JIWAJI UNIVERSITY, GUALIOR (M.P)
(NAAC ACCREDITED "A" GRADE UNIVERSITY)

MASTER OF LIBRARY AND INFORMATION SCIENCE [(1 YEAR, 2 – SEMESTER COURSE)]

&

Choice Based Credit System

COURSE STRUCTURE AND SCHEME OF EXAMINATION, 2015-16

Profile of the Department:

School of Studies in Library and Information Science was established in the University in 1984 to impart quality education and modern skills in the field to the students of the region leading to Bachelor's Degree in Library and Information Science and Master Degree in Library and Information Science. The Department is extensively engaged in teaching, research and career guidance too. The majority of the pass outs from the department have occupied good positions throughout the country. In the new millennium, the department is planning to establish a highly efficient computerized information system in the University. This job oriented course has been modernized with use of the latest equipment in teaching and training at degree, post graduate and research level.

Librarianship as a career:

Production of recorded knowledge, have led to the expansion of libraries and the development of their services. A public library is an important element in the life of a community; an academic library is an essential part of an educational institution, school, college or university; a business or special library is indispensable in government departments and large business and industrial organizations. Librarianship is a growing field, which has by now attained the status of a separate discipline in the universe of knowledge. It presents challenges and interesting situations to library personnel. The management of these libraries needs persons with good academic and professional qualifications. Proficiency in one of the natural sciences, social sciences or the humanities is helpful in the professional Development of a librarian. Library work is primarily a social service, and therefore, needs young men and women with a sense of dedication and a spirit of service. Those intending to enter the library profession should satisfy themselves that they possess the necessary academic qualifications and the sense of vocation that would
enable them to work successfully as librarians. Librarianship as a profession provides a variety of employment Opportunities. In fact, it is possible to choose the kind of library to suit one’s interest and background. Persons with a superior record and high qualifications can achieve high positions. The salaries in college and university libraries are comparable to those of teachers. Indeed, the salaries of special librarians are high. Profile of the department

ADMISSION REQUIREMENTS:

- Bachelor of Library and Information Science (B.Lib.I.Sc.)
- Master of Library and Information Science (M.Lib.I.Sc.)
- Ph.D

B. Lib. Information Science (One year: Two Semesters)

Eligibility: Graduation with 50% marks.

Available seats: Open = 30  Payment = 05  NRI = 05

On the basis of merit in index based qualifying examination.

The highest marks obtained either at Graduate or Post Graduate level will be considered for the purpose of admission, but the candidate must have 50% marks at graduate level

Mode of Selection:

M. Lib. Information Science (One year / Two Semesters)

Eligibility: B.Lib.I.Sc. with 50% marks.

Available seats: Open = 30  Payment = 05  NRI = 05

Mode of Selection: On the basis of merit in index based qualifying examination B.Lib.I.Sc.
M.Lib. ISc

COURSE STRUCTURE AND SCHEME OF EXAMINATION, 2015-16

FIRST SEMESTER ;(July- December) - 2015-16

<table>
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<th>Course MLIS</th>
<th>Papers Name</th>
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*M 105 & *M106 will be evaluated by internal examiners.

** M 103 will be evaluated by Internal & External Examiners

Total Credit value, 18+04 =22
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Total Credit value, 21+4 =25

* M205 & 206* will be evaluated by internal examiners.

** As per university ordinance each student shall have to undergo an Internship programme at a Library selected by the Department for a period of one month immediately after the second semester examination. Successful completion of the programme is a must for their final results.
COURSE CODE: MLIS - 101
COURSE TITLE: INFORMATION AND COMMUNICATION TECHNOLOGY: APPLICATION (THEORY)

OBJECTIVES
➢ To know the features of library automation;
➢ To know the fundamentals of internet tools and Networking and Telecommunication
➢ To understand the Computerized libraries Services

UNIT I- Overview of Information Technology:
• Components of Information Technology
• Printing and Publishing Technology.
• Electronic and networking Publishing
• Institutional Repository
• Web Technologies in Libraries

UNIT II- Networking and Telecommunication:
• Data Transmission,
• Transmissions Media.
• Switching Techniques: Circuits, Packet and Cell switching
• Network Topology.
• Open systems Interconnection model (OSI Model)

