



Syllabus for M.Lib.I.Sc Programme
Under Choice based Credit & Semester System
(2022 Admission onwards) (Direct Grading System)

CERTIFICATE

I hereby certified that the documents attached are the bona fide copies of the syllabus of M.Lib.I.Sc programme to the effective from the academic year 2022-2023 onwards

Date:

PRINCIPAL

Place: Farook College

PROGRAMME STRUCTURE 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 include 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 news letter, 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.

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	30	
MLS1 C02	Management of Libraries and Information Centres	4	3 Hrs	5	30	
MLS1 C03	Information Sources and Services	4	3 Hrs	5	30	
MLS1 C04	Library Classification Theory	4	3 Hrs	5	30	
MLS1 C05	Library Cataloguing Theory	4	3 Hrs	5	30	
MLS1 A01	Library Observation and Study	4	1 Hrs	5		
SECOND SEMESTER						
MLS2 C06	Information and Communication	4	3 Hrs	5	30	
MLS2 C07	Information Technology - Theory	4	3 Hrs	5	30	

MLS2 C08	Library Classification Practice _ DDC	4	3 Hrs	5	30	
MLS2 L01	Information Technology - Practical	4	3 Hrs	5	30	
MLS2 E01	Technical Communication	4	3 Hrs	5	30	
MLS2 A02	Greenstone Digital Library Software	4	1Hrs	5		

THIRD SEMESTER						
MLS3 C09	Library Cataloguing Practice – AACR2	4	3 Hrs	5	30	
MLS3 C10	Information Systems and Networks	4	3 Hrs	5	30	
MLS3 C11	Information Technology Applications in Libraries - Theory	4	3 Hrs	5	30	
MLS3 C12	Research Methodology	4	3 Hrs	5	30	
MLS3 E02	Statistics and Bibliometrics	4	3Hrs	5	30	
FOURTH SEMESTER						
MLS4 C13	Information processing and Retrieval	4	3 Hrs	5	30	
MLS4 C14	Library Classification Practice – UDC	4	3 Hrs	5	30	
MLS4 L02	Information Technology Applications in Libraries - Practical	4	3 Hrs	5	30	
MLS4 P01	Dissertation/ Projects works	4			30	
MLS4 V01	Comprehensive Viva and internship	4			30	
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)

Course Outcome

After studying this paper, students will be able to

CO1: Perceive the value of library in social context

CO2: Understand distinguishing features and functions of types of libraries at national and international level.

CO3: Understand depth knowledge in library movements, policies and library legislations, it will lead to the sound administrative set-up of the library.

CO4: Understand professional ethics and ethical issues related with Intellectual Property Rights, copyright etc. while providing library services.

CO5: Understand distinguishing features and functions of various international associations and organisations.

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 GranthasalaSangam – 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, ASLIB ALA, CILIP - Library Associations and Organizations in India - ILA, IASLIC, IATLIS RRRLF, UGC.

References and further Reading

1. Khanna, J. K. (1987). *Library and society* (2nd. ed.). Kurukshehra: Research

Publications..

2. Sharma, P. S. K. (1987). *Libraries and society* (2nd ed.). Delhi: EssEss Publications.
3. Dhiman, A. K., & Rani, Y. (2005). *Learn library and society*. Delhi: EssEss Publications.
4. AradhanaKumari. (2015). *Role of libraries in modern society*. Delhi: Manglam Publications.
5. Ranganathan, S. R. (1988). *Five laws of library science*. Bangalore: SaradaRanganathan Endowment for Library Science.
6. Sharma, J. S. (1986). *Library movement in India and abroad*. Delhi: EssEss Publications.
7. Kumar, S. *Public libraries acts in India*. Delhi: EssEss Publications.
8. Sinha, S. C., & Dhiman, A. K. (2002). *Academic libraries*. Delhi: EssEss Publications.
9. Sharma, P. S. K. (1985). *Public libraries in India*. New Delhi: EssEss Publications

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

Course Outcome

After studying this paper, students will be able to

CO1: Understand basic principle of managements and their applications in library.

CO2: Develop skills in managing and carrying out professional activities in house-keeping operations of library.

CO3: Understand collection development policy of print and non-print materials and their preservation methods.

CO4: Familiar with areas of Human Resource Management , financial management and performance evaluation Standards

Unit 1 - Principles of Management

Management Concepts - School of Management 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.

References and further Reading

1. Panwar, B. S. (1986). Library management. Delhi: B R Publishing Corporation.
2. Mittal, R. L. (1969). Library administration: Theory and practice. Metropolitan Book Co..
3. Krishnamurthy, R. (1997). Library management. New Delhi: Commonwealth Publishers.
4. Dhiman, A. K., & Rani, Y. (2004). Library management: A manual for effective management. Delhi: EssEss Publications.
5. Krishan Kumar, (2008). Library Administration and Management. New Delhi: Vikas Publishing House.
6. Brophy, P., & Coulling, K. (1997). Quality management for information and library managers. Mumbai: Jaico Pub. House.
7. Mahapatra, P. K. (1999). Collection management in libraries. New Delhi: EssEss Publications.
8. Khanna, J. K. (1981). Personnel management in libraries. New Delhi: EssEss Publications.
9. Dhiman, A. K., & Rani, Y. (2005). Learn library management. Delhi: EssEss Publications.
10. DharmendraHarit. (2018). Computer in library management. New Delhi: Random Publications.
11. Bajpai, S. K. (1999). Preservation and management of library collections. New Delhi: EssEss Publications.

MLS1 C03 - INFORMATION SOURCES AND SERVICES (4 Credits)

Course Outcome

After studying this paper, students will be able to

CO1: Perceive excellent knowledge about information and its use and type.

CO2: Articulate various documentary and non-documentary sources.

CO3: Understand skills in providing reference services, documentation services and information services

CO4: Conduct user education programme and user study for understanding of the users requirements.

CO5: Avail skills in evaluating reference sources of various kinds

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.

Unit 5 - 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 Journals, Current Awareness Sources.

References and further Reading

1. Kumar, P. S. G. (2004). Information sources and services: Theory and practice. New Delhi: B R Publishing Corporation.
2. Sewa Singh. (1997). Manual of reference and information sources. New Delhi: B R Publishing Corporation.

