ANNEXURE 1
(w.e.f. session 2013-2014)
Scheme of Examination
M.L.I.Sc.(First Semester)

S.No	Subject Code	Subject Name	Periods/Week			Distribution of Marks		Subject Total
			L	T	P	IA	ESE	
1	M.L.I.Sc.101	Information & Communication	4	1	0	25	75	100
2	M.L.I.Sc.102	Research Methodology and Statistical Techniques	4	1	0	25	75	100
3	M.L.I.Sc.103	Knowledge Organisation	0	0	5	25	75	100
4	M.L.I.Sc.104	Information Technology (Theory)	4	1	0	25	75	100
5	M.L.I.Sc.105	Information Technology (Practical-I)			5	50	50	100
		Viva-voce						50
		Total						550

M.L.I.Sc. (Second Semester)
(w.e.f session 2013-2014)
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S.No	Subject Code	Subject Name	Periods/Week			Distribution of Marks		Subject Total
			L	T	P	IA	ESE	
1	M.L.I.Sc.201	Information Sources & System in Natural Sciences OR Information Sources & System in Social Sciences	4	1	0	25	75	100
2	M.L.I.Sc.202	Planning and management of Academic Library Systems OR Planning and management of Special Library Systems	4	1	0	25	75	100
3	M.L.I.Sc.203	Information Processing & Retrieval	4	1	0	25	75	100
	M.L.I.Sc.204	Dissertation				50	50	100
5	M.L.I.Sc.205	Information Technology (Practical-II)	0	0	5	50	50	100
		Viva-voce					50	50
		Total						550

L: Lecture, T: Tutorial, P: Practical, IA: Internal Assessment, ESE: External Semester Examination.

Syllabus of M.L.I.Sc.
w.e.f: 20013-14

M.L.I.Sc.-101 :   Information and Communication

Unit-I
- Information: characteristics, nature, value and use
- Conceptual difference between data, information and knowledge
- Communication of Information: Information generation
- Communication Process, Channels, Models and Barriers
- Trends in Scientific Communication

Unit-II
- Information Industry-Generators, Providers and Intermediaries
- Information as an Asset and Resource
- Intellectual Property Rights Acts
- Concept of freedom, Censorship, Data security and fair use
- National Policy on Library and Information Systems and Services

Unit-III
- Knowledge Management: Definition, concept, need, basic tools
- Knowledge Management Systems: Basic components
- Approaches in Knowledge Management
- Architecture of Knowledge Management
- Trends in Knowledge Management
- Role of Information Managers

References:
1. IGNOU (2002), *Information Communication & Society*, New Delhi, IGNOU.
2. Doyle, Lauren B (1975), *Information retrieval and processing,* Los Angeles, Melvil.
3. Prasher, R.G (2003), *Information & its Communication,* Ludhiyana , Meddallion.
4. Kwatra, P. S (2000), *Text Book of Information Science,* New Delhi, APH.
5. Khan, M .T.M (1998), *Information Organization & Communication,* New Delhi, Ess Ess.
6. Guha, B (1999), *Documentation & Information: Services, Techniques and Systems,* Calcutta, World press.
7. Kwatra, P.S (2000), *Library user study and two thousand plus,* New Delhi, APH.
8. Sharma ,Pankaj (2004), *Knowledge management,* New Delhi, APH.

M.L.I.Sc.-102 : Research Methodology and Statistical Techniques

Unit-I

- Types of research: Fundamental and Applied, Inter disciplinary and Multidisciplinary

- Research Design: concept and types

- Elements of Research Methods: Identification and formulation of problem, Hypothesis, Literature search — print & non-print.

- Research Methods: Scientific, Historical methods, Descriptive methods, Survey and Case Study Methods, Experimental and Delphi Methods

Unit-II

- Sampling techniques

- Research Techniques & Tools : Questionnaire, Interview, Observation

- Scales and check lists

- Research Reporting : Structure

- Methods of Research Evaluation

Unit-III

- Data analysis and Interpretation: Concept and use.

- Descriptive Statistics – Measures of Central Tendency, Mean, Mode, Median

- Tabulation of data

- Generalization

- Measures of dispersion, Variance

- Standard Deviation and Coefficient of variance.

- Graphical presentation of data bar, Pie-line graphs, Histograms

- Introduction to Bibliometrics and its basic laws.

