MASTER OF LIBRARY AND INFORMATION SCIENCE

SCHEME OF EXAMINATION

1. **OBJECTIVE:** To train the student in the basics of professional skills and information knowledge management, so that they serve the society through an institution of library & information science. For fulfilling the main objective, the curriculum is designed to educate the students in the philosophy of librarianship, basic principles, fundamentals laws, professional ethics, etc.; to enhance the students in the skills of information knowledge processing, organization and retrieval; to train them in the management of library & information centre; to enable the students to understand and appreciate the purposes of library & information centres in the changing social, cultural, technological and economic environment; to train the students in the basics of information science and technology.

2. **DURATION:** The duration of the course leading to the Degree of Master of Library and Information Science (M.L.I.S. Integrated Course) shall be of two academic years. The examination shall, ordinarily, be held in the month of April/May or on such dates as may be fixed by the University.

3. The last date of receipt of admission-cum-examination forms and fees shall be fixed and notified by the University time to time.

4. **ELIGIBILITY**: A candidate who fulfils the following conditions shall be eligible to seek admission in the first year of the course:

   Who has passed graduation / P.G. in any stream with 45% marks in aggregate of this University or any other University recognized as equivalent thereto. The SC/ST candidates, possessing only minimum pass marks in the qualifying examination, shall be eligible to seek admission.

5. Provision of **Lateral Entry into Final Year**: A candidate who has qualified the following examination shall be eligible to seek admission in the Final Year of the course under Lateral Entry Scheme:

   Who has passed Bachelor of Library and Information Science (B.L.I.S.) programme with 45% marks of this University or any other University recognized as equivalent thereto.

   Note: Admissions to Final Year under Lateral Entry scheme shall be available on Merit basis subject to the availability of seats.

6. Every student shall be examined in the subject (s) as laid down in the syllabus prescribed by the Academic Council time to time. The question paper will be set by external/internal examiner.

   The Head/In-Charge of the Department shall forward the internal assessment marks on the basis of class test, written assignment, class performance and attendance in the class, etc. to the Controller of Examinations, at least one week before the commencement of the annual examinations.

7. The previous year examination shall be open to a regular student who: Has been on the rolls of the Department during the year; has attended not less than 75% of attendance in the year.

   The final year examination shall be open to a regular student who: Has been on the rolls of the Department during the year; has attended not less than 75% of attendance in the year; has obtained pass marks in the internal assessment of the papers of the relevant year of which he is a candidate and has passed the previous year examination.

8. The **medium** of instructions and examination shall be English / Hindi.
9. The **minimum percentage of marks** to pass the examination in each year shall be -

   (i) 40% in each written paper and internal assessment, etc., separately;

   (ii) 50% in the total of each year examination.

10. The amount of examination fee to be paid by a candidate for each year shall be as decided by the University time to time.
11. A candidate, who fails to pass or fails to appear in previous / final year examination, will be allowed to **re-appear** in all papers of the concerned year (except Practical Papers) within a period of 2 next consecutive years, since this is a professional programme.
12. A candidate whose result is declared late for no fault of his/her, may attend classes for the next year, provisionally, at his/her own risk and responsibility, subject to his/her passing the concerned examination. In case, a candidate fails to pass the concerned examination, his/her attendance/internal assessment in the next higher year in which he/she was allowed to attend classes provisionally shall stand cancelled.
13. A candidate who has passed the first year annual examination of M.L.I.S. Integrated Course shall be **allowed to exit** and shall be awarded B.L.I.S. degree. Such candidates shall be eligible for admission to M.L.I.S. Integrated Course under Lateral Entry Scheme subject to the availability of seats and provisions of other Clauses above and below.
14. The **internal assessment awards** of a candidate who fails in any examination shall be carried forward to the next examination concerned, provided that the candidate who has not obtained pass marks in the internal assessment for any paper(s) shall not be allowed to take examination in the said paper (s), unless he/she repeats the course in paper(s) concerned and obtains minimum pass marks in the internal assessment.
15. The viva-voce examination and/or training report, wherever applicable, shall be conducted jointly by the **internal and external examiners** to be appointed by the Head / In-Charge of the Department. The marks obtained by the candidate in the internal/viva-voce shall be taken into account when he/she appears in any future examination.
16. The evaluation of the work for internal assessment shall be conducted in accordance with the guidelines laid down by the Postgraduate Board of Studies. The Head of the Department shall ensure that these guidelines are followed strictly, and proper record is maintained and made available to the candidate also at the appropriate time.
17. Twenty per cent (20%) marks, in each written and practical paper in each year shall be assigned for **internal assessment**. The following criteria shall be followed for award of internal assessment:

    (ii) The Department shall hold internal/house test of 10 marks in each year for each paper. The marks obtained will be awarded to the candidate.

    (iii) Five marks will be awarded for performance in the class, discipline and behaviour in the Department, participation in Departmental Class Seminars /Extension Lectures/Conferences/ other activities. The evaluation for this part shall be done by the teacher concerned i.e. teaching the relevant class /subject.

18. Every candidate shall be required to undergo **internship/trainings** for a period of **one month** in any University/ Deemed University Library and Information Centre/Library of repute, as decided by the Head of the Department/In-Charge during previous year and final year. The candidate shall submit two computer-printed copies of the internship/training **report** to the Department after successful completion of the internship/training in the prescribed format. Successful completion of the internship/training shall be mandatory for award of degree.

This Internship/Training shall be in partial fulfilment of the Paper MLIS-05 and MLIS-16 and shall consist 40 Marks out of the 100 Marks on the basis of contribution at the training place, training report and attendance (duly certified by the Head/In-Charge of the Library/Information Centre where the candidate attended the training).

19. (i). The candidate, who has successfully completed all the two years, M.L.I.S. degree shall be awarded to the candidate.

(ii) A list of successful candidates shall be prepared on the basis of aggregate marks obtained in all the two years examinations, as the case may be, and shall be classified in division as under:

   (a) Those who obtain 75% or more: 1st Division with Distinction

   (b) Those who obtain 60% or more but less than 75%: 1st Division

   (c) Those who obtain 50% or more but less than 60%: 2nd Division

20. The grace marks, if any, shall be awarded as per University rules concerned thereof.
21. Non-collegiate candidates are not eligible for this course, as the practicals are involved.

EXAMINATION SCHEME OF M.L.I.S.
(Two Years Integrated Course - Annual System)
All the papers with their parts are compulsory for all the candidates.

