

Master of Library and Information Science

SYLLABUS

2019-2020

GOVT. V Y T PG AUTONOMOUS COLLEGE

DURG

CHHATTISGARH

Library and Information Science Department
GOVT. V.Y.T. PG. AUTONOMOUS COLLEGE DURG

Approved syllabus for M. Lib. I. Sc. by the members of Board of Studies for the Sessions 2019 -20

The syllabus with the paper combinations is as under

Semester I:

Paper I: FOUNDATION OF INFORMATION SCIENCE	Paper II KNOWLEDGE ORGANISATION & INFORMATION PROCESSING
Paper III: RESEARCH METHODS & STATISTICAL TECHNIQUES	Paper IV: MANAGEMENT OF LIBRARY & INFORMATION CENTRES/INSTITUTION
Paper V: INFORMATION PROCESSING AND RETRIEVAL (PRACTICE-I)	

Semester II:

Paper I: INFORMATION RETRIVAL	Paper II: INFORMATION SOURCES, PRODUCTS AND SERVICES
Paper III: INFORMATION TECHNOLOGY : BASICS & APPLICATIONS	Paper IV: MANAGEMENT INFORMATION SYSTEMS
Paper V: INFORMATION PROCESSING & RETRIEVAL (PRACTICAL – II)	

The syllabus for M. Lib. Sc. is hereby approved for the sessions 2019 -20.

Name and Signatures

Chairperson /H.O.D	Departmental members
Subject Expert	1.
Subject Expert	2.
Subject Expert	3
	Excellent Student

Syllabus and Marking Scheme for First Semester Session 2019-20

Paper No.	Title of the Paper	Marks Allotted in Theory		Marks Allotted in Internal Assessment		Credits
		Max	Min	Max.	Min.	
I	FOUNDATION OF INFORMATION SCIENCE	80	29	20	07	04
II	KNOWLEDGE ORGANISATION & INFORMATION PROCESSING	80	29	20	07	04
III	RESEARCH METHODS & STATISTICAL TECHNIQUES	80	29	20	07	04
IV	MANAGEMENT OF LIBRARY & INFORMATION CENTRES/INSTITUTION	80	29	20	07	04
V	INFORMATION PROCESSING & RETRIEVAL (PRACTICAL- II)	80	29	20	07	04
Total		400		100		20

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M.Lib. I. Sc. SUBJECT Library and Information Science I SEMESTER

SESSION 2019-2020

Paper-I

FOUNDATION OF INFORMATION SCIENCE

M.M 80

UNIT-1 Information Science and Information and communication

- Definition, Scope, Objectives, Genesis and development.
- Information Science as a discipline and its relationship with other subject fields.
- Information industry- Generators, Providers and intermediaries.
- Information: Characteristics, Nature and use of information.
- Conceptual difference between data,
- Information and Knowledge.
- Communication of Information.
- Information generation and diffusion.
- Communication channels and barriers.

UNIT-2 Information and the state

- Policies relating to information including science and technology and education.
- International and national programs and policies (NAPLIC)
- IT and library.
- UAP, UBC
- Laws relating to information with special reference to India. Including press and registration act. Delivery of books (public Libraries) Act, Copyright Act.

UNIT-3 Information user & their needs- 0.8 Credits

- Categories of information users.
- Information needs: definition and models.
- Information seeking behavior.
- Methods and techniques of user studies.
- Evaluation of user studies.

Unit-4 Information products- 0.8 Credits

- Information products: Nature, concept, types, design and development and marketing.
- Economics of information.
- Information management.
- Knowledge management.