3. Sharma, J. S., & Grover, D. R. (1987). Reference services and sources of information. Delhi: EssEss Publications.
4. Dhiman, A. K., & Yashoda Rani. (2005). Information and reference sources and services. New Delhi: EssEss.
5. Sewa Singh. (1997). International manual of reference and information sources. Beacon Books.
6. Dhiman, A. K., & Rani, Y. (2005). Learn information and reference sources and services. Delhi: EssEss Publications.

7. Bikika Tariang Laloo. (2002). Information needs, information seeking behaviour and users. New Delhi: EssEss publications.

MLS1 C04 - LIBRARY CLASSIFICATION THEORY (4 Credits)

Course Outcome

After studying this paper, students will be able to

- CO1:** Understand library classification, normative principles and canons of library classifications of three levels of works.
- CO2:** Perceive the role of notation systems, types of notations and canons of notation.
- CO3:** Familiar with devices for formation and sharpening of isolates while classifying the documents in the library.
- CO4:** Explore mapping of knowledge in different schemes of classification and modes of formation of subjects.
- CO5:** Comprehend recent trends in library classification and different methods of constructing the book numbers.

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 - Call Number - Class Number, Book Number and Collection Number - Mnemonics – Types - Devices for Hospitality - Devices for Formation and Sharpening 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 – Modes of formation and development of subjects - Phase Relations.

Unit 5 - **Document Classification**

Different Methods of constructing Book Numbers - Ranganathan's Facet Formula for Book Number - Recent trends in library classification – Classification in Online systems and Web – Web-DDC.

References and further Reading

1. Sharma C.K., & Sharma, A. K. (2007). *Library classification*. New Delhi: Atlantic publishers.
2. Husain, S. (1993). *Library classification: Facets and analyses*. New Delhi: Tata McGraw-Hill Publishing.
3. Ranganathan, S.R. (2006). *Prolegomena to library classification* (Ed.3.). Bangalore: SaradaRanganathan Endowment.
4. Bavakutty, M. (1981). *Canons of library classification*. Thiruvananthapuram: Kerala Library Association.
5. Ranganathan, S. R. (1962). *Elements of Library classification*. New Delhi: UBS Publishers & Distributors.
6. Dhiman, A. K., & Rani, Y. (2005). *Learn library classification*. Delhi: EssEss Publications.
7. Mills, J. (1962). *Modern outline of library classification*. Bombay: Asia Publishing House.
8. Khanna, J. K., & Vohra, R. (1996). *Handbook of library classification systems*. Beacon Books.
9. Ranganathan, S. R. (1976). *Colon classification*. New Delhi: Asia Publishing House

MLS1 C05 - LIBRARY CATALOGUING THEORY (4 Credits)

Course Outcome

After studying this paper, students will be able to

CO1: Understand various kinds and forms of library catalogue

CO2: Perceive description and access point of main entry and added entry according to AACR and CCC

CO3: Familiar with standards like AACR, CCF, ISBD and DUBLINE CORE

CO4: Perceive Subject cataloguing, Chain procedure, Dictionary catalogue, Sears lists of subject heading

CO5: Understand centralized and cooperative catalogue

CO6: Get skills in arranging different entries in any library.

Unit 1 - Library Catalogue – Kinds and Forms

Concept of library catalogue – functions of library catalogue – Physical forms 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- according to AACR 2 and CCC– 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

References and further Reading

1. Nanda, M. (2006). *Library cataloguing*. New Delhi: Anmol Publications.
2. Dutta, D. (1969). *Introduction to library cataloguing* (2nd. ed.). Calcutta: Calcutta World Press Ltd..
3. Khan, M. (1997). *Cataloguing in library science*. New Delhi: Sarup& Sons.

4. Goswami, I. M. (1995). *Manual of library cataloguing*. New Delhi: Commonwealth Publishers.
5. Dhiman, A. K., & Rani, Y. (2005). *Learn library cataloguing*. Delhi: EssEss Publications.
6. Foskett, A. C. (1977). *Subject approach to information* (3rd. ed.). London: Clive Bingley.

MLS1 A01 - LIBRARY OBSERVATION AND STUDY (4 Credits)

After completing this paper, students will be able to

- Explore professional manpower for handling the library in the changing scenario.

Visit to a minimum of 6 prominent libraries in Kerala and observe and study the library in detail and submit a library observation report within one month of the visit conducted. Visit one library in a day and complete the visit before 2 months to the completion of the programme. Attend a two-day workshop on library and information related topics OR on soft skill development (Before last month of the completion of the programme).

SECOND SEMESTER

MLS2 C06 - INFORMATION AND COMMUNICATION (4 Credits)

Course Outcome

After studying this paper, students will be able to

CO1: Understand data, information, knowledge, wisdom, information and information explosion

CO2: Understand various communication medias, channels and models used in information science.

CO3: Perceive role of information, information society and knowledge management in changing scenario.

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.

References and further Reading

1. Kumar, P. S. G. (2004). Information and communication. Delhi: B R Publishing Corporation.
2. Khan, M. T. M. (1998). Information: Organization and communication. Delhi: EssEss Publications.
3. Prasher, R. G. (2001). Information and its communication. Ludhiana: Medallion press.
4. Singh, A. P. (2013). Information communication and society. New Delhi: Essess Publications.
5. Bowker, R. R. 1. (2012). Copyright: Its History and Its Law. Project Gutenberg.
6. Sonal G Singh. (2016). Knowledge management. New Delhi: Cyber Tech
7. Mahapatra, P. K., &Chakrabarti, B. (2002). Knowledge management in libraries. New Delhi: EssEss publications.
8. Kamalavijayan, D. (2005). Information and knowledge management. Delhi: Macmillan.

MLS2 C07 - INFORMATION TECHNOLOGY – THEORY (4 Credits)

Course Outcome

After studying this paper, students will be able to

CO1: Understand basic concepts of information technology

CO2: Understand Electrical, Optical, Radio and Satellite Communication technology

CO3: Familiar with various Computer Networks and Networking topologies

CO4: Comprehend basic features, tools, services, utilities of Internet and Search engines

CO5: Understand web 2.0 technologies and perceive application of web 2.0 in libraries, ontology, social media.