UNIT III- Internet and its services:
• Origin and Development of Internet
• Resources through Internet
• Searching on the Internet: www, Subject Directories, Search Engines Intranets,
• Databases management system (DBMS)
• Data Warehouse: Dublin Core, Data Mining, Z39.50

UNIT IV- Digitization and Library Automation:
• Digitization: Concepts and Needs
• Steps of Digitization and software
• Planning and Implementation
• Open sources software
• KOHA: Main features Hardware and Software requirements. Its applications.
UNIT V- Computerized Services:

- Alerting Service: CAS, SDI and ECS
- Online Search Services,
- Document Delivery Services,
- CD-ROM Database Products and Services.
- Bibliographic full text Service

Recommended Books


COURSE CODE: MLIS – 102
COURSE TITLE: ACADEMIC LIBRARY AND INFORMATION SYSTEM

OBJECTIVES
➢ To know Academic Libraries and Higher Education systems
➢ To understand the collection development policies of academic libraries; and Personnel Management
➢ To know the Resource Sharing Programmes

Unit I- Academic Libraries and Higher Education:

- Role of Academic Library in higher education in India
- Role of UGC and state government in promoting academic libraries: university, college and other academic institution
- reports of committees and commissions on higher education
- Important programmes of UGC for Developing Academic Libraries

UNIT II- Personnel Management:

- Overview of Personnel Management,
- Manpower Planning
- HRD-Quality Improvement Programmers.
- UGC service conditions and pay scales to enhance the status of the professionals.
- Job Evaluation and house training of professionals.

Unit III- Collection Developments:

- Collection Development Policy, Weeding policy
- Problems in Collection Organization in an Academic Library
- System Analysis and Design MIS, PERT/CPMS
- Total Quality management (TQM.)
UNIT IV- Personnel Management and Organizational Behavior:

- Staffing,
- Understanding Human Behavior, etc.
- Group Behavior,
- Management by Objectives MBO,
- MBE,
- Motivation,
- Internal and External Coordination,
- Social responsibility of management.

UNIT V- Resource Sharing Programmes:

- Resource Sharing Services- its Objectives, Organization and Development
- INFLIBNET and its Implications to Library Resource Sharing
- Role of Internet in Promoting Academic Library Services.
- Regional and City Network of Libraries and their Importance
- UGC Information Centers for Science & Technology and Social Sciences.

COURSE CODE: MLIS - 103
COURSE TITLE: INFORMATION AND COMMUNICATION TECHNOLOGY:
APPLICATIONS IN LIS (PRACTICAL)

OBJECTIVES

➢ To gain the hands on practical skills of automation software;
➢ To gain the hands on practical skills of Graphic and Table making
➢ To gain the hands on practical skills of Web searching

Unit I- Graphic and Table Making:

- Formatting of Document: Format text (font size, color, etc.),
- Graphic presentation in research with help of MS Excel
- Creating lists using bullets or numbers
- Creating Tables and organizing information
- Background color and images
- Introduction to FrontPage and publisher for web publishing

Unit II- Library Open Sources Software KOHA:

- Installation
- Creation and
- Maintenance
Unit III- Web searching:
- Searching subjects getaways and Library portals

Unit IV- E- Resources:
- Structure of CD-Rom/DVD's,
- E- Books,
- E- Journals
- E- News papers

Unit V- Searching on Consortia's and repositories:
- J- gate
- INDEST

COURSE CODE: MLIS - 104
COURSE TITLE: KNOWLEDGE ORGANIZATION AND PROCESSING (PRACTICAL, U.D.C AND AACR II)

OBJECTIVES

➢ To explore the features of UDC
➢ To provide the practical classification skills of UDC
➢ To explore the feature of AACR-II
➢ To provide the practical cataloguing skills according to AACR-II
➢ To know the Assigning the subject headings.

UNIT I- Fundamentals of UDC:
- Introduction to Universal Decimal Classification (Averaged Edition): Structure, Principles and Organization
- Classification of Simple and Compound Subject Documents

UNIT II - Advance Applications of UDC:
- Introduction to Common Auxiliaries and Special Auxiliaries
- Application of Common Auxiliaries, Special Auxiliaries, Devices, etc.
- Classification of Complex Subject Documents

UNIT III: Multi-Volume and Composite Book:
- Cataloguing of Multi-Volume
- Cataloguing with collective title (Ordinary composite book)
- Cataloguing without collective title (Artificial composite book)

