FAROOK COLLEGE (AUTONOMOUS)

Farook College PO, Kozhikode-673632

M.Lib.I.Sc Programme

Under

Choice Based Credit Semester System

SYLLABUS

(2022 Admission Onwards)

Prepared By:

Board of Studies in Media, Library and Information Science

Farook College (Autonomous)

CERTIFICATE

I hereby certify that the documents attached are the bona fide copies of the syllabus of M.Lib.I.Sc. programme to be effective from 2022 admission onwards.

Date: Principal
Place: Farook College

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 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.

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.

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.

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

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

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	Library Cataloguing					

C05	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 L09	Information Technology - Practical	4	3 Hrs	5	30	
MLS2 E01	Technical Communication	4	3 Hrs	5	30	
MLS2 A02	Greenstone Software	4	1Hrs	5		

THIRD SEMESTER						
MLS3 C10	Library Cataloguing Practice – AACR2	4	3 Hrs	5	30	
MLS3 C11	Information Systems and Networks	4	3 Hrs	5	30	
MLS3 C12	Information Technology Applications in Libraries - Theory	4	3 Hrs	5	30	
MLS3 C13	Research Methodology	4	3 Hrs	5	30	
MLS3 E02	Statistics and Bibliometrics	4	3Hrs	5	30	
FOURTH SEMESTER						
MLS4 C14	Information processing and Retrieval	4	3 Hrs	5	30	
MLS4 C15	Library Classification Practice – UDC	4	3 Hrs	5	30	
MLS4 L16	Information Technology Applications in Libraries - Practical	4	3 Hrs	5	30	
MLS4 D17	Dissertation	4			50	
MLS4 P18	Project works	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

- Perceive the value of library in social context
- Understand distinguishing features and functions of types of libraries at national and international level.
- Understand depth knowledge in library movements, policies and library legislations, it will lead to the sound administrative set-up of the library.
- Understand professional ethics and ethical issues related with Intellectual Property Rights, copyright etc. while providing library services.
- 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 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, 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.). Kurukshethra: Research Publications..
2. Sharma, P. S. K. (1987). *Libraries and society* (2nd ed.). Delhi: Ess Ess Publications.

3. Dhiman, A. K., & Rani, Y. (2005). *Learn library and society*. Delhi: Ess Ess Publications.
4. Aradhana Kumari. (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

- Understand basic principle of managements and their applications in library.
- Develop skills in managing and carrying out professional activities in house-keeping operations of library.
- Understand collection development policy of print and non-print materials and their preservation methods.
- 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

- Perceive excellent knowledge about information and its use and type.
- Articulate various documentary and non-documentary sources.
- Understand skills in providing reference services, documentation services and information services
- Conduct user education programme and user study for understanding of the users requirements.

- 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. BikikaTariangLaloo. (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

- Understand library classification, normative principles and canons of library classifications of three levels of works.
- Perceive the role of notation systems, types of notations and canons of notation.
- Familiar with devices for formation and sharpening of isolates while classifying the documents in the library.
- Explore mapping of knowledge in different schemes of classification and modes of formation of subjects.
- 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

- Understand various kinds and forms of library catalogue
- Perceive description and access point of main entry and added entry according to AACR and CCC
- Familiar with standards like AACR, CCF, ISBD and DUBLINE CORE
- Perceive Subject cataloguing, Chain procedure, Dictionary catalogue, Sears lists of subject heading
- Understand centralized and cooperative catalogue
- 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

- Understand data, information, knowledge, wisdom, information and information explosion
- Understand various communication medias, channels and models used in information science.
- 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

- Understand basic concepts of information technology
- Understand Electrical, Optical, Radio and Satellite Communication technology
- Familiar with various Computer Networks and Networking topologies

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

- 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: Ess Ess 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 C09 (L) - INFORMATION TECHNOLOGY - PRACTICAL (4 Credits)

After studying this paper, students will be able to

- Explore hands on practices to built automated library system.
- Familiar with DBMS to build Database for library management system.
- 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: Ess Ess 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 (3rd ed.). 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

- Understand basic knowledge about verbal, non-verbal communication, technical writing, audience research.
- Understand abstracting and different types of abstracts.
- Articulate basic knowledge about information repackaging, consolidation and preparation of information products.
- 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: Ess Ess Publications.
4. Dharmendra Harit. (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. Guidlines for technical writing for librarians & information professionals. New Delhi: EssEss Publications.
8. Seetharama, S.(2015) Guidlines for technical writing for librarians & information professionals. New Delhi: EssEss Publications.
9. 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

- Explore hands on practices to built digital library by using GREENSTONE.
- 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: Sarada Ranganathan endowment.

THIRD SEMESTER

MLS3 C10 - LIBRARY CATALOGUING PRACTICE (AACR2) (4 Credits)

After studying this paper, students will be able to

- 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 (19th ed.)

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 C11 - INFORMATION SYSTEMS AND NETWORKS (4 Credits)

After studying this paper, students will be able to

- Comprehend history and development of Libraries, Documentation Centers and Information Centers.
- Highlight the role of information analysis centers, referral centre, clearing houses, translation centers and reprographic centers.
- Understand information systems and role of Information System in Technology Transfer and National Development.
- Highlight the role of available global information systems, international and national documentation centers in these fields.

- Understand concept of resource sharing and networks.
- 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: AnmolPulications.
3. NeeleshKashyap. (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 C12 - INFORMATION TECHNOLOGY APPLICATIONS IN LIBRARIES – THEORY (4 Credits)

After studying this paper, students will be able to

- Understand various aspects of library automation and library automation software.
- Understand application of RFID, Barcode, QR code, Smart card in Libraries.
- Understand various aspects of digital library and digital library software
- Understand various aspects of institutional repository and DSPACE
- Perceive how to create content in digital library and institutional repository by using various technologies
- 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 C13 - RESEARCH METHODOLOGY (4 Credits)

After studying this paper, students will be able to

- Understand the concept of research methodology, types of research and research methods.
- Perceive identification and formulation of research problem, how to conduct literature search and how to formulate hypothesis.
- Understand various techniques used for data collection and analysis of data.
- Get skills in writing research report and methods of evaluating research.
- 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. Krishan swammy, 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

- Understand the use of statistics in library and information centers.
- Understand use measures of central tendency, dispersion, skewness and kurtosis.
- Understand the use of Inferential Statistics
- 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: Ess Ess
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 C14 - INFORMATION PROCESSING AND RETRIEVAL (4 Credits)

After studying this paper, students will be able to

- Understand purpose, function and components of information retrieval systems.
- Understand formulation of search strategy and online search strategy
- Understand various indexing systems and tool for vocabulary control
- Understand evaluation criteria for information retrieval systems.
- Familiarize with ASLIB Cranfield Studies and MEDLARS Evaluation Project
- 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, Thesauro 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 C15 - INFORMATION PROCESSING PRACTICE (UDC) (4 Credits) (elective)

After studying this paper, students will be able to

- Hands on practices to classify various library documents according to UDC.
- 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. Mcllwaine, 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 C16 (L) - 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: Ess Ess Publications.
5. Uma V, Suseela J. (2017). *Automation of Library integration operation: A how to do manual.* New Delhi: Ess Ess Publications.

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)

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 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.