# Scheme of Papers

**For**

**Master of Library & Information Science**

**Session 2011 – 2012**

## Semester – I

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<td>Information Systems Management</td>
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## Semester – II

| V.        | Research Methods and Statistical Techniques                                 | 20                  | 100        |
| VI.       | Advanced ICT Applications in LIS (Theory & Practice) – II                   | 20                  | 100        |
| VII.      | **Elective:** Information System (Theory and Practice)                      | 20                  | 100        |
|           | Any one of the following:                                                   |                     |            |
|           |   (a) Social Science Information System                                     |                     |            |
|           |   (b) Business Information System                                           |                     |            |
|           |   (c) Health Science Information System                                     |                     |            |
| VIII.     | Depth Classification and Advanced Cataloguing (Practice)                    | 20                  | 100        |
**Paper – I: Information Analysis, Consolidation and Repackaging**  
*(Theory and Practice)*

Max. Marks: 100

**Objectives**

(i) To impart to students through understanding of the conceptual framework of Information Consolidation and Repackaging.

(ii) To train the students with the practical skills for preparation of Information Products.

(iii) To introduce Marketing of Information Products and Services.

**Part – I: Theory**

Marks: 60  
Theory: 50

**Internal assessment: 10 Marks**  
(Attendance – 5 (Includes attendance of practical classes also) +  
Class Test – 5)

**Note:** The paper is divided into 3 Units. The question paper will consist of Eight questions (at least Two questions from each Unit). The examinees will be required to attempt Four questions in all selecting at least one question from each Unit.

**UNIT – I: Information Consolidation**

- Definitional Analysis, purpose, process and role of Information Consolidation.
- Value and benefits of Consolidation.
- Packaging and Repackaging of Information.
- Modes of presentation.
- Technical Writing

**UNIT – II: Processing Methods and Techniques**

- Information Products: Types and Methodology for Preparation.
- Role of various specialists in Design and Development of Information Products.
- Abstract and Abstracting: Types and Guidelines in preparing Abstract.

**UNIT – III: Management of Information Consolidation Centres**

- Management of an Information Consolidation Unit (ICU)
- Concept of Marketing.
- Marketing of Information Products and Services.

**Part – II: Practice**

Max. Marks: 40  
Time: 2 Hours

The Distribution of Marks and scheme of examination will be as follows:

**Section – A**  
Marks: 15

- **Assignments: 10 marks**  
  (Preparation of Indicative and Informative Abstracts, Literature Reviews and Book Reviews)

- **Viva-voce: 05 marks**
Section – B  Marks: 25

1. The examinees will be required to prepare One INDICATIVE ABSTRACT and One INFORMATIVE ABSTRACT of One Research Article.

2. The examinees will be required to prepare One abstract, either INDICATIVE ABSTRACT or INFORMATIVE ABSTRACT of One Journal Article, as specified by the examiners.

Books Recommended
3. DRTC Annual Seminar 18; 1981.
5. SEETHARAMA (S). Modes of presentation of information in information consolidation products. Library Science with a Slant to Document, 22; 1985; Paper E.

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PAPER – II: INFORMATION SYSTEMS MANAGEMENT

Max. Marks: 100  Time: 3 Hours
Theory: 80 Marks
Internal assessment: 20 Marks (Assignment – 10 + Class Test – 5 + Attendance – 5)

Objectives
(i) To develop an understanding of modern Principles of Management.
(ii) To familiarise with the process of Planning and Various Types of Plans.
(iii) To develop an understanding of various Organisational Positions and Techniques of Managing Human Resources.
(iv) To familiarise with the Systems Approach in Libraries and Quality in Library Functions and Services.

Note: The paper is divided into 5 Units. The question paper will consist of Ten questions (Two questions from each Unit). The examinees will be required to attempt Five questions in all selecting at least one question from each Unit.

UNIT- I: Management
- Concept, Definition and Scope.
- Principles of Scientific Management.
- Management Schools of Thought: Classical School, Human Behaviour and Human Relation

UNIT- II: Human Resource Management
- Meaning, Functions and Objectives of HRM.
- Job Description, Job Analysis and Job Evaluation.
- Recruitment and Selection Procedure.
- Training and Development.