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. Character representation-ASCII,ISCII,Unicode

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

References and further Reading

1. Kumar, P. S. G. (2003). *Information technology: Basics*. New Delhi: B R Publishing Corporation.
2. Kumar, P. S. G. (2003). *Information technology: Applications*. New Delhi: B R Publishing Corporation.
3. Tanenbaum, A. S. (2012). *Computer networks* (5th ed.). New Delhi: Pearson
4. Rajesh, R. S. (2009). *Computer networks: Fundamentals and applications*. New Delhi: Vikas Publishing House.
5. Saharan, M. S. (2014). *Internet for libraries and information centres*. New Delhi: Random publishing house

6. Dave, P. (2010). *Web 2.0 and libraries: Impacts technologies and trends*. Oxford: Chandos publishing.
7. Dhande, S. A. (2014). *Web 2.0 applications in library*. New delhi: EssEss. Publications

MLS2 C08 - LIBRARY CLASSIFICATION PRACTICE (DDC 23rd Edition) (4

Credits)

Course Outcome

After studying this paper, students will be able to

CO1: Explore hands on practices to classify various library documents according to 23rd edition of DDC and also explore the best practice in everyday activities of library.

Unit 1: Familiarization of 23rd edition of DDC First, Second and Third summary and tables and relative index

Unit 2: Classification of Simple, Compound and Complex Subjects according to 23rd Edition of DDC.

References and further Reading

1. Satija, M. P. (2011). *A guide to the theory and practice of colon classification*. New Delhi: EssEss Publications.
2. Chan, L. M., Comaromi, J. P., Mitchell, J. S., & Satija, M. P. (1996), *Dewey Decimal classification: A practical guide*. Albany: Forest Press.
3. Dewey, M., & Beall, J. (2019), *Dewey decimal classification*: Dublin, Ohio: OCLC Online Computer Library Center, Inc.
4. Dewey, M., In Fox, V. B., In Kyrios, A., & OCLC. (2020), *Dewey decimal classification*. Dublin, Ohio : OCLC, Inc.

MLS2 L01 - INFORMATION TECHNOLOGY - PRACTICAL (4 Credits)

After studying this paper, students will be able to

CO1: Explore hands on practices to built automated library system.

CO2: Familiar with DBMS to build Database for library management system.

CO3: Get skills to use the computer for their day to day basic and advance level computer activities.

Unit 1 – **Libre Office Writer**

Unit 2 – **Libre Office Calc**

Unit 3 – **Libre Office Impress**

Unit 4 - **Koha**

Unit 5 - **DBMS (Open source)**

Compile a database of 50 micro-documents including journal articles, etc.

References and further Reading

1. Mishar, V. K. (2016). Basics of library automation: KOHA library management software and data migration. New Delhi: EssEss Publications.
2. Michael, R. K. (2003). Mastering UNIX shell scripting. Wiley.
3. Petersen, R. (2007). Linux: The complete reference. Tata McGraw-Hill Education.
4. Williams, B. K., Sawyer, S. C., & Hutchinson, S. E. (1999). Using information technology: A practical introduction to computers and communications (3rded.). New Delhi: Tata McGraw-Hill.
5. Mathew, Neil et al. (2000). Professional Linux programming. A press.

MLS2 E01 - TECHNICAL COMMUNICATION (4 Credits) (elective)

After studying this paper, students will be able to

CO1: Understand basic knowledge about verbal, non-verbal communication, technical writing, audience research.

CO2: Understand abstracting and different types of abstracts.

CO3: Articulate basic knowledge about information repackaging, consolidation and preparation of information products.

CO4: Understand basic knowledge about mechanics of writing and research collaboration tools.

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, Preparation of Information Products

Abstracts and Types of Abstracts - Guidelines for Preparing a Good Abstract. Preparation of Popular Articles, Technical Reports, Reviews, Digests, Trend Reports, State of the Art Reports, Project Proposals, etc.

Unit 3 - Information Repackaging and Consolidation

Content Analysis - Repackaging, Formatting and Consolidating

Unit 4 - 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

Unit 5 – Tools for Academic Collaboration

Research collaboration tools; Scholar networks (Academia, Research Gate); Research profile tools- ORCID ID, Researcher ID, Google scholar, Scopus ID, Vidwan

References and further Reading

1. Riordan, D. G. (2005). *Technical communication*. Australia: Cengage learning.
2. Rizvi, A. (2011). *Effective technical communication*. New Delhi: Tata McGraw Hill.
3. Devarajan, G. (2012). *Technical communication for information managers*. New Delhi: EssEss Publications.
4. DharmendraHarit. (2017). *Abstracting practices in libraries*. New Delhi: Random Publications.
5. Kumar, D. (2014). *Library indexing and abstracting*. New Delhi: Discovery Publishing House Pvt Ltd.
6. Seetharama, S. (1997). *Information consolidation and repackaging: Framework, methodology, planning*. New Delhi: EssEss Publications.
7. Seetharama, S.(2015) Guidelines for technical writing for librarians & information professionals. New Delhi: EssEss Publications.
8. Paramita, P. (2017). *Technical Writing: Professional tools & insights*. New Delhi: Omega Publication.

MLS2 A02 - GREENSTONE DIGITAL LIBRARY SOFTWARE (4 Credits)

After studying this paper, students will be able to

CO1: Explore hands on practices to built digital library by using GREENSTONE.

CO2: Provides information how to create and design digital library for an institute.

Unit 1: Installation and customization of GREENSTONE

Unit 2: File creation – metadata creation – information search. (Build a collection of 50 documents with different formats including text, PDF, scanned images, photo, audio and video, etc.)

References and further Reading

1. Digital Library Planning and Implementation. (2020, March 18).<https://www.youtube.com/watch?v=015urPL5FxM&feature=youtu.be>
2. Faruqi K. K. (1995). *Online database searching and retrieval: Strategies, procedures, commands, and problems: A brief Guide*. Bangalore: SaradaRanganathan endowment.

THIRD SEMESTER

MLS3 C09 - LIBRARY CATALOGUING PRACTICE (AACR2) (4 Credits)

After studying this paper, students will be able to

CO2: Comprehend hands on practices to catalogue various library documents according to AACR2 and also explore the best practices in everyday activities of library.

Unit 1: Cataloguing of personal author, joint author, corporate authors, edited books multi volume books and pseudonyms works according to AACR2 (1988 Revision) supplemented with Sears List of Subject Headings (19th ed.)

Unit 2: Cataloguing of serial publications, uniform titles and non-book materials according to AACR2 (1988 Revision) supplemented with Sears List of Subject Headings (19thed.)

