

Syllabus of MLIS Programme Semester System

SEMESTER-1

LIS 101 FOUNDATIONS OF LIBRARY & INFORMATION SCIENCE**UNIT 1. Library as a Social Institution**

1. Social & Historical foundation of libraries
2. Different Types of libraries: Their distinguishing features
3. Role of libraries in Contemporary society
4. Developments of libraries with special reference to India

UNIT 11. Normative Principles of Library & Information Science

1. Five laws of library science
2. Implication of the five laws.
3. Library legislation with particular reference to India.
4. Legal deposit laws.
5. Intellectual Property Rights with particular reference to copy right Law

UNIT 111 Library & Information Profession

1. Attributers of a profession.
2. Librarianship as a profession and its ethics.
3. Professional associations
4. Professional education and research.

UNIT 1V Promotion of Services

1. Role of international level promoters - UNESCO, IFLA
2. Role of national level promoters: RRRLF, UGC, INFLIBNET etc.
3. Extension Services.

LIS-102 KNOWLEDGE ORGANISATION, INFORMATION PROCESSING AND RETRIEVAL

UNIT- 1 Universe of Knowledge

1. Knowledge --its structure and attributes
2. Modes of Formation of Subjects.
3. Mapping of subjects in scheme of classification

UNIT- 11. Methods of knowledge

1. Classification: concept and Normative principles.
2. Species of library classification.
3. Introduction to DDC, UDC and CC.
4. Principles of classification: an over view.

UNIT -111. Bibliographic Description

1. Cataloguing: Concept, Purpose and cooperation.
2. Catalogue -- structure and types
3. Standardization of bibliographic description: AACR, ISBDs, MARC, CCC.

UNIT- 1V. Subject Cataloguing

1. Subject Description.
2. Principles of subject cataloguing and indexing
3. Tools ----Sears list of subject headings, chain procedure, PRECIS.

LIS-103 KNOWLEDGE ORGANISATION, INFORMATION PROCESSING AND RETRIEVAL (Practice)

UNIT 1. Classification of Documents by DDC -19th Ed.

1.

1. Classification of simple subjects
2. Compound subjects.
3. Complex subjects

UNIT 11. Introduction to UDC & Assignment of Book

1. Classification of Simple and compound Subjects using UDC
2. Assigning Book Numbers using Cutter's Table and SR Ranganathan's Methods

UNIT 111. Cataloguing of Documents using AACR-2R

1. Documents with single and shared Authorship
2. Pseudonyms, Multivolume and collections
3. Use of Vocabulary Control Devices --- Sears List.

UNIT IV Cataloguing of Serial and non-book materials

1. Serial publication
2. Non -Book material
3. Exposure to LC list of Subject Headings.

LIS-104 LIBRARY HOUSE KEEPING OPERATIONS**UNIT 1 Library Operations**

1. Nature, concept and components
2. Collection development: selection, principles and tools
3. Acquisition

UNIT II Processing Of Documents

1. Organization of documents
2. Preparation of Retrieval tools
3. Labeling

UNIT III Serial And Circulation Control Systems

1. Serials - their selection and subscription
2. Serial control systems
3. Circulation - functions
4. Charging and discharging systems

UNIT IV Maintenance

1. Care and preservations
2. Stock- verification
3. Stock evaluation and weeding.
4. Annual Reports: Compilation, contents & qualities.

SEMESTER II

LIS-201 REFERENCE AND INFORMATION SERVICE S**UNIT 1. Reference Service**

1. Concept, development and trends
2. Types of Reference Service
3. Techniques of reference service and other search techniques.

UNIT II. Users And Their Needs

1. Categories and nature of information users.
2. Information needs and information seeking behavior.
- 3 User studies: Methods, Techniques and Evaluation.

UNIT III. Information Services And Products

1. Information services: concept, development and trends.
2. Dissemination of information: CAS & SDI.

UNIT -IV. Information Systems And Services

1. Development of Information Systems: Discipline & Mission Oriented.
2. International Information Systems: Their features & Functions
3. National Information Systems with particular reference to India

LIS-202 INFORMATION SOURCES

UNIT I. Reference And Information Sources.

1. Documentary and non-documentary sources of information.
2. Primary, Secondary and Tertiary sources.
3. Internet as a medium / Source of information.
4. Reference works- Salient features.

