



CREDIT SEMESTER PROGRAMME FOR

M.Lib.I.Sc Programme

(with effect from 2019 Admission onwards)

REGULATIONS

&

SYLLABI

Prepared by:

**BOARD OF STUDIES IN
MEDIA, LIBRARY & INFORMATION SCIENCE**

CERTIFICATE

I hereby certify that the documents attached are the bona fide copies of the syllabus of MEDIA, LIBRARY & INFORMATION SCIENCE Programme to be effective from the academic year 2019-20 onwards.

Date:

Place:

PRINCIPAL

Syllabus for M.Lib.I.Sc Programme Under Choice based Credit & Semester System (2019 Admission onwards) (DIRECT GRADING SYSTEM)

REGULATIONS FOR THE MASTER OF LIBRARY AND INFORMATION SCIENCE (M.LIB. I. SC) PROGRAMME

I. PROGRAMME STRUCTURE

Duration: The duration of the programme shall be 4 semesters distributed over a period of two academic years. The odd semesters (1 and 3) shall be from June to October and the even Semesters (2 and 4) shall be from November to March. Each semester shall have 90 working days inclusive of all examinations.

Courses: The programme shall include three types of courses, Core courses, Elective Courses and Audit courses. Core course means a compulsory course in a subject related to the programme. Elective course means a course which can be substituted by equivalent course from the same subject and two such courses are required to be completed as part of the programme. Audit courses are meant for ability enhancement and improve professional competency. Two such courses are mandatory. These audit courses have to be done one each in the first two semesters. Dissertation, Project work, Internship and Viva-voce together shall be treated as a core course and it is mandatory in the programme. Viva-Voce covers questions from all courses in the programme.

Course code: Each course shall have a unique alphanumeric code number, which includes abbreviation of the subject in three letters, the semester number (1 to 4) in which the course is offered, the code of the course (C for Core course, E for Elective, A for Audit course, P for Project, V for Viva-Voce, and L for Practical/ Lab) and the serial number of the course (01,02.....). Eg. MLS1C01 means M.Lib. I. Sc. Programme first semester Core course Number 1.

Credits: Each course shall have certain credits. No course shall have more than 4 credits. Total credits for Core Courses will be 64 and for Elective courses it will be 8. For Dissertation and Viva-Voce, the maximum credits shall be 8 which includes Dissertation 2 credits, Project works 2 credits, Internship 2 credits and Viva Voce 2 credits. Total credits for Audit courses will be 8 (Two courses with 4 credits each.) and the credits will not be counted for evaluating the overall SGPA and CGPA. A student shall have a minimum of 80 credits to complete the programme successfully.

Attendance: A student shall be permitted to appear for the semester examination, only if he/she secures not less than 75% attendance in each semester. Condonation of shortage of attendance

is not a matter of right, but a maximum number of nine days may be granted, subject to a maximum of two times during the whole period of a Programme. Participation in Extra Curricular activities may be treated as presence in lieu of their absence on production of participation / attendance certificate in such activities.

Dissertation: As part of the fourth semester courses, every student shall have to work on a research topic under the supervision of a faculty member as per the curriculum and submit a dissertation in due format as suggested by the supervising teacher. It is mandatory.

Project: Every student shall have to prepare a specimen of the five information products such as newsletter, trend report, book review, project proposal and a journal article and submit at the end of the third semester courses. Date of submission will be decided by the Department Council.

Internship: Every student shall do section work in the College Library for one hour daily in all working days during third semester. They should also complete internship for 15 working days in a reputed library approved by the Department council. It shall be done during summer holidays between second and third semesters. Total weightage will be equally distributed to section work in the college library and the internship in selected library.

II. EVALUATION AND GRADING

Direct Grading system, based on a 10 point scale, is to be used to evaluate the performance of students (both internal and external). First level evaluation for both internal and external is done by teachers using the letter grades (A+, A, B, C, D and E) with numeral values 5, 4, 3, 2, 1 and 0 respectively.

