

CURRICULUM AND SYLLABUS OF M.L.I.SC.

CORE COURSES

MLIS-1 : INFORMATION, COMMUNICATION AND SOCIETY

Block-1 : Information: Nature, Property and Scope

Unit-1 - Comparative Study of Data, Information and Knowledge
Unit-2 – Data : Definition, Types, Nature, Properties and Scope
Unit-3 – Information: Definition, Types, Nature, Properties and Scope

Block-2 : Information Generation and Communication

Unit-4 – Communication Process and Media
Unit-5 – Generation of Information: Models and Forms
Unit-6 – Information Theory
Unit-7 – Information Diffusion Process

Block-3 : Knowledge Generation Cycle

Unit-8 – Structure and Development of Knowledge
Unit-9 – Social Epistemology of Knowledge
Unit-10 – Knowledge Generation to Utilization
Unit-11 – Knowledge and Societal Survival
Unit-12 – Learning Process and Theories

Block-4 : Information and Society

Unit-13 – Social Implications of Information
Unit-14 – Information as an Economic Resource
Unit-15 – Information Policies: National and International
Unit-16 – Information Society

MLIS-02 : INFORMATION SOURCES, SYSTEMS AND PROGRAMMES

Block-1 : Multimedia

Unit-1 – Physical Medium of Information
Unit-2 – Print Media, Multimedia (Hypermedia) and Hypertext
Unit-3 – Non-print Media: Microform, Electronic and Optical Media

Block-2 : Information Sources, Systems and Programmes: Subject wise Organisation

Unit-4 – Humanities
Unit-5 – Social Sciences
Unit-6 – Science and Technology

- Unit-7 – Non-Disciplinary Subjects
Unit-8 – International organizations
- Block-3** : **Information Sources of Users**
- Unit-9 – Content Analysis and its Correlation to Clientele
Unit-10 – Customised Organisation of Information Sources
Unit-11 – Citation Analysis of Information Sources and their Use
Unit-12 – Aids to Information Sources
- Block-4** : **Information Experts as resource Persons**
- Unit-13 – Library and information Personnel
Unit-14 – Science and Technology Information Intermediaries
Unit-15 – Database Designers and Managers
Unit-16 – Media Personnel as Source of Information
- MLIS-03** : **INFORMATION PROCESSING AND RETRIEVAL**
- Block-1** : **Intellectual Organisation of Information**
- Unit-1 – Intellectual Organisation of Information: An Overview
Unit-2 – Classification Systems 1: General Systems
Unit-3 – Classification Systems 1: Special Systems
Unit-4 – Thesaurus: Its Structure and Functions
- Block-2** : **Bibliographic Description and Subject Indexing**
- Unit-5 – Bibliographic Description: An Overview
Unit-6 – Standards for Bibliographic Record Format
Unit-7 – Bibliographic Description of Non-Print Media
Unit-8 – Indexing Process and Models
- Block-3** : **Information Storage and Retrieval Systems**
- Unit-9 – Objectives of ISAR Systems
Unit-10 – ISAR Systems: Operation and Design
Unit-11 – Compatibility of ISAR Systems
Unit-12 – Evaluation of ISAR Systems
- Block-4** : **Information Retrieval**
- Unit-13 – Information Retrieval Process
Unit-14 – The Process of Searching
Unit-15 – Search Strategies and Heuristics
Unit-16 – Common Command Languages and Multiple Database Searching

MLIS-4 : INFORMATION INSTITUTIONS, PRODUCTS AND SERVICES

Block-1 : Information Institutions

Unit-1 – Information Institutions: Evolution and Growth
Unit-2 – Information Centres: Type and their Organisation
Unit-3 – Data Centres and Referral Centres
Unit-4 – Information Analysis and Consolidation Centres

Block-2 : Information Services

Unit-5 – Literature Searches and Bibliographies
Unit-6 – Technical Enquiry Service
Unit-7 – Document Delivery Service
Unit-8 – Translation Service

Block-3 : Information Products

Unit-9 – Information Newsletters, House Bulletins, In-house Communications
Unit-10 – Trade and Product Bulletins
Unit-11 – State-the-Art Reports and Trend Reports
Unit-12 – Technical Digests

Block-4 : Database Support Services

Unit-13 – Databases: Types and Uses
Unit-14 – Database Intermediaries such as Searchers, Editors, etc.
Unit-15 – Online Information Systems and Information Networks
Unit-16 – International Standards for Database Design and Development

MLIS-05 : MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

Block-1 : Management Perspectives

Unit-1 – Principles of Management
Unit-2 – Management Functions
Unit-3 – Managerial Quality and Leadership
Unit-4 – Schools of Management Thought

Block-2 : Systems Analysis and Control

Unit-5 – Systems Analysis and Design
Unit-6 – Work Flow and Organisation Routines
Unit-7 – Monitoring Techniques
Unit-8 – Evaluation Techniques