No.	Titles of the Paper	Internal Assessment Marks	Internship / Training	Examination's Marks	Total Max. Marks	Duration of Theory Exam.
			Previous Year			
MLIS-01	Foundations of Library and Information Science	20		80	100	3 Hours
MLIS-02	Knowledge Organization, Processing and Retrieval	20		80	100	3 Hours
MLIS-03	Classification Practice	20		80	100	3 Hours
MLIS-04	Information & Communication Technologies Basics (Theory)	20		80	100	3 Hours
MLIS-05	Management and Organization of Libraries & Information Centres	20	40	40	100	3 Hours
MLIS-06	Knowledge Resources and Services	20		80	100	3 Hours
MLIS-07	Cataloguing (Practice)	20		80	100	3 Hours
MLIS-08	Information & Communication Technologies: Basics (Practice)	20		80	100	3 Hours
			Final Year			
MLIS-09	Information and Communication	20		80	100	3 Hours
MLIS-10	Information Analysis, consolidation, Repackaging and Retrieval	20		80	100	3 Hours
MLIS-11	Information Retrieval	20		80	100	3 Hours
MLIS-12	E-Resources Management	20		80	100	3 Hours
MLIS-13	Information & Communication Technologies: Advanced (Practice)	20		80	100	3 Hours
MLIS-14	Research Methods and Statistical Techniques	20		80	100	3 Hours
MLIS-15	Technical Writing and Communication Skills	20		80	100	3 Hours
MLIS-16	Any one of the following:					
MLIS-16A	Management of Academic Library & Information System	20	40	40	100	3 Hours
MLIS-16B	Management of Special Library & Information System	20	40	40	100	3 Hours
MLIS-16C	Management of Public Library & Information System	20	40	40	100	3 Hours
MLIS-16D	Dissertation	-	-	-	100	-

SYLLABUS

Previous Year

MLIS-01　　Foundations of Library and Information Sc.

Maximum marks: 80
Pass marks: 32
Time: 3 Hr

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit – I: Libraries as Social Institutions

Social and Historical Foundation of Library

Different Types of Libraries – Characteristics, Objectives, Structure and Functions

Development of Libraries with Special Reference to India

Library and Information Science Education in India

Role of Library in Formal and Informal Education

Unit – 2: Laws of Library and Information Science

Laws of Library Science

Implications of Five Laws of Library Science in Digital Environment

Unit – 3: Library Legislation and Library Profession

Library Legislation – Need and Essential Features

Library Legislations in India

Intellectual Property Rights - Copyright Act, I.T. Act, Delivery of Books (Public Libraries) Act

Librarianship as a Profession

Professional Ethics

Unit – 4: Professional Associations and Promoters of Library and Information Science

National Associations – ILA, IASLIC

International Associations - ALA, CILIP and IFLA

National Level Promoters – Raja Ram Mohan Roy Library Foundation, UGC

International Level Promoters – UNESCO

Suggested Readings:

1. Ranganathan, S.R. Five Laws of Library Science, New Delhi : UBSPD, 1957.
2. Ranganathan, S.R. Library manual, Mumbai : Asia, 1959.
3. Ranganathan, S.R. Library development plan : a thirty year programme for India with draft bill New Delhi : University of Delhi, 1950
4. Ranganathan, SR, ed. Free book service for all : an international survey, Mumbai : Asia, 1969
5. Ranganathan, SR, ed. Free book service for all : an international survey, Mumbai : Asia, 1969
6. Ranganathan, SR and Neelameghan, A, ed. Public Library system. Bangalore : Sarada Ranganathan Endowment, 1972
7. Benge, Ronald. Libraries and cultural change. London : Clive Bingley, 1970.
8. Rubin, Richard E. Foundations of library and Information science, New York : Neal-Schuman, 1998
9. Hessel, A. History of Libraries Tr by Reuben Peiss. New York : Scarecrow, 1955
10. White, Carl M. Ed. Bases of modern librarianship, New York : Pergaman, 1964
11. Krishan Kumar. Library Organization, New Delhi : Vikas, 1986.
12. Davis, D.W. Public Libraries as cultural and social centre, New York : Scarecrow, 1975.
13. Murison, W.A. Public libraries as cultural and social centre, New York : Scarecrow, 1975
14. Chapman, Elizabeth A and Lynden, Frederick. Advances in Librarianship 24V. San Diago: Academic, 2000.
15. IFLA. Standards for Library Services. 2nd ed. Munich : Verlag, 1977.
16. India, Advisory Committee for Libraries. Report . New Delhi. Manager of Publications, 1959.
17. Khanna, J K. Library & Society, Kurukshetra : Research, 1987.
18. Kumar, PSG. A student's manual of library & information science, New Delhi : BR. 2002.
19. Rout, RK. Library legislation in India. New Delhi : Reliance, 1991.
20. Sahai, Srinath, Library and community, New Delhi : Today & Tomorrow.
21. Sandy Norman, Practical copyright for information professional, London : Facet, 2001.
22. Sharma, Pandey SK. Library & society, New Delhi : Ess Ess, 1987.

MLIS-02   Knowledge Organization, Processing and Retrieval

Maximum marks: 80
Pass marks: 32
Time: 3Hrs.

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit – 1: Structure of Knowledge

Universe of Subjects - Definitions and Purpose

Modes of Formation of Subjects

Mapping of Subjects According to CC (Main Classes) and DDC (2nd Level Classes)

Unit – 2: Library Classification

Library Classification- Definition, Need and Purpose

Types of Library Classification Schemes

Standard Schemes of Classification and their Features (CC, DDC, UDC)

Postulational Approach - Postulates, Facet Analysis, Fundamental Categories, Phase Relations, Principles of Helpful Sequence and Facet Sequence

Notation, Call Number

Unit – 3: Bibliographic Description

Catalogue - Definition, Need and Purpose

Types of Library Catalogue, Physical Forms (Conventional and Non-Conventional including OPAC)

Subject Cataloguing - Definition, Need, Purpose and Principles

Sears List of Subject Headings, Chain Procedure

Centralized Cataloguing

Unit – 4: Cataloguing Standards

Kinds of Catalogue Entries according to CCC and AACR-2

Current trends in Standardization, Description and Exchange of Information: MARC-21, ISBD, ISO 2709, CCF, Dublin Core, etc.

Suggested Readings:
1. Ranganathan, SR. Elements of library classification. 2nd ed. Mumbai : UBSPD, 1966.
2. Ranganathan, SR. Prolegomena to library classification. 3rd ed. Mumbai : UBSPD, 1967.
3. Palmer, BI and Wells, AJ. Fundamentals of library classification, 1961.
4. Sayers, WCB. Manual of classification for librarians. Rev by Arthur Maltby. 9th ed. London : Grafton, 1958.
5. Mulls J. Modern outline of library classification, Mumbai : Asia, 1962.
6. Krishan Kumar. Theory of classification. New Delhi : Vikas, 1980.
7. Dewey, Melvil. Dewey Decimal Classification. 19th ed. New York : Forest Press, 1979.
8. Bills, H.E. Organization of knowledge in libraries, 1952.
9. Foskett, AC. The subject approach to information 3rd Ed London : Clive Bingley, 1979.
10. Needham, CD. Organization of knowledge in libraries 2nd rev. Ed London : Andre Deustsch, 1971.
11. Raju, AAN. Decimal, Universal Decimal and Colon classification : a study in comparison. New Delhi : Ajanta, 1984.
12. Ranganathan, SR. Colon classfification. 6th rev ed. Mumbai : Asia, 1963
13. Shrivastava, AP. Theory of knowledge classification, New Delhi : Laxmi, 1972.
14. Pandey, SK Sharma. Saralikrit Pustakalaya vargikaran siddhant. New Delhi : Gyan Ganga, 1996.
15. Bhargava, GD. Granthalaya vargikaran. Bhopal : MP Hindi Grantha Academy, 1993.