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Subject Expert	1.
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Subject Expert	3
Subject Expert	Excellent Student

References

- "FOUNDATION OF INFORMATION SCIENCE & INFORMATION MANAGEMENT", B.K. Sharma, U.M.Thakur, and other, Y. K. Publishers.
- "INFORMATION SOURCES", K.S Umapathy, Vikas Publising House.
- "LIBRARY AND INFORMATION SCIENCE IN INDIA : GLIMPSES REFLECTIONS", L. S. Ramaiah, ESS ESS Publications.
- "LIBRARY AND SOCIETY ", Om Prakash Saini, Y. K. Publishers

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PAPER-II
KNOWLEDGE ORGANISATION & INFORMATION PROCESSING

M.M. 80

UNIT-1 Universe of Knowledge and Methods of knowledge organization

- Structure and attributes.
- Modes of formation of subjects,
- Different types of subjects and their modes of formation
- Universe of Knowledge as mapped in different schemes of classification.
- Canons and normative principles of sayers and Ranganathan of classification.
- Species of Library Classification schemes.
- Standard schemes of library classification; Introduction, features and application-CC, DDC, & UDC.

UNIT-2

- Universal and special schemes of classification.
- Abstract classification.
- Choice of schemes of classification.
- Study of categories postulated by different classificationists for grouping ideas.
- Postulates & Principles for facet sequence,
- Telescoping of facets.

UNIT-3 Notation

- Notation: Types, Structure & qualities, canons of notation.
- Mnemonics- Types and canons
- Indicator digits.
- Zone analysis and sector notation.
- Canons for book classification.
- Systems of book number.

UNIT-4 Recent Trends & Developments

- Design and development of a Scheme of library classification.
- Role of DRTC, CRG and FID.
- Contribution of International Conferences towards classification research.
- BSO: Salient features.

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References

- "GYAN JAGAT SWARUP SANRACHANA EVAM VIKAS",Dr. Sonal Singh, Madhya Pradesh Hindi Granth Academy.
- "GYAN JAGAT EVAM VISHAY JAGAT", Dr. S.P. Sood, Raj Publising House.

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Subject Expert	4.

PAPER-III
RESEARCH METHODS & STATISTICAL TECHNIQUES

M.M. 80

UNIT-1 Research- 0.8 Credits

- Research: Concept, Meaning, need and process of research.
- Types of Research- Fundamental and Applied.
- Research Design- Types of research design, Identification and formulation of problem, Hypotheses.

UNIT-2 Research methods and Data analysis and Interpretation

- Research Methods- Scientific, Historical, Descriptive, Survey and case study methods, Experimental method and Delphi Method.
- Research techniques & Tools- Questionnaire, Schedule interview, Observation and sampling techniques.
- Descriptive Statistics- Measures of central tendencies- Mean, Median, Mode.
- Tabulation and generalization.
- Standard Deviation and Correlation.
- Testing of hypotheses.

UNIT-3 Bibliometrics, Informatics & Scientometrics- 0.8 Credits

- Bibliometrics, Informatics & Scientometrics: Concept definition and their scope
- Bibliometrics laws- Bradford, Zipf, Lotka.
- Content analysis,
- Sociometry.
- Citation studies- Citation-nature and definition, Citation-theory and analysis.
- Offset weight age formula of Sengupta.

UNIT-4 Research reporting- Designing research proposal- 0.8 Credits

- Structure, Style, Contents & Guidelines for Research reporting.
- Standards for citing bibliographical references (Like Chicago manual, MLA & Indian standards)
- Current trends in library and information science research.

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References

1. Research methodology. Trivedi R N . and Shukla D P. College Book Depo Jaipur.
2. Research methodology. Kothari C R Wishwa Prakshan. New Delhi.
3. Pustkalaya anushandhan padhti . Sinha S C and Alka Rani
4. Samajik shodh avam sankhiki Mukherjee Ravindra Nath

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PAPER-IV
MANAGEMENT OF LIBRARY & INFORMATION CENTRES / INSTITUTION

M.M. 80

UNIT-1 Management and Financial Management

- Management styles and approaches.
- Management schools of thought.
- Functions and Principles of Scientific Management.
- Human Resource Management- Organization structure, Job analysis and description; Job evaluation, Motivation.
- Resource mobilization.
- Budgeting technique & methods: PPBS. Zero based budgeting etc. Budgetary control.
- Cost effectiveness and cost benefit analysis.
- Total Quality Management (TQM)- Definition, Concept & elements of TQM and quality audit.

