observation. Techniques of data collection:Censusand sampling.Ranganathan's Spiral of scientific method.	
II	Research Design: Conceptualization and operationalization: Types of research design. Identification and formulation of problem.Hypothesis; definition and types.Designing research proposal.Ethical aspects of research. Literature search – Print,non-print and electronic sources.	
III	Research Process: Subject Identification, Data collection, Data analysis Presentation. Measures of central tendency: Mean, Median, Mode and Standard deviation. Tabulation and generalization.Graphical presentation of data.	
IV	Research Reporting: Structure, Style, Contents. Guidelines for research reporting.Style Manuals – Chicago, MLA, APA .Current trends in library and information science research.	
V	Bibliometrics, Scientometrics, Informetrics, Sociometrics, and Webometrics. Concept and definition. Bibliometric laws: Bradford, Zipf and Lotka. Citation analysis.	

Study Material and Sources:

1. Kothari, C. R.: Research Methodology: Methods and Techniques. Delhi, New Age International, 2004.
2. Gupta, Santosh: Research Methodology and Statistical Techniques. Delhi: Deep and Deep Publications, 1999.
3. Khan: Research Methodology. New Delhi: APH Publishing, 2011.
4. Bhattacharyya, D K: Research Methodology. New Delhi: Excel Books India, 2009.
5. Singh, Y. K: Research Methodology, New Delhi: APH Publishing, 2010.
6. Mishra, R. P.: Research Methodology: a Hand Book. Delhi: Concept Publishing , 1989.
7. Pathak, R.P.: Methodology of Educational Research, New Delhi: Atlantic Publishers , 2008
8. Jackson, Sherri L.: Research Methods and Statistics: A Critical Thinking Approach: A Critical.- 4th ed: Cengage Learning, 2011
9. Krishan Kumar: Research methods in library and information science. New Delhi: Vikas, 1992.
10. Pant,Durgesh and Sharma, Mahesh Kumar: Fundamentals of Information Technology. New Delhi: Laxmi Publications Ltd., 2008.
11. Tiwari, Purshottam: Information Technology and Library Evolution. New Delhi: APH Publishing, 2007.

Course 5. : Communication Skills and Personality Development

Course No.	Type	Credit	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
505	Elective Generic (Any One)	4	4		60	
Objectives	To enable them to reflect and improve on their communicative behavior/ performance to build capacities for self-criticism and facilitate growth To lead students to effective performances in communication.					
Learning Outcomes	The student will be able to present our self in front of employers, professionals and end users. The students will fill confident and strong.					

Unit	Content	Hr/Unit
I	Introduction to Personality and working towards developing it: Definition and Basic of Personality, Important theories of Personality Development, SWOT analysis, Body Language, Preparation of Self Introduction, Goal setting	
II	Techniques in Personality development Stage I Communication Skills: Listening, Communication Barriers, Overcoming Barriers. Business correspondence. Telephone etiquettes	
III	Techniques in Personality development Stage II Personal Interview. Will power & self-discipline, How to motivate yourself & others. Building Self –Esteem and Self –Confidence, Working on attitudes, Positive thinking, Personal grooming.	
IV	Techniques in Personality development Stage III Interpersonal Relationships: Stress management: Causes, Impact and managing Stress. Environmental awareness, Concept of professionalism, Ethics & Morale.	
V	Techniques in Personality development Stage IV Team Building and Conflict Management, Time Management & effective planning Presentation: Analyzing audience and locale, Organizing content and preparing an outline.	

Study Material and Sources:

1. Nielsen, John. Effective Communication Skills: The Foundations for Change. Xlibris Corporation, 2008.
2. Chambers, Harry E. Effective Communication Skills for Scientific and Technical Professionals. Basic Books, 2001.
3. MTD Training, Effective Communication Skills. Book boon, 2012.
4. Worth, Richard. Communication Skills. Infobase Publishing, 2004.
5. Shaffer, David Social and Personality Development. Cengage Learning, 2008.
6. Mroczek,Daniel K. and Little, Todd D. Ed. Handbook of Personality Development. Psychology Press, 2014.