16. Tripathi, SM and Shokeen, NS. Granthalaya vargikaran ke mool tatwa. Agra : YK, 1999.
17. ALA Rules for filing catalog cards. Chaicago : ALA, 1968.
18. Indian Standards Institution, Indian standards practice for layout of library catalogue code, Rev ed. 1967.
19. Krishan Kumar. Cataloguing, New Delhi : Har Anand, 1993.
20. Girija Kumar and Krishan Kumar. Theory of cataloguing. 5th ed. New Delhi: Vikas, 1988.
21. Agarwal, SS. Granthalaya suchikaran. MP Hindi Grantha Academy, 1980.
22. Ranganathan, S.R. Classified Catalogue Code with Additional Rules for Dictionary Catalogue Code. 5th ed (with amendments). Bangalore: Sarada Ranganathan Endowment for Library Science, 1989.

MLIS–03   Classification Practice

Maximum marks: 80
Pass marks: 32
Time: 3Hrs.

Note: The paper is divided into 2 Parts. Each part carries 40 marks.

Part – I: Classification of Documents by Latest Available Edition of DDC
Note: There are fifteen titles. The candidates are required to classify any ten of them. Classification of Documents Representing Simple, Compound, Complex Subject and Common Isolates etc.

Part – II: Classification of Documents by Colon Classification (6th revised edition)
Note: There are fifteen titles. The candidates are required to classify any ten of them. Classification of Documents Representing Simple, Compound, Complex Subject and Common Isolates etc.

Suggested Readings:
1. Dewey, Melvil. Dewey Decimal Classification. 19th ed. 3 vol. New York: Forest Press, 1979.
2. Ranganathan, SR. Colon Classification, 6th rev ed. Bangalore : Sarada Ranganathan Endowment for Library Science, 1963.
3. Manual of the use of the DDC 20th ed. New York : Forest Press.
4. Pandey, S K Sharma. Vyavaharik Dewey Decimal Vargikaran. New Delhi : Vidya Vihar, 1999.
5. Parkhi S. Decimal classification and colon classification in perspective. Mumbai : Asia, 1964.
6. Satija MP. Manual of practical Colon Classification. 3rd rev ed. New Delhi : Sterling 1995.
7. Kothari, DV and Singh, VP. Kriyatmak vargikaran : dwibindu va dashamlav pranali. Jodhpur : Nidhi, 1991.
8. Bhargava, GD. Granthalaya vargikaran. Bhopal : M.P. Hindi Grantha Academy, 1972.
9. Satija, M.P. Prayogik dwibindu vargikaran (Practical Colon Classification); Tr by Ramakant Sharma. New Delhi : Ess Ess, 1992.
10. Sehgal RL. Number building in DDC, UDC and CC. New Delhi : Ess Ess 1993.

MLIS-04   Information & Communication Technologies Basics (Theory)

Maximum marks: 80
Pass marks: 32
Time: 3Hrs.

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit 1: Computer Hardware and Software Concepts
Information Technology - Definition, Need, Scope, Objectives and Components

Historical Development of Computers, Generation of Computers, Classification of Computers, Components of Computers, Peripherals, Input, Output and Storage Devices

Softwares - System and Application Softwares

Operating Systems - Single and Multi-user, Basic features of MS-DOS, MS Windows and LINUX

Unit 2: Computer Application to Library and Information Services
Library Automation: Definition, Need and Purpose

Application of Computers to Library Operations

Basic Features/Modules of Library and Information Management Software: WINISIS/ SOUL2.0/ LIBSYS.

General Application Software: MS Word, MS Excel, MS PowerPoint

Unit 3: Communication Technologies and their Applications
Telecommunications - Need, Purpose and Objectives

Modes (Simplex, Half Duplex, Full Duplex) and Media (guided, unguided)

Communication Tools and Techniques: E-mail, Teleconferencing/Video Conferencing, Voice Mail, Web Portals, Social Networking Tools like Facebook, Twitter.

Unit 4: Networking and Internet Basics
Network - Concept, Components, Topologies and Types (LAN, WAN, MAN, VPN)

Library Networks - Need, Purpose and Objectives

National Library Networks (DELNET, INFLIBNET, NKN)

Internet - Concept, Definition, Origin, Need and Purpose

Internet Services

Suggested Readings:
1. Waixel, Bob and Mc Kellen. A beginner's guide to the PC New Delhi : Affiliated East West, 1995.
2. Leon, Alexis and Leon, Mathews. Fundamentals of information technology, Chennai : Leon Tech World.
3. Deendayalu, R. Computer science, 2 Vol. New Delhi : TMH. 1990.
4. Sinha, PK. Computer fundamentals: concept, systems and applications, 2nd ed. New Delhi : BPB, 1992.
5. Radhakrishnan, P. Computers and information technology. Hyderabad : High Tech.
6. Croucher Phil. Communications and networks, 2nd ed. New Delhi : Affiliated East West, 1995.
7. Chao, Chien C. Introduction to the microcomputer and its applications, New Delhi : Galgotia, 1995.
8. Rowley, Jeniffer E. Computers for libraries. London : Clive Bingley, 1980
9. Tedd, LA. Introduction to computer based library system. 2nd ed. London : Hyden, 1984.
10. Karen, C and Perimutter, L, ed. The application of mini and micro computers in information, documentation and libraries. Amsterdam : Elsevier, 1995.
11. Satyanarayana, NR. A manual of computerization in libraries, New Delhi : Wishwa, 1995.
12. Sharma, Pandey SK. Fundamentals of library automation, New Delhi : Ess Ess, 1995
13. UNESCO, Mini-Micro CDS/ISIS : reference manual. Paris : UNESCO, 1989.
14. HTTP://www. inflibnet.ac.in > SOUL
15. http://www.unesco.org/webworld/portal/processing/forms/cds-isis/download.php

MLIS–05   Management and Organization of Libraries and Information Centres

Maximum marks: 40
Pass marks: 16
Time: 3Hr

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit 1: Management
Concept, Definition and Scope

Functions and Principles of Management/Scientific Management

Management of Change - Concept, Problems of Inducing Change, Techniques of Managing Change

Total Quality Management - Definition, Concept, Elements

Unit 2: Planning and Human Resources
Planning - Definition, Need and Purpose

Organizational Structure and Library Committees

System Analysis - Concept, Definition, Need, Library as a System, Performance Evaluation

Library Building and Infrastructural Planning

Standards Relating to Manpower Requirements (Ranganathan's Formula, etc.)

Job Description and Analysis with Reference to Libraries

Human Resource Development

Unit 3: Library Finance
Sources of Finance

Budget - Concept, Definition, Purpose and Techniques for Budget Preparation

Budget Management

Outsourcing - Concept, Definition, Need and Purpose

Unit 4: Library House Keeping Operations
Different Sections of Library and Information Centres

Functions of Different Sections (Resources Development Section including Collection Development Policies of Print and e-Resources, Processing Section, Periodicals Section, Maintenance Section including Conservation and Preservation, Circulation Section)

Library Rules, Stock Verification and Weeding out Policies and Procedures

Types of Reports, Contents and Style of Annual Reports

Library Statistics, etc.