References:
1. Kothari, C. R(1998). *Research methodology methods & technique*, New Delhi, Wishwa.
2. Sinha, S. C. & Dhiman, *A. K.: Research methodology*, 2nd Vol, New Delhi: Ess Ess.
3. Gopal, M. H(1992*).: An introduction to research procedure in social sciences*, New Delhi, Vikas.
4. Stevens, R, E(1971) : *Research methods in librarianship*, London, Bingely.
5. Krishswami, O R(1993), *Methodology of research in social sciences*, Bombay: Himalaya.
6. Ravi Chandra Rao,I.K(2003), *Quantitative methods for Library & Information Science*, Delhi , New Age.

M.L.I.Sc.-103 : Knowledge organization

- Classification of documents by Universal Decimal Classification (3rd Rev. Abridged Ed)   (Compound and complex)
- Classification of documents by Dewey Decimal Classification (22nd edition)   (Compound and complex)
- Cataloguing of documents according to AACR-II: Multi Volume Publications; Non- Book Materials

References:

1. UDC 3rd Abridged Ed.
2. DDC 22nd Ed.
3. AACR-II-2nd rev. Ed.

M.L.I.Sc.-104 : Information Technology (Theory)
Unit-1
- Internet Basic features and applications.
- Network protocols: TCP/IP, FTP, HTTP.
- Connectivity, Dial up, ISDN, Leased Lines, Digital Subscriber Lines
- E-mail
- Search Engines
- Web Browser: Netscape Navigator, Internet Explorer
- Library 1.0, Library 2.0, Library 3.0 and its services

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Unit-2
- Digital Libraries: Genesis, definition, objectives, scope
- Image formats, Audio formation
- Storage Media Formats –DVD, ISO-9660
- Software and Hardware for digital libraries, OCR, Image Editing Software
- Open access, open standards and open source in libraries
- Input capture devices □ scanners, digital & movie cameras
- Meta Data, Dublin Core

Unit - 3
- Management information system.
- Data warehousing, Data Mining
- A brief idea of electronic publishing, electronic bulletins, e-journals, subject gateways
- Video text, Tele-text, Tele-facsimile, Tele-conferencing
- Online Searching of MEDLINE, DIALOG, OCLC

References:

1 Devrajan, G and Rahelamma, A.V, (1990) *Library Computerization in India*,NewDelhi, Ess Ess,
2 Satyanarayanan,, N R. A Manual Of Library Computerization and Networking .
4. Forouzan, B(2003), *Introduction to Data Communication and Networking* ,4th ed, New Delhi, TMH.
5. Malwad, N M and others, Ed. *Digital Libraries: Dynamic Storehouse of Digitized Information.*
6. Mittal, C (2001)., *Fundamentals of Information Technology*
7. Mukherjee, D.P (1999), *Fundamentals of Computer Graphics and Multimedia*, New Delhi, PHI.
8. Nair, Raman (1992), *Computer Application to Library and Information Services*, N.Delhi, Ess Ess.
9. Satyanarayana, N.R (2003), A *Manual of Library Automation and Networking*, 2nd ed.,Lucknow, New Royal Book.
10. Sinha P K(2004), *Computer Fundamentals,* 3rd ed., New Delhi, BPB.

11. Krishan Gopal(2001), *Digital libraries in electronic information era,* New Delhi, Authors Press.

MLib & I.Sc-M.L.I.Sc.-105 - Information Technology (Practical)-I

- Open Source Software-Dspace

2nd Semester

M.L.I.Sc.-201 (A) : Information Sources and System in Natural Sciences

Unit-I
- Sciences: definition, terminology, scope.
- Primary Sources: Periodicals, Standards, Patents, Dissertations, Bulletins
- Web based sources
- Evaluation of representative sources in each category

Unit-II
- Secondary Sources: Bibliographies, Dictionaries, Formularies, Treatises, Monographs, Textbooks.
- Tertiary Sources: Directories, Trade Catalogues, Guide to Literature and Bibliography of Bibliographies.
- Web based sources
- Evaluation of representative sources in each category

Unit-III
- Information Systems and Networks in Natural Sciences: Need and Purpose
- Study of Science Information Systems at National and International level: NISSAT, INIS, AGRIS, MEDLARS, UNISIST.