UNIT-2 System Analysis and Design

- System- definition, Concept and characteristics.
- Library as a system.
- Project management,
- PERT/CPM.
- Decision tables.
- DFD (Data Flow Diagram).
- Work study: Flow chart, Gantt chart, Block diagrams.

UNIT-3 Planning

- Concept, Definition, Need, Purpose, Types, Policies and Procedures.
- MBO, MBE
- Strategic management- Definition objectives. Policies process & models of strategic management.
- SWOT analysis.

UNIT-4 Managing Change

- Concept of change: changes in procedures, method.
- Use of new tools and techniques;
- Techniques of managing change.
- Collection development and management- Policies and procedures.
- Time and motion study.

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References

- 1- **Library Organization. Krishna Kumar . Vikas. Delhi**
- 2- **Library administration and management. Krishna Kumar . Vikas. Delhi**
- 3- **Library administration : Theory and Praticce . Mittal R L . Metropolitan Book. Delhi**
- 4- **ihrdky; l xBu - fl g] vt;- vtq if(yfl x gkml - ubZfnYyh**
- 5- **Handbook of Library and information service. Singh Raajkumar.Daya Publishing House . Delhi**

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Subject Expert	2.
Subject Expert.....	3.
Subject Expert	4.

PAPER-V
INFORMATION PROCESSING AND RETRIEVAL (PRACTICI-1) 4 Credits

M.M. 80

- Classification of titles/documents by Colon Classification (6th Rev. Ed.) and UDC (Medium Edition).

Reference

Name and Signatures

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Syllabus and Marking Scheme for Second Semester Session 2019-20

Paper No.	Title of the Paper	Marks Allotted in Theory		Marks Allotted in Internal Assessment		Credits
		Max	Min	Max.	Min.	
I	INFORMATION RETRIVAL	80	29	20	07	04
II	INFORMATION SOURCES, PRODUCTS AND SERVICES	80	29	20	07	04
III	INFORMATION TECHNOLOGY : BASICS & APPLICATIONS	80	29	20	07	04
IV	MANAGEMENT INFORMATION SYSTEMS	80	29	20	07	04
V	INFORMATION PROCESSING & RETRIVAL (PRACTICE – II)	80	29	20	07	04
	Total	400		100		20

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M.Lib. I. Sc. SUBJECT Library and Information Science II SEMESTER

SESSION 2019-2020

PAPER- I/II/III/IV/V

**PAPER- I
INFORMATION RETRIVAL**

M.M. 80

UNIT-I Subject analysis and representation

- Problems of subject analysis and representation.
- Contributions of cutter, Ranganathan, Farradane and Coates.
- Principles of subject cataloguing- Assigning subject-Headings using library of Congress subject headings and sears list of subject heading etc.

UNIT-II Indexing language and vocabulary control and Indexing systems

- Indexing languages- Types and characteristics.
- Vocabulary control- Tools of vocabulary control.
- Thesaurus- Structure and construction of an IR Thesaurus. Thesaurofacet.
- Trends in automatic indexing.
- Recall and Precision devices in indexing languages.
- Pre coordinate and post coordinate indexing system.
- Outline study of the following indexing systems.
- KWIC, KOWC.
- Chain Indexing, PRECIS, POPSI.
- Uniterm indexing, Citation indexing.
- Standards for Bibliographical Description: AACR-2, ISBD, MARC(Format), CCF

UNIT - III Information Retrieval Systems

- Definition, Types, Components and operational stages of IRS.
- Information Retrieval- Data Base, Information base and SQL, IR Models.
- Search Process- Principles & methods of searching.
- Search Techniques- Boolean searches On-line searching techniques and retrieval.

UNIT-IV Information retrieval systems evaluation.

- Projects and parameters.
- Important test results- Cranfield, Medlars, Smart.
- Information retrieval through optical media and CD-ROM data base.
- IR through OPAC and Internet.