Suggested Readings:
1. Ranganathan, SR. Library Administration. 2nd ed. Mumbai : Sarada Ranganathan Endowment for Library Science, 1989.
2. Lock, R.N. Library administration. 3rd ed. New York : Philosophical Library, 1965.
3. Urwick, L. Elements of administration. 2nd ed. London : Pitman, 1947.
4. Thompson, James. Introduction to university library administration. 3rd ed. London : Clive Bingley, 1979.
5. Evans, G Edward. Management techniques for librarians. 2nd ed. New York : Academic, 1983.
6. Kat, William A. Collection development : the selection of materials for libraries. New York : Holt, Rinehart & Winston, 1980.
7. Wilson, LR and Tauber, MF. University library. New York : Columbia University, 1958.
8. Peter, Claton and Gorman, G E. Managing information resources in libraries and information services : collection management in theory and practice. London : Fact, 2001.
9. Kreizman, Karen. Establishing an information centre : a practical guide. London: Bowker-Saur, 1999.

10. Spiller, David. Book selection : an Introduction to principles and practice. 2nd rev ed. London : Clive Bingley, 1974.
11. Krishan Kumar. Library administration and management. 2nd ed. New Delhi : Vikas, 1987.
12. Mittal, RL. Library administration: theory and practice. 5th ed. New Delhi: Metropolitan, 1984.
13. Narayana, GJ. Library and information management. New Delhi : PHI, 1991.
14. Scientific management of libraries. *Library Trends,* 2 (3), 1954
15. Seetharama, S. Guidelines for planning of libraries and information centres. Kolkata : IASLIC, 1990.
16. Sharma, J.S. Library organization. New Delhi: Vikas, 1978.
17. Kaula, PN. Library building : planning and design. New Delhi : Vikas, 1971
18. Indian Standards Institution. Code for library building, etc. Bangalore: ISI, 1960.

MLIS–06   Knowledge Resources and Services

Maximum marks: 80
Pass marks: 32
Time: 3Hr

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit 1: Information Sources
Knowledge and Information Sources and Types (Documentary, Non-documentary)
Print Information Sources and their Categories - Primary, Secondary, Tertiary
Non-print Information Sources and their Categories - Primary, Secondary, Tertiary
Nature, Characteristics, Utility and Evaluation of Different Types of Print/Non-print Knowledge/Information Sources

Unit 2: Information Services
Knowledge and Information Services - Concept, Definition, Need and Trends
Types of Information Services (Reference Service - Long Range and Short Range,
Bibliographic, Referral, Document Delivery, Electronic Document Delivery, Abstracting and Indexing, Translation, Literature Search, Current Knowledge and Information Alerting Services: CAS, SDI, Alerting, etc.

Unit 3: Information Users
Types of Users
User's Need/Information Seeking Behaviour – Concept, Methods of Assessing Information Needs
User Education
Information Literacy

Unit 4: Internet as a Source of Information
Internet as a Source of Information
Information Resources: Concept and Search
Open Access Information Resources – Virtual Library, Subject Gateway, e-journals, etc.
Subscribed Information Resources – Bibliographic – Medline; Citational - Web of Science, Scopus; Full-Text - Science Direct, Emerald

Suggested Readings:
1. Katz, William A. Introduction to reference work. 2v. 6th ed. New York : McGraw Hill, 1992.
2. Katz, Bill and Tarr, Andrea. Reference and information services : a reader, N.J. : Scarecrow, 1978.
3. Shores L. Basic reference sources, Chicago : ALA, 1954.
4. Foskett, DJ. Information service in libraries. 2nd ed. Connecticut : Archon, 1967.
5. Ranganathan, SR. Reference service and bibliography. 2nd ed. Mumbai : UBSPD, 1960.
6. Krishan Kumar. Reference service. New Delhi : Vikas, 1989.
7. Guha, B. Documentation and information. 2nd Ed. Kolkata : World Press, 1983.

8. Pantry, Sheila and Griffiths, Peter. Creating a successful e-information service, London : Facet, 2002

9. Davinson, Donald. Bibliographic control. London : Clive Bingley, 1975.

10. Shera, JH and Egan, ME. Bibliographic organization, Chicago.

11. Austbery, Ray. Bibliography and book production. Oxford : Pergamon, 1967.

12. Kawatra, P.S. Fundamentals of documentation with special reference to India. New Delhi: Sterling, 1982.

13. Bose, H. Information service : principles and practice. New Delhi : Sterling, 1986.

14. Stokes, Roy. Esdaile's manual of bibliography. London : Allen & Unwin, 1954.

15. Girija Kumar and Krishan Kumar. Bibliography. New Delhi : Vikas

16. Roy, Paul Mohan. Systematic bibliography. 2nd ed. Jaipur : Printwell 1984.

17. Murthy, A T. Document bibliography. New Delhi : Metropolitan, 1979

18. IFLA. Manual on bibliographic control. Paris : UNESCO, 1983

19. Kaushik, Purnima. Sandarbh sewa. Jaipur.

20. Tripathi, S.M. Pralekhan avem suchna sevayein. Agra : YK, 1999.

21. Tripathi, S.M. Suchna pranaliyan avem network. Agra : YK, 1997.

22. Tripathi, S.M. Aadhunik vangmaytmak niyantran : vangmaya suchi avem pralekhan. Agra : YK, 1992.

23. Tripathi, SM. Sandarbha avem suchna sewa ke navin aayam. Agra : YK, 1993.

MLIS-07   Cataloguing (Practice)

Maximum marks: 80
Pass marks: 32
Time: 3Hrs.

Note: The paper is divided into 2 Parts. Part I and II carries 40 marks each.

Part – I: Cataloguing of Documents by AACR-II R

Note: There shall be four Titles. The candidates shall be required to catalogue any two titles.
- Documents having Personal Author, Shared Author (s), Collaborator (s)
- Documents published under Pseudonym (s)
- Cataloguing of Corporate Authorship
- Multivolume Documents
- Atlas, Maps, Globe

Catalogued documents shall be assigned subject headings as per "Sear's List of Subject Headings (Latest edition)"

Part – II: Cataloguing of Documents by Classified Catalogue Code (5th edition with amendments)

Note: There are four Titles. The candidates are required to catalogue any two titles.
- Documents having Personal Author, Shared Author (s), Collaborator (s)
- Documents published under Pseudonym (s)
- Cataloguing of Corporate Authorship
- Multivolume Documents
- Atlas, Maps, Globe

Catalogued documents shall be assigned subject headings as per 'Chain Procedure'.

Suggested Readings:
1. Anglo-American Cataloguing Rules. 2nd rev. Ed. London : Library Association, 1978.
2. Sears List of Subject Headings. 17th ed. New York : Wilson, 2000.
3. Hunter Eric J. Examples illustrating AACR-2 (1988) revision, London : LA, 1989.
4. Maxwell, Margaret F. Handbook for AACR-2 (1988) revision, Chicago : ALA, 1989
5. Krishan Kumar. An introduction to cataloguing practice : New Delhi : Vikas, 1993.
6. Krishan Kumar. An introduction to AACR-2 New Delhi : Vikas, 1990
7. Sehgal, R.L. Cataloguing manual AACR-2. New Delhi : Ess Ess.
8. Sood, S.P. Kriyatmak suchikaran : A.A.C.R.-2. Jaipur : Raj, 2002.
9. Girija Kumar and Krishan Kumar. Suchikaran ke siddhant. New Delhi : Vikas, 1976.