References and further Reading

1. Sears, M. E. (2018). *Sears list of subject headings* (22nd ed.). HW Wilson.
2. Anglo-American Cataloguing Rules II (most recent edition to be used)

MLS3 C10 - INFORMATION SYSTEMS AND NETWORKS (4 Credits)

After studying this paper, students will be able to

CO1:Comprehend history and development of Libraries, Documentation Centers and Information Centers.

CO2: Highlight the role of information analysis centers, referral centre, clearing houses, translation centers and reprographic centers.

CO3: Understand information systems and role of Information System in Technology Transfer and National Development.

CO4: Highlight the role of available global information systems, international and national documentation centers in these fields.

CO5:Understand concept of resource sharing and networks.

CO6:Familiar with various resources sharing and networks centers

Unit 1 - Libraries and Information Agencies

History and Development -Libraries, Documentation Centers 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, Web of Science/ SCOPUS, 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.

References and further Reading

1. Rainer, R. K. (2011). *Introduction to information systems* (3rd ed.). New Delhi: Wiley-India.
2. Kaushik, P. (2006). *Library Information Services and Systems*. New Delhi: Anmol Publications.
3. Neelesh Kashyap. (2016). *Library co-operation in a networked world*. New Delhi: Random publications
4. Foskett, D. J. (1970). *Library systems and information services*. London: Crosby Lockwood.

MLS3 C11 - INFORMATION TECHNOLOGY APPLICATIONS IN LIBRARIES – THEORY (4 Credits)

After studying this paper, students will be able to

- CO1:** Understand various aspects of library automation and library automation software.
- CO2:** Understand application of RFID, Barcode, QR code, Smart card in Libraries.
- CO3:** Understand various aspects of digital library and digital library software
- CO4:** Understand various aspects of institutional repository and DSPACE
- CO5:** Perceive how to create content in digital library and institutional repository by using various technologies
- CO6:** Understand various aspects of artificial intelligence and expert systems

Unit 1 - Library Automation

Need for Automation - Planning and Implementation - Library Automation Software - Open and Proprietary Software - KOHA, LIBSYS - Application of RFID, Barcode, QR code, Smart card 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

References and further Reading

1. Prasad, R. C. (1996). *Computerised library management systems*. Dehradun: Oriental Enterprises.
2. Phadke, D. N. (2020). *Advances in Library Computerisation*. New Delhi: EssEss Publications.
3. Singh, K. P. (2014). *Basic facts of digital library*. New Delhi: Anmol Publications.
4. Jones, R., Andrew, T., & MacColl, J. (2006). *The institutional repository*. Oxford: ChandosPub..
5. Patterson, D. W. (1990). *Introduction to artificial intelligence and expert systems*. New Delhi: Prentice-Hall of India.
6. Garnham, A. (1987). *Artificial intelligence: An introduction*. London ; New York: Routledge & Kegan Paul.

MLS3 C12 - RESEARCH METHODOLOGY (4 Credits)

After studying this paper, students will be able to

CO1: Understand the concept of research methodology, types of research and research methods.

CO2: Perceive identification and formulation of research problem, how to conduct literature search and how to formulate hypothesis.

CO3: Understand various techniques used for data collection and analysis of data.

CO4: Get skills in writing research report and methods of evaluating research.

CO5: Understand current trends in LIS research

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, Measurement of variables, Research proposal structure

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

References and further Reading

1. Krishanswamy, O.R and Ranganathan, M. (2011).Research methodology of Research in Social Science. Mumbai:Himalaya Publishing House.
2. Ram Ahuja,(2001). Research methods . Jaipur: Rawat Publication
3. Kothari , C.R.(2011). Research methodology. New Delhi: New age.
4. Kothari, S.R.(2012).Research methodology : methods and techniques . Pragun Publication
5. Abdul Matin. (2004).Research methods, statistics, IT and e-methods. New Delhi: Icon publication
6. Sunil Singh, Cahndel.,Umesh Kumar Singh and Phuleria, Kailash Chandra(2014). Research methodology : tools and techniques . SSDN Publication.
7. Sharma ,K.R. Research methodology.
8. Krishan Kumar (1999). Research methods in library and information science. (Rev.ed.). New Delhi: Har-Anand Publications.

MLS3 E02 - STATISTICS AND BIBLIOMETRICS (4 Credits) (elective)

After studying this paper, students will be able to

CO1: Understand the use of statistics in library and information centers.

CO2: Understand use measures of central tendency, dispersion, skewness and kurtosis.

CO3: Understand the use of Inferential Statistics

CO4: Perceive the use of various statistical analysis packages like SPSS, R and Mathlab for the analysis of data.

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, R and Mathlab 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

References and further Reading

1. Rousseau, R. (2018). *Becoming metric-wise: A Bibliometric guide for researchers*. United States: Chandos Publishing.
2. Panda, B. D. (1997). *Research methodology for library science: With statistical methods and bibliometrics*. New Delhi: Anmol
3. Devarajan, G. (1997). *Bibliometric studies*. New Delhi: EssEss
4. Argyrous, G. (2011). *Statistics for research: With a guide to SPSS* (3rd ed.). New Delhi: Sage.
5. Sehgal, R. L. (1998). *Applied statistics for library science research, Vol.1*. Delhi: EssEss Publications.
6. Sehgal, R. L. (1998). *Applied statistics for library science research, Vol.2*. Delhi: EssEss Publications.

FOURTH SEMESTER

MLS4 C13 - INFORMATION PROCESSING AND RETRIEVAL (4 Credits)

After studying this paper, students will be able to

- CO1: Understand purpose, function and components of information retrieval systems.
- CO2: Understand formulation of search strategy and online search strategy
- CO3: Understand various indexing systems and tool for vocabulary control
- CO4: Understand evaluation criteria for information retrieval systems.
- CO5: Familiarize with ASLIB Cranfield Studies and MEDLARS Evaluation Project
- CO6: Comprehend the concept of Natural Language Processing and application of NLP in information retrieval systems.

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

References and further Reading

1. Lancaster, F. W. (1979). *Information retrieval systems: Characteristic, testing and evaluation*. New York: John Wiley
2. Foskett, A. C. (1971). *Subject approach to information* (3rd. ed.). London: Clive Bingley.
3. Chowdhury, G. G. (1994). *Information retrieval system*. Calcutta: Indian Association of Special Libraries and Information Centres.
4. Prasher, R. G. (1989). *Index and indexing systems*. Medallion Press.
5. Ramakrishnan, M. N. (1986). *Indexing systems and techniques*. Trivandrum: Lakshmisree Publications.