Course 6. : Information Storage and Retrieval System

Course No.	Type	Credit	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
506	Elective Generic (Inter Departmental)	3	3		45	
Objectives	To learn about the ISAR System and its uses in the library and information centers.					
Learning Outcomes	Upon studying this paper, the students will be able to; Understand the creation of ISAR System. Provide the information services in libraries and information centers.					

Unit	Content	Hr/Unit
I	ISR : Definition , overview and Objectives,Scope,Comonent.	
II	ISR Systems: Operation and Design, compatibility of ISR Systems	
III	Information Consolidation and Repackaging, Evaluation of consolidation: Indexing, Abstracting periodical, Review, State of the Art reports, Trend Reports, Progress Report, Conference reports, Statistical reports.	
IV	Abstracting and Indexing: Abstracting: Types and guidelines in preparing Abstract	
V	Information Retrieval: Search strategies, Evaluation of information retrieval systems, Trends in IR models	

Study Material and Sources:

1. Aitchison (J.), Gilchrist (A.) and Bawden (D.): Thesaurus construction: a practical manual. 4th ed. London: Aslib, 1997.
2. Chowdhury (G.G.): An introduction to modern information retrieval. 2nd ed. London: Facet, 2004.
3. Cleveland (D.B.) and Cleveland (A.D.): Introduction to indexing and abstracting. 2nd ed. Englewood, Colo.: Libraries Unlimited, 1990.
4. Craven (T.C.): String indexing. Orlando, FL: Academic Press, 1986. Also available online at: http://publish.uwo.ca/~craven/book1986/index.htm
5. Ellis (D.): Progress and problems in information retrieval. London: Library Association, 1996.
6. Lancaster (F.W.): Indexing and abstracting in theory and practice. 3rd ed. London: Facet, 2003.
7. Rowley (J.E.) and Farrow (J.): Organising knowledge: an introduction to managing access to information. 3rd ed. Aldershot (GB): Gower, 2000.
8. Taylor (A.G.): The organization of information. 2nd ed. Westport, CT: Libraries Unlimited, 2004.
9. Van Rijsbergen (C.J.): Information retrieval. 2nd ed. London: Butterworth, 1979. Also available online at: http://www.dcs.gla.ac.uk/Keith/Preface.html

Part – B (Viva-voce)

Course 7.: Comprehensive Viva-voce

Course No.	Type	Credit (Virtual)	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
507	Viva-voce	4				
Objectives	Add					
Learning Outcomes	Add					

SYLLABUS FOR SECOND SEMESTER
(January-June)
Academic Year 2018-19 Onward

Course 8. : Information Technology: Applications (Theory)

Course No.	Type	Credit	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
508	Core	5	5		75	
Objectives	To learn about the basic of library automation and ICT application in Libraries and information centers.					
Learning Outcomes	Upon studying this paper, the students will be able to; Know the basic of ICT and Its application in Libraries and Information Centers. Understand and Create a digital library.					

Unit	Content	Hr/Unit
I	**Library Automation:** Planning and implementation and library automation. In-house keeping operations: acquisition, cataloguing, circulation, serials control, OPAC etc. Multi lingual bibliographic databases, Library automation software packages: Open Source Softwares and commercial softwares: their study and composition	
II	**Communication Technology:** Fundamentals of telecommunication technology; media, mode and components. Network types: LAN, MAN, WAN. Network topologies: Bus, Star, ring, token ring. OSI Architecture.OAI, Information Security.	
III	**INTERNET Basic features and Tools:** Intranet and Extranet: Internet connectivity: Dialup, Leased lines, DSL and ISDN. E-mail.	
IV	Protocol: TCP/IP, FTP, SMTP, HTTP, POP3. Web browser: Detailed study of Web browsers, web servers and search engines. Web.2.0. Library 2.0	
V	**Database Management Systems:(DBMS):** DBMS and RDBMS, Meaning, Objectives, advantages and application in Libraries. Data warehousing, Data Mining, Meta data: Need, types, functions, standards and harvesting, Artificial Intelligence and Expert Systems: Meaning, development and its application in LIS	