10. Ranganathan, SR. Classified catalogue code with additional rules for dictionary catalogue code. 5th ed. Banglore : Sarada Ranganathan Endowment for Library Science, 1989.
11. Ranganathan, SR. Cataloguing practice. 2nd ed. Mumbai : Asia, 1974.
12. Bakewell, KCB. Manual of cataloguing practice. Oxford : Pergaman, 1974
13. Coates, EJ. Subject catalogs : headings and structure. London : Library Association, 1960.
14. Indian Standards Institution. Indian standard practice for layout of library catalogue code. Rev ed. 1967.
15. Indian Standards Institution. Rules for making alphabetical indexes. New Delhi: ISI.
16. IFLA. International Conference on Cataloguing Principles (Paris) 1961. Report. London : IFLA, 1968.
17. Sengupta, B. Cataloguing: its theory and practice. Kolkata : World, 1964.
18. Shera JH and Eagen, MP, ed. Classified catalogue : basic principles and practice, Chicago : ALA, 1965.
19. Kirshan Kumar. An introduction to cataloguing practice. New Delhi : Vikas, 1993.
20. Vishwanathan, CG. Cataloguing theory and practice. 4th ed. New Delhi : Today and Tomorrow, 1970.
21. Sood, S.P. Kriyatmak suchikaran : C.C.C. Jaipur : Raj, 2003

MLIS-08 Information & Communication Technologies: Basics (Practice)

Maximum marks: 80
Pass marks: 32
Time: 3Hrs.

Note: The paper is divided into 4 units. The candidates are required to attempt 4 questions in all out of total 6 questions. All questions carry equal marks.

Unit 1: System Software: WINDOWS (Latest) Operating System
- Basics such as Desktop, My Computer, Control Panel, Windows Explorer, Accessories Applets - Calculator and Paint.

Unit 2: Application Software: MS Word, MS PowerPoint, MS Excel (Latest Edition)
- MS Word - Standard Toolbars, Creating a Document, Editing a Document, Formatting a Document, Mail Merge, Printing etc.
- MS PowerPoint - Creating Presentation Slides, Animation, Formatting/ Adding Graphics, Slide Show, Customizing and Printing.
- MS Excel - File creation, Editing, Inserting, Formatting, Printing, etc.

Unit 3: Library Management Software
- Basics of WINISIS/SOUL/LIBSYS

Unit 4: Online and Offline Searching
- Basic Internet Searching
- Advance Internet Search with Search Techniques
- E-mail

Suggested Readings:
1. Amba, Sanjeevi and Raghavan, K S. CDS/ISIS: a primer. New Delhi: Ess Ess, 1999.
2. Chaudhary, G G and Chaudhary, Sudatta. Organizing information: from the shelf to the web. London: Facet, 2007.
3. Chaudhary, G G and Chaudhary, Sudatta. Searching CD-ROM and online information sources. London: Library Association, 2000.
4. Neelameghan, A and Lalitha, S K. Tutor+ : a learning and teaching package on hypertext link commands in WINISIS. Bangalore: Sarada Ranganathan Endowment for Library Science, 2001.
5. Negus, Christopher. Linux Bible. New York: John Wiley, 2005.
6. Simpson, Alan. Windows XP Bible. New York: John Wiley, 2004.
7. Walkenbach, John, et al. Office 2007 Bible. New York: John Wiley, 2007.
8. Winship, Ian and Mcnab, Alison. Student's Guide to the Internet. London: Library Association, 2000.
9. UNESCO. CDS/ISIS for Windows: Reference Manual Version 1.5. Paris: UNESCO, 2004.

MLIS-09   Information and Communication

Maximum marks: 80
Pass marks: 32
Time: 3Hrs.

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit 1: Information and Communication
- Information - Definition, Characteristics, Nature, Type, Value and Use of Information
- Conceptual Difference between Data, Information and Knowledge
- Communication of Information
- Communication Channels, Models and Barriers

Unit 2: Information Science and Information Society
- Information Science - Definition, Scope and Objectives
- Information Science as a Discipline and its Relationship with other Subjects
- Information Society - Definition, Genesis, Characteristics and Implications
- Changing Role of Library and Information Centres in Society
- Information Industry - Generators, Providers and Intermediaries
- Knowledge Society

Unit 3: Laws/Acts and Policies
- Concept of Freedom, Censorship, Cyber Law, Data Security and Fair Use Policies in Relation to Information, Right to Information
- Intellectual Property Act, Right to Information Act
- International and National Programmes and Policies (NAPLIS)
- National Knowledge Commission (NKC)

Unit 4: Economics of Information and Its Management
- Information as an Economic Resource
- Information as a Commodity
- Information Economics
- Marketing of Information Product and Services
- Information/Knowledge Management: Concept and Tools

Suggested Readings:
1. Bell, Daniel. The information society: social framework of the information society. The computer age: a twenty years view. Dertouzos, M L and Moses, J. Cambridge, Mass: MIT, 1974. p 16-211.
2. Feather, John. The information society: a study of continuity and change. 5th ed. London: Facet, 2008.
3. Martin, William J. The information society. London: ASLIB, 1988.
4. Raja Rammohan Roy Library Foundation and Indian Library Association. Documents of National Policy on Library and Information System. Calcutta: The Foundation, 1985.
5. Ranganathan, S R. Teaching library science. *Library Science with a Slant to Documentation*, Vol. 3; 1966, p 293-388.
6. Rao, Madan Mohan. Leading with knowledge: knowledge management practices in global infotech companies. New Delhi: McGraw-Hill, 2003.
7. Rowley, Jennifer. The electronic library: fourth edition of computers for libraries. London: Association, 1998.
8. Sharma, Pandey S. K., ed. Electronic information environment and library services. New Delhi: Indian Library Association, 2003.
9. UNESCO. Intergovernmental Conference on Scientific and Technological Information for Development. Paris: UNESCO, 1979.
10. Vickery, Brian C. and Vickery, Alina. Information science in theory and practice. London: Butterworths, 1987.

MLIS-10   Information Analysis, Consolidation, Repackaging and Retrieval

Maximum marks: 80
Pass marks: 32
Time: 3Hrs.

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit 1: Information Systems and Products
- Information Products - Concept, Nature, Types (News-letter, In-house Communication, Trade Bulletin, Technical Digest, Product Bulletin, etc.)
- Design and Development of Information Products
- National and International Information Systems/Centres - Background, Services and Products (INIS, AGRIS, NISCAIR, NASSDOC, DESIDOC)

Unit 2: Consolidation and Repackaging
- Content Analysis
- Consolidation, Repackaging
- Electronic Content Creation (HTML, XML, etc.)
- Standards and Guidelines for Content Creation

Unit 3: Marketing of Information:
- Definition, Need, Benefits.
- Marketing Ingredients
- Information Marketing in India.

Unit 4: Information Processing and Retrieval
- Information Retrieval (IR) Systems - Concept, Definition, Need, Objectives, Types
- I R Models
- Evaluation of IR Systems
- Trends in IR Models
- Search Strategies, Process and Search Techniques

Suggested Readings:
1. Seetharama, S. Information consolidation and repackaging. New Delhi: Ess Ess, 1997.
2. Atherton, Pauline. Handbook for information systems and services. Paris: UNESCO, 1977.
3. Bhattacharya, G. and Gopinath, M. A. Information analysis and consolidation: principles, procedures and products; the working document for the DRTC Annual Seminar, Bangalore, 23-27 Feb. 1981. Bangalore: DRTC, 1981.
4. Saracevic, T. and Wood, J. S. Consolidation of information: a handbook of evaluation, restructuring and repackaging of scientific and technical information. Paris: UNESCO, 1981.
5. Seetharama, S. Modes of presentation of information in information consolidation products. *Library Science with a Slant to Documentation*, Vol. 22; 1985.
6. Seetharama, S. Information consolidation and repackaging. New Delhi: Ess Ess, 1997.