6. Ghosh, S. B., & Satapathi, J. N. (1998). *Subject indexing systems: Concepts, methods and techniques*. Calcutta: Indian Association of Special Libraries and Information Centres.
7. Murthy, K. N. (2006). *Natural Language Processing*. Bangalore: SaradaRanganathan Endowment.

MLS4 C14 - INFORMATION PROCESSING PRACTICE (UDC) (4 Credits)
(elective)

After studying this paper, students will be able to

- CO1:** Hands on practices to classify various library documents according to UDC.
- CO2:** Understand the best practice in everyday activities of library .

Unit 1: Familiarization of UDC main schedule and common auxiliary tables

Unit 2: Classification of Simple, Compound and Complex Subjects according to UDC (BSI standard edition)

References and further Reading

1. Fosket, A. C. (1973). *Universal Decimal Classification: The history, present status and future prospects of a large general classification scheme*. London, Bingley.
2. McIlwaine, I. C. (2007). *The Universal Decimal Classification: A guide to its use*. The Hague, Netherlands: UDC Consortium
3. *Universal Decimal Classification* (Latest Edition). London: British Standards Institution.

MLS4 L02 - INFORMATION TECHNOLOGY APPLICATIONS IN LIBRARIES – PRACTICAL (4 Credits)

After studying this paper, students will be able to

- Hands on practices to built institutional repository by using DSPACE
- Provides a hands on practices to blog for library management system.
- Get skills to handle online survey tools and blogs for various library activities.
- Explore hands on training to create new websites of libraries.

Unit 1 - **Institutional Repository Software - D SPACE**

Unit 2 - **HTML**

Unit 3 – **Blog**

Unit 4 – **Online Survey tools**

References and further Reading

1. Poornima G. N. & Girish R. N. (2019). *Creating and Managing Institutional Repository Using DSpace: A Case Study*. Chhattisgarh: Educreation Publishing.
2. Rohith, K. (2001). *HTML 4 U*. New Delhi: APH Publishing Corporation.
3. Sue, Jenkins. (2007). *Web Design: The L Line, the Express Line to Learning*. New Delhi: Wiley India Publication.
4. Tripathi, A., Prasad H. N., & Mishra, R. (2010). *Open Source Library Solutions*. New Delhi: EssEss Publications.
5. Uma V, Suseela J. (2017). *Automation of Library integration operation: A how to do manual*. New Delhi: Ess Ess Publications.

MLS4 P01 – DISSERTATION/PROJECTWORKS

- Dissertation (4 Credits)

MLS4 V01 – COMPREHENSIVE VIVA AND INTERNSHIP (2 CREDITS)

- Viva-voce (2 Credits)
- Internship (2 Credits)

Dissertation and Viva-voce: Every student shall have to choose a topic for the dissertation in the beginning of the fourth semester. Each student will work under the guidance of the teacher of the Department. The final prepared dissertation to be submitted to the department/university before ending fourth semester. Dissertations will be evaluated by Concerned Supervisor and One External Examiners (if any) jointly which will be followed by a Viva-Voice.

Project: Every student shall have to prepare a specimen of the five information products.

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.

APPENDIX

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.

Components of the evaluation of Dissertation/projects

Dissertation/projects will be evaluated and the grade will be given as per the norms presented in the table given below.

No	Criteria	Weightage of external	Weightage of internal
1	Identification and statement of problem	8	2
2	Methodology and analysis	8	2
5	Structure and presentation style of the report	8	2
6	Viva-voce	16	4
	Total	40	10

There shall be External and Internal Comprehensive Viva-voce. There shall be no improvement chance for Comprehensive Viva-voce.

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.

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:

$CGPA = \frac{\text{Total credit points obtained in Four semesters}}{\text{Total credits of the programme}}$

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).

IV. 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.

VI. Programme Specific Outcomes (PSO) for M.Lib.I.Sc

PSO1: The programme impart great deal of knowledge in Library and Information Science(LIS) subject for those aspiring to hold higher positions in various libraries and organizations/ institutes/ research centres.

PSO2: The Students in LIS subjects should have knowledge about modern management techniques, skills in information processing and retrieval techniques to manage effectively the libraries and information centres.

PSO3: The Students in LIS subjects should have knowledge about the characteristics of the information resources in society with the introduction of the repackaging and consolidation techniques.

PSO4: The Students in LIS subjects have basic knowledge of the Research Methodology, Statistical Techniques and various offline and online reference management tools.

PSO5: The students in LIS should have disciplinary knowledge, professional skills, communication skills, critical thinking power, problem solving skills, capable of using advanced digital technology and ethical awareness while providing library resources and services.

PSO6: The Students in LIS subjects should attain professional manpower for handling the subjects in the changing scenario through internship, library visit, pre-training in various library and information centres.

Model Question Papers

FIRST SEMESTER

FAROOK COLLEGE (AUTONOMOUS), KOZHIKODE

First Semester M.Lib.I.Sc Degree Examination

MLS1 CO1 – Foundation of Librarianship

Time: 3 hours

Max.weightage:30

I. Answer any FOUR questions(short answers)

1. P. N. Panicker
2. Prison Library
3. Digital library
4. Regression of IFLA publications
5. National library week
6. Public library association
7. Division of National Library of India

(4x2=8 weightage)

II. Answer any FOUR questions(paragraph answers)

8. State central library
9. Code of ethics of ALA
10. Right to information Act
11. Kerala state library council
12. Assistance programme of RRRLF
13. Karnataka Public library act
14. Public library extension services

(4x3=12 weightage)

III. Write essays on any Two questions

15. Discuss the implications of second law of library science.
16. Discuss role of professional association for the promotion of libraries
17. Enumerate and discuss the social and cultural role of library in contemporary society
18. Discuss the role of UNESCO for the promotion of public libraries at global level.

(2x5=10 weightage)

FAROOK COLLEGE (AUTONOMOUS), KOZHIKODE

First Semester M.Lib.I.Sc Degree Examination

MLS1 CO2 – Management of Libraries and Information Centres

Time: 3 hours

Max.weightage:30

I. Answer any FOUR questions(short answers)

1. Write Note on TQM
2. Explain MBO
3. Explain Kardex
4. Write a note on Browny charging systems
5. Annual report
6. Explain institutional repositories
7. Write short note on Organizational structure

(4x2=8 weightage)

II. Answer any FOUR questions(paragraph answers)

8. Explain Fayol's principles
9. Describe importance of SWOT analysis in libraries
10. " the best reading for the largest number at the least cost." Discuss
11. Explain stock verification method
12. Explain digital sources of information
13. Discuss the purpose of Accession register
14. Explain the importance of Book selection tools

(4x3=12 weightage)

III. Write essays on any Two questions

15. Discuss the methods of recordings the receipts of periodicals in a library? Explain.
16. Discuss the principles of scientific management in the context of library management
17. Explain the importance of Library budget and elucidate various budgeting techniques used in libraries?
18. Human resource management in a library is very crucial? Discuss in detail.