- Motivational Patterns: Maslow’s Need Hierarchy. Herzberg’s Two Factor Theory. McGregor’s Theory X and Y.
- Performance Appraisal: Objectives, Problems in Rating, Methods of Performance Appraisal.
UNIT- IV: System Analysis and Control
- System Analysis and Design.
- Work Flow and Organisational Routines.
- Monitoring Techniques: OR, MIS, MBO, Network Analysis, Budgeting as a Monitoring Techniques, Monitoring Team or Consultants.
- Evaluation Techniques.

UNIT- V: Library Planning and Total Quality Management (TQM)
- Library Planning: Types of Plans, Factors and Techniques of Library Planning
- TQM: Definition, Concept and Elements.
- Quality Standards: ISO 9000 Series.

Books Recommended
3. BROPHY (Peter) and COULLING (Kate). Quality management for information and library managers. 1996. Aslib Gover, Hampshire.

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PAPER – III: INFORMATION RETRIEVAL (THEORY & PRACTICE)
Max. Marks: 100

Objectives
(i) To introduce the Concept and Principles of Indexing;
(ii) To acquaint with the Role and Types of Indexing Languages; and
(iii) To familiarise with the Advanced Information Processing and Retrieval Techniques.

Part – I: Theory

Marks: 60

Theory: 50

Internal assessment: 10 Marks (Attendance – 5 (Includes attendance of practical classes also) + Class Test – 5)

Note: The paper is divided into 3 Units. The question paper will consist of Eight questions (at least Two questions from each Unit). The examinees will be required to attempt Four questions in all selecting at least one question from each Unit.

UNIT- I: Cataloguing and Subject Indexing: Principles and Practices

UNIT- II: Indexing Languages and Vocabulary Control

UNIT- III: Information Retrieval

Part II: Practice

Max. Marks: 40

Time: 2 Hours

The Distribution of Marks and scheme of examination will be as follows:

Section – A

Marks: 25

a) Assignments: 10 marks
   (Assignments on assigning/ deriving Subject Headings according to Chain Procedure, PRECIS, Sears List of Subject Headings)

b) Thesaurus Construction on an assigned topic: 10 Marks

c) Viva-voce: 05 marks

Section – B

Marks: 15

Note: The question paper shall consist of following Two Questions:

1. There will be one question carrying five titles. The examinees will be required to assign Subject Headings to these titles according to Sears List of Subject Headings. Marks: 05

2. There will be one question carrying Six titles in Section – A (Chain Procedure) & B (PRECIS). The examinees will be required to attempt any Five titles. Marks: 10

Books Recommended

5. GILCHRIST (Alan). Thesaurus construction and design.

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PAPER IV: ADVANCED ICT APPLICATIONS IN LIS (THEORY AND PRACTICE) – I

Max. Marks: 100

Objectives:

(i) To familiarise students with major Applications of ICT in Libraries and Information Centers and issues affecting their implementation.

(ii) To familiarise with the Networking concepts.

(iii) To enable student to use various MS Office Applications;

(iv) To enable student to understand the elements of Web Designing.

Part I: Theory

Max. Marks: 50

Time: 2½ Hours

Theory: 40 Marks

Internal assessment: 10 Marks (Attendance – 5 (Includes attendance of practical classes also) + Assignment – 5)

Note: The paper is divided into 3 Units. The question paper will consist of Eight questions (at least Two questions from each Unit). The examinees will be required to attempt Four questions in
all selecting at least One question from each Unit.

Unit – I: Library Automation
- Planning and Implementation of Library Automation.
- Use of computers for In-house Operations: Acquisition, Cataloguing, Circulation, Serials Control, OPAC and Information Storage and Retrieval.
- Retrospective Conversion Techniques.