MLIS – 11: Information Retrieval

Maximum marks: 80
Pass marks: 32
Time: 3Hrs.

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit 1: Library Automation
Planning, Implementation and Evaluation of Library Automation

Automation of In-house Operations (Acquisition System, Cataloguing, Circulation System, Serials Control System, OPAC and its Features, Library Management)

Library Automation Softwares - Proprietary (LIBSYS, etc), Free (WINISIS, etc.), Open Source (KOHA, etc.)

Library Security Technology - RFID, CCTV, Biometrics, etc.

Unit 2: Database Management

DBMS - Concept, Definition, Features and Need

RDBMS - Concept, Definition, Features and Need

Database Design, Development, Evaluation, Query Language

Database Architecture and Models

Unit 3: Data Communication and Internet Technology

Data Communication - Concept, Definition

Internet Connectivity - Dialup, Leased line, ISDN, Wireless

Protocols and Standards - Concept, FTP, HTTP, OSI, etc.

Web Tools - Web browsers (Internet Explorer/Google Chrome/Mozilla Firefox, etc.), Search Engines (Google, etc.)

Web Servers and Internet Security

Use of Social Networking tools for Library Services - RSS, Podcasting, Blogs, etc.

Unit 4: Digital Libraries

Digital Library - Concept, Definition, Need, Objectives and Characteristics

Design and Development of Digital Library - Planning, Design, Implementation, Evaluation and Management

Software and Hardware for Digital Libraries - Software - Greenstone Digital Library Software, Dspace, etc., Hardware- Input Capture Devices (Scanners, Digital Cameras, etc.)

Data Warehousing, Data Mining

Artificial Intelligence and Expert Systems - Concept, Definition and Features

Suggested Readings:
1. Ackermann, Ernest. Learning to Use the Internet: An Introduction with Examples and Experiences. New Delhi: BPB, 1995.
2. Chellis, James, Perkins, Charles and Strebe, Mathew. MCSE: Networking Essential Study Guide. New Delhi: BPB, 1997.
3. Chowdhury, G. G. and Chowdhury, Sudatta. Organizing Information: From the Shelf to the Web. London: Facet, 2007.
4. Chaudhary, G. G. and Chaudhary, Sudatta. Searching CD-ROM and Online Information Sources. London: Library Association, 2000.
5. Cooke, Alison. A guide to Finding Quality Information on the Internet: Selection and Evaluation Strategies. 2nd ed. London: Facet, 2008.
6. Cooper, Michael D. Design of Library Automation Systems: File Structures, Data Structures and Tools. New York: John Wiley, 1996.
7. Haravu, L. J. Library Automation Design, Principles and Practice. New Delhi: Allied, 2004.
8. Falk, Bennett. The Internet Basic Reference from A to Z. Singapore: Tech., 1995.
9. Forouzan, Behrouz A, Coombs, Catherine and Fegan, Sophia Chung. Data Communication and Networking. 2nd ed. New Delhi: Tata McGraw-Hill, 2000.
10. Kashyap, M. M. Database system: Design and Development. New Delhi: Sterling, 1993.
11. Leon, Alexis and Leon, Mathews. Fundamentals of IT. Chennai: Leon Tech World, 1999.
12. Panda, K. C. and Gautam, J. N. Information Technology on the Cross Road : From Abacus to Internet. Agra: Y. K., 1999.
13. Pandian, M. Paul and Jambhekar, Ashok. Internet for Libraries and Information Centres. New Delhi: Tata McGraw Hill, 2001.
14. Patterson, Dan W. Introduction to Artificial Intelligence and Expert Systems. New Delhi: Prentice-Hall of India, 2000.

15. Stallings, William. Data and Computer Communications. 6th ed. New Delhi: Pearson Education Asia, 2001.
16. Tanenbaun, Andrew S. Computer Networks. New Delhi: Prentice Hall of India, 1999.
17. Winship, Ian and Mcnab, Alison. Student's Guide to the Internet. London: Library Association, 2000.

MLIS-12   E-Resources Management

Maximum marks: 80
Pass marks: 32
Time: 3Hrs.

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit 1: Electronic Resources
- Electronic Resource: Concept and Need
- Characteristics of Electronic Resources
- Benefits and Drawbacks of Electronic Resources
- Types of e-Resources - Concepts and Features
- Electronic Publishing

Unit 2: Developing Collection of e-Resources
- Guidelines for Collection Building
- Collection Building Process - Formulating Policy, Budgeting, Evaluation of e-Resources, Pricing, Licensing, Ordering and Receiving
- Model Licenses and Guidelines
- Negotiation - Concept and Need
- Consortia - Concept, Need and Purpose
- Collection Building of e-Resorces through Consortia
- National Consortia in India: UGC-INFONET, INDEST, etc.

Unit 3: Developing e-Resource Access Channels
- Delivery of e-Resources
- Development of Access Channels - User Centred, Web Access, Alphabetical, Database Approach
- Access Management and Authentication
- Preventing Misuse
- e-Resource Publicity
- Preservation of e-Resources
- Copyright in the Digital Environment
- User Training

Unit 4: e-Resource Usage Analysis
- Management Information Needs
- Usage Statistics
- Standards and Guidelines (COUNTER)
- Processing, Analysis and Presentation of Data

Suggested Readings:
1. Conger, Joan E. Collaborative Electronic Resource Management: From Acquisitions to Assessment. Westport: Libraries Unlimited, 2004.
2. Cole, Jim et. al. E-serials Collection Management: Transition, Trends and Technicalities. London: CRC, 2003.
3. Curtis, Donnelyn. E-journals: How to do it Manual for Building, Managing and Supporting Electronic Journal Collection. London: Facet, 2005.
4. Fecko, Mary Beth. Electronic Resources: Access and Issues. London: Bowker-Saur, 1997.
5. Hanson, Ardis and Levin, B. L. Building a Virtual Library. Hershey, P.A.: Information Science Publishing, 2002.
6. Jones, Wayne, ed. E-Journal Access and Management. New York: Routledge, 2009.
7. Katz, Linda S. Collection Development Policies: New Dimension for Changing Collections. London: Roultedge Kegan Paul, 2003.
8. Katz, Linda S. Managing Digital Resources in Libraries. London: Routledge Kegan Paul, 2005.

9. Kemp, Rebecca. E-resource Evaluation and Usage Statistics: Selector's Choices. Chen: VDM Verlag. 2008.
10. Lee, Stuart D. and Boyle, Frances. Building an Electronic Resource Collection: A Practical Guide. 2nd ed. London: Facet Publishing, 2004.
11. Lee, Sul H. Electronic Resources and Collection Development. London: Routlege Kegan Paul, 2003.
12. Mitchell, Anne M and Surrat, Brain E. Cataloguing and Organizing Digital Resources: A How to do it Manual for Librarians. London: Facet Publishing, 2005.
13. Yu, Holly and Breivold, Scott. Electronic Resource Management in Libraries: Research and Practice. Information Science Reference, 2008.