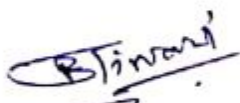| **Study Material and Sources:** |
|---|
| 1. Rowley (J.): The electronic library. London: Library Association, 1998. |
| 2. Bharihoke (D.): Fundamentals of information technology. New Delhi: Pentagon Press, 2000. |
| 3. Bradley (P.): How to use Web 2.0 in your library. London: Facet, 2007. |
| 4. Raitt (D.), Ed.: Libraries for the new millennium. London: Library Association, 1997. |
| 5. Chowdhury (G.G.):Searching CD-ROM and on-line information resources.London:Facet, 2001. |
| 6. Haravu,LJ:Libraryautomation:design, principles and practice. New Delhi: Allied, 2004. |
| 7. Tannenbaum (A.S.): Computer networks. New Delhi: Prentice-Hall India, 2002. |
| 8. Gorman (G.E.): Information services in an electronic environment. London: Facet, 2003. |
| 9. Bradley (P): World Wide Web: how to design and construction web pages. London: Facet, 2002. |

Course 9. : Information Technology: Applications (Practice)

Course No.	Type	Credit	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
509	Core	4		8		120
Objectives	To learn the practical uses of ICT in libraries and information Centers.					
Learning Outcomes	By the end of this paper, the students will be able to; Efficiently use so Library Automation Softwares Create a website for giving online library services					

Unit	Content	Hr/Unit
I	Creation and maintenance of databases in TLSS and KOHA.	
II	E-resources management in Digital Library Software Packages. Web page design.	
III	CD-ROM/ DVDs, Online searching	
IV	INFLIBNET, DELNET, Open Access Resources, DAVV Resources and other related resources	
V	Web 2.0 tools and their applications	

Study Material and Sources:

1. Rowley (J.): The electronic library. London: Library Association, 1998.
2. Bharihoke (D.): Fundamentals of information technology. New Delhi: Pentagon Press, 2000. Bradley (P.): How to use Web 2.0 in your library. London: Facet, 2007.
3. Raitt (D.), Ed.: Libraries for the new millennium. London: Library Association, 1997.
4. Chowdhury (G.G.): Searching CD-ROM and on-line information resources. London: Facet, 2001.
5. Haravu,LJ:Libraryautomation:design, principles and practice. New Delhi: Allied, 2004.
6. Witten (I.): How to build a digital library. Amsterdam: Morgan Kaufmann, 2003.
7. Tannenbaum (A.S.): Computer networks. New Delhi: Prentice-Hall India, 2002.
8. Gorman (G.E.): Information services in an electronic environment. London: Facet, 2003. Bradley (P): World Wide Web: how to design and construction web pages. London: Facet, 2002.

Course 10. : Changing Dimension in Library Management

Course No.	Type	Credit	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
510	Core	4	4		60	
Objectives	702 Current Management Practices in Libraries and Information Centers Credits: 04 Hours: 04					
Learning Outcomes	To learn current management techniques to improve the library and information centers.					

Unit	Content	Hr/Unit
I	Scientific management. Personnel management. Attitudes and Motivation: Meaning, definitions, and techniques. Problem solving, decision making, organization theory, human relations in management.	
II	Organization structures; Library system: Public, Academic and Special. Staffing, Library authority, Delegation of Authority. LIS Committees. Human Resource Development and Job analysis. Library standard and library statistics. Library rules in the digital context.	
III	Applications of system study techniques to library organizations and library situations. Evaluation of library procedures and services. Time and motion studies. Performance testing. PERT/CPM, MBO, MIS, TQM.	
IV	Financial management. Costs benefit analysis, Budget and Budgeting techniques. Collection Development in the public, Academic and Special Libraries. Collection development, policies, processes, techniques and evaluation. Collection development in digital environment.	
V	Role of information in planning, decision making, management. Marketing of Information: Information as a resource and commodity. Marketing for Information Professionals. Marketing Research, Information Marketing Plan, and new technologies for information marketing.	

