

डॉ. बाबासाहेब आंबेडकर मराठवाडा विद्यापीठ, औरंगाबाद.



परिपत्रक क्रमांक/ अभ्यासक्रम विभाग/एम.ए. एम.लिब./८८/२०२२

सर्व संबंधितांना कळविण्यात येते की, विद्यापरिषदेच्या दिनांक ३० नोव्हेंबर, २०२१ रोजीच्या बैठकीतील ठरावान्वये विद्यापीठ शैक्षणिक विभाग व सर्व संलग्न महाविद्यालये येथे शिकविण्यात येणारे पदव्युत्तर पदवी अभ्यासक्रम एक समान असावेत असा ठराव पारीत करण्यात आलेला आहे. त्या अनुषंगाने शैक्षणिक वर्ष २०१५-२०१६ पासून विद्यापरिषदेने मान्य केलेल्या **Choice Based Credit & Grading System** प्रणालीचा पदव्युत्तर पदवी स्तरावर सद्यःस्थितीत राबविण्यात येणारा ग्रंथालय व माहितीशास्त्र अभ्यासक्रम विद्यापीठ विभाग व संलग्न महाविद्यालयांमध्ये शैक्षणिक वर्ष २०२१-२०२२ पासून राबविण्यासाठी ग्रंथालय व माहितीशास्त्र तदर्थमंडळ व आंतर विद्याशाखीय अभ्यास विद्याशाखा यांनी शिफारसीत केलेल्या अभ्यासक्रमास मा. कुलगुरु महोदय यांनी त्यांना प्राप्त असलेल्या महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम २०१६ कलम १२(७) अन्वये विद्यापरिषदेच्या वतीने मान्यता दिलेल्या ग्रंथालय व माहितीशास्त्र अभ्यासक्रम शैक्षणिक वर्ष २०२१-२०२२ पासून एकसमान लागू राहिल.

सर्व संबंधितांनी याची नोंद घेऊन याबाबत सर्व विद्यार्थी, शिक्षक आणि शिक्षकेतर कर्मचारी यांच्या निदर्शनास आणून देण्यात यावी.

विद्यापीठ प्रांगण,
औरंगाबाद-४३१००४ संदर्भ क्र. अभ्यासक्रम
वि./एम.ए.एम.लिब./२०२२/ 12205-10
दिनांक : २४.०३.२०२२

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उपकुलसचिव
शैक्षणिक विभाग
(अभ्यासक्रम)

या परिपत्रकाची एक प्रत माहिती तथा पुढील योग्य त्या कार्यवाहीस्तव अग्रेषित :-

- १) प्राध्यापक व विभाग प्रमुख, ग्रंथालय व माहितीशास्त्र विभाग, डॉ. बाबासाहेब आंबेडकर मराठवाडा विद्यापीठ, औरंगाबाद.
- २) प्राचार्य, प्राचार्या / संचालक सर्व संबंधित संलग्नीत महाविद्यालये, डॉ. बाबासाहेब आंबेडकर मराठवाडा विद्यापीठ, औरंगाबाद.
- ३) संचालक, परीक्षा व मूल्यमापन मंडळ, राजर्षी शाहू महाराज परीक्षाभवन, डॉ. बाबासाहेब आंबेडकर मराठवाडा विद्यापीठ, औरंगाबाद.
- ४) समन्वयक, एम.के.सी.एल. राजर्षी शाहू महाराज परीक्षाभवन, डॉ. बाबासाहेब आंबेडकर मराठवाडा विद्यापीठ, औरंगाबाद.
- ५) जनसंपर्क अधिकारी, डॉ. बाबासाहेब आंबेडकर मराठवाडा विद्यापीठ, औरंगाबाद.
- ६) अभिलेखपाल (Record Keeper), डॉ. बाबासाहेब आंबेडकर मराठवाडा विद्यापीठ, औरंगाबाद.

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**Department of Library and Information Science
Dr. Babasaheb Ambedkar
Marathwada University, Aurangabad**

**Two Years Integrated M.L.I.Sc. Program
[Cafeteria + Credit based system]**

[I] Structure of The Course:

The department has classified various courses in terms of their credit. For convenience each course has been given a number. The first digit of the number represents the number of semester associated with the course. The second two digits provide the number of the course in the particular semester. T in front of the number means theory course and P means Practical course. One credit in theory course is equivalent to about 16 lectures of 1 hour, whereas it is two hours of practical course. The students are supposed to take course not less than 28 credits in I & II semester and 32 credits in III & IV semester, they are required to complete 120 credits up to Fourth Semester.

The Electives/Cafeteria Courses are designed in view to opt by the students of any other Courses run by the University Departments. The credits are transferable.

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[II] Course Schedule:

First Semester

Course Code	Course Name		Credit	No. of Hrs./ Week	Internal	External	Total Marks
LISc0101T	Constitution of India	F	2	2	10	40	50
LISc102T	Foundations of Information Science	F	4	4	20	80	100
LISc102P	Practical based on LISc102T	F	2	4	-	50	50
LISc103T	Knowledge Organization	C	4	4	20	80	100
LISc103P	Practical based on LISc103T	C	4	4	20	80	100
LISc104T	Information Sources & Services	C	4	4	20	80	100
LISc104P	Practical based on LISc104T	C	4	4	20	80	100
LISc105T	Research Methodology- I	C	4	4	20	80	100
Total No. of Credits			28	-	-	-	700

C: Core, F: Foundation and E: Electives

Second Semester

Course Code	Course Name		Credit	No. of Hrs./ Week	Internal	External	Total Marks
LISc201T	Research Project Review Writing	F	1	1	10	40	50
LISc202T	Management of Libraries & Information Centres/ Institutions	F	3	3	20	80	100
LISc203T	Information Processing	C	4	4	20	80	100
LISc203P	Practical based on LISc203T	C	4	4	20	80	100
LISc204T	Information Technology- Basics	C	4	4	20	80	100
LISc204P	Practical based on LISc204T	C	4	4	20	80	100
LISc205T	Electives/ Cafeteria	E	4	4	20	80	100
	204A1T: Electronic Information Sources						
	204A2T: Technical Writing						
	204A3T: Electronic Publishing						
LISc205P	Practical based on LISc205T	E	2	2	10	40	50
Total No. of Credits			28	-	-	-	700

Third Semester

Course Code	Course Name		Credit	No. of Hrs./ Week	Internal	External	Total Marks
LISc301T	Research Methodology & Statistical Techniques	F	3	3	20	80	100
LISc302T	Information Technology- Applications	C	4	4	20	80	100
LISc302P	Practical based on LISc302T	C	4	4	20	80	100
LISc303T	Information Analysis, Repackaging & Consolidation	C	3	4	20	80	100
LISc303P	Practical based on LISc303T	C	2	4	10	40	50
LISc304T	Project / Dissertation Part 1	C	12	24	100	200	300
LISc305T	Service Course	E	4	4	20	80	100
	305A1T: Documentation						
Total No. of Credits			32	-	-	-	850

- The student should opt service course of 4 credits either from parent department or from other department.