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PAPER- II
INFORMATION SOURCES, PRODUCTS AND SERVICES.

M.M. 80

UNIT-I Information sources

- Documentary sources of information.
- Print, Non-print including Electronic Nature.
- Characteristics, Utility and evaluation of different types of information sources.
- Non Documentary Information sources; Human and institutional – Nature, Types, Characteristics and utility.
- Internet as a source of information.

UNIT-II Information services

- Information services- Concepts, Definition need and trends.
- Techniques and evaluation of alerting services (CAS & SDI).
- Bibliographic, Referral.
- Document delivery and translation services.
- International information system and network.
- AGRIS, BIOSIS, CAS, DEVSIS, ICSU, INIS, INSPEC, MEDLARS

UNIT-III Information Products

- Information products- Nature, Concept, Types, Design and marketing Abstracting,
- Types and guidelines in preparing abstracts.
- Study and evaluation of important abstract periodicals information analysis, Repackaging and consolidation.

UNIT- IV User Educations

- Goals and objectives, Levels, Technique and methods.
- Reference interview and search techniques.
- Resource sharing and library networking.
- Study of Indonet, Inlibnet, Calibnet, Nicnet, Delnet, Adinet, Malibnet.

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PAPER- III
INFORMATION TECHNOLOGY: BASICS & APPLICATIONS

M.M. 80

UNIT-II Information Technology

- Definition, need, scope and objectives.
- Historical background of computers.
- Generation of computers.
- Architecture CPU, Input/output devices .
- Hardware and software.
- Operating system-Ms-windows, UNIX, MS-DOS.

UNIT-II Networking and Internet-Basic features and tools

- Types of networks-LAN, WAN, MAN.
- Local Area Networks; LAN Topologies, Network Hardware- Network interface card, hubs/switches.
- Gateways/Bridges, routes, modem.
- Network Protocols- TCP/IP, Net-BUI, IPX
- Connectivity- Dialup, Leased lines, Microwave, ISDN.
- Digital Subscriber Lines (DSL).
- E-mail-Protocols- Telnet, FTP, DTP. Web browsers, Web servers, Search Engines, Keta Search,
- Web design- SGML, HTML, DHTML and XML.

UNIT-III Data Base Management System

- Models- Hierarchical, Network, Relational and object oriented.
- Software- CDS/ISIS, SOUL.
- Structure Query Language. Artificial Intelligence.
- Digital libraries- definition, characteristics & attributes,
- Storage media formats- DVD.

UNIT-IV Library Automation

- Planning and implementation of library automation.
- Automation of in- house operations- Acquisitions, Cataloguing, Circulation, OPAC Bar-coding.
- Open source software.
- Minimum requirement for different softwares.

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PAPER- IV
MANAGEMENT INFORMATION SYSTEMS.

M.M. 80

UNIT-I

- Definition, concepts, elements and objectives of M.I.S.
- Information and management effectiveness.
- Information needs and management levels,
- Features of MIS system approach to MIS.
- Properties of MIS.
- Structure of MIS.
- MIS and decision making.
- Planning for MIS-Systems analysis; Systems design.
- Techniques of system analysis; Techniques for MIS planning.

UNIT-II Information Support System

- Management reporting systems (MRS);
- Decision Support Systems (DSS);
- Office Automation Systems (OAS);
- Knowledge Based Systems.

UNIT III Functional Informational Systems

- Financial Information Systems; Marketing IS; & Human resource IS.
- Implementation, Evaluation & Maintenance of MIS.

UNIT IV

- Role of Computer in MIS.
- Data Base Management.
- Data Base Software-Software needs selection and development.
- Data communication and networking.
- Using Information superhighways- Internet and Intranet.

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PAPER – V
INFORMATION PROCESSING & RETRIVAL (PRACTICAL- II)

M.M. 80
4 Credits

(AACR-2) Cataloguing of Publications by AACR-2

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