The evaluation scheme for each course shall contain two parts (1) Continuous Assessment (CA) and (2) Semester End Examination (SEE). Five weightages shall be given to CA and the remaining 36 weightages shall be given to the SEE for each course.

Continuous Assessment (CA)

The Continuous Assessment shall be based on a predetermined transparent system involving two continuous assessment tests (CAT), assignments, seminars and attendance. Continuous assessment of the project and dissertation will be based on its content, method of presentation, final conclusion and orientation to research aptitude (internal 20% and external 80%). (If a fraction appears in internal marks, it would be rounded to the nearest whole number).

Distribution of Internal Weightages

Components	Weightage	Conditions
Assignment	1	Best of the two assignments is considered per course.
Seminar	1	The student has to take a minimum of one seminar per course.

Attendance	1	The minimum required percentage of attendance for appearing in the various semester examinations is fixed as 75.
CAT I & II	2	A minimum of two Continuous assessment tests are to be attended.
Total	5	

Attendance of each course will be evaluated and the grade will be given as per the norms presented in the table given below.

Attendance	Grade
91% and above	A
85 to 90%	B
80 to 84 %	C
75 to 79%	D
Below 75 %	E

There shall not be any chance for improvement for internal mark. The course teacher(s) shall maintain the academic record of each student registered for the course.

Semester End Examination:

Semester End Examination carries 36 weightage for each course. The examination is to be conducted with question papers set by external experts. The evaluation of the answer scripts shall be done by examiners based on a well-defined scheme of valuation.

III. DIRECT GRADING SYSTEM

Direct Grading System based on a 10-point scale is used to evaluate the performance of students. Each question is evaluated by assigning a letter grade (A+, A, B, C, D, or E) by the method of direct grading. An aggregate of P grade (40% and above), after external and internal evaluation put together, is required for a pass in each course and also for awarding a degree. Appearance for Continuous Assessment /Semester End Examination are compulsory and no grade shall be awarded to a candidate if she/he is absent for CA and SEE or both. A student who fails to secure a minimum grade (P grade) for a pass in a course is permitted to write the examination along with the next batch.

IV. METHOD OF DIRECT GRADING SYSTEM

Evaluation (both internal and external) is carried out using direct grading system. The grading on the basis of total internal and external weightages will be indicated for each course and for each semester and for the entire programme. Direct Grading System in 10 point scale is done as given below.

Letter Grade	Grade Range	Range of Percentage	Merit/ Indicator
O	4.25 – 5.00	85% - 100%	Outstanding
A+	3.75 – 4.24	75% - 84.99%	Excellent
A	3.25 – 3.74	65% - 74.99%	Very Good
B+	2.75 – 3.24	55% - 64.99%	Good
B	2.50 – 2.74	50% - 54.99%	Above Average
C	2.25 – 2.49	45% - 49.99%	Average
P	2.00 – 2.24	40% - 44.99%	Pass
F	< 2.00	Below 40%	Fail
I	0	-	Incomplete
Ab	0	-	Absent

Semester Grade Point Average (SGPA)

After the successful completion of a semester, Semester Grade Point Average (SGPA) of a student in that semester is calculated using the formula given below. For the successful completion of a semester, a student should pass all courses. However, a student is permitted to move to the next semester irrespective of SGPA obtained.

SGPA is calculated on the basis of the division of the sum of the Grade Points obtained in CA and SEE of all the courses in a semester with the number of credits in that semester.

SGPA of the student in a semester is calculated using the formula

SGPA = Sum of the Credit points of all courses in a semester / total number of credits in that semester

Where G1, G2.....are grade points and C1, C2...are credits of different courses of the same semester.

Credit points of a Course = Grade points of the course x Credits of the course = (G x C)

Credit points of a semester = SGPA x Total credits of the semester.

Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average (CGPA) of the student is calculated at the end of a programme. The CGPA of a student determines the overall academic level of the student in a programme and is the criterion for ranking the students. CGPA can be calculated by the following formula:

CGPA = Total credit points obtained in Four semesters / Total credits of the programme

SGPA and CGPA shall be rounded off to two decimal places. CGPA determines the broad academic level of the student in a programme and is the index for ranking students (in terms of grade points).

