

# 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 Evaluation
  - 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

## Scheme of Examination of M.Lib.I.Sc.

S.No.	Name of Paper/Course	Maximum Marks				Pass Marks			
		Total	Theory	Practical	Assign.	Total	Theory	Practical	Assign.
MLIS1	Information Communication and Society	100	80	--	20	50	40	--	10
MLIS2	Information Sources System and Programmes	100	80	--	20	50	40	--	10
MLIS3	Information Processing and Retrieval	100	80	--	20	50	40	--	10
MLIS4	Information Institutions Products and Services	100	80	--	20	50	40	--	10
MLIS5	Management of Library and Information Centres	100	80	--	20	50	40	--	10
MLIS6	Application of Information Technology	100	50	30	20	50	25	15	10
MLIS7	Research Methology	100	80	--	20	50	40	--	10
MLIS8	Academic Library System	100	80	--	20	50	40	--	10

### EXAMINATION AND EVALUATION:

Maximum marks for each course (paper) is 100 which will be split up in three components as per scheme examination as given below: -

- (1) Theory: Each of M.L.I.S.C. Will be 80 marks except paper 6 which will be 50 (fifty) marks.
- (2) Practical: In paper 6, there will be practical carrying 30 marks regarding library automatic/Information Technology.
- (3) Assignments: each paper will have an assignment carrying 20 marks. It will contain two questions. One question Essay Type which will carry 10 marks and two short-notes of 5 marks each. It shall be got evaluated from resumes persons or teachers appointed by the Director D.D.E for revaluation of the assignment. The marks obtained in assignments would be counted towards final examination and the student is required to pass the theory, practical and assignment separately.

## **SCHEME OF EXAMINATION FOR PAPERS 1,2,3,4,5 OF M.Lib. Sc.**

Time: 3 Hrs.

Maximum Marks 80

Pass Marks 40

**Note:**

1. There will be five sections in the question paper.
2. The candidate is required to attempt 5(five) questions in all, selecting one question from section A, B, C&D that have two questions each. Section E is compulsory which has eight short questions. The candidate is required to attempt 4 short questions.
3. All questions of section A, B, C&D carry equal marks. Each question will be of 16 marks. Short question will be 4 marks each.

Scheme of examination for paper 6 “Application of Information Technology” is given below: -

Time 3 hours

Maximum Marks 100

Theory Marks 50

Practical Marks 30

Assignment Marks 20

**Note:**

1. There will be five sections in the question paper.
2. The candidate is required to attempt 5(five) questions in all, selecting one question from section A, B, C&D which have two questions each. Sector E is compulsory. Which has eight short questions. The candidate is required to attempt 4 short questions.
3. All question of set- A, B, C&D carry equal marks. Each question will be of 8 marks. Short question will be 2 marks each.

### **SCHEME OF EXAMINATION FOR PAPER - 7 “Research Methodology”.**

Time 3 hours.

Maximum Marks 80

Pass Marks 40

**Note:**

1. There will be three sections in the question paper.
2. The candidate is required to attempt 5(five questions) in all, selecting one question from each section. All questions carry equal marks.
3. Each question will be of 16 marks.

### **SCHEME OF EXAMINATION OF PAPER 8 “Academic Library System”**

Time: 3 hours

Maximum Marks 80

Pass Marks 40

**Note:**

1. There will be five sections in the questions paper.
2. The candidate is requested to attempt 5(five) in all, selecting one question from each section, which will have two questions each. All questions carry equal marks.
3. Each question is of 16 marks.