UNIT II. Bibliographical Sources

1. Bibliography: concept, types and evaluation.
2. Indexing and abstracting services-concept, development and evaluation.

UNIT III. Geographical Sources

1. Geographical sources--Concept, development and evaluation.
2. Directories: Use and Evaluation

UNIT VI. Background Sources

1. Dictionaries -- Subject / language.
2. Encyclopedia and Yearbooks-- General / Subject.
3. Biographical Sources

LIS- 203 INFORMATION AND COMMUNICATION**UNIT. I Basic Concepts:**

1. Concept & characteristics of data / information / knowledge.
2. Communication: concept, channels, barriers & models
3. Information science: - Discipline, scope & objective

UNIT . II Information & Society

1. Genesis, characteristics and implications of information society
2. Information industry- generators, providers & intermediaries.
3. Changing role of library & information centers in the society.

UNIT III Economics & Information

1. Concept and components of Information Economics
2. Concept and components of Economics of Information
3. Features and recent trends.

UNIT IV Knowledge & Information Management

1. Knowledge Management: Concept and operation
2. Knowledge Generation, Evaluation and Utilization: Concept and systems
3. Information Management: Genesis, Development and Features.

LIS-204**INFORMATION TECHNOLOGY (BASICS) (T)****UNIT I Information Technology**

1. Information Technology: concepts & components
2. Computers- Concept, types & historical back ground
3. Computers - Architecture & development: generations
4. Input / output devices and storage media

UNIT. II Operating Systems

1. Operating system: concept & development
2. MS- DOS
3. WINDOWS, UNIX, LINUX WINDOWS - NT
4. SERVER: Concept & Functions.

UNIT. III Programming Basics

1. Programming languages: concept & tools
2. Algorithm & flow charting
3. Programming languages: An overview

UNIT . IV Application Software

1. Database Management System: Concept & components
2. MS - OFFICE: An Overview
3. D -base / FOXPRO
4. CDS/ ISIS

SEMESTER III

LIS 301 INFORMATION RETRIEVAL

UNIT. I Subject Indexing: Principles & Practices

1. Pre Coordinate indexing system
2. Post-coordinate indexing systems
3. Citation indexing

UNIT . II Indexing Languages & Vocabulary Control

1. Indexing languages: Types & characteristics
2. Vocabulary control: Tools, Structure and Development
3. Trends in automatic indexing

UNIT . III Information Strategies & Models

1. IR Models, Search strategies; Manual / Machine, Feedback & Refining
2. Evaluation of Information Retrieval System: Methods and parameters

UNIT. IV Search Methods

1. Search Techniques in Internet: Subject Indexing Perspectives.
2. Formulation of Search Strategy and its refinement in WWW
3. Use of Search Engines
4. Boolean, Truncation and other search techniques,

LIS-302 RESEARCH METHODS & STATISTICAL TECHNIQUES**UNIT. I Research & Research Design**

1. Concept, Process & types of research.
2. Identification & formulation of Problem: Hypothesis: nominal & operational definition
3. Designing Research proposal
4. Literature Search: Conventional and e-sources.

UNIT II. Research Methods & Reporting

1. Research Methods: Scientific, Historical. , Descriptive, Survey, Case study method
2. Research Reporting: Guidelines, Structure, Style, Contents & Citation

UNIT III. Data Collection, Analysis & Interpretation

1. Collection of data : Techniques & Use of scales & Check lists , Library Records & Reports ; Sampling techniques
2. Measures of Central tendency & Dispersion
3. Presentation of Data: Tabular, Graphic and Diagrammatic
4. Co - relation & Regression Analysis: An overview

UNIT IV. Bibliometrics And Scientiometrics

1. Bibliometrics - concept and development.
2. Bibliometrics laws: Bradford, Zipf, Lotka.
3. Citation analysis and studies: Concept and methods for measuring bibliographic & Use characteristics e.g. Coupling, Obsolescence. Etc.

LIS-303 LIBRARY MANAGEMENT.**UNIT I. Management**

1. Concept, scope and functions.
2. Principles of management
3. Management Schools.

UNIT II. Human Resource Management.

1. Library Human resources: Job description, analysis and evaluation.
2. Selection, Recruitment, Induction and orientation.
3. Motivation: Theories of motivation.
4. Professional Development.