(2x5=10 weightage)

FAROOK COLLEGE (AUTONOMOUS), KOZHIKODE
First Semester M.Lib.I.Sc Degree Examination
MLS1 C03 - INFORMATION SOURCES AND SERVICES

Time: 3 hours

Max.weightage:30

I. Answer any FOUR questions(short answers)

1. Concept of information
2. Online information sources
3. Indian national Bibliography
4. Govt. Publications
5. Trade bibliography
6. Referral services
7. Almanacs

(4x2=8 weightage)

II. Answer any FOUR questions(paragraph answers)

8. ETD's
9. Document delivery services
10. Information literacy and libraries
11. Facets of documentation
12. Translation services
13. Abstracting periodicals
14. Guide to literature

(4x3=12 weightage)

III. Write essays on any Two questions

15. Write an essay about various geographical sources?
16. Differentiate between primary, secondary and tertiary information sources with examples
17. Discuss the use and importance of social media in libraries for providing various information services
18. Explain the evaluation criteria for online information sources.

(2x5=10 weightage)

FAROOK COLLEGE (AUTONOMOUS), KOZHIKODE

First Semester M.Lib.I.Sc Degree Examination

MLS1 CO4 - LIBRARY CLASSIFICATION THEORY

Time: 3 hours

Max.weightage:30

I. Answer any FOUR questions(short answers)

1. Chronological device
2. Mnemonics
3. Empty and emptying digit
4. Characteristics
5. Super imposition device
6. Group notation
7. Classic device

(4x2=8 weightage)

II. Answer any FOUR questions(paragraph answers)

8. Fundamental categories
9. Geographical device
10. Call number
11. Faceted analysis
12. Hospitality in array
13. Space isolates in CC
14. Seminal mnemonics

(4x3=12 weightage)

III. Write essays on any Two questions

15. Postulation method in library classification
16. Concept of common isolates in CC
17. Principles of helpful sequences
18. Define verbal plane? Discuss the canons for verbal plane.

(2x5=10 weightage)

FAROOK COLLEGE (AUTONOMOUS), KOZHIKODE
First Semester M.Lib.I.Sc Degree Examination
MLS1 C05 - LIBRARY CATALOGUING THEORY

Time: 3 hours

Max.weightage:30

I. Answer any FOUR questions(short answers)

1. Analytical entry
2. Cross reference entry
3. Types of catalogue
4. Sears list of subject heading
5. Pre natal cataloguing
6. CCF
7. DUBLINE core

(4x2=8 weightage)

II. Answer any FOUR questions(paragraph answers)

8. Classified catalogue code
9. Union catalogue
10. Physical forms of library catalogue
11. Different areas of description in AACR 2
12. Internal forms of library catalogue
13. ALA filing rules
14. Centralized cataloguing

(4x3=12 weightage)

III. Write essays on any Two questions

15. Explain the salient features of dictionary catalogue?
16. Define MARC? Explain the salient feature of MARC 21
17. What is ISBD? Explain different types of ISBD
18. Define library catalogue. Discuss the important objectives and functions of a library catalogue.

(2x5=10 weightage)

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Second Semester

FAROOK COLLEGE (AUTONOMOUS), KOZHIKODE
Second Semester M.Lib.I.Sc Degree Examination
MLS2C06-Information and Communication

Time: 3 hours

Max.weightage:30

I. Answer any FOUR questions(short answers)

1. Relationship of data and information
2. Information explosion
3. Documentation
4. Communication media
5. Information censorship
6. Information as a resource
7. Tacit knowledge

(4x2=8 weightage)

II. Answer any FOUR questions(paragraph answers)

8. Characteristics of information
9. Uses of information
10. Formal channels of communication
11. Trends in scientific communication
12. Information industry
13. Open access journals
14. Digital resources

(4x3=12weightage)

III. Write essays on any Two questions

15. Examine the landmarks in the development of Information Science as an independent discipline
16. Describe the barriers in the communication process in society and methods of overcoming them
17. Discuss the components of a plan prepared for the marketing of information products and services

18. What is knowledge management? Highlight the role of information professionals in knowledge management

(2x5=10 weightage)

FAROOK COLLEGE (AUTONOMOUS), KOZHIKODE
Second Semester M.Lib.I.Sc Degree Examination

MLS2C07-Information Technology

Time: 3 hours

Max.weightage:30

I. Answer any FOUR questions(short answers)

1. Open source software
2. Peer-to-peer networks
3. Bibliographic databases
4. Gateway
5. Social networking sites
6. Anti-virus
7. RSS Feeds

(4x2=8 weightage)

II. Answer any FOUR questions(paragraph answers)

8. Sequential file organization
9. Satellite communication
10. Wireless networks
11. Social media
12. Firewall
13. Ontology
14. Social bookmarking

(4x3=12 weightage)

III. Write essays on any Two questions

15. Define secondary storage. Describe the different types of computer storage devices
16. What is LAN? Describe the different types of LAN topologies
17. What is search engine? Discuss the different methods and techniques of online searching
18. Discuss the adoption of the internet for library operations and services

(2x5=10 weightage)

FAROOK COLLEGE (AUTONOMOUS), KOZHIKODE
Second Semester M.Lib.I.Sc Degree Examination
MLS2C08-Library Classification Practice-DDC 23rd Edition

Time: 3 hours

Max.weightage:30

Classify the following titles using DDC 23rd edition. Write the class numbers along with the question number and title. Alternate numbers, if any, may be given with necessary justification.