Fourth Semester

Course Code	Course Name		Credit	No. of Hrs./ Week	Internal	External	Total Marks
LISc401T	Information Retrieval	C	4	4	20	80	100
LISc401P	Practical based on LISc401T	C	4	4	20	80	100
LISc402T	Project Work/ Dissertation Part 2	C	12	24	100	200	300
LISc402P	Seminar	C	2	4	10	40	50
LISc403T	Core Electives	CE	4	4	20	80	100
	403A1T: Marketing of Libraries & Information Centres						
	403A2T: Rural and Community Information Systems						
	45403A3T: Health Information Systems						
LISc403P	Practical based on LISc403T	CE	2	4	10	40	50
LISc404T	Electives/ Cafeteria	E	4	4	20	80	100
	404A1T: Web Page Design						
	404A2T: Intellectual Property Rights						
	404A3T: Thesaurus Construction						
LISc404P	Practical based on LISc404T	E	2	4	10	40	50
Total No. of Credits			32	-	-	-	850

Total (I+II+III+IV) Semester (28+28+32+32) credits = 120

[III] Syllabus**First Semester****LISc101T Constitution of India (Theory)****(Credit 2)****LISc102T Foundations of Information Science (Theory) (Credit 4)****No. of Lectures/ Unit****08 Unit 1. Information and Communication**

- Information, Characteristics, Nature, Value and Use of Information
- Conceptual difference between Data, Information and Knowledge
- Communication of Information: Information generation
- Trends in Scientific Communication

09 Unit 2. Information Science

- Definition, Scope and Objectives
- Information Science as a discipline and its relationship with other subjects

12 Unit 3. Library, Information and Society

- Genesis, Characteristics and implications of Information Society
- Changing role of Library and Information Centres in Society
- Information Industry Generations, Providers & Intermediaries
- Intellectual Property Act Right to Information Acts
- Concept of Freedom, Censorship, Data Security and Fair Use
- Policies relating to Information, Right to Information including Sciences and Technology, Education.
- International and National Programmes & Policies (NAPLIS), IT & Library, UAP, UBC.

08 Unit 4. Library as Social Institution

- Social and historical foundations of Library
- Different types of Libraries – their distinguishing features and functions
- Role of Library in formal and informal education

08 Unit 5. Normative Principles of Library & Information Science

- Five laws of Library Science
- Implications of Five laws in Library and Information activities

08 Unit 6. Library Development

- Development of Libraries with special reference to India
- Resource sharing and Library Networking

08 Unit 7. Laws relating to Libraries & Information

- Library Legislation need and essential features
- Library Legislation in India
- Press and Registration Act and Delivery of Books (Public Library) Act
- Copy Right Act

- 08 **Unit 8. Library & Information Profession**
- Attribution of profession
 - Librarianship as a profession
 - Professional ethics
 - Professional associations and their role
 - National and International Library Associations
 - Professional Education and Research
- 08 **Unit 9. Promoters of Library and Information Services**
- National level promoters --- RRRLF
 - International level promoters --- UNESCO
- 08 **Unit 10. Public relations and Extension activities**
- Definition
 - Facets and Programs
 - Publicity and Extension, Out reach activities
 - Library Path Finders (Guides)
 - Consultancy including promotional Web Tools

**LISc102P Foundations of Information Science
(Practical) (Credit 2)**

60 Practical based on LISc102T

Recommended Books :

1. White C.M. Bases of Modern Librarianship New York Pergamon Press 1964
2. Maccolvin in L.R. Public Library extension Paris UNESCO 1851
3. Ranganathan S.R. Five Laws of Library Science 2 Madras Library Association, 1957
4. Indian Libraries (Advisory Committee For) Report Delhi, Manager of Publication, 1969
5. Ranganathan S.R. ed Free book services for all International Survey Bombay Asia 1969
6. Thomson C. etc. Adult education activities for public Libraries UNESCO 1950.
7. Bengt R.C. Libraries and cultural change, London, Clive Bingley 1970.
8. Shera J.H. – Sociological foundation of Librarianship Bombay, Asia 1970.
9. Jefferson G. –Library Co-operation, London and Deutch, 1966
10. Kent A. & Calvin J.J. Library its origin Resources Sharing New York Marcel Dekker, 1977
11. Morrison W.J> -Public Library: its origin purpose and significance ed-3, London Clive Bingley, 1988
12. Kaule P.N. –National Library in India: a cultural study, Bombay Somajya. 1971.
13. Thompson J. Introduction to University Library Administration London Clive Bingley 1971
14. Chadler G. Libraries in the modern world, Oxford, Pergamon, 1965
15. Mukharjee A.K. – Librarianship: its philosophy & history, Bombay Asia Publication.
16. Gardner, Frank K. –Public Library, Legislation: A comparative Study, Paris UNESCO, 1971
17. Atherton, Pauline A. Putting Knowledge to work Delhi, Vikas Publishing House, 1973

- 18 Luckman, Bryan – The Library In society, London Library Association 1971
19. Thomson, James – A history of the principles of Librarianship, London, Clive bingley 1977
20. Thomson James- Library Power: A new Philosophy of Librarianship, Lodon Clive, Bingley.
- 21 Jefferson G. –Library & society, London James Clerk & Co. 1969
22. Venkattapai – Model Library legislation in India, New Delhi, Concept 1974
23. Sharma S. K. – public Libraries in India, New Delhi, Ess. Ess. 1985
24. Raut- Library Legislation in India, New Delhi, Reliance publishing House 1971
25. Shrivastav S. N. & Varma S. C. – University Libraries in India their Organization & administrarion, New Delhi Sterling 1980.
- 26 Ashworth W, Ed – Hand Book of Special Librarianship & Information worked 2, London Aslib 1962
27. Buch, Alien-Basics of Information work, London, Clive Bingley 1984
28. Harrison, Colin & Bannham Rosemary- Basics of Librarianship, London Clive Bingley 1987
29. Khanna J. K. – Library & Society: Kurkshetra Research Publications 1987
30. Venkutappaih, V. – India Library Legislation, Vol.1&2 Delhi Laya Publishing 1990
31. Wilson E.R. & Tauber M.F. – University Library ed2, New York, Columbia University Press, 1956.
32. Ranganathan S.r. – Library Administration ed 2, Bombay, Vikas, 1959
33. Urwick L. Elements of Administrartion ed. 2 London, Pitman 1947
34. Kent Allen: Library Resources sharing New York Marcel Dekker 1977
35. Gupta P.K. and Pawan, Usha: Library & Information Science current Trends in India, Jaipur R.B.S.A. Publishers 1986
36. IFLA Resource sharing of Libraries in developing countries Paris IFLA1977.

LISc103T Knowledge Organization (Theory)

(Credit 4)

No. of Lectures/ Unit

15 Unit 1. Universe of Knowledge

- Structure and attributes
- Modes of formation of subjects
- Different types of subjects
- Universe of subjects as mapped in different schemes of classification

30 Unit 2. Methods of Knowledge Organization

- General theory of Library Classification
- Normative Principles of Classification and their application
- Species of Library Classification
- Standard schemes of Classification and their features, CC, DDC & UDC
- Design and Development of schemes of Library Classification
- Trends in Library Classification

LISC103P Knowledge Organization (Practical)

(Credit 4)

35 Unit 1. Classification of Documents (Using DDC – latest editions)

- Classification of documents representing simple subjects
- Classification of documents having common isolates
- Classification of documents representing compound subjects
- Classification of documents representing complex subjects

35 **Unit 2. Classification of Documents (Using CC – latest editions)**

- Classification of documents representing simple subjects
- Classification of documents having common isolates
- Classification of documents representing compound subjects
- Classification of documents representing complex subjects

10 **Unit 3. Assignment of Book Number**

- Using at least one standard Book Numbering system

Recommended Books:

1. Needham C.D. Organizing Knowledge in Libraries: An introduction to classification & catalogue ED. 2, London, Andre Deutsch 1971.
2. Philops W.H. –Primer of book classification Ed. 5, London Association of Assistant Librarians 1961.
3. Ranganathan S.R.-Elements of Library classification Ed.3 Bombay Asia Polishing House 1962
4. Ranganathan S.R. –Colon classification (latest edition) Bombay Asia Publishing House 1976
5. Melvil Dewey – Decimal classification ed 3, New Delhi, Vikas publishing House 1960
6. Krishnakumar – Theory of Classification ed. 3, New Delhi Vikas, publishing House 1979
7. Mills J. – Modern outline of Library classification, London chapmen and Half 1960.
8. Ranganathan S.R. – Prolegomena to Library classification Ed. 3, Bombay Asia 1967.
9. Berwick Sayers – WCB Manual of classification for Libraries Rev. by Arthur mail ed 5, London Andre Deutsch 1975
10. Parkhi R.S. Decimal classification & colon classification to perspective Bombay Asia 1967.
11. Sayers W.C.B. – Introduction to Library classification Ed.9, London, Gratton 1952
12. Ranganathan S.R. –Descriptive account of the colon classification Bombay Asia 1967.
13. Berwick Sayers W.C. – Introducton to Library classification, London Andre Dutch 1950.
14. Buchanan, Brian – Theory of Library classification, London Clive Bingley, 1970.
15. Foskett, A.C. – the subject approach to information 4 th Ed. London, Clive Bingley, 1982.
16. Akers S.G. – Simple Library Cataloguing Ed. 5, Metuchen N.J. Searecow 1969.
17. Wymar B.S. – Introduction to cataloguing and classification ed 7, New York Libraries unlimited 1985
18. Bolly J.J. –Introduction to cataloguing 2 v, New York, McGraw Hill 1974
19. Shera J.H. & Egan M.E. – classified cataloguing Basic Principles and practices, Chicago ALA 1956

20. Jolly L. – Principles of cataloguing London, Crosby Bockwood 1950
21. Sharp H.A. – Cataloguing : A textbook for use in Libraries ed 5, London Grafton 1964
22. Mann, Margaret- Introduction to cataloguing and the classification of books Ed. 2, Chicago ALA 1943
23. Needham C.D. –Organizing knowledge in Libraries: An introduction to information retrieval ed, 2 London Andredeutsch 1971
24. American Library Association etc – Anglo American Cataloguing Rules, Ed. 2, London Library Association 1978
25. Girija Kumar and Krishna Kumar- Theory of Cataloguing Ed.5 Delhi Vikas 1986
26. Westby B.M. ed – sears list of subjects Headlines ed 12, New York Wilson 1982.
27. Ranganathan S.R. –Classified catalogue code with additional rules for dictionary catalogue code ed 5, (With amendments) Bombay Asia 1964.
28. Escreat P.K. –Introduction to the Anglo American Cataloguing rules London Andre Deutsch 1971
29. Jolly B. –Principles of cataloguing, London Crosby Lockwood 1960
30. Horner John –Cataloguing London 1970
31. Vishwanathan C.G. –Cataloguing: Theory and practice ed 5, Lucknow, Print House 1987
32. Hunter E.J. & Bakewell-Cataloguing: ed 2 London, Clive Bingley 1983
33. Bakewell K.G.B. – Manual of Cataloguing ed practice, Oxford, Pergamon Press 1972.
34. Ranganathan S.R.- Cataloguing, practice assisted by g. Bhattacharya ed. 2, Bombay Asia publishing House, 1974.
35. Library of congress list of subject Headings (Latest ed)
36. Sears list of subject Headings (Latest ed.)

LISc104T Information Sources and Services (Theory) (Credit 4)

No. of Lectures/ Unit

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|----|---|
| 20 | <u>Unit 1. Reference and Information Sources</u> <ul style="list-style-type: none"> • Documentary Sources of Information, Print and Non-print including electronic • Nature, Characteristics, Utility and evaluation of different types of Information Sources • Non-documentary Information Sources • Human and Institutional, Nature, types, characteristics and Utility • Categories: Primary, Secondary and Tertiary Information Sources • Internet as a source of Information |
| 05 | <u>Unit 2. Reference Service</u> <ul style="list-style-type: none"> • Concept, Definition and trends • Reference interview and Search technique |
| 05 | <u>Unit 3. Information Users and their Information Needs</u> <ul style="list-style-type: none"> • Categories of Information Users • Information Needs, Definition and Models • Information Seeking Behaviour • User Studies: Methods, Techniques and evaluation |
| 05 | <u>Unit 4. Information Services and Products</u> <ul style="list-style-type: none"> • Information services and products • Information services: concepts, definitions, need and trends • Need, techniques and evaluation of Alerting services (CAS & SDI) • Bibliographic, Referral, Document Delivery & Translation Services |
| 10 | <u>Unit 5. Information Systems and their Services</u> <ul style="list-style-type: none"> • Study of National, International and Commercial Information Systems and Services – Background, their services and products |
| 05 | <u>Unit 6. User Education</u> <ul style="list-style-type: none"> • Goals and objectives, level, techniques and methods • Evaluation of users education programmes / user studies |

LISc104P Information Sources and Services (Practical) (Credit 4)

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| 30 | Unit 1. Study and evaluation of Information Sources |
| 30 | Unit 2. Compilation of Current Awareness List / Bibliography / Content List / Press Clippings |
| 20 | Unit 3. Survey of User groups |

Recommended Books:

1. Chemey F.N. and Williams W.J. – Fundamental Reference Sources ed 2, Chicago ALA 1980
2. Walford A.J. –Guide to reference books ed 4, 3v, London Library Association, 1980
3. Katz W.A. –Introduction to reference work v1 Basic work McGraw Hill, 1987
4. Galine S. and Spielberg P. –Reference books How to select and use them, New York Random House 1969

5. winchell C.M> - Guide to Reference Books, Chicago ALA 1967
6. Collision R.L. -Library Assistance to Readers ed 4, London Lockwood 1965.
7. Doyle J.M. & Girmes G.R - Reference Resources : a Systematic approach Metuchen Scarecrow Press 1976
8. Sharma J.S. & Grover D.R. -References Services & Sources of Information New Delhi ESS 1987
9. Sheely E.P. -Guide to Reference Books 9th ed Chicago ALA 1976.
10. Chandler (G)-How to find of guide to sources of Information for all Ed 4 Oxford 1974
11. Coblans H. -Librarianship and Documentation : An International perspective Andrew Deutech 1974
12. Guha B. - Documentation and information services : Techniques and systems Rev. Ed 2, Calcutta World Press 1983
13. Mukherjee A.K. -Reference work and its tools Ed. 3 Calcutta World Press 1975
14. Girijakumar & Krishna Kumar-Philosophy of user education New Delhi Vikas, New York.
15. Ranganathan S.R. -Reference Services 2nd Bombay, Asia 1961
16. Mukherji A. K. -Refernce Services 2nd Ed. Bombay Asis 1961
17. Narayana-Information Management
18. Young J.F. -Information Theory Founder Butterworth 1971
19. Vickery B.C. -Technique of Information Retrieval London Butterworths, 1970
20. Kent Allen -Information Analysis and Retrieval, New York Becker & Hayes 1971
21. Hutichins M. -Introduction to Reference work, Chicago, ALA 1944
22. Foskett D.J. - Information service in Libraries 2nd ed London Crosby Lockwood 1961
23. Bose H. - Information Science, Principle & Practice, New Delhi Sterling 1976
24. Guha B. -Informaiton Services, Calcutta, World Press, 1983
25. Borko Harold-Abstracting Concept & Methods, New York Academic Press 1975.-
26. Prasher-Index & Indexing System, New Delhi, Medallion Press 1989
27. Vickery B.C.-Classification & Indexing In Since ed, 3 London Butterworths 1975
28. Fiallbrant N. & Stevenson M. - User Education in Libraries London Clive, Bingely 1978
29. Sehegod R.L. -User Education in Computer Based Libraries, New Delhi, ESS, 1998