V. AWARD OF DEGREE

Those who secure not less than P grade (both SEE and CA put together) for all the courses of a semester shall be declared to have successfully completed the semester.

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

Two Year Post-Graduate Programme with Four semesters

Course Code	Course title	Credits of the course	Duration of the Exam	CA (Weightage)	SEE (Weightage)	Total
FIRST SEMESTER						

MLS1 C01	Foundation of Librarianship	4	3 Hrs	5	36	
MLS1 C02	Management of Libraries and Information Centres	4	3 Hrs	5	36	
MLS1 C03	Information Sources and Services	4	3 Hrs	5	36	
MLS1 C04	Library Classification Theory	4	3 Hrs	5	36	
MLS1 C05	Library Cataloguing Theory	4	3 Hrs	5	36	
MLS1 A01	Library Observation and Study (minimum of 6 libraries)	4	1 Hrs	5		
SECOND SEMESTER						
MLS2 C06	Information and Communication	4	3 Hrs	5	36	
MLS2 C07	Information Communication Technology and Internet	4	3 Hrs	5	36	
MLS2 C08	Library Classification Practice _ DDC	4	3 Hrs	5	36	
MLS2 C09 (L)	Information Technology and Library Automation Practical	4	3 Hrs	5	36	
MLS2 E01	Technical Communication	4	3 Hrs	5	36	
MLS2 A02	Greenstone Software	4	1Hrs	5		
THIRD SEMESTER						
MLS3 C10	Library Cataloguing Practice – AACR2	4	3 Hrs	5	36	
MLS3 C11	Information	4	3 Hrs	5	36	

	Systems and Networks					
MLS3 C12	Library Automation and Digital Library	4	3 Hrs	5	36	
MLS3 C13	Research Methodology	4	3 Hrs	5	36	
MLS3 E02	Statistics and Bibliometrics	4	3Hrs	5	36	
FOURTH SEMESTER						
MLS4 C14	Information processing and Retrieval	4	3 Hrs	5	36	
MLS4 C15	Library Classification Practice – UDC	4	3 Hrs	5	36	
MLS4 C16 (L)	Library Automation Digital Library and Web designing (Practical)	4	3 Hrs	5	36	
MLS4 C17 (P)	Dissertation	2			40	
	Project works	2			20	
	Internship	2			12	
	Viva Voce	2			10	
Total		80				

Syllabus
Master of Library and Information Science (M.Lib.I.Sc.)
Two Year Post-Graduate Programme with Four Semesters

FIRST SEMESTER

MLS1 C01

FOUNDATION OF LIBRARIANSHIP (4 Credits)

- Unit 1 **Library in Social Context**
Concept of Modern Library
Social, Cultural and Educational Role of Library in Contemporary Society
History of libraries and information centres
Five Laws of Library Science
- Unit 2 **Types of Libraries and their Functions**
Academic Libraries - School, College and University Libraries
Public Libraries
National Libraries
Special Libraries
- Unit 3 **Library Movements and Policies**
Library Movements in India
Library Development and Policies in India
Library Movement in Kerala
Kerala Granthasala Sangam – Kerala State Library Council
- Unit 4 **Library Legislation**
Need, Purpose and Features
Ranganathan's Model Public Libraries Act 1972
Public Libraries Acts in India – in Kerala, Tamil Nadu and Karnataka
Indian Copy Right Act 1957
Delivery of Books and News Papers Act 1956
Right To Information Act 2005
- Unit 5 **Professional ethics and Library Associations**
Professional ethics
International Associations and Organizations – UNESCO, IFLA, ALA, CILIP
Library Associations and Organizations in India - ILA, IASLIC, RRRLF, UGC

MLS1 C02 **MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES (4 Credits)**