MLIS-13   Information & Communication Technologies: Advanced (Practice)

Maximum marks: 80
Pass marks: 32
Time: 3Hrs.

Note: The paper is divided into 4 units. The candidates are required to attempt 4 questions in all out of total 6 questions. All questions carry equal marks.

Unit 1: Database Design and Development
*   MS ACCESS - Databases, Tables, Queries, Forms and Reports

Unit 2: Website Designing and Navigational Tools
*   Designing Library Websites (HTML/Dreamweaver, etc.)
*   Developing Web Directories, Subject Gateway and Library Portals
*   Image Creation/Editing using Paint/Photoshop/Office Picture Management Tools, etc.

Unit 3: Use of Internet for better Library Services /Library Management Software (Advanced)
*   Importing and Exporting Data in WINISIS/SOUL/LIBSYS
*   Designing and Developing Library Blogs, RSS Feeds, etc.

Unit 4: Design and Development of Digital Library
*   Scanning, Editing Image (Paint/ Photoshop, etc.), OCR, Processing, Metadata Creation, Creating PDF Files (Acrobat Professional)
*   Design and Development of Digital Library Using Greenstone/Dspace

Suggested Readings:
1. Ackermann, Ernest. Learning to Use the Internet: An Introduction with Examples and Experiences. New Delhi: BPB, 1995.
2. Aswal, R. S., ed. CDS/ISIS for Windows: A Handbook for Librarians. London: Ess Ess, 2003.
3. Chaudhary, G. G. and Chaudhary, Sudatta. Searching CD-ROM and Online Information Sources. London: Library Association, 2000.
4. Falk, Bennett. The Internet Basic Reference from A to Z. Singapore: Tech. Pub, 1995.
5. McCoy, John. Mastering Web Design. New Delhi: BPB, 1996.
6. Neelameghan, A. and Lalitha, S. K. Tutor+: A Learning and Teaching Package on Hypertext Link Commands in WINISIS. Bangalore: Sarada Ranganathan Endowment for Library Science, 2001.
7. Negus, Christopher. Linux Bible. New York: John Wiley, 2005.
8. Phil Bradley. Advanced Internet Searcher's Handbook. Facet, 2004.
9. Simpson, Alan. Windows XP Bible. New York: John Wiley, 2004.
10. Walkenbach, John, et al. Office 2007 Bible. New York: John Wiley, 2007.
11. Winship, Ian and Mcnab, Alison. Student's Guide to the Internet. London: Library Association, 2000.
12. UNESCO. CDS/ISIS for Windows: Reference Manual Version 1.5. Paris: UNESCO, 2004.

MLIS–14   Research Methods and Statistical Techniques

Maximum marks: 80
Pass marks: 32
Time: 3Hrs.

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit 1: Research
- Research - Concept, Need, and Purpose
- Types of Research - Fundamental, Applied and Inter-disciplinary
- Research Proposal - How to Write an Effective Research Proposal
- Current Trends in LIS Research

Unit 2: Research Design
- Research Design - Concept, Need and Purpose
- Types of Research Design
- Identification and Formulation of Problem
- Designing Research Proposal
- Hypothesis
- Literature Search - Print, Non-print and Electronic Sources

Unit 3: Research Methods Techniques and Tools
- Methods - Scientific, Historical, and Descriptive
- Sampling Techniques
- Data Collection Methods - Questionnaire, Schedule, Interview, Observation
- Library Records and Reports

Unit 4: Data Analysis and Interpretation
- Data Processing, Analysis, Interpretation, Presentation – Concept, Need and Purpose
- Descriptive Statistics: Measures of Central Tendency, Mean, Median, Mode and Dispersion, Correlations, Linear Regression, Standard Deviation, Chi-Square Test, t-Test
- SPSS and Web-based Statistical Analysis Tools
- Bibliometrics, Scientometrics, Webometrics, Infometrics

Suggested Readings:
1. Charles, Busha H. and Harter, Stephen P. Research Methods in Librarianship: Techniques and Interpretations. USA: Academic Press, 1980.
2. Kothari, C. R. Research Methodology: Methods and Techniques. 2nd rev ed. New Delhi: New Age International, 2004.
3. Krishan Kumar. Research Methods in Library and Information Science. New Delhi: Vikas, 1992.
4. Powell, Ronald R. and Connaway, Lynn Silipigni. Basic Research Methods for Librarians. 5th ed. USA: Libraries Unlimited, 2010.
5. Rao, I. K. Ravichandra. Quantitative Methods in Library and Information Science. New Delhi: Wiley Eastern, 1983.
6. Singh, S. P. Research Methods in Social Sciences: A Manual for Designing Questionnaires. New Delhi: Kanishka, 2002.

MLIS–15   Technical Writing and Communication Skills

<div align="right">Maximum marks: 80
Pass marks: 32
Time: 3Hrs.</div>

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit 1: Forms and Parts of Technical Writing
- Various forms of Technical Writings (Theses, Technical Papers, Reviews, Manuals, etc.)
- Parts of Theses and Technical Communications (Title Page, Authorship, Contents Page, Preface, Introduction, Review of Literature, Material And Methods, Experimental Results and Discussion)
- Guidelines for Incorporating Tables, Illustrations, Photographs and Drawings with Suitable Captions
- Summary/Writing of Abstract, Précis
- Commonly Used Abbreviations in the Theses and Research Communications

Unit 2: Citation Styles
- Manuals of Styles - Types of Manual, Writing Styles, Attributes of Technical Writing, Online Citation Tools
- Documentation - Preparing Citations of different types of Works according to MLA Handbook
- Documentation - Citing Sources in the Text according to MLA Handbook

Unit 3: Grammar
- Grammar (Tenses, Parts of Speech, Auxiliaries and Modals, Clauses, Synonyms, Antonyms, Punctuation Marks, etc.)
- Official Correspondence
- Common Errors

Unit 4: Essentials of Writing
- Mechanics of Writing
- Report Writing
- Editing and Proof Reading

Note: Group Discussion, Facing an Interview and Paper Presentation to be covered as Assignments

Suggested Readings:
1. Chicago Manual of Styles. 16th ed. New Delhi: Prentice Hall of India, 2010.
2. Gilbadi, Joseph. MLA Handbook for Writers of Research Papers. 7th ed. New Delhi: Affiliated East- West Press, 2010.
3. Gordon, H. M. and Walter J. A. Technical Writing. 5th ed. London: Holt, 1986.
4. Hornby, A. S. Oxford Advanced Learners Dictionary of Current English. 8th ed. New Delhi: Oxford University Press, 2009.
5. James, H. S. Handbook of Technical Writing. NTC Business Books, 2010.
6. Mohan, K. Speaking English Effectively. New Delhi: Macmillan, 2005.
7. Richard, W. S. Technical Writing. New York: Barnes and Noble, 2008.
8. Robert, C., ed. Spoken English: Flourish Your Language. New Delhi: Abhishek, 2005.
9. Sethi, J. and Dhamija, P. V. Course in Phonetics and Spoken English. 2nd ed. New Delhi: Prentice Hall of India, 2009.
10. Wren, P. C. and Martin, H. High School English Grammar and Composition. New Delhi: S. Chand, 2006.