UNIT III Financial Management

1. Mobilization of Resources
2. Budgeting Techniques and Methods
3. Cost-effectiveness, and Cost Benefit Analysis.

UNIT IV. System Analysis And Designing.

1. System analysis and designing: concept and techniques
2. Techniques: decision tables, flow diagrams and time and motion study technique.
3. Project management: PERT / CPM

LIS-304 INFORMATION TECHNOLOGY (PRACTICE)**UNIT I. Use Of Operating System.**

1. MS- DOS
2. Windows

UNIT II. Word Processor

1. Word,
2. PageMaker

UNIT III Spread Sheet

1. Excel
2. IDAMS

UNIT IV Database Design

1. d Base / FoxPro or Access.
2. Visual Basic

SEMESTER IV

LIS-401 INFORMATION TECHNOLOGY - APPLICATION (Theory)**UNIT I. Library Automation**

1. Automation: Operations, Planning and Implementation.
2. Library Automation Packages: Integrated and other modules

UNIT II . Communication Technology

1. Fundamentals of telecommunication technology.
2. Types of channels: Communication satellite; Optical fiber etc.
3. Switching Mechanism: An overview with special reference to ISDN.
4. Networks: Types and Topology
5. UGC- NET

UNIT III. Internet

1. Internet - features and tools.
2. Application of INTERNET: e - mail, WWW, e learning and teleconferencing etc.
3. Web servers and tools: Directories search engines. Internet security

UNIT IV. Currents Trends

1. Digital libraries: Genesis, objectives and scope
2. Data mining and Meta data.
3. Artificial intelligence and expert system in library & information work: An overview.
4. Content creation and Content Management

LIS- 402

INFORMATION TECHNOLOGY APPLICATION (Practice)

UNIT I. Creation & Maintenance Of Data Bases

1. Creation, maintenance of database using CDS / ISIS

UNIT II. Library Software Packages.

1. Using library software packages: SOUL & SANJAY / SLIM etc.

UNIT III. Use Of Internet

1. Internet searching and creation of web page design.& Web enabling services

UNIT IV. Digital & Optical Media

1. Optical - Disc technology
2. Familiarization of CD - ROM & DVD.
3. Searching CD - ROM & DVD
4. CD - networking: familiarization.

LIS-403 ELECTIVES: INFORMATION SYSTEM

1. Health science information system
2. Business information system.
3. Industrial information system.
4. Agricultural information system
5. Environmental information system .

LIS- 404**PROJECT REPORT**

At the end of the 4th. Semester the candidate will submit a Project Report which will be evaluated in the Department following the present practice.

A. Agriculture Information System

Unit-1

1. Agriculture science- Introduction and scope
2. Development of Agriculture science.
3. International and national organizations in Agriculture – FAO, CABI, ICAR.

Unit-2

1. Information needs in agricultural science
2. Library and Information support in Agriculture sciences at national and International level.

Unit-3

1. Agriculture information services in India: ARIC: Modules-ARPIS, ARFIS, ARLIS, ARMIS; Selected Agriculture Universities Libraries.
2. International Agriculture information system: Scope, Operations and services- AGRIS, WAICENT: Its central and complementary databases, CARIS.

Unit-4

1. Major information sources in agricultural sciences: AGRINDEX.
2. Salient agricultural websites – their characteristics and coverage.
- 3.

Unit I

1. Health sciences: Definition concept, and scope.
2. Development of Health sciences: A broad outline
3. Health science organizations and institutions and their contribution:
National level: India: ICMR and its research bodies.
International level: WHO: NIH (USA).

Unit II

1. Information resources: Traditional and Modern
2. Information sources on the web
3. Information vocabulary tools: Mesh
4. Information needs and seeking behaviour of Health science professionals: an overview

Unit III

1. Health information systems: International and national e.g Medline, WHOSIS, Entrez and Brenda.
3. Major search Tools: Search Engines, Portals and Gateways with particular reference to pub med.

Unit IV

1. National and International Library and Information support to Health science information:
Contribution of NLM (USA) and National Medical Library, New Delhi, WHO Library, HELLS.
2. Designing a model Health Information system: Planning, tools, problems and perspectives.
 1. Business information system.
 2. Industrial information system.