Unit – II: INTERNET Basic Feature and Tools
- Genesis and Utility.
- **Connectivity**: Dialup, Leased Line, ISDN and Cable Modem.
- **Protocols**: TCP/IP, HTTP, FTP
- **Web Browsers**: Netscape Navigator, Internet Explorer
- **Services**: World Wide Web (WWW), E-Mail, Search Engines, Remote Login (Telnet), FTP, Bulletin Boards, Usenet, Social Networking Sites, Chatting and Instant Message.
- Internet Security.

UNIT – III: Communication Technology (Networking)
- Fundamentals of Telecommunication Technology.
- What is Network? Network Media: Wires and Cables, Ethernet, Wireless (Satellite), Hubs and Switches, Modems.
- Network Types: LAN, MAN and WAN.
- Topologies: Bus, Star, Ring, Token Ring, Tree and Mesh.
- Network Protocols and Standards. OSI Architecture.
- Network Based Services: Teleconferencing, Tele-facsimile.
- Library Networks in India: ADINET and CALIBNET.

Part II: Practice
Max. Marks: 50
Practical Examination: 40 Marks
Internal assessment: 10 Marks (Class Test – 10 Marks)

Unit – I: MS OFFICE
- **MS EXCEL**: Toolbars, Formatting Formulas, Database Management, Charts and Additional Functions.
- **MS ACCESS**: Databases, Tables, Queries, Forms and Reports.

Unit – II: Web Designing with FRONT PAGE

Recommended Books
1. ALBERTO LEON-GARCIA and WIDJAJA (Indra). Communication Networks: Fundamental
concepts and key architectures.


3. CHELLIS (James), PERKINS (Charles) and STREBE (Mathew). MCSE: Networking essential study guide. BPE. 1997.


6. FOROUZAN (Behrouz A), COOMBS (Catherine) and FEGAN (Sophia Chung). Data Communication and Networking. 2nd ed. Tata McGraw Hill, New Delhi, 2000.


8. LEON (Garcia). Communication Networks.


10. MCSA MCSE WINDOWS XP professional study guide. 2nd Ed. Available at: http://rapidshare.com/files/115837493/mcsa_mcse_windows_xp_professional_study_guide_2nd_pdf


13. MS OFFICE complete references. BPB, New Delhi.


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SEMESTER – II

PAPER – V: RESEARCH METHODS AND STATISTICAL TECHNIQUES

Max. Marks: 100  
Time: 3 Hours

Theory: 80 Marks
Internal assessment: 20 Marks (Assignment – 10 + Class Test – 5 + Attendance – 5)

Objectives:
(i) To introduce students to the concept of the Research.
(ii) To provide an insight into the Research Methods in Library and Information Science.
(iii) To provide an overall understanding of Statistical Techniques in Research Operations.

Note: The paper is divided into 5 Units. The question paper will consist of Ten questions (Two questions from each Unit). The examinees will be required to attempt Five questions in all selecting at least one question from each Unit.

UNIT – I: Research
- Concept, Meaning, Need and Process of Research.
- Types of Research – Fundamental and Applied.

UNIT – II: Research Design
- Conceptualisation and Operationalisation.
- Types of Research Design.
- Identification and Formulation of Problem.
- Hypothesis: Definitions, Functions and Types
- Designing Research Proposal.
- Ethical Aspects of Research.
- Literature Search – Print, Non-Print and Electronic Sources.
- Research Reporting: Structure Style and Contents. (Guidelines for Research Reporting).

UNIT – III: Research Methods
- Historical Method.
- Experimental Method.
- Descriptive Method.
- Survey Method and Case Study Method.
- Bibliometrics: Concept and Definition, Bibliometrics Laws: Bradford, Zipf. Lotka, Bibliographic Coupling and Citation Analysis.

UNIT – IV: Research Techniques and Tools
- Questionnaire
- Interview
- Observation
- Library Records and Reports
- Sampling Techniques

UNIT – V: Descriptive Analysis and Interpretation
- Descriptive Statistics – Measures of Central Tendency – Mean, Mode, Median.
- Measures of Dispersion, Variance and Co-Variance.
- Standard Deviation
- Inferential Statistics
- Z – T test Correlation
- Regression – linear and non-linear
- Chi – Square test
- Tabulation and Generalisation
- Graphical presentation of data Bar, Pie, Line graphs, Histograms
- Sociometry.