DDC 23rd edition is available for use

I. Answer ALL the questions given below.

1. Laws relating to Personal Properties
2. Earth's orbit
3. Travels in South Africa
4. Chemistry of the alloys of metals
5. Foreign trade of India

(5x1=5 weightage)

II. Answer any FIVE of the following

6. Punjabi Poetry
7. Persian-Urdu dictionary
8. Directory of University libraries in Commonwealth countries
9. Kothari Commission report on Higher Education, India 1960
10. Education of minorities in West Bengal
11. Architecture of Chemical laboratories in Burma

(5x2=10 weightage)

III. Answer any FIVE of the following

12. Statistics of death due to heart diseases in coastal Kerala
13. Unemployment in coal industries in Bihar
14. Migration of people from Bangladesh to West Bengal
15. Pests in mango cultivation in the forest areas of Karnataka
16. Drug therapy for the skin diseases of goats in tropical India
17. Guides for learning Chinese language for Arab Engineers

(5x3=15 weightage)

FAROOK COLLEGE (AUTONOMOUS), KOZHIKODE
Second Semester M.Lib.I.Sc Degree Examination
MLS2E01-Technical Communication

Time: 3 hours

Max.weightage:30

I. Answer any FOUR questions(short answers)

1. Canon of abstracting
2. State of the art report
3. Popular articles
4. Abstracting journals
5. Review articles
6. Trend report
7. Progress report

(4x2=8 weightage)

II. Answer any FOUR questions(paragraph answers)

8. Digest
9. Barriers of communication
10. Audience recognition and involvement
11. Style manuals
12. Oral communication
13. Need for information consolidation
14. Readability and text

(4x3=12 weightage)

III. Write essays on any Two questions

15. Define abstracts.Discuss various kinds of abstracts
16. Explain the features and qualities of content analysis
17. Elucidate the processes involved in editorial work
18. Discuss the method of preparing of technical report

(2x5=10 weightage)



THIRD SEMESTER

FAROOK COLLEGE (AUTONOMOUS), KOZHIKODE
Third Semester M.Lib.I.Sc Degree Examination
MLS3 C10 - LIBRARY CATALOGUING PRACTICE (AACR2)

Time: 3 hours

Max.weightage:30

Note:-

1. Prepare the catalogue entries for four docuemnts, the details of which are given in Part A as for a dictionary catalogue according to AACR 2, supplemented with Sears List of subject headings.
2. Prepare the catalogue entries for two non-book materials, the details of which are given in part B as for dictionary catalogue according to AACR 2, supplemented with sear's List of subject headings.
3. Each question carries 5 weightage

Part A: Title 1

COLON CLASSIFICATION

Sixth edition

By

S.R.RANAGANATHAN

Reprinted and published by

EssEssPublications, New Delhi

For

Sarada Ranaganathan Endowment for Library Science

Bangalore

2018

Other Information:

Call no: 2:51N3 q N60

Acc.No: 84532

Pages : xxx,432

Size:26*21 cm

ISBN 81-7000-65-89

HTTP: Ranganathan Series in Library Science. Number 4

Part A : Title 2

INDIA'S FOREIGN POLICY

A collection of Lectures

Delivered by Jawaharlal Nehru

Edited by

G.H Martin

Published by

The India History Books

New Delhi

1960

Other Information:

Call no: V44y7M89K0

Acc.No: 58887

Pages : v+287

Dimension:22*21 cm

ISBN : 0-81-258-36-54

Contains colour photographs

HTTP: Indian history book Series Number 12. Edited by Nikhil Kumar Cahttopadhyaya

Part A: Title 3

INDIA AFTER INDEPENDENCE
1947-2000
B Bipan Cahnadra
Mridula Mukerjee
And
ADITHYA MUKERJEE
Revised edition 5

Delhi
1999

Other Information:

Call no: 954.02 CHA/I
Acc.No: 25874
Pages : XX+327
Dimension:23*18 cm
ISBN : 91-89745-253
Contains 2 colour maps

Part A: title 4

**REPORT OF
Secondary Education Commission
1953**

Publication Division
Ministry of Education
Government of India
New Delhi
1958

Other Information:

The committee was appointed under the chairmanship of Dr. A.L.Mudaliar in 1952. The report is also known as Mudaliar Commission report.
Call no: T2.44'N52t
Acc.No: 76890
Pages : X, 464
Dimension:23.5*18 cm
HTTP: Publication series no.23

Part A title 5

Asia Pacific Journal of Human Resources
Vol. 44, No. 4 December 2011

Sage, New Delhi

Other information:

Class No:658

Acc.No J214

Size :24c.m

Periodicity : 4 issues per year

Part A: Title 6

**UGC Sponsored National Conference on Academic Libraries:
Challenges in the Electronic Era**

Organized in collaboration with
Dakshina Kannada & Kodagu Library Association

Editors

Dr. Sreetharam Mayya

Dr. Sujatha H.R

Dr. Khaiser M. Khan

Dr. T.Y. Mallaiah

Sr. Venkataramman Swammy College, Bantwal,2013

Other information

Call No : 027 UGC

Acc. No : 11456

Page : IX, 276p

Size : 24 cm

ISBN: 978-93-81195-66-6

PART B

Part B: Title 7

Gem's School of Atlas
Based on Government of India Maps

Published by
Ratna Sagar Printers
New Delhi

Other information

Call No : 912 IND/G

Acc. No : 6453

Page : IX, 80

Size : 28*24 cm

Note: It contains 72 coloured maps

Scale:1:150000 inch

Copyright-Government of India

Part B:Title 8

Introduction to card catalogue

Written by

Charles Berg Well

And

Sherwin S. Glassner

1964

Eye Gate productions

Clive Bingley

Other information

Call No : 025.3 INT/B

Acc. No : 5483

Size : 35 mm

Film strips with 35 frames in colour

Series. Library technology series 2

Part B : Title 9

The perfect
(motion picture)

Chopra productions

Pankaj Film Dictributors

1998

Other information

Call No : 753.3 'N3

Acc. No : 5481

I film reel 80 minutes B& W 75 mm

Based on the novel The perfect by John Heed

Produced by Rajakumar Chopra

Directed by Ramesh Singh

Music by Abid Noushad

Edited by John Boomberg and Cast by Bernad Shaw

FAROOK COLLEGE (AUTONOMOUS), KOZHIKODE
Third Semester M.Lib.I.Sc Degree Examination
MLS3 C11 - INFORMATION SYSTEMS AND NETWORKS

Time: 3 hours

Max.weightage:30

I. Answer any FOUR questions(short answers)

1. N-List
2. Data center
3. Clearing houses
4. Tools for referral services
5. MEDLINE
6. National Knowledge Network
7. DELNET

(4x2=8 weightage)