LISc105T Research Methodology -1 (Theory) (Credit 4)
No. of Lectures/ Unit

05 Unit 1. Research

- Concept, Meaning, Need and Purpose of research
- Types of Research Fundamental and Applied including inter-disciplinary and multi-disciplinary approach
- Research and Development of Scholarship

15 Unit 2. Research Design

- Conceptualization and nationalization

- Types of Research Design
- Identification and formulation of problem
- Hypotheses, Nominal and Operational definition
- Designing Research Proposal
- Ethical aspects of Research
- Literature Search – Print, Non-print and electronic sources

10 **Unit 3. Research Methods**

- Scientific Method
- Historical Method
- Descriptive Method
- Survey Method and Case Study Method
- Experimental Method and Delphi Method

Recommended Books:

1. Goods W. J. & Hatt P.K. : Methods in Social research New York, McGraw Hill Co., 1952
2. Young Pauline V. : Scientific social surveys and Research, Bombay Asia publishing House, 1980
3. Bush Charles H. & Harter,
4. Ravichandrarao I.K. : Quantitative Methods for library and information science Calcutta Wiley Eastern, 1985
5. Sadhu A.N. & Amargit singh: Research methodology in social sciences Bombay Homalayan 1980
6. Line M.B. : Library surveys London Clive, Bingley 1967
7. Gupta C.B. & Ratan : Statistical calculations Delhi Vikas pub House 1973
8. Sardana J. L. & Sehgal R. L. : Statistical methods for Libraries, New Delhi ESS publication 1981
9. Das S.K. : Introduction to research Bombay A Mukherjee & Co. Pvt. Ltd. 1986.
10. Wilkinson F.S. & Bhandarkar P.L.: Methodology and Techniques of Social research Bombay Himalayan publishing House 1977.
11. Ghosh B.N.: Scientific method and social research, new Delhi sterling publishers, 1982.
12. Whitney F.L.: Elements of Research Bombay Asia publishing house 1961.
13. Hillway Tyrus: Elements of Research Bombay Honghten Mifflinme Co.1964
14. Carpenter Ray, & Vasu Ellen Story : Statistical Methods for Librarians, Chicago, and American Library Association, 1978
15. Gupta C.B. Introduction to Statistical methods Delhi chand 1974
16. Borko H. Target for Research in Library Education Chicago American Library Association 1973
17. Sehgal R.L. : Designing & Evaluation of Research in Library Science Vol. 1&2 New Delhi ESS 1998
18. Sehgal R.L. : Applied statistics for Library science research vol.1&2 New Delhi, ESS publication, 1998

Second Semester

**LISc201T Research Project Review Writing
(Theory) (Credit 1)**

No. of Lectures/ Unit

05 Unit 1. Research

- Concept, Meaning, Need and Purpose of research
- Types of Research Fundamental and Applied including inter-disciplinary and multi-disciplinary approach
- Research and Development of Scholarship

Recommended Books:

19. Goods W. J. & Hatt P.K. : Methods in Social research New York, McGraw Hill Co., 1952
20. Young Pauline V. : Scientific social surveys and Research, Bombay Asia publishing House, 1980
21. Bush Charles H. & Harter,
22. Ravichand Rao I.K. : Quantitative Methods for library and information science Calcutta Wiley Eastern, 1985
23. Sadhu A.N. & Amargit Singh: Research methodology in social sciences Bombay Homalayan 1980
24. Line M.B. : Library surveys London Clive, Bingley 1967
25. Gupta C.B. & Ratan : Statistical calculations Delhi Vikas pub House 1973
26. Sardana J. L. & Sehgal R. L. : Statistical methods for Libraries, New Delhi ESS publication 1981
27. Das S.K. : Introduction to research Bombay A Mukherjee & Co. Pvt. Ltd. 1986.
28. Wilkinson F.S. & Bhandarkar P.L.: Methodology and Techniques of Social research Bombay Himalayan publishing House 1977.
29. Ghosh B.N.: Scientific method and social research, new Delhi sterling publishers, 1982.
30. Whitney F.L.: Elements of Research Bombay Asia publishing house 1961.
31. Hillway Tyrus: Elements of Research Bombay Houghton Mifflin Co. 1964
32. Carpenter Ray, & Vasu Ellen Story : Statistical Methods for Librarians, Chicago, and American Library Association, 1978
33. Gupta C.B. Introduction to Statistical methods Delhi chand 1974
34. Borko H. Target for Research in Library Education Chicago American Library Association 1973
35. Sehgal R.L. : Designing & Evaluation of Research in Library Science Vol. 1&2 New Delhi ESS 1998
36. Sehgal R.L. : Applied statistics for Library science research vol.1&2 New Delhi, ESS publication, 1998

**LISc202T Management of Library and Information Centres /
Institutions (Theory) (Credit 3)**

No. of Lectures/ Unit08 Unit 1. Management

- Concept, definition and scope

- Management styles and approaches
- Management schools of thought
- Functions and principles of Scientific Management

08 **Unit 2. Human Resource Management**

- Organization structure
- Delegation, Communication and participation
- Job description and Analysis of Job Evaluation
- Inter-personal relations
- Recruitment procedures
- Motivation, Group Dynamics
- Training and Development
- Disciplines and Grievances
- Performance Appraisal

08 **Unit 3. Financial Management**

- Resource mobilization
- Budgeting techniques and methods PPBS, ZBB etc.
- Budgetary control
- Cost effectiveness and Cost benefit analysis
- Economics of Information
- Outsourcing

04 **Unit 4. Reporting**

- Types of report, Annual report – computation, contents and style
- Library Statistics etc.

15 **Unit 5. System Analysis and Design**

- Library as a system
- Project Management, PERT/CPM
- Decision Tables
- Performance evaluation standards, MIS
- Performance measurements, Reengineering, Time & Motion study
- SWOT (Strength Weakness Opportunity and Threat)
- DFD (Data Flow Diagram)

04 **Unit 6. Total Quality Management (TQM)**

- Definition, Concept and Element
- Quality Audit, LIS related Standards

15 **Unit 7. Library House Keeping Operations**

- Different sections of Library and Information Center and their functions
- Collection Development and Management Policies, Procedures
- Book ordering (Acquisition)
- Technical Processing
- Serials control, Circulation control, Maintenance etc.
- Stock verification policies and procedures
- Evaluation and Weeding
- Archiving – conservation & Preservation
- Restoration including print, non-print and electronic materials

- 05 **Unit 8. Planning**
- Concept, Definition, Need, Purpose and types
 - Policies and Procedure, MBO
 - Building and Space Management in Libraries and Information Centers
 - Risk Management, Contingency Management
 - Planning of related Infrastructure, Library standards
- 08 **Unit 9. Management of Change**
- Concept of change
 - Changes in procedures, methods, tools and techniques
 - Problems of Incorporating change
 - Techniques of managing change
- 05 **Unit 10. Knowledge Management**
- Definition
 - Scope, Types and other features

**LISc202P Management of Library and Information Centres /
Institutions (Practical) (Credit 2)**

60 Practical based on LISc45202T

Recommended Books:

1. Allen T.J. and Cohen S.I. 1966-Information flow in and R.&D. Laboratory.
2. 2. Atherton P. 1977 Handbook for Information System and Services UNESCO, Paris
3. Bhattacharya G.B. –Collection Development and Document Circulation, Inaugural Address, DRTC, annual Seminar (18)
4. 1981 – Information Analysis for Consolidation : some Basic Consideration DRTC Annual Seminar (18)
5. 5.Dought R.M. 1982 –Scientific Management of Library Operations. The Scarecrow Press, London
6. Evans E.G. 1976 2nd ed-Management Techniques for Librarians.
7. Foskett T.J. 1984 –Pathways for Communication :Books and Libraries in Information Age London Bingley.
8. Gopinath M.A. 1982 –Financial Norms for Collection Development in Libraries, DRTC, Annual Seminar (19)
9. Ravichandra Rao (I.K.) 1982 Collection Development and usage : An analytical Approach DRTC Annual Seminar (19)
10. Hamburg M. 1974 – Library Planning and Decision Making System.
11. Hartman W. et al 1972 –Management Information systems Handbook McGraw Hill Book Co.
12. Harvey J.M. 1976 – Specialist Information Centers Clive Bingle, London.
13. Kotler H. – Marketing 7, McGraw Hill International Book Company Tokyo, Japan.
14. Kotler P. 1982 –Marketing for non profit organizations ed 2, Engle wood Cliffs N.J. Prentice Hall.
15. Narayna G.J. –Managing Libraries & Information Centers In India.
16. Jones K. 1984- Conflict and Change in Library Organization Clive Bindley, London.