Books Recommended


** PAPER VI: ADVANCED I C T APPLICATIONS IN LIS (THEORY AND PRACTICE) – II **

Max. Marks: 100

(i) To familiarise students with major Applications of ICT in Libraries and Information Centers and issues affecting their implementation.
(ii) To familiarise with the Internet, Digital Libraries and Digitisation and other ICT Services.
(iii) To enable students to understand the features and use of Library Application Softwares: Open Source: KOHA and Alice for Windows.
(iv) To enable students to create Digital libraries.

** Part I: Theory **

Max. Marks: 50

Time: 2½ Hours

Theory: 40 Marks

Internal assessment: 10 Marks (Attendance – 5 (Includes attendance of practical classes also) + Assignment – 5)

Note: The paper is divided into 3 Units. The question paper will consist of Eight questions (at least Two questions from each Unit). The examinees will be required to attempt Four questions in all selecting at least One question from each Unit.

Unit – I: Library Application Software Packages

- Basics of Library Automation Softwares.
- Selection Criteria for Library Automation Softwares.
- SOUL, LIBSYS, Alice for Windows, Open Source Software: KOHA.

UNIT – II: Digital Libraries

- Genesis, Definition, Objectives and Scope of Digital Libraries.
- **Digitisation and Tools**: Techniques of Digitisation, Resolution, Imaging.
- Files and Formats of documents, images, video, audio, etc.
- **Metadata**: Role of Metadata and Metadata Types.
UNIT – III: Database Types and other Concepts
- Bibliographic, Full text and Multimedia Databases.
- **Digital Preservation:** Overview, Need, Challenges.
- **DP strategy:** Migration, Replication, Computer archaeology.

**Part II: Practice**

Max. Marks: 50
Practical Examination: 40 Marks
Internal assessment: 10 Marks (Class Test – 10 Marks)

**Unit – I: Library Automation Softwares**

- **Open Source Library Application Software: KOHA**
  - Overview of KOHA.
  - Installation and Configuration of KOHA.
  - Acquisition and Cataloguing.
  - Members Management and Circulation.
  - Reports and Backups.

- **Alice for Windows**
  - Overview. Installation and Configuration.
  - Acquisition and Cataloguing.
  - Members Management and Circulation.
  - Reports and Backups.

**Unit – II: Digital Library Software**

- Installation, Configuration and working in Greenstone or DSpace.

**Recommended Books**

1. ACKERMANN (Ernest). Learning to use the Internet: An introduction with examples and experiences. BPB.
3. CADY (Glee Harray) and McGregor (Pat). Mastering the INTERNET. BPB. New Delhi. 1996.
10. DSpace_Release_1.6.2_Notes. [https://wiki.duraspace.org/display/DSPACE/DSpace+Release+1.6.2+Notes](https://wiki.duraspace.org/display/DSPACE/DSpace+Release+1.6.2+Notes)
11. FALK (Bennett). The Internet basic reference from A to Z.
Objectives:
(i) To familiarise with the Concept, Scope, Landmarks and Research Trends in the disciplines of Social Sciences.
(ii) To develop an understanding of Social Science Information System and its Components.
(iii) To develop evaluative skills for Specialised Information Sources and Systems.

** PAPER - VII: ELECTIVES: INFORMATION SYSTEMS (THEORY & PRACTICE)**

(a) SOCIAL SCIENCE INFORMATION SYSTEM

Max. Marks: 100

Objectives:

Marks: 60
Theory: 50

Time: 3 Hours

Internal assessment: 10 Marks (Attendance – 5 (Includes attendance of practical classes also) + Class Test – 5)

Note: The paper is divided into 3 Units. The question paper will consist of Eight questions (at least Two questions from each Unit). The examinees will be required to attempt Four questions in all selecting at least one question from each Unit.