- Unit 1 **Principles of Management**
Management Concepts
School of Thoughts
Fayol's Principles
POSDCORB, MBO, TQM, MIS
- Unit 2 **Library House Keeping Operations**
Acquisition Section-Policy and Procedure
Technical Section - Classification, Cataloguing
Maintenance Section - Shelf Rectification, Stock Verification
Circulation Section-Membership, Charging Methods, Overdue, Collection, ILL
Periodical Section-Routines, Three Card System, Kardex
Reference Section
Library as a systems – PERT/ CPM, SWOT analysis
- Unit 3 **Collection Development**
Methods, Techniques and Principles
Print and Digital Collection - Institutional Repository as a resource
Preservation of Collection
- Unit 4 **Human Resource Management**
Organizational Structure
Recruitment, Selection, Induction
Professional and Non-Professional Duties and Responsibilities
Participative Management
Motivation, Performance Appraisal
- Unit 5 **Financial And Record Management**
Source of Finance
Methods of Financial Estimation
Budgeting Techniques-Line, PPBS, ZBB
Annual Report, Staff Manual, Library Rules

MLS1 C03 INFORMATION SOURCES AND SERVICES (4 Credits)

Unit 1 Basic Concepts

Information - Need, Use , Types

Information Sources - Nature, Characteristics and Kinds

Unit 2 Reference and Information Sources

Primary Resources - Periodicals, Patents, Standards,

Research Reports, Theses, Dissertations, Govt. Publications

Secondary Sources – Dictionaries and Encyclopedias, Bibliographical Sources –
Subject and Trade Bibliographies

National Bibliography - INB, BNB

Biographical Sources – Biographical Dictionaries – Autobiographies

Geographical Sources – Gazetteers, Maps and Atlases

Indexing and Abstracting Periodicals

Yearbooks – Almanacs – Handbooks

Tertiary Sources - Bibliography of Bibliographies,

Reviews - Guide to Literature - Directories

E-Resources - E-Books, E-Journals, ETDS, E-ZINES, Etc.

Unit 3 Reference Services

Concept, Definition, Types - Ready and Long Range

Reference Service, Referral Services, Online Reference Service

Information Search - Techniques

User Study

User Education and Information Literacy

Unit 4 Documentation and Information Services

Documentation - Definition and Facets

Current Awareness Service (CAS)

Selective Dissemination of Information (SDI)

Translation Service

Document Delivery Service

Reprographic Service

Evaluation of 25 Reference Sources of various kinds

(part of the internal Assessment)

Encyclopedia, Dictionaries, Handbook, Yearbook, Almanac, Gazetteers,

Biographical Sources, Tour Guide, Atlas and Maps, Indexing and Abstracting

Unit 5 Journals, Current Awareness Sources.

MLS1 C04 LIBRARY CLASSIFICATION THEORY (4 Credits)

Unit 1 Library Classification

Concept, Meaning, Definition, Need and Functions
Normative Principles of Classification
Canons of Library Classification for Idea Plane and Verbal Plane
Principles of Helpful Sequence

Unit 2 Notational System

Notation, Need, Qualities, Functions and Canons
Mnemonics - Types
Devices for Hospitality
Devices for Sharpening or Formation of Isolates

Unit 3 Mapping of Knowledge in Classification Schemes

Enumerative and Faceted Classification Schemes
DDC: History and Development - Features - Standard Subdivisions
CC: Five Fundamental Categories - Facet Analysis and Sequence
Principles of Facet Sequence - Common Isolates - Systems and Specials
UDC: Common and Special Auxiliaries

Unit 4 Modes of Formation and Developments of Subjects

Different Types of Subjects - Simple, Compound, Complex Subjects -
Phase Relations

Unit 5 Document Classification

Call Number - Class Number, Book Number and Collection Number
Different Methods of constructing Book Numbers
Ranganathan's Facet Formula for Book Number

MLS1 C05 LIBRARY CATALOGUING THEORY (4 Credits)