17. Lancaster F.W. 1978- Guidelines for the evolution of Information systems and service UNESCO Paris.
18. 1977 – The measurement and evolution of Library services Information resources Press. Washington.
19. 1979 – Information Retrieval systems: Characteristics testing and evolution ed.2
20. Kaula P.N. –Planning and Desing. Vikas Publicaiton, New Delhi.
21. McKee (BOB) 1990 –Planning Library Services. Clive Bingley London.
22. Neelameghan (A) 1974- Information Service for Business and Industry DRTC course Material.
23. 1975 – Presentaito of Ideas in Technical Writing ed. 1.
24. Neclameghan (A) and Seetharama (S) 1981 – Reference Frame Work. An Aid to Information Analysis and Consolidation. DRTC Annual Seminar.
25. Wheeler J.R. & Goldhor H. – Practical Administration of Public Libraries, New York Harper 1962.
26. Stone, Establish, Training for the improvement of Library Administration Urbana of Illinois 1962.
27. Thompson Jmaes - Introduction to University Library Administration ed 3, London Clive Bingley 1979
28. Lock R.N. – Library Administration ed 3, New York, Philosophical Library 1973.
29. Metcalf K.D. – Planning Academic and Research Library Building, New York, Wilson 1974.
30. Lyle G.R. –Administration of the College Library, ed 4, New York Wilson 1974.
31. Brown R. – Public Library Administration, London Clive Bingley 1979.
32. Chakrabarti A.R. – Treatise on book selection Delhi D.K. Publications 1983.
33. Davinson D.E. – Periodicals 1983, Manual of practice for libraries, London Crafton & Com 1960
34. Ellsworth R.E. – Planning Manual for Academic Library Building, Metuchen, Scarecrow 1973.
35. Krishnan Kumar – Library Administration and Management Delhi, Vikas 1987.
36. Mayes Paul ed- Periodical Administration in Library London Clive bingley 1978
37. Orr J.M. – Designing Library Building for Activity, London Andre Dentach 1972
38. Spiller David, - Book Selection ed 2, London Clive Bingley 1974
39. Davar R. B. Management Process Bombay Progressive Corporation 1 1978
40. Evans G. Edward –Management Techniques for Librarians ed, 2, New York Academic Press, 1983.
41. Stuart R.D. & Moran B.B. – Library Management ed 3, Colorado, Libraries Unlimited 1987
42. Narayan =Information Management, New Delhi Prentice hall, 1991
43. S Seetharama – Guidelines of Planning & Management of Libraries & Information Centers, IASLIC 1990
44. Mittal R.L. – Library Administraiton Theory & Practice New Delhi, Metropolitan 1983
45. Job M.M. – theory of book selection, New Delhi Sterling 1978.
46. Mukherjee A.K. – Book Selection : Principles practice & Tools Calcutta World Press, 1974
47. Hicks & tilling – Developing Multimedia Library, New York, R R. Bokewar 1970

48. Davinson D.V. – The periodicals collection, its purpose & uses in Libraries, London Andre Deutsch, 1970.
49. Rangnathan S.R. – Library book Selection ed 2 Bombay Asis 1956.
50. Godden J.P. ed – Library technical services New York, Academic Press 1984
51. Godfray Thompson – Panning & designing of Library Building, London Architectural Press, 1973
52. Sharma H.D. – Library Building & Furniture, Varanasi, Indian Bibliographic center 1972.
53. Cowely – Personnel Management in Libraries London, Clive Bingley.
54. I.K. Ravichandrarao & M.A. Gopinath ed- Collection Development & Document circulation DRTC, Annual Seminar, 1982.
55. Singh M. _ Library & Information Management, Theory & Practice.
56. Fitzgerald : System Analysis & Desing.
57. Awad E.M. : system Analysis & Design New Delhi, galgotia 1999.
58. Mittal : Total Quality Management
59. Underwood P.G. : Managing change in Libraries & Information Services a systems approach London, Clive Bingley, 1990
60. Arara K.C. : Total quality Management & is 14000 (is – 13967) Delhi S.K. Kataria & Sons 1998.
61. Wilson E.R. & Tauber M.F. –University Library ed 2, New York Columbia University Press 1956.
62. Ranganathan S. R. –Library Administration ed 2, Bombay, Vikas 1959
63. Urwick L. – Elements of Administration ed 2, London Pitman 1947, Reference
64. Evans G. Edward-Management Techniques for Librarians, New York Academic Press, 1983
65. Stueart R.D. and Moran B.B. – Library Managemnet ed 3, Colorado, Libraries Unlimited 1987.
66. Lancaster A.F.W. –No you want to evaluate your Library, 1982.
67. Shimman Rosse, Reader In Library Management, London Clive Bingloy 1976

**LISc203T Information Processing (Theory)
(Credit 4)**

No. of Lectures/ Unit

- | | | |
|----|----------------|--|
| 15 | Unit 1. | Bibliographic Description |
| | | <ul style="list-style-type: none"> • Catalogue purpose, structure and types • Physical forms including OPAC and filling rules • Normative Principles of Cataloguing • Overview of principles and practice in document description • Standard codes of cataloguing |
| 25 | Unit-2 | Anglo American Cataloguing Rules |
| 25 | Unit-3 | Classified Catalogue Code |
| 15 | Unit 4. | Current trends in standardization, description and e
exchange |

**LISC203P Information Processing (Practical)
(Credit 4)**

- | | | |
|----|----------------|---|
| 30 | Unit 1. | Cataloguing of Documents (Using AACR – latest editions) |
| | | <ul style="list-style-type: none"> • Cataloguing of simple documents • Cataloguing of complex documents |

- Cataloguing of Government publications
- Cataloguing of Serials / Periodicals

30 **Unit 2. Cataloguing of Documents (Using CCC – latest editions)**

- Cataloguing of simple documents
- Cataloguing of complex documents
- Cataloguing of Government publications
- Cataloguing of Serials / Periodicals

Recommended Books:

1. Cutter (CA) 1904 – Rules for a dictionary catalogue ed 4.
2. Cerman (M) and Winkler (PW) 1988- AACR 2nd Ed Canadian Library Association Ottawa.
3. Parthasarathy (VV) –Combination of Quais –Isolates DRTC, Annual Seminar.
4. Ramsden (M) 1981 – PRECTS Work Book for students for Librarianship
5. Ranganathan (CR) 1964- COC, with Additional Rules for Dictionary Code ed 5.
6. Borko :Indexing Methods
7. Fosket D.J. : Subject Approach to Information.
8. Prasher : Index & Indexing Systems.