II. Answer any FOUR questions(paragraph answers)

8. OCLC services
9. PubMed central
10. Products of Information analysis and Consolidation
11. Activities of International translation centres
12. Contents of INSPEC
13. NICNET
14. Role of clearing houses in society

(4x3=12 weightage)

III. Write essays on any Two questions

15. What is NIC? Explain its objectives and publications
16. Enumerate the objectives of DELNET and describes its services
17. Describe the coverage and citation data bases for Web of Science
18. What is technology transfer? Discuss its impact on national development

(2x5=10 weightage)

FAROOK COLLEGE (AUTONOMOUS), KOZHIKODE
Third Semester M.Lib.I.Sc Degree Examination
MLS3 C12 - INFORMATION TECHNOLOGY APPLICATIONS IN LIBRARIES
THEORY

Time: 3 hours

Max.weightage:30

I. Answer any FOUR questions(short answers)

1. List four features of KOHA
2. ETD
3. Define OCR technology
4. Image editing software
5. Data warehousing
6. Data mining
7. QR code

(4x2=8 weightage)

II. Answer any FOUR questions(paragraph answers)

8. What are the advantages of implementing RFID in libraries?
9. Open and proprietary software
10. Need for library automation
11. Compare data mining and data warehousing
12. Web OPAC
13. Copy right issues in content writing
14. Explain salient features of LIBSYS

(4x3=12 weightage)

III. Write essays on any Two questions

15. Discuss the major features of library management software KOHA with examples
16. Discuss the characteristics and technical aspects of developing institutional repositories?
17. Explain features and applications of RFID in libraries
18. Application of artificial intelligence in libraries

(2x5=10 weightage)

FAROOK COLLEGE (AUTONOMOUS), KOZHIKODE
Third Semester M.Lib.I.Sc Degree Examination
MLS3 C13 - RESEARCH METHODOLOGY

Time: 3 hours

Max.weightage:30

I. Answer any FOUR questions(short answers)

1. Nominal scale?
2. Define interview schedule
3. What is variable? Give examples
4. What Research design?
5. Define alternative hypothesis
6. What is historical research
7. What is focus group?

(4x2=8 weightage)

II. Answer any FOUR questions(paragraph answers)

8. Discuss need and purpose of research in library science
9. What is Descriptive research design? Give examples?
10. Define scientific research? Give examples
11. Define Delphi method of research?
12. What is formulative research design?
13. Discuss structure of research
14. Illustrate a case study method of research with example

(4x3=12 weightage)

III. Write essays on any Two questions

15. What do you mean by research? Discuss the important types of research carried out in LIS field?
16. Define hypothesis. Discuss the steps involved in testing a hypothesis in research
17. What is questionnaire? Discuss the factors to be considered with preparing a good questionnaire.
18. Discuss the current research in Library and Information Science.

(2x5=10 weightage)

FAROOK COLLEGE (AUTONOMOUS), KOZHIKODE
Third Semester M.Lib.I.Sc Degree Examination
MLS3 E02 - STATISTICS AND BIBLIOMETRICS

Time: 3 hours

Max.weightage:30

I. Answer any FOUR questions(short answers)

1. Mode
2. Bibliographic coupling
3. Zip's Law
4. Regression
5. Measure of skewness
6. Half-life
7. Geometric mean

(4x2=8 weightage)

II. Answer any FOUR questions(paragraph answers)

8. Statistics in Libraries
9. Quartline deviation
10. Z test
11. Bradford's law of scattering
12. Standard deviation
13. Correlation of bi-variate data
14. Difference between descriptive and inferential statistics

(4x3=12 weightage)

III. Write essays on any Two questions

15. What are the measure of central tendencies ? Explain them with suitable examples?
16. What is correlation? Explain any one of the correlation method that you are familiar with?
17. What is bibliometrics? Explain in brief the classical bibliometric laws
18. What is the use of statistical packages? Explain the salient features of SPSS

(2x5=10 weightage)

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FOURTH SEMESTER

FAROOK COLLEGE (AUTONOMOUS), KOZHIKODE
Fourth Semester M.Lib.I.Sc Degree Examination
MLS4C14-Information Processing and Retrieval

Time: 3 hours

Max.weightage:30

I. Answer any four questions(Short note answers)

1. Define search strategy
2. What is subject indexing?
3. What is citation indexing?
4. Mention any four tools for vocabulary control
5. Bring out difference between precision and recall
6. What is classaurus?
7. What is MESH?

(4x2=8 weightage)

II. Answer any four questions

8. Components of an information retrieval system
9. Boolean search logic
10. KWIC indexing
11. Science Citation Index
12. Need for vocabulary control in indexing
13. MEDLARS Evaluation project
14. Natural Language processing

(4x3=12 weightage)

III. Write essays on any two of the following

15. Discuss the different criteria used for the evaluation of information retrieval systems
16. Explain the steps involved in the construction of a thesaurus
17. Differentiate between pre-coordinate and post-coordinate indexing systems with suitable examples for each
18. Examine the common search facilities offered by online information retrieval systems

(2x5=10 weightage)

FAROOK COLLEGE (AUTONOMOUS)
DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE
FOURTH SEMESTER M.L.I.Sc DEGREE INTERNAL EXAMINATION (Model exam)

UDC-Practice

TIME: 1.5 HOUR

MARKS: 30 WEIGHTAGE

I. Classify **All** titles

1. Illustrated bulletin weekly
2. Systematic physiology
3. Petrology
4. Photographs of flowering plants
5. Food preservation technique

(5*1=5 Weightage)

II. Classify **Any Five** of the following titles

6. Thakazhi's Malayalam novel Chemeen in Russian
7. Evolutionary theory from the Buddhistic point of view
8. Asymmetric and symmetric aromatic compounds
9. Biographies of eminent Malayalees in USA
10. Trivandrum-Kannur Express, Train No:81976
11. Plastic surgery of nose of girls in UAE during 2019 s

(5*2=10 Weightage)

12. Classify any five titles

13. Endoscopic diagnosis of Carcinoma of Stomach of old aged people in common wealth countries.
14. Report of the syllabi revision committee on Biological subjects of the board of studies, Calicut university 2015
15. Psycho-chemical factors of distribution of animals in coastal region of India.
16. Effect of climate on rain forest Ecology of South India: An enquiry research report submitted to Government of India
17. Influence of Christianity on Islam, a critical analysis of a Christian Priest in the 16th century

(5*3=15 weightage)