- Unit 1 **Library Catalogue – Kinds and Forms**
Concept of library catalogue – functions of library catalogue –
Card catalogue and Computerized catalogue –
Internal forms of catalogue – varieties and their relative merits
- Unit 2 **Description and Access Points**
Kinds of entries and parts of entries –
Main Entry and added entries – Analytical entries -
Cross reference entries –
Cross reference index entries – different types of cataloguing –
Descriptive cataloguing and Limited cataloguing - CCF, AACR
and ISBD, Dublin Core.
- Unit 3 **Subject Cataloguing**
Objectives of subject catalogue –
Problems in assigning subject headings in catalogues –
Chain Procedure for Classified Catalogue and
Sears List of Subject Headings for Dictionary Catalogue –
- Unit 4 **Centralisation and Cooperation**
Centralised cataloguing – Objectives and Types –
Machine Readable Catalogue (MARC) and their varieties –
Cooperative cataloguing –
Concept of Union Catalogue – Catalogue Networks –
OPAC, OCLC
- Unit 5 **Filing of Entries**
Filing of entries in Classified and Alphabetical part of Classified
catalogue
Filing of entries in a Dictionary catalogue
Word by word arrangement – Letter by letter arrangement –
ALA Rules for filing alphabetical entries

MLS1 A01	LIBRARY OBSERVATION AND STUDY (4 Credits)
	Visit to a minimum of 6 libraries located out side the Calicut Dist. Area, observe and study the library in detail and submit a library observation report within one month of the commencement of second semester.

SECOND SEMESTER

MLS2 C06 INFORMATION AND COMMUNICATION (4 Credits)

- Unit 1 **Information Vs Knowledge**
Data, Information, Knowledge and Wisdom
Information - Characteristics, Properties and Behaviour,
Value and Use - Information Explosion

Information Science as a Discipline - Genesis and Development -
Definition, Scope, Relation with other disciplines
- Unit 2 **Communication**
Communication - Concept, Definition, Media and Systems
Generation and Communication of Information
Classification of Communication - Formal and Informal,
Print, Digital and Virtual
Communication Channels and Models
Barriers of Communication
Trends in Scientific Communication
Invisible Colleges and Technological Gatekeepers
- Unit 3 **Information Society**
Genesis, Characteristics and Implications
Information Industry - Generators, Providers and Intermediaries
Concept Of Freedom, Censorship, Data Security, Fair Use, Plagiarism
International and National Information Policies and Programmes -
NAPLIS, UAP, UBC
Open Access Movement
- Unit 4 **Economics of Information**
Information as Resource
Information Audit
Cost Analysis of Information Systems
Marketing of Information Products and Services
- Unit 5 **Knowledge Management**
Knowledge –Concept and Types – Explicit, Implicit and Tacit Knowledge
Digital Content Resources
Knowledge Management Systems
Role of Library Professionals in Knowledge Management

MLS2 C07 INFORMATION COMMUNICATION TECHNOLOGY AND INTERNET
(4 Credits)

Unit 1 **Introduction to Information Technology**

Computer - Hardware, Software and Storage Devices

Database - Concepts, Organization And Utility

File Design - Data, Record, File

File Organization - Serial, Sequential, Direct,

Indexed Sequential and Random Access File Organization

Unit 2 **Fundamentals of Communication Technology**

Communication Systems

Electrical, Optical, Radio and Satellite Communication

Unit 3 **Computer Networks and Networking**

Computer Networks - Definition and Examples

Network Types - LAN, MAN, WAN

Wireless Network - WIFI, WIMAX

Network Topologies - Bus, Ring, Tree, MESH and Token Ring Networks

Unit 4 **Internet - Basic Features, Tools, Services, Utilities**

Elements of Internet - Modem, Routers, Gateway, Hubs

Connectivity - Dialup, Leased Line, ISDN, Digital Subscriber Lines

WWW, E-Mail, FTP, Telnet, Mailing List, Newsgroups, Video Conferencing

Search Engines and Meta Search Engines

Internet Security, Firewall, Proxy Servers, Web Browsers

Unit 5 **Web2.0 Technologies**

Semantic Web, Invisible Web, Ontology

Application of Internet and web 2.0 in Library and Information Works and Services