**LISc204T Information Technology: Basics (Theory)
(Credit 4)**

No. of Lectures/ Unit

03 **Unit 1. Information Technology**

- Definition, Need, Scope and Objectives

05 **Unit 2. Computer Basic (Hardware)**

- Historical development of computers
- Generation of Computers, Classification of Computers

03 **Unit 3. Computer Architecture—Organization of Computer**

- Input and Output Devices

08 **Unit 4. Software**

- Operating Systems: Single & Multi User Systems, Basic features of MS-DOS, MS-Windows, Linux, Unix, Window-NT, etc.
- Programming languages: concept and Tools
- Algorithm & Flowcharting

03 **Unit 5. Word Processor, Spread Sheets etc.**

05 **Unit 6. DBMS Package**

- DBASE, FOXPRO, CDS/ISIS, SOUL, LIBSYS, MS-ACCESS (basic features)

10 **Unit 7. Library Automation**

- Planning, Implementation and Library Automation

- In-house Operations—Acquisition, Cataloguing, Circulation, Serials Control, OPAC, Library Management

05 **Unit 8. Multilingual Bibliographic Database**

- Library Automation Software Packages; their study and composition

LISc204P Information Technology: Basics (Practical) (Credit 4)

- 10 **Unit 1.** Use of Operating System
 10 **Unit 2.** Word Processors, Spread Sheets
 20 **Unit 3.** Creation and maintenance of databases by using FOXPRO, CDS/ISIS, SOUL, LIBSYS etc.
 20 **Unit 4.** Database Search and Retrieval

Recommended Books:

1. Base B.C. ed- Local Area Network : Its Significance and Informaiton System Bafra Book Service 1991.
2. Brown K.R. –Challenge of Information Technology, 1983
3. Hills P. _Future of the printed World, the impact and Implication of the New communication Technology 1980
4. Katzan H. – Advanced Programming and Operating Systems. Van Nortrand Reinhold Company London 1990
5. Lane E.S. – Microcomputers Management & Maintenance for Libraries Mecker – Westport London 1970
6. Spencer D.D. – An Introduction to Computer Charles E Merrill Publishing CO. Columbus 1984
7. Lancaster F.W. – Towards Paperless Information Systems Academic Press Inc. New Delhi 1978
8. Vickery B.C. –Information's Systems 1973
9. Wilson T.P. Computers and Application Software : An Introduction B.S. College Publishing 1985.
10. Zorkoezy Peter – Information Technology : An Introduction Pitman 1984
11. Computer & Common Sense.
12. Sanders – Introduction to Computer
13. Taxali R.A – FoxPro; made simple BPB Publications, New Delhi 1996
14. Shrivastav Chetan – Fundamentals of Information's Technology, New Delhi, Kalyani Publishers 2000.
15. Mano Morris – Computer system Architecture 3rd, New Delhi Prentice Hall of India 2000
16. Hayes John P – Computer Architecture & Organization 3rd ed Boston M Grow Hill 1998
17. Hwang Kai- Computer Architecture & Parale Processing, New York Mc Grow Hill 1985
18. Chandhuvi P. Pal – Computer organization & Design 2nd ed New Delhi Prentice Hall of India 1999.
19. Kain Rechar – Computer Architecture Hardware & Software Vol.1&2 New Delhi Jersey, prentice Hall 1989
20. Stallings, William – Operating systems 2nd ed New Delhi, prentice Hall of Indian 2001
21. Horowitz Ellis and Sahni Sartaj – Fundamentals of computer Algorithm New Delhi, Galgotia 1996.
22. Tackett, Jack – Using Linux Individual corporation 1995

23. Thames, Rebecca & Yates Jean – A user Guide to UNIX system California MC grow Hill
24. Chopra, H.S Bdes – Library Information technology in modern India New Delhi, Common wealth 1999
25. Moodgal H.M.K. & Kokila Krishnan Gopal- Cd-Rom Technology Librarians Information guide Delhi Authors Press 2000.
26. Horowitz, Eills- Fundamentals of programmes languages, New Delhi, Galotia, 1988

LISc205T**Electives/ Cafeteria****LISc205A1T****Electronic Information Sources (Theory)
(Credit 4)****No. of Lectures/ Unit**

- | | |
|----|--|
| 15 | Unit 1. Introduction to Electronic Information Sources: Types, Characteristics |
| 20 | Unit 2. Databases: Types, Database Vendors --- DIALOG, PROQUEST, UMI & Silver Platter |
| 15 | Unit 3. Internet as a source of Information: Search Engines |
| 15 | Unit 4. Online Information Sources: Electronic Journals – Internet Libraries |
| 15 | Unit 5. Evaluating INTERNET – Based Reference Sources |

LISc205A1P**Electronic Information Sources (Practical)
(Credit 2)**

- | | |
|----|---|
| 20 | Unit 1. Electronic Sources |
| 20 | Unit 2. Search Engines |
| 20 | Unit 3. Evaluation of Internet based Reference sources |

Recommended Books:

1. Brandt, D.Scott. "Evaluating Information on the Internet". Computers in Libraries (May 1996).
2. Collins, Boyd R. "Beyond Cruising: Reviewing." Library Journal
3. Kumar, K. (1989). Reference Services. New Delhi, Vikas
4. Kumar, Rajeev and Kaur, Amritpal (2006). Internet use by teachers and students in engineering colleges of Punjab, Haryana and Himachal Pradesh states of India: An analysis. Electronic Journal of Academic and Special Librarianship. 7(1).
5. Madhusudhan, M. (2005). Model IT orientation course for librarians. In Madhusudhan M. (Ed). 51st All India Library Conference of Indian Library Association on Libraries, Information Literacy and Lifelong Learning. Kurukshetra.
6. Ministry of Education, (2003) Digital Horizons: Learning through ICT New Zealand Ministry of Education Wellington. http://www.minedu.govt.nz/web/downloadable/dl6760_v1/digital-horizons-revision-03.pdf.
7. Murray, Cecilie (2001). E-learning excellence. <http://conferences.alia.org.au/libtec2001/papers/cecilie.html>
8. Nath, Amar (2006). Pattern of usage of information resources by research scholars in Punjab Agriculture University Library, Ludhiana: a study. In Murthy T.A.V. (Ed). 4th International Convention CALIBER-2006 on Dynamic interoperable web based information systems. Gulbarga.
9. Partridge, Helen (2008). The reflective online searching skills (ROSS) environment: embedding information literacy into student learning through on online environment. IFLA Journal. 34(1). 55-71.

10. Patel. Thirty D. (2006). Legal information literacy- a challenge in the era of internet. Workshop on Information Literacy. Nagpur University, Nagpur.

LISc205A2T Technical Writing (Theory)
(Credit 4)

No. of Lectures/ Unit

- 10 **Unit 1.** Definition, Nature, Principles
15 **Unit 2.** Planning & Organization of Technical / Scientific writing
20 **Unit 3.** Presentation of Ideas
15 **Unit 4.** Publication ethics
20 **Unit 5.** Publication Process- Pre-Publication Process & Post Publication Process

LISc205A2P Technical Writing (Practical)
(Credit 2)

No. of Lectures/ Unit

- 20 **Unit 1.** Presentation of Review of Literature
20 **Unit 2.** Draft of Research Report
20 **Unit 3.** Draft of Research article, Business letter

Recommended Books:

1. Neelameghan A 1975 – Presentation of Ideas in Technical Writing ed. 1, Delhi, Vikas Pub. House
2. Billie A Williams (2007). Characters in Search of an Author, New York: Filbert Publishing
3. Carrie Hannigan , Carrie Wells , Tanya Peterson (2008). Technical Writing: A Resource for Technical Writers at All Levels
4. Henry Miller , Thomas H Moore (1964). Henry Miller on Writing, New Direction Publishing Corporation, London
5. Thomas Smith , Dominic Thompson (2005). APA/MLA Guidelines for Students Laminated Reference Chart

LISc205A3T Electronic Publishing (Theory)
(Credit 4)