Study Material and Sources:

Study Material Teacher द्वारा दी गई Add किया जाए

Ajay kr. Biswani

15

Course 11. : Special Librarianship

Course No.	Type	Credit	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
511	Elective Centric (Any One)	4	4		60	
Objectives	To learn about the special library and information system					
Learning Outcomes	By the end of this paper, the students will be able to; Understand the various types special libraries and its information system.					

Unit	Content	Hr/Unit
I	**Special Library:** Definition, need, purpose and types. Collection, Services, products.Recenttrends and developments in the field of special libraries.Growth of special libraries and role of library associations and UNESCO in their developments.Impact of IT on Special Libraries.	
II	**Industrial Libraries:** Concept, Scope, Purpose and advantages. Special collection forindustrial library. Information sources, system and services in Industrial libraries. Information need of industrial users.Role of librarians and information professionals for development of industrial information system.Industrial library and information centers in India.	
III	**Archival Libraries:** Meaning, Definitions, Need and Importance. Archive material and theircreation. Useful techniques.Deterioration of archive material: causes and control. Preservation, Conservation and Restoration of archive material. Archive libraries in India.	
IV	**Medical Libraries:** Meaning, Definitions, Need and Importance. National Library ofMedicine in India and USA.Medical library network in India.Tele-medicine, ICMR, MEDLARS, TKDL.	
V	**Agricultural Libraries:** Determination of finance. Information cycle in agriculture science.Services and collection development.Types of information users and their need in agriculture libraries and information centers. ICAR, ARIS, AGRIS, CeRA	

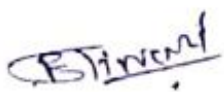**Study Material and Sources:**
1. Kumar, P. S. G.: Industrial Librarianship. B.R. Publishing Corporation, 2008
2. Kumar, P. S. G.: Archival Libraries. B.R. Publishing Corporation, 2008.
3. Kumar, P. S. G.: Medical Librarianship. B.R. Publishing Corporation, 2008.
4. Kumar, P. S. G.: Agricultural Librarianship. B.R. Publishing Corporation,2008

Course 12.: Dissertation

Course No.	Type	Credit	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
512	Elective Centric (Any One)	4	4		60	
Objectives	Add To learn the practical aspects of Research and innovation					
Learning Outcomes	Add					

Course 13. : Digital Libraries (Uses and Management)

Course No.	Type	Credit	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
513	Elective Generic (Inter Departmental)	3	3		45	
Objectives						
Learning Outcomes						

Unit	Content	Hr/Unit
I	Digital Libraries – Definition, Objectives Components, Scope, Benefits. Brief Introduction of Digital Libraries , Alexandria and California Digital Libraries	
II	Software for digital libraries.OCR.DOI.Image editing software.	
III	Hardware for digital libraries: Input capture devices, scanners, digital, and movie cameras. Image formats, audio Formation and video formation.	
IV	Digital Preservations of documents. Digital Collection and Evaluation	
V	Social Factors of Digital Libraries, Open Access, Copyright, Security etc. Emerging technologies. Softwares (Open source and commercial)	

Study Material and Sources:
Witten (I.): How to build a digital library. Amsterdam: Morgan Kaufmann, 2003. More Study Material Teacher के द्वारा Add किया जाए

18

Part – B (Viva-voce)

Course 14.: Comprehensive Viva-voce

Course No.	Type	Credit (Virtual)	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
514	Viva-voce	4				
Objectives	Add					
Learning Outcomes	Add					