UNIT – I: Structure and Development of Social Sciences
Definition, Scope, Landmarks and Research Trends in the disciplines of Political Science, Public Administration, Economics, Management, Sociology, History, Psychology and Education.

UNIT – II:
- Social Science Information System: Components.
- Sources: Types and Media: Print and Non – Print, Electronic and Web-based
- Institutions connected with Social Science Information Generation and Dissemination.

UNIT – III:
- Planning of Social Science Research Libraries.
- Evaluation of existing Information Systems and Networks in Social Sciences at National and International level.
Part – II: Practice

Max. Marks: 40  Time: 2 Hours

The Distribution of Marks and scheme of examination will be as follows:

Section – A  Marks: 15

a) Assignments: 10 marks
b) Viva-voce: 05 marks

Section – B  Marks: 25

Note: Evaluation of One Documentary Information Source and One Institutional Source.

Syllabus:

I. Listing of Institutional Sources is given in the Theory Part of the Syllabus.

II. Documentary Sources of Information:

1. International Encyclopedia of Social Sciences
2. International Encyclopedia of Social and Behavioral Sciences
3. International Encyclopedia of Education
5. Europa World Yearbook
6. Statesman’s Yearbook
7. India 2006 or the latest
8. World Directory of Social Science Institutions
9. World of Learning
11. The Dictionary of the Social Sciences. (OUP)
13. Information Sources in the Social Sciences Ed by David Fisher and others.
14. INTUTE: Social Sciences
15. Social Sciences Index.
16. JSTOR
17. IPSA
18. Psychological Abstracts.
19. Keesing’s Record of World Events.
20. Asian News Digest.
22. Universities Handbook (India)
23. Bibliography of Doctoral Dissertations
24. UNESCO Statistical Yearbook
25. Census of India.
28. The Book Review.
29. ICSSR Journal of Abstracts & Reviews.
30. Annual Review of Psychology

Books Recommended

1. WEBB (William H), Ed. Sources of information in social sciences.

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**(b) BUSINESS INFORMATION SYSTEM**

Max. Marks: 100

Objectives:
(i) To familiarise with the Concept, Scope, Landmarks and Research Trends in the disciplines of Business.
(ii) To develop an understanding of Business Information System and its Components.
(iii) To develop evaluative skills for Specialised Information Sources and Systems.

**Part – I: Theory**

Marks: 60
Time: 3 Hours

**Theory: 50**

**Internal assessment: 10 Marks** (Attendance – 5 (Includes attendance of practical classes also)+ Class Test – 5)

**Note:** The paper is divided into 3 Units. The question paper will consist of *Eight* questions (at least *Two* questions from each Unit). The examinees will be required to attempt *Four* questions in all selecting at least *one* question from each Unit.

**UNIT – I: Business Information**
- Systems View of Business Information
- Components of Business Information Systems: Resources, Centres, Consultants, Suppliers, Financial Organisations, Industrial Promoters, etc.
- Users of Business Information: Categories, Role, Functions and needs.

**UNIT – II: Business Information Sources, Products and Services**
- **Sources of Information:** Documentary: Types with particular reference to Directories, Digests, Market Research Reports, Trade Literature, Technical Notes, Company Profiles, Patent, Design & Trade marks, Standards, Databases.
- **Institutional:** National & International: Studies related to the activities of:
  - NIDCS, IIFT, ITPO, CII, FICCI, etc.
  - UNIDO, UNCTAD, etc.
- **Information Services and Networks:**
  - Overview of Business Information Networks.

**UNIT – III: Organising Business Information for end user support**

**Part – II: Practice**
Max. Marks: 40

The Distribution of Marks and scheme of examination will be as follows:

Section – A

Marks: 15

a) Assignments: 10 marks
b) Viva-voce: 05 marks

Section – B

Marks: 25

Note: Evaluation of Information Sources.

Books Recommended


(c) Health Science Information System

Max. Marks: 100

Objectives:

(i) To familiarise with the Concept, Scope, Landmarks and Research Trends in the disciplines of Health Sciences.
(ii) To develop an understanding of Health Science Information System and its Components.
(iii) To develop evaluative skills for Specialised Information Sources and Systems.