No. of Lectures/ Unit

- 05 **Unit 1.** Concept, Definition, Scope, Types
15 **Unit 2.** Trends in future of e-publications, Problems related to e-publications
15 **Unit 3.** Technologies: New developments, Media usage, file formats, Software & Hardware technologies
15 **Unit 4.** Standards in E-publishing
10 **Unit 5.** e-Books & e-Journals applications
10 **Unit 6.** Users & Usage of e-Books and e-Journals
10 **Unit 7.** E-publishing in India

LISc205A3P Electronic Publishing (Practical)
(Credit 2)

- 30 **Unit 1.** Searching of E-publications
30 **Unit 2.** Methods of E-publications

Recommended Books:

1. Brandt, D.Scott. "Evaluating Information on the Internet". Computers in Libraries (May 1996).
2. Collins, Boyd R. "Beyond Cruising: Reviewing." Library Journal
3. Kumar, K. (1989). Reference Services. New Delhi, Vikas Publishing,

4. Harold Henke (2001). **Electronic Books and ePublishing: A Practical Guide for Authors.**
5. Shmuel Vaknin (2002) **E-books and e-publishing.**
6. Val Skelton (2011) **Trends in e-books and e-publishing.**

**LISc301T Research Methods and Statistical Techniques
(Theory) (Credit 3)**

10 Unit 4. Research Techniques and Tools

- 15
- Unit 2. Data Analysis and Interpretation**

- 15 Unit 3.
- Bibliometrics, Scientometrics and Informatics

- 05 Unit 8. Current Trends in Library and Information Science Research

LISc302T Information Technology: Applications (Theory) (Credit 4)

No. of Lectures/ Unit

15 Unit 1. Communication Technology

- Fundamentals of Telecommunication Technology, Media, Mode and Components
- Network Media, UTP, Optical Fiber, Ethernet, Network Interface Card, Hubs, Routers and Modems
- Network types and Topologies, LAN, WAN & MAN
- Bus, Star, Ring, Token Ring etc.
- Local Area Network – types and topologies

20 Unit 2. INTERNET: Basic features and tools

- Network based Information Services
- Connectivity: Drupe, Leased lines, ISDN, Digital Subscriber lines
- E-mail, SMTP, Wireless, POP3.
- Protocols – FTP, HTTP
- Web Browsers – Netscape Navigator and Internet Explorer
- Web Servers, Web tools and Search Engines
- Internet Security
- Teleconferencing, Tele facsimile, Teletext and Videotext

10 Unit 3. Digital Libraries

- Genesis, Definition, Objectives, Scope of Digital Libraries
- Image formats, Audio formation
- Storage media formats – ISO-9660, DVD
- Software and Hardware for Digital Libraries, OCR, Image Editing Software
- Input capture devices, Scanners, Digital Movie Cameras
- Data Warehousing, Data Mining and Metadata

05 Unit 4. Artificial Intelligence & Expert System (with reference to LIS)

LISc302P Information Technology: Applications (Practical) (Credit 4)

15 **Unit 1.** CD-ROM, Online Searching

25 **Unit 2.** Internet Searching

20 **Unit 3.** Library and Information Center Web Page Design and Creation

Recommended Books:

1. Rowley, Jennifer: Basics' of Information Technolgoey London, Clive Bingley 1988aldm
2. Greenberg A.D. : Digital Images: A practical Guide, New Delhi, Tata McGraw Hill, 1995
3. James: Catalanocynthal: Researching on the world wide Web, New Delhi, Galgotia, 1997.
4. Creating
5. Honeycutt, Jerry and Pike Mary Ann\: Using the Internet Indian (USA), Que Corporaiton 1996.
6. Shah S.L.: Information Technology New Delhi Gyan publishing 1999.

7. Martin James : Telecommunications & the computer New Delhi Prentice Hall of India, 1998
8. Elaine Rich and Kevin Knight : Artificial Intelligence, 1991
9. Winstan P.H. : Artificial Intelligence New York, Addition Wesley published company 1992
10. Elithorn & Bangerji R : Artificial and human intelligence Amsterdam, 1984.
11. T Ashok Babu and others ed : Vision of future library and information systems new Delhi Viva Books 2000
12. Fandian M. Paul and Jambhekar Ashok : Internet for Libraries and information centers New Delhi Mc Grow Hill 2001.

LISc303T Information Analysis, Repackaging and Consolidation (Theory) (Credit 3)

No. of Lectures/ Unit

15 Unit 1. Abstracting

- Abstracting: types and guidelines in preparing abstract

15 Unit 2. Repackaging and Consolidation

- Content Analysis
- Repackaging, formatting, consolidation

30 Unit 3. Information Products

- Information products: nature, concept, types, design; development and marketing

20 Unit 4. Trends in Information Analysis, Repackaging and Consolidation, including electronic content creation

LISc303P Information Analysis, Repackaging and Consolidation (Practical) (Credit 2)

60 Students will have to prepare a consolidation package on a given topic.

Recommended Books:

1. Seetharama S. : Information Consolidation and Repacking New Delhi ESS publications 1997
2. Eorko Harold: Abstracting concept and methods New York Medallion Press, 1989
3. Maigell R.E. and others: Abstracting scientific and Technical Literature New York; Wiley interscience, 1971
4. IASLIC: Information Analysis and consolidation activities in nonn R&D contexts (Paper presented at IASLIC seminar Kanpur)
5. Neelameghan A and Seetharama s Reference Frame work an aid to information analysis and consolidation DRTC annual seminar (18), 1981
6. Saracevic T and woods J.S.: Considaiton of information \” a Handbook of Evaluation restructuring and repackaging of scientific and technical information Paris 1981.
7. Seetharama S.: Information consolidation Actives: Fame work methodology and planning proceeding of regions training course on information consolidation March 14-18 1988 sponsored by UNESCO an DSIR and Hyderabad.

LISc304T Project / Dissertation Part 1 (Credit 12)

SERVICE COURSE

LISc305T
LISc305A1T

Service Course
Documentation (Theory)

(Credit 4)

No. of Lectures/ Unit

- | | |
|----|---|
| 10 | Unit 1. Information Sources: Definition and Types |
| 20 | Unit 2. Information Search Pattern |
| 20 | Unit 3. Information gathering skills, Data collection |
| 15 | Unit 4. Data Organization with emphasis on end matter of research report |
| 15 | Unit 5. Bibliography / Reference / Citations / Notes practices |

Recommended Books:

1. Parwat, P.P. and Kumar, T. (2002) Encyclopedia Dictionary of Library Science and Information Technology. Crest Publishing House.
2. Perry Beth and Brannon Slan. (2005) . TAIL leadership institute, TX, USA.
3. PleshKevich, E.A. (2004). Mnogoliki yanus documento vedniya (multifaceted face of documentation science). Nauchno-tekhniceskaya informatsiya.
4. Popov, S.V. (2001). Information retrieval and decision making, navchno-technickesya informatsiys.
5. Seetharama S.: Information consolidation Actives: Fame work methodology and planning proceeding of regions training course on information consolidation March 14-18 1988 sponsored by UNESCO an DSIR and Hyderabad.
6. Neelameghan A and Seetharama s Reference Frame work an aid to information analysis and consolidation DRTC annual seminar (18), 1981
7. Eorko Harold: Abstracting concept and methods New York Medallion Press, 1989

Fourth Semester

LISc401T Information Retrieval (Theory) (Credit 4)

No. of Lectures/ Unit

25 Unit 1. Cataloguing & Subject Indexing: Principles and Practices

- Principles of Subject Cataloguing: Assigning Subject Headings, Using Library of Congress Subject Headings and Sear's List etc.
- Models Assigned and Derived
- Pre & Post Coordinate Indexing System and Citation Indexing