- Block-3** : **Personnel Management**
- Unit-9 – Overview of Personnel Management
 - Unit-10 – Manpower Planning
 - Unit-11 – HRD – Quality Improvement Programmes
- Block-4** : **Financial Management**
- Unit-12 – Budgeting and Types
 - Unit-13 – Budgetary Control System
 - Unit-14 – Costing Techniques
 - Unit-15 – Cost Analysis
- Block-5** : **Marketing of Information Products and Services**
- Unit-16 – Information as a Marketable Commodity
 - Unit-17 – Pricing of Information Products and Services
 - Unit-18 – Marketing Strategies
- MLIS-06** : **APPLICATION OF INFORMATION TECHNOLOGY**
- Block-1** : **Overview of Information Technology**
- Unit-1 – Overview of Computer Technology
 - Unit-2 – Overview of Communication Technology
 - Unit-3 – Overview of reprography and Micrography
 - Unit-4 – Printing and Publishing Technology
- Block-2** : **Library Automation**
- Unit-5 – Use of Computers of Housekeeping Operations
 - Unit-6 – Computer-based Acquisition Control
 - Unit-7 – Computer-based Cataloguing
 - Unit-8 – Computer-based Serials Control
- Block-3** : **Design and Management of Databases**
- Unit-9 – Database Concept and Database Components
 - Unit-10 – Database Structure, Organisation and Search
 - Unit-11 – Database Management Systems
- Block-4** : **Networks**
- Unit-12 – Resource Sharing through Networks
 - Unit-13 – Networks and their Classification
 - Unit-14 – Network Architecture and Services
 - Unit-15 – Bibliographic Information Networks

ELECTIVE COURSES

MLIS-E1 : PRESERVATION AND CONSERVATION OF LIBRARY MATERIAL

Block-1 : Concept of Preservation and Conservation

Unit-1 – Need for Preservation

Unit-2 – Evolution of Writing Materials: Clay, Papyrus, Metallic Plate, Skin, Parchment, Vellums, Paper etc.

Block-2 : Different Types of Library Materials

Unit-3 – Palm Leaves ‘Birch’ Bark: Their Nature and Preservation

Unit-4 – Manuscripts, Books, Periodicals, Newspapers, Pamphlets, etc.

Unit-5 – Non-book Materials: Audio-record, Plates, Tapes, Discs, etc.

Unit-6 – Micro Documents: Microfilm, Microfische, Floppy Diskettes etc.

Block-3 : Hazards to Library Materials and Preservation

Unit-7 – Environmental Factors – Temperature, Humidity, Water, Light, Air-pollution, Smoke, Dust, etc.

Unit-8 – Biological Factors – Fungi, Insects, Pests

Unit-9 – Chemical Factors – Chemicals used in Production and Preservation of Documents

Block-4 : Binding

Unit-10 – Different Types of Binding for Library Documents

Unit-11 – Binding Materials and their Varieties

Unit-12 – Binding Process

Unit-13 – Standards for Library Binding

MLIS-E2 : RESERCH METHODOLOGY

Block-1 : Introduction to Research Methodology

Unit-1 – Meaning of Research

Unit-2 – Research Problems and Process of Research

Unit-3 – Sampling and Definition of Universe

Block-2 : Design of Research

Unit-4 – Definition and Types of Research Design

Unit-5 – Observation, Descriptive, Diagnostic, Exploratory and Experimental Formulations

Unit-6 – Survey Analysis, Content Analysis, Sociometric Technique

Unit-7 – Constructive Typology, Projective Techniques and Statistical Study

Unit-8 – Case Study and Evaluation Studies

- Block-3** : **Testing of Hypothesis**
- Unit-9 – Definition and Delimiting of Problem
 Unit-10 – Measures of Central Tendency, Measures of Association, Co-
 relation Co-efficient, other contingencies
 Unit-11 – Regression Analysis and Time Series Analysis
 Unit-12 – Analysis and Inference
 Unit-13 – Report Writing: Organisation of Report, Table Presentation
 and Reporting Format, Graphics in Report Presentation
- MLIS-E3** : **ACADEMIC LIBRARY SYSTEM**
- Block-1** : **Academic Library**
- Unit-1 – Role of Academic Library in Education
 Unit-2 – Academic Library as a Support System for Education
- Block-2** : **Development of Academic Library**
- Unit-3 – Role of UGC in Promoting Academic Libraries, University,
 College and other Institutions
 Unit-4 – Role of Library Authorities of the Institutions in Promoting
 Library Resources
 Unit-5 – Development of Library Services
 Unit-6 – Financial Management of Academic Libraries
- Block-3** : **Collection Development**
- Unit-7 – Collection Development Policy, Weeding Policy
 Unit-8 – Problems in Collection Organisation in an Academic Library
 Unit-9 – Collection Development Programmes, Allocation of Funds to
 Collection-procurement, Curriculum and Collection
 Development
 Unit-10 – Library Committees and their Role in Collection Development
- Block-4** : **Staffing and Staff Development for Academic Library**
- Unit-11 – Norms and Patterns for Staffing University, College and
 School Libraries
 Unit-12 – Continuing Education Programmes for Academic Library
 Development
 Unit-13 – Personnel Management in Academic Library
- Block-5** : **Resource Sharing Programmes**
- Unit-14 – Resource Sharing Service – Its Objectives, Organisation and
 Development
 Unit-15 – INFLIBENT and its Implications to Library Resource Sharing
 Unit-16 – Regional and City Network of Libraries and their Importance