Part – I: Theory

Marks: 60

Theory: 50

Internal assessment: 10 Marks (Attendance – 5 (Includes attendance of practical classes also)+ Class Test – 5)

Note: The paper is divided into 3 Units. The question paper will consist of Eight questions (at least Two questions from each Unit). The examinees will be required to attempt Four questions in all selecting at least one question from each Unit.

UNIT – I: Health Science Information
- Growth and developments of Health Science.
- Types of Health Science Libraries/Information Centres
- Users of Health Science information

UNIT – II: Health Science Information and Global Issues
- Sources of Information: Documentary: Printed and Non-print.
- Institutional: National & International: Studies related to the activities of:
- The role and functions of National Medical Library.
- The role and function of other National and International Organisations delivering Health Science Information: WHO, ICMR, Department of Biotechnology, Council of Ayurveda and Siddha, Council of Homeopathy, Unani System, National Institute of Health and Family Welfare, CDRI, CFTRI, NIN, NII, NIC, etc.
- **Information Services:** Current Awareness Services: SDI Services, Indexing and Abstracting Services, Literature Search.

**UNIT – III: Information Systems and Networks**
- HELLS, MEDLARS, BIOSIS
- Trends in Health Science Information System
- Application of Hypertext, Hypermedia, Multimedia, Expert system and Artificial Intelligence.

**Part – II: Practice**

Max. Marks: 40  
Time: 2 Hours

The Distribution of Marks and scheme of examination will be as follows:

**Section – A**  
Marks: 15

a) Assignments: 10 marks

b) Viva-voce: 05 marks

**Section – B**  
Marks: 25

**Syllabus:** Evaluation of Information Sources.

**Books Recommended**

5. PICKEN (Fiona Mackay) and KAHN (Ann MC). Medical librarianship in the eighties and beyond: A world perspective, 1986.

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**PAPER – VIII: Depth Classification and Advanced Cataloguing (Practice)**

**Part – I: Depth Classification**

Max. Marks: 50  
Time: 2 Hours

**Practical Examination: 40 Marks**

**Internal assessment: 10 Marks** (Attendance – 05 Marks (includes attendance of Cataloguing Practice also) + Class Test – 05 Marks)

**Note:** The question paper will be divided into Two Units: Unit – A: Colon Classification and Unit – B: UDC. Distribution of Marks and scheme of examination will be as follows:
UNIT – A: Colon Classification

Section - A

Four Titles will be given in this Section and the examinees will be required to attempt Two Titles.
1. Each Title will carry 6 Marks.

Section - B

1. Two Titles will be given in this Section and the examinees will be required to attempt One Title.
2. Each Title will carry 8 Marks.

UNIT – B: Universal Decimal Classification

Section - A

1. Four Titles will be given in this Section and the examinees will be required to attempt Two Titles.
2. Each Title will carry 6 Marks.

Section - B

1. Two Titles will be given in this Section and the examinees will be required to attempt One Title.
2. Each Title will carry 8 Marks.

Syllabus: Classification of Complex Titles of Monographs and Articles by Colon Classification and Universal Decimal Classification.

Part – II: Advanced Cataloguing

Max. Marks: 50
Practical Examination: 40 Marks
Internal assessment: 10 Marks (Assignment – 05 Marks (Preparation of Cataloguing Copy) + Class Test – 05 Marks)

Note: 1. The paper will be divided into 3 Units.
2. All the Units will consist of Two Titles each and the Examinees will be required to attempt One Title from every part.

Syllabus: Practical cataloguing of Complex Periodicals and of documents involving complicated Personal and Corporate Author Headings and Index Headings according to the 5th edition of the Classified Catalogue Code with Additional Rules for Dictionary Catalogue Code (CCC) of Dr. S. R. Ranganathan and AACR – II.

Distribution of Marks:

UNIT – A: Classified Catalogue Code 13
UNIT – B: Anglo American Cataloguing Rules -2 13
UNIT – C: Cataloguing of Non-Book Material 14

Books Recommended:

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