References:
1. Batten, W. E. (1975), *Hand book of Public Librarianship and information wor,* London, Aslib.
2. Rowley, J. E. (1979.) and Turner, C. M. D, *Dissemination information,* London, Andre Deutsch.
3. Prasher, R. G. (2003), *Information & its Communication*, New Delhi, Meddallion.
4. Kwatra, P.S (2000), *Text Book of Information Science*, New Delhi, APH.
5. Khan, M.T.M(1998), *Information Organization & Communication*, New Delhi, Ess Ess.
6. Guha, B (1999), Documentation & Information: Services, Techniques and Systems, Calcutta, World press.

M.L.I.Sc. 201(B): Information Systems & Sources in Social Sciences

Unit-I
- History of Social Sciences
- Definition, Terminology, Branches and Land marks in Social Sciences.
- Primary Sources: Periodicals, Government bulletins, Standards, Dissertations, Monographs, Memoirs
- Web based sources
- Evaluation of representative sources in each category

Unit-II
- Secondary Sources: Bibliographies, Dictionaries, Treatises, Directory.
- Tertiary sources: Trade Catalogues, Guides to the literature and Bibliography of bibliographies
- Web based sources
- Evaluation of representative sources in each category

Unit-III
- Information Systems and Networks in Social Sciences: Need and Purpose
- Study of Select Social Science Information Systems at National & International level.

Suggested Readings

1. Hoselitz, B.F. *Reader's guide to the social sciences*. Rev. ed. Glencoe: Free Press, 1972.
2. *ICSSR Annual reports and newsletters*.
3. Lewis, P.R. *The literature of the social sciences; An introductory survey and guide*, 1960.
4. McKenzie, W.J.M, ed. *Guide to the social sciences*. London: Weidenfied and Nicolson, 1966.
5. Khanna J.K. and Vishisht K.K. *Landmarks and research trends in humanities and social sciences*. New Delhi: Ess Ess Publications.
6. Sardana, J.K. *Social Sciences documentation in India. Journal of Library and Information Science* 2(1) 1977, pp. 51-68.
7. Shores, Louis. *Basic reference sources.* Latest edition.
8. Balay, Robert. *Guide to reference books*. 11th ed. Chicago: ALA, 1996.
9. Vyas, S.D., *Social science information in India: Efforts towards bibliographic control*. N. Delhi: Concept, 1992.
10. Walford, A.J. *Guide to reference books*. 4th ed. 3V. London: LA, 1980.
11. White, C.M. et. al. *Sources of information in social sciences*. 2nd ed., 1973.
12. Webb, William H, ed. *Sources of information in social sciences*. 3rd ed. 1980.

M.L.I.Sc.- 202 (A) : Planning and Management of Academic Library System

Unit-I
- Role of the library in Academic Institutions, Development of academic libraries in India Study of the recommendations of various Committees and commissions With regard to academic libraries in India and U.K. Role of the UGC in promoting Academic libraries.

Unit-II
- Library governance: Authority, committee and role of librarian. Library Management: Administrative, Organizational Pattern Centralized V/s Decentralized.
- Library personnel: Staff pattern, selection and recruitment. Public relations. Budgeting,
- Modern Academic library buildings: Planning, basic elements in the design of building, furniture and fittings.

Unit-III
- Study of Select University Libraries in India : JNU and IGNOU
- Library cooperation and Resource sharing, INFLIBNET, OCLC,. UGC Infonet-programme, Role of UNESCO in the development of Academic Libraries.

References:

1. Gelfand,M.A.(1947),*University Library for developing countries*, Delhi, Universal Book.
2. Lyle, G. R(1956), *Administration of the college library*, 3rd ed., New York, Wilson.
3. Krishan Kumar(1973), *Research libraries in developing countries*. Delhi ,Vikas.

4. Ranganathan, S. R(1942), *School and college libraries*, Madras, MLA.
5. Raman Nair, R(1996), Ed. *College library development,* New Delhi, Ess Ess,.
6. Rajasekharan, K and Nair, Raman (1992), R. Ed. *Public library effectiveness*, New Delhi, Ess Ess,.
7. Rajasekharan, K and Raman Nair,S (1991), *Public library development,* New   Delhi, Ess Ess.
8. Langley, Anne((2005), *Role of the academic librarian,* oxford,Chandos publisher.
9. Dhiman,A.K(2002), *Acaedmic libraries,* New Delhi:Ess Ess.