Social Media, RSS, Social book marking, Folksonomics

MLS2 C08	LIBRARY CLASSIFICATION PRACTICE (DDC 23rd Edition) (4 Credits)
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Classification of Simple, Compound And Complex Subjects according to 23rd Edition of DDC

MLS2 C09 (L)	INFORMATION TECHNOLOGY AND LIBRARY AUTOMATION - PRACTICAL (4 Credits)
Unit 1	Libre Office Writer
Unit 2	Libre Office Calc
Unit 3	Libre Office Impress
Unit 4	Koha

MLS2 E01 TECHNICAL COMMUNICATION (4 Credits) (elective)

Unit 1

Written Communication

Verbal and Non-Verbal Communication
Different Types of Writing
Technical Writing - Features
Pre-Writing, Writing and Rewriting
Audience Research
Language as a Medium of Communication

Unit 2

Abstracting

Abstracts and Types of Abstracts
Guidelines for Preparing a Good Abstract

Unit 3

Information Repackaging and Consolidation

Content Analysis
Repackaging, Formatting and Consolidating

Unit 4

Preparation of Information Products

Preparation of Popular Articles, Technical Reports, Reviews, Digests,
Trend Reports, State of the Art Reports, Project Proposals, etc.

Unit 5

Mechanics of Writing

Common Problems of Spellings, Grammar, Usage and Punctuation
Style Manuals - Chicago, MLA and APA Style Manuals
Copy Editing and Proof Reading
Online Reference Tools - Zotero and Plagiarism

MLS2 A02	GREENSTONE DIGITAL LIBRARY SOFTWARE (4 Credits)
	Installation – file creation – metadata creation – information search

THIRD SEMESTER

MLS3 C10	LIBRARY CATALOGUING PRACTICE (AACR2) (4 Credits)
	Cataloguing of Books, Journals and non-book materials according to AACR2 (19th Revision) supplemented with Sears List of Subject Headings (19 th ed.)

MLS3

C11 INFORMATION SYSTEMS AND NETWORKS (4 Credits)

Unit 1 Libraries and Information Agencies

History and Development

Libraries, Documentation Centres and Information Centres

Data Banks and Archives, Information Analysis Centres, Referral Centre,
Clearing Houses, Translation Centres and Reprographic Centres

Unit 2 Information System

Definition, Characteristics and Properties of a System

Concept, Types, Characteristics and Components of Information System

Planning and Designing of Information System

Role of Information System in Technology Transfer and

National Development

Unit 3 Global Information Systems

BIOSIS, AGRIS, INIS, INSPEC, MEDLINE, OCLC, CAS, ISI web, PubMed,
IEE electronic library

ACM Digital library, EBSCO, PROQUEST, Elsevier, Ingenta, J-Gate

Web Sources, Portals, Wikis

Unit 4 International and National Documentation Centres

International Documentation Centres – UNESCO, FID

National Documentation Centres – NISCAIR, NASSDOC, DESIDOC,
SENDOC

Unit 5 Resource sharing and Networks

Resource sharing, concepts and forms

INFLIBNET, DELNET, NICNET, UGC-INFONET, INDEST, JANET

MLS3 C12 LIBRARY AUTOMATION AND DIGITAL LIBRARIES (4 Credits)

- Unit 1 **Library Automation**
Need for Automation
Planning and Implementation
Library Automation Software
Open and Proprietary Software - KOHA, LIBSYS
Application of RFID In Libraries
- Unit 2 **Digital Libraries**
Concepts and Issues
Content Creation - E-Documents, Files and File Formats
Image Formats, Audio Formats, Storage Media Format 180-9669 DVD
Collection Building - Issues and Challenges
- Unit 3 **Digital Library Software**
Hardware for Digital Library
Digital Library Software – Greenstone, Eprint
OCR Technology - Image Editing Software
Data Warehousing – Data Mining
- Unit 4 **Institutional Repositories**
Concepts and Issues
Software for Institutional Repositories – DSpace –
Key features and Functionality
- Unit 5 **Artificial Intelligence and Expert System**
Concept and Issues
History and Development
Goals, Approaches and Tools