- MLIS-E4 : TECHNICAL WRITING**
- Block-1 : Communication Process**
- Unit-1 – Overview of Communication Process
 Unit-2 – Characteristic Features of Technical Writing
 Unit-3 – Target Groups in Written Communication
 Unit-4 – Reader-Writer Relationship
- Block-2 : Linguistics**
- Unit-5 – Language as Medium for Communication of Thought
 Unit-6 – Functional English Style: Semantics, Syntax, and Diction
 Unit-7 – Readability and Text
 Unit-8 – Aberrations in Technical Writing
- Block-3 : Structure and Functions of Technical Communication**
- Unit-9 – Structure: Definition, Purpose, Characteristics and Functions
 Unit-10 – Collection, Organisation and Presentation of Data including Illustrations
 Unit-11 – Case Studies: Preparation of Short Communication, Review Articles, Technical Reports, Monographs, Dissertations and House Bulletins
- Block-4 : Technical Editing and Editorial Tools**
- Unit-12 – The Editor
 Unit-13 – Editorial Process
 Unit-14 – Editorial Tools
- MLIS-E5 : INFORMETRICS AND SCIENTOMETRICS**
- Block-1 : Foundation of Informetrics and Scientometrics**
- Unit-1 – Measuring of Information
 Unit-2 – Information Measures: Shanon
 Unit-3 – Informetrics: Definition, Scope and Evolution
 Unit-4 – Sociology of Science and Sciento
 Unit-5 – Organisations Engaged in Sciento metrics and Informetric Studies
- Block-2 : Informetrics: Elements and Applications**
- Unit-1 – Law of Scattering and its Applications
 Unit-2 – Rank and Size of Frequency Models
 Unit-3 – Informetrics Phenomena
 Unit-4 – Analysis of Library related Data
 Unit-5 – User Studies

- Block-3** : **Scientometrics: Elements and Applications**
- Unit-1 – Laws of Scientific Productivity
 - Unit-2 – Growth and Obsolescence of Literature
 - Unit-3 – Science Indicators
 - Unit-4 – Mapping of Science
- Block-4** : **Techniques and Modeling in Informetrics and Scientometrics**
- Unit-1 – Elements of Statistics
 - Unit-2 – Probability Distributions and their Application
 - Unit-3 – Regression Analysis
 - Unit-4 – Cluster Analysis and Factor Analysis
- MLIS-E6** : **PUBLIC LIBRARY SYSTEM AND SERVICES**
- Block-1** : **Public Library: Basic Concepts**
- Unit-1 – Public Library: Origin and Growth
 - Unit-2 – Public Library and Society
 - Unit-3 – Agencies in the Promotion and Development of Public Library System
 - Unit-4 – National Library Policy and Library Legislation
- Block-2** : **Public Library System: Resource Development**
- Unit-5 – Development Plans and Resource Mobilisation
 - Unit-6 – Financial Resources
 - Unit-7 – Physical and Documentary Resources
 - Unit-8 – Human Resources
- Block-3** : **Management of Public Library System**
- Unit-9 – Organisational Structure of Public Library System
 - Unit-10 – Planning and Administration of Public Libraries
 - Unit-11 – Public Library Norms, Standards and Guidelines
 - Unit-12 – Governance of Public Libraries
 - Unit-13 – Performance Evaluation
- Block-4** : **Public Library Services**
- Unit-14 – Types of Library Services
 - Unit-15 – Application of Information Technology to Public Library Services
 - Unit-16 – Resource Sharing Networking
 - Unit-17 – Public Library Scenario in India, UK, USA and Canada

Syllabus for Master of Library and Information Science

Object and Scope

The general objective of programme is towards contribute to building profession manpower force conducive to meet the varied demands for information handling in the country. Areas focused the systematic exposure to information Science are to

- i) View information essentially as development input
- ii) Familiarize the students with variety of information techniques and technology; and
- iii) Help to promote their managerial ability and develop profession insight participation in this programme

The programme comprises 8 courses. Duration of programme is one academic year. At the end of year, a student can take annual examination. Maximum time provided for completion of 8 courses in different sitting is 4 years. English is the mode of instruction. However candidate is allowed to write assignments and final examination either in Hindi or English.

The details of marks are given below