M.L.I.Sc.- 202 (B) : Planning and Management of Special Library System

Unit-I

- Definition and scope of special Libraries: Industrial, Business, Government, Research Institute, Newspapers, Physically and mentally handicapped Audio-Visual Material. Development of Special Libraries in India, Objectives and distinguishing features of special libraries.

Unit-II

- Library governance: Authority, Committee and role of librarian. Library Management: Administrative, Organizational Pattern: Centralized V/s Decentralized. Library personnel: Staff pattern, selection and recruitment. Public relations. Budgeting, Modern special library buildings: Planning, basic elements in the design of building, furniture and fittings.

Unit-III

- Inter-Library cooperation and Resource sharing, Electronic Journal consortia, Study of some representative Special libraries of India: Indian Institute of Technology, Madras, BARC, CFTRI, CDRI, Indira Gandhi National Centre of Arts, Teen Murti-Central Film Library, Khuda Bakhsh Oriental Public Library.

References:

1. Ahrenfield. L J[et al.]. Special *Libraries: A guide for management*. New York: Special Library Association.
2. Gates, L K. *Introduction to Librarian ship*. New York: Mc Graw Hills.
3. Harvey, Joan M. *Specialist Information Centers*. London: Clive Bingley.
4. Kent Allen(et. Al.)(ed.). *Encyclopedia of Library and Information Sciences*, Vol .28. New York: Marcel Dekkar.
5. Silve, Manil. *Special Libraries*: Andre Deutsch: London.
6. Strauss, L J(et al). *Scientific and technical Libraries: Their organization and administration*. New York: Inter Science Publication.
7. Weisman, Herman M. *Information Systems, Services and centers*. New York: Becker and Hayes.

M.L.I.Sc.-203 : Information Processing and Retrieval

Unit-I

- Abstract & Abstracting: Concepts, Types, procedure of Abstracting, Guidelines in preparing Abstracts
- Repackaging and consolidation: Concept and procedure
- Procedure of repackaging: Content analysis, formatting, consolidation

- Study of few Internationally recognized Abstracting Services in print and electronic form

Unit-II

- Index and Indexing: Concepts and Types
- Indexing models – assigned and derived
- Co-ordinate Indexing system
- Citation indexing
- Study of few Internationally recognized Indexing Services in print and electronic form

Unit-III

- Indexing languages: types and characteristics
- Vocabulary control – tools of vocabulary control
- Features of IR Thesaurus
- Construction of IR Thesaurus
- Trends in automatic indexing
- Search Strategies: Manual/Machine, feedback and Refining
- Evaluation of IR systems

References:

1. Dhawan, K.S.*(2001) Readings in Library Science: Principles of Information Retrieval.*, Vol 4 , New Delhi, commonwealth pub.
2. Foskett, A.C.(1997) *Subject Approach to Information.* 5th ed. London, Library Association.
3. Guha, B.(1999), *Documentation and information.*, Calcutta, World Press.
4. Kawtra, P.S.(1983) *Fundamentals of Documentation with special reference to India*, New Delhi, Sterling.
5. Khan, M. T. M(1998), *Information Organization & Communication*, New Delhi, Ess Ess.
6. Khanna, J.K (2000), *Documentation and Information Services, Systems and Technique.*, Agra , Y.K. Pub.
7. Lancaster, F (1976). W. *Information retrieval system*, Ed,2.
8. Meadow, C. T (1973). *Analysis of information system.*
9. Meadow, Charles T (1993). *Text Information Retrieval* System, California, Academic Press.
10. Prasher, R. G.(1989), Index and indexing system, New Delhi, Medallion.
11. Rajan, J.N. ,ed.(1981), *Indexing Systems: Concepts, Models and Techniques*, Calcutta,
12. Ranganathan, S.R, ed.(1963) *Documentation and its Facets*, London, Asia Publishing House.
13. Rowley, Jennifer(1988), *Abstracting and Indexing.* 2nd ed. London, Clive Bingley.

M.L.I.Sc.-204 : Dissertation

This paper will consist of areas such as annotated subject bibliography, case study, survey, trend report, etc. The paper will be of 100 marks.

The dissertations will be evaluated (including viva-voce exam) by an external examiner and will carry 50 marks.

Viva-voice examination will be conducted by a Board comprising External Examiner, Head of Department and Supervisor concerned.

M.L.I.Sc.- 205: Information Technology (Practice)-II

1. Database creation with Alice for Windows
2. Open Source Software-Greenstone, Koha