MLS3 C13 RESEARCH METHODOLOGY (4 Credits)

- Unit 1 **Research**
Concept, Meaning, Need and Process of Research
Types of Research - Fundamental, Applied, Inter-Disciplinary and Multi-Disciplinary Research
- Unit 2 **Research Design**
Conceptualization and Types
Identification and Formulation of Research Problem
Literature Search - Print, Electronic, Digital and Online Sources
Formulation and Testing of Hypotheses
- Unit 3 **Research Methods**
Scientific, Historic, Descriptive, Survey, Case Study, Experimental and Delphi Method
- Unit 4 **Research Techniques and Tools**
Questionnaire, Schedule, Interview, Observation, Scales and Checklists, Records and Reports
Sampling Technique
Quality Measurement Tools – SERVQUAL, LIBQUAL, WEBQUAL, DIGIQUAL
- Unit 5 **Data Analysis, Interpretation and Report Writing**
Tabulation and Generalization
Graphical Representation of Data
Structure of Research Report
Methods of Evaluating Research
Current Trends in LIS Research

MLS3

E02 STATISTICS AND BIBLIOMETRICS (4 Credits) (elective)

Unit 1 **Basics of Statistics**

Nature and Scope

Use of Statistics In Library and Information Centres

Unit 2 **Measures of Central Tendency, Dispersion, Skewness and Kurtosis**

Mean, Median and Mode

Mean Deviation, Quartile Deviation and Standard Deviation

Skewness and Kurtosis

Unit 3 **Inferential Statistics**

Correlation, Regression

Chi-Square Test and Z Test

Unit 4 **Statistical Package**

SPSS for statistical analysis of data

Unit 5 **Bibliometrics**

Bibliometrics - Genesis, Scope and Definition

Bibliometric Laws - Bradford, Lotka and Zipf's Law and their Applications

Scientometrics, Informetrics, Webometrics and Altmetrics - History and Development, Scope and Importance

Citation Analysis - Bibliographic Coupling - Obsolescence of Literature

FOURTH SEMESTER

MLS4 C14	INFORMATION PROCESSING AND RETRIEVAL (4 Credits)
Unit 1	Information Retrieval System
	Information Retrieval Systems - Purpose, Functions, Components
	Information Search - Formulation of Search Strategy
	Online Search Strategy
Unit 2	Indexing Systems
	Indexing - Meaning and Purpose
	Principles of Subject Indexing
	Pre-Coordinate Indexing - PRECIS and POPSI
	Post-coordinate Indexing - Uniterm Indexing
	Keyword Indexing - KWIC and its varieties
	Citation Indexing - SCI and SSCI
Unit 3	Vocabulary Control
	Vocabulary Control-Meaning and Importance
	Tools for Vocabulary Control - Subject Headings Lists, Thesaurus, Thesauri Facet and Classarus
	Thesaurus - Structure, Format and Construction Techniques
Unit 4	Evaluation of Information Retrieval Systems
	Criteria for Evaluation
	Evaluation Projects – ASLIB Cranfield Studies and MEDLARS Evaluation Project
Unit 5	Natural Language Processing
	Concept of Natural Language Processing
	Application of NLP in Information Retrieval Systems

MLS4 C15	INFORMATION PROCESSING PRACTICE (UDC) (4 Credits)
	Classification of Simple, Compound and Complex Subjects according to UDC (BSI standard edition)

MLS4 C16 (L)	LIBRARY AUTOMATION, DIGITAL LIBRARY AND WEB DESIGNING – PRACTICAL (4 Credits)
Unit 1	Institutional Repository Software - D SPACE
Unit 2	HTML
Unit 3	Blog

MLS4 C17 (Pr.)	DISSERTATION, PROJECTWORKS, INTERNSHIP AND VIVA VOCE (8 Credits)
	Dissertation (2 Credits)
	Project Works (2 Credits)
	Internship (2 Credits)
	Viva-voce (2 Credits)