UNIT IV- Serial Publication:
- Cataloguing of Periodicals
UNITV- Non-Book Materials:
- Manuscripts
- Cartographic Materials
- Microforms
- Motion Pictures
- Video Recordings

Recommended books

6. MARC 21 and Related standards for Bibliographic Records. New York: LC.

COURSE CODE: M LIS - 201
COURSE TITLE: INFORMATION SOURCES. SYSTEMS AND PROGRAMMES

OBJECTIVES
- To know the different information sources;
- To understand the information sources for users;
- To know the information systems and programmes;
- To know the information resource persons

Unit I- Information Sources:
- Physical medium of information
- Print Media, Multimedia (Hypermedia) and Hypertext
- Non- Print Media: Microform, Electronic and Optical Media

Unit II- Information Sources for Users:
- Content Analysis and its Correlation to Clientele
- Customized Organization of Information Sources
- Citation Analysis of Information Sources and their Use
- Aid to information
Unit III- National and International Information Sources, Systems and Programmes:

- Humanities
- Social Science
- Science and Technology
- Non Disciplinary Studies

Unit IV- Information Experts as Resource Persons

- Library and Information Personnel
- Science and Technology Information Intermediaries
- Database Designers and Managers, Database Intermediaries
- Media Personnel as Sources of Information
- Intelligent Agents: Internet, Distributed, Mobile Agents

Unit V- Users and their Needs

- Information Needs of Users
- Categories and Nature of different Information users
- Information Seeking Pattern
- User Studies/User Education: Concept, Types and Methods

Recommended Books


COURSE CODE: MLIS - 202
COURSE TITLE: INFORMATION STORAGE AND RETRIEVAL SYSTEMS

OBJECTIVES

➢ To know the fundamentals of information retrieval;
➢ To know the features and different types of indexing;
➢ To know the search strategies for information retrieval;

UNIT I- Organization of Information

• Intellectual Organization of information
• Patterns for presentation of information to a searcher.
• Classification system for knowledge organization.
• Thesaurus: definition role of thesaurus in information storage and retrieval system, Construction of Thesaurus.
UNIT II- Indexing systems:

- Web Indexing : Concepts
- Computer Aided Subject Index (COMPASS)
- Postulate-Based Permute Subject Index (POPSI)
  - Concept of Elementary Categories
  - Process of POPS
- Citation Indexing System with special reference to
  - Science Citation Index,
  - Source Index,
  - Permuterm Subject Index.

UNIT III- Micrographic Information Retrieval System (MIRS):

- Evolution of Micrographics,
- Types of Microforms,
- Advantages of micrographic system
- Components of MIRS

UNIT IV- Information Storage and Retrieval System:

- Objective of ISAR systems
- Operation and Design,
- Compatibility of ISAR system,
- Evaluation of ISAR system.

UNIT V- Information Retrieval

- Information Retrieval Process, and Techniques
- Search Strategies, Processes and Techniques
- Common Command Languages and Multiple Database Searching.
- Content Development : Concepts, Guide lines and Unicode

Recommended Books


Centric Elective

COURSE CODE: MLIS – 203 (A)
COURSE TITLE: RESEARCH METHODOLOGY

OBJECTIVES
- To understand the universe of knowledge organization;
- To know the research methods and data collection;
- To learn the statistical measures of research

UNIT I- Research and Universe of Subjects:

- Various Subjects Having Knowledge as the field of study and
- Their Interrelation
- Religion,
- Philosophy, and
Science with their contribution to knowledge.
Modes of thinking: Speculative,
Positivistic and
Authority Centered Mode of Thinking.

UNIT II- Introduction and Types of Research Methods:
- Definition and Types of Research.
- Steps in Research Process
- Review of Literature.
- Research Methods: Historical, Survey / Descriptive, Case Study and Scientific
- Rangnathan's Spiral of Scientific Method.

UNIT III- Research Techniques:
- Data Collection Techniques: Documentary, Observation Experimental,
- Questionnaire, Interview
- Sampling and Definition of Universe.
- Measurement of Central Tendency.
- Measure of Variability and Correlation, t-test, z-test, ANOVA
- Data Analysis and Presentation.