MLIS–16 Elective Paper (Select any one)
MLIS–16(A) Management of Academic Library and Information System

Maximum marks: 40
Pass marks: 16
Time: 3Hrs.

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit 1: Growth and Role of Academic Libraries
- Landmarks in Education since 19th Century in India
- Types and Functions of Academic Libraries
- Role of Academic Library in Formal and Informal System of Education
- UGC and its Role in the Development of Academic Libraries

Unit 2: Library Organization, Administration and Management
- Library Authority: Concept and Role
- Staffing Norms and Patterns
- Personnel Management
- Sources of Finance, Types of Budget, Methods of Financial Estimation, Budget Preparation
- Planning, Basic Elements in the Design of Academic Library Buildings
- Furniture and Library Equipment Lighting and Fittings

Unit 3: Collection Development
- Collection Development Policy of Print and Non-print Material
- Selection Principles, Tools and Problems of Collection Development
- Library Committee and their Role in Collection Development
- Weeding Policy

Unit 4: Resource Sharing and Information Services
- Resoruce Sharing: Concept, Need and Purpose

- Role of INFLIBNET in Academic Libraries Development
- Resource Sharing Networks in India
- Planning and Development of Information Services

Suggested Readings:
1. American Association of School Librarians. Standards for School Library Programmes. Chicago: ALA, 1969.
2. American Library Association. Personnel Organization and Procedure: A Manual Suggested for Use in College and University Libraries. 2nd ed. Chicago: ALA, 1978.
3. Baker, David, ed. Resource Management in Academic Libraries. London: Library Associations, 2006.
4. Brophy, Peter. The Academic Library. London: Library Association, 2008.
5. Chapman, Liz. Managing Acquisitions in Library and Information Services. London: Library Association, 2001.
6. Gelfand, M. A. University Libraries for Developing Countries. Paris: UNESCO, 2001.
7. Jordan, Peter. The Academic Library and its Users. London: Gower, 1998.
8. Line, Maurice B., ed. Academic Library Management. London: Library Association, 1990.
9. Ranganathan, S. R. School and College libraries. Chennai: Madras Library Association. 2008.

MLIS–16(B) Management of Special Library and Information system

Maximum marks: 40
Pass marks: 16
Time: 3Hrs.

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit 1: Growth and Role of Special Libraries
- History and Development of Special Libraries with Special Reference to India
- Type and Functions of Special Libraries
- Role of Special Libraries

Unit 2: Library Organization, Administration and Management
- Library Organization and Administration
- Administrative Organization of Library, Staff Manual, Library Surveys, Statistics, Work Measurement and Standards, etc.
- Personnel Management in Special Libraries
- Sources of Finance, Types of Budget, Methods of Financial Estimation, Budget Preparation
- Planning, Basic Elements in the Design of Special Library Buildings
- Furniture and Library Equipment Lighting and Fittings

Unit 3: Collection Development
- Principles of Collection Development
- Selection Principles, Tools and Problems of Collection Development
- Collection Development of Print Material (Books, Periodicals, Grey Literature, Patents, Standards, Govt. Publications, etc.)
- Electronic Documents
- Weeding Policy

Unit 4: Resource Sharing and Information Services
- Resource Sharing: Concept, Need and Purpose
- Resource Sharing Networks in India
- Resource Sharing Networks – RLIN, OCLC, etc.
- Planning and Development of Information Services

Suggested Readings:
1. Auger, C. P. Information Sources in Grey Literature. 4th ed. London: Bowker, 1998.
2. Buckettt, J. and Morgan, T.S., ed. Special Materials in the Libraries. London: ASLIB, 1963.
3. Chapman, Liz. Managing Acquisitions in Library and Information Services. London: Library Association, 2001.
4. Clapp, V. W. Features of the Research Library. Urbana: University of Illinois, 2010.

5. Grenfell, D. Periodicals and Serials: Their Treatment in Special Libraries. 2nd ed. London: ASLIB, 1965.
6. Grogan, N. Science and Technology: An Introduction to the Literature. 4th ed. London: Clive Bingley, 1982.
7. Hernon, Peter and Whitman John R. Delivering Satisfaction and Service Quality: A Customer-Based Approach for Libraries. Chicago: American Library Association, 2001.
8. Lewis, C. M., ed. Special Libraries. New York: Special Libraries Association, 1963.
9. Raitt, David, ed. Libraries for the New Millennium. London: Library Association, 1997.
10. Scammell, A.W., ed. Handbook of Special Librarianship and Information Work. 7th ed. London: ASLIB, 1997.
11. Singh S. P. Special Libraries in the Electronic Environment. New Delhi: Bookwell, 2005.
12. Wilkie, Chris. Managing Film and Video Collections. London: ASLIB, 2009.

MLIS–16(C) Management of Public Library and Information System

Maximum marks: 40
Pass marks: 16
Time: 3Hrs.

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit 1: Growth and Role of Public Libraries
- History and Development of Public Libraries with Special Reference to India
- Type and Functions of Public Libraries
- Role of Public Libraries in Formal and Informal Education and Society
- Public Libraries and National Development
- Agencies and their Role in Promotion and Development of Public Libraries in India

Unit 2: Library Organization and Administration
- Library Organization and Administration
- Administrative Organization of Library, Staff Manual, Library Surveys, Statistics, Work Measurement and Standards, etc.
- Personnel Management in Public Libraries
- Sources of Finance, Types of Budget, Methods of Financial Estimation, Budget Preparation
- Planning, Basic Elements in the Design of Public Library Buildings
- Furniture and Library Equipment Lighting and Fittings

Unit 3: Collection Development
- Principles of Collection Development
- Selection Principles, Tools and Problems of Collection Development
- Collection Development of Print Material (Books, Periodicals, Grey Literature, Patents, Standards, Govt. Publications, etc.)
- Electronic Documents Weeding Policy

Unit 4: Resource Sharing and Information Services
- Resource Sharing: Concept, Need and Purpose
- Resource Sharing Networks in India
- Planning and Development of Information Services

Suggested Readings:
1. Bhatt, R. K. History and Development of Libraries in India. New Delhi: Mittal, 1995.
2. Ekbote, Gopala Rao. Public Libraries System. Hyderabad: Ekbote Brothers, 1987.
3. Hage, Christine Lind. The Public Library Start-Up Guide. Chicago: American Library Association, 2004.
4. Iyengar, Sreenidhi, ed. Library Public Relations. New Delhi: Anmol, 1996.
5. Jain, M. K. Fifty years of library and information services in India (1947-98). Delhi: Shipra, 2000.
6. Kalia, D. R. Guidelines for Public Library Services and Systems. Calcutta: Raja Rammohan Roy Library Foundation, 1990.
7. Liu, Lewis-Guodo, ed. The Role and Impact of the Internet on Library and Information Services. Westport: Greenwood, 2001.
8. Rath, Pravakar. Public Library Finance. New Delhi: Ess Ess, 1996.

9. Thomas, V. K. Public Libraries in India: Development and Finance. New Delhi: Vikas, 2005.
10. Totterdell, Anne. An Introduction to Library and Information Work. London: Facet, 2005.

MLIS-16(D) Dissertation

Maximum marks: 100
Pass marks: 40

As assigned by the Teacher concerned. The student has to prepare a dissertation on the topic assigned by the teacher and shall be bound to submit its 3 copies to the Department well before commencement of the final examination.