UNIT IV- Research Design and Statistics:
- Definition and Types of Research Design.
- Hypothesis Meaning, Definition
- Webometrics. Scientometrics and Informetrics

UNIT V- Report Writing:
- Organization of Report,
- Table Presentation and Reporting.
- Reporting format,
- Graphic in Report Presentation.
- Precautions for writing research report.
- Applications of Computer and Internet in Research
- Statically packages SPSS,MS Excel.
- Research Ethics
- Reference styles: Chicago, MLA APA and ISI
Recommended books


COURSE CODE: MLIS – 203 (B)
COURSE TITLE: INFORMATION INSTITUTION, PRODUCTS AND SERVICES

OBJECTIVES
➢ To gain the features and technical skills of Information Institution
➢ To understand the information analysis, Information and services
➢ To know the features of IAC centers’ and its products.

UNIT I- Information Institution:

• Evolution and Growth. Information Centers: Types and their Organization.
• Data Centers and
• Referral Centers.
• Information Analysis
• Consolidation Centers.

UNIT II- Information and Services:

• Literature Searches and Bibliographies,
• Technical Enquiry Service,
• Document Delivery Service,
• Machine Translation
• Role of National Translation Mission.

UNIT III- Information Products:

• Information Newsletter,
• House Bulletins,
• In-House Communications,
• Trade and Product Bulletins,
• State-of-the-Art Report,
• Technical Digests.
• Trend Report.

UNIT IV- Databases:

• Database: Use and Types.
• Database support services.
• Database Intermediaries such as Searchers, Editors etc.
• On line Information Systems and Information Networks,
• Information Standards for Database Design and Development.

UNIT V- International Information systems:

• AGRIS
• INIS,
• DEVSIS,
• MEDLARS,
• OCLC,
• BLDSC.
Recommended Books

7. Seetharama,S. Information consolidation and Repackaging, New Delhi. ESS ESS 1997

Generic Elective

COURSE CODE: MLIS – 204 (A)
COURSE TITLE: INFORMATION, COMMUNICATION AND SOCIETY

OBJECTIVES
➢ To know the features of information and information society;
➢ To understanding the communication process;
➢ To know the information policies;
➢ To provide the fundamentals of knowledge management

UNIT I- Data, Information and Knowledge:

• Data ,Information and Knowledge : Intellectual Assets
• Data: Definition Types Nature, Properties and Scope.
• Information: Definition, Types, Nature, Properties and Scope.
• Comparative study of Data, Information and Knowledge.

UNIT II- Information Generation and communication:

• Generation of Information Modes and Forms.
• Information Theories
UNIT III - Knowledge Development:

- Knowledge: Structure and Development,
- Knowledge Generation to utilization,
- Learning Process and Theories
- Knowledge and societal survival.

UNIT IV - Library and Information Society:

- Information Society: Genesis, characteristics and Implications.
- Changing role of Library and information center in society
- Concepts of freedom, Censorship, Fair use, Right to information Act, and Plagiarism
- Roll of Information on national development schemes

UNIT V - Information Economics and Knowledge management:

- Information as an Economic Resource
- Information Literacy: concepts, need and objectives
- National information policy
- Knowledge Management: Concept, Scope, and tools of knowledge management

COURSE CODE: MLIS – 204 (B)
COURSE TITLE: MARKETING OF INFORMATION PRODUCTS AND SERVICES

OBJECTIVES

➢ To enable the understanding the Concepts of Information Marketing
➢ To understand the Promotion of LIS Products and Services
➢ To know Information Analysis, Consolidation and Re-Packaging

UNIT I - Fundamental Concepts:

- Needs, Objectives and Philosophy
- Marketing Environment: Producer, Consumer – Buyer Behavior
- Marketing Information System
- Market Segmentation Marketing Mix

UNIT II - Strategies and Techniques:

- Strategic Planning
- Marketing Research
- Marketing Process
UNIT III- Promotion of LIS Products and Services:
- LIS Products and Services as a Marketable Commodity
- Pricing, Distribution Channels and Communication Strategies
- Advertising, Sales Promotion
- Public Relations
- Electronic Marketing

UNIT IV- Management Consultancy:
- Evolution, Need and Objectives
- Voluntary versus Authenticated Consultancy
- Impact of Management Consultancy on Librarianship
- Role of Library Associations and LIS School

UNIT V -Information Analysis, Consolidation and Re-Packaging:
- Information Analysis and Consolidation: Concept, Need and Purpose
- Packaging and Re-Packaging: Concept, Need, Purpose and Criteria
- Information Consolidation Products: Concept, Types, Design and Development

Recommended Books