25 Unit 2. Indexing Language & Vocabulary Control

- Indexing Language: Type and Characteristics
- Vocabulary Control
- Tools of Vocabulary Control
- Structure and Construction of IR Thesaurus
- Trends in Automatic Indexing

30 Unit 3. Information Retrieval

- IR Models, Search Strategies, Manual/Machine, Feedback and Refining
- Evaluation of Information Retrieval System; Project and Parameters
- Trends in IR Models

LISc401P Information Retrieval (Practical) (Credit 4)

- | | | |
|----|----------------|--|
| 20 | Unit 1. | Assigned Indexing Practice, Using LCSH & Sear's List |
| 20 | Unit 2. | Derived Indexing Practice |
| 10 | Unit 3. | Design and Development of IR Thesaurus |
| 10 | Unit 4. | Search Methods and Formulation of Search Strategy |

Recommended Books:

1. Bhattacharya (G) 1979-POPSI: Its fundamentals and procedure based on a General Theory of subject indexing languages. Lib.Sci.
2. Brown (AG) 1982 – An introduction to subject indexing 2nd Ed Clive Bingley.
3. Craven (TC) 1986- String Indexing Academic Press. San Dingo.
4. Cutter (CA) 1904 – Rules for a dictionary catalogue ed 4.
5. Cerman (M) and Winkler (PW) 1988- AACR 2nd Ed Canadian Library Association Ottawa.
6. Gopinath (MA) 1988-Colon Classification ed 7.
7. Kaisee (J) 1911 –Systematic Indexing.
8. Parthasarathy (VV) –Combination of Quais –Isolates DRTC, Annual Seminar.
9. Ramsden (M) 1981 – PRECTS Work Book for students for Librarianship
10. Ranganathan (CR) 1964- COC, with Additional Rules for Dictionary Code ed 5.
11. 1965- Prolegomena to Library Classification Asia Publishing House, Bombay.
12. 1964 – Colon Classification : Basic Classification ed.6

13. Austin (D) 1984 –PRECIS : A Manual of Concept Analysis and subject indexing.
14. UDC. British Standard institution Part I and II.
15. Wellisch (HH) ed 1977 – The PRECIS index system, principles applications and prospects.
16. Wilson (TD) 1971 – An introduction to chain indexing, Clive Bingley.
17. Borko :Indexing Methods
18. Fosket D.J. : Subject Approach to Information.
19. Prasher : Index & Indexing Systems.

LISc402T Project Work / Dissertation (Credit 12)

Project Work on Approved topic

LISc402P Seminar on project work (Credit 2)

LISc403T Core Electives
LISc403A1T Marketing of Libraries & Information Centres
(Theory) (Credit 4)

No. of Lectures/ Unit

- | | | |
|----|--|--|
| 10 | Unit 1. Marketing | Concept, Definition, Purpose of marketing in LIS, Characteristics of Non- Profit Organizations, Marketing problems, benefits, services, etc. |
| 10 | Unit 2. Corporate Mission, Meeting Customer needs | |
| 10 | Unit 3. Marketing Strategies for LIS | |
| 10 | Unit 4. Marketing Mix | |
| 10 | Unit 5. Market Segmentation | |
| 10 | Unit 6. | Marketing in digital age, Electronic content creation |
| 10 | Unit 7. | Marketing Research & Market Research |
| 05 | Unit 8. | Corporate Identity & Corporate Image |
| 05 | Unit 9. | Marketing Plan |

LISc403A1P Marketing of Libraries & Information Centres
(Practical) (Credit 2)

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|----|----------------|---------------------|
| 10 | Unit 1. | Product development |
| 10 | Unit 2. | Promoting Product |
| 15 | Unit 3. | Segmenting Market |
| 15 | Unit 4. | Market Research |
| 10 | Unit 5. | Web Market Research |

Recommended Books:

1. Corral, S., & Brewerton, A. (1999). *The new professional's handbook: Your guide to information services management*. London: Library Association.
2. De Aze, E. E. (2002). *Marketing concepts for libraries and information services*. London: Library Association.
3. Association. <<http://www.envisionit.com.au/Docs/gandhi.htm>>, Accessed on: 4-12-2006.
4. Kotler, P. (1983). *Marketing for non-profit organizations*. 2nd ed, New Delhi: Prentice – Hall of India.
5. Kotler, P. (1999). *Marketing management: Analysis, planning, implementation, and control*. 8th ed., London: Prentice Hall.
6. Kemp. D.A. (1976). *The nature of knowledge: An introduction for librarians*. London: Clive Bingley.
7. Luck, D.J., et al. (1981). *Marketing research*. Prentice Hall of India, New Delhi.
8. Lemkan, H. L., Burrows, S., & LaAugust, R. (1985). *Marketing information services outside the medical center*, In: M. Sandra Wood, ed. *Cost analysis cost recovery marketing and fee-based services*. New York Haworth: 143-157.
10. Narayan, G.J. (1991). *Library and information management*. New Delhi: Prentice Hall.
11. Raina, R. (1998). Information marketing. *DESIDOC Bulletin of Information Technology* 18:3 pp. 3-5.
12. Rowley, J. (2001). *Information marketing*. Aldershot: Ashgate.
13. Seetharama, S. (1998). *Libraries and information centers as profit making institutions*. New Delhi: Ess Publishers.
14. Vishwa Mohan, V., Shrinivas, V., & Shashikala, E. (1996). Information marketing. In: H.S. Chopra, ed

LISc403A2T

Rural and Community Information Systems (Theory) (Credit 4)

No. of Lectures/ Unit

- | | |
|----|---|
| 10 | Unit 1. Community Information
Concept, Definition, Areas, Functions, Need, Architecture |
| 10 | Unit 2. Community Education
Information Literacy, Indian Initiatives—Gyan Vahini, Akshya, Gyandoot, Setu, e-Seva, Bhoomi, etc. |
| 20 | Unit 3. Information needs of Rural/ Urban community |
| 20 | Unit 4. Areas of Community Information Services <ul style="list-style-type: none"> • Health • Education • Employment • Agriculture • Village Industries • Utilisation of Local Resources • Transport • Daily necessities • Sources of Finance • Redressal of grievences of villagers • Govt. Welfare Schemes • Consumer Services |

- Housing etc.

20 Unit 5. Role of IT in Providing Community Information

LISc403A2P

**Rural and Community Information Systems
(Practical) (Credit 2)**

60 Unit 1. Designing Web enhanced Community Information System

Recommended Books:

1. Joan Begg, Margaret Mylrea, (1982) LOCOM community information system: guidelines for collecting, processing and retrieving information in a community information service. Part 1. Manual
2. HAROLD D. (2008) RISK MANAGEMENT AND INSURANCE: PERSPECTIVES IN A GLOBAL ECONOMY
3. Narayan Singh Rao (2002) Rural Economy and Society - Study of South-Eastern Rajasthan During the Eighteenth Century
4. M.Koteswara Rao (2000) Rural Employment - The Non-Farm Sector
5. G.B.Kashyap & J.P.Garg (Eds.) (2008) Rural India - Vision and Action (Vol.22) : Trade and Commerce
6. Labour Bureau, Ministry of Labour, Govt. of India (2005) Rural Labour Enquiry - Report on Consumption Expenditure of Rural Labour Households 1999-2000 (55th Round of NSS)
7. Buse. R.C. and James. D.L. , Rural Information Systems, Iowa State University Press, 1992
8. Rowley Thomas D. Rural Development Research : A foundation for Policy Greenwood Publishing Group, 1996

LISc403A3T

Health Information System (Theory)

(Credit 4)

No. of Lectures/ Unit

- | | |
|----|--|
| 10 | Unit 1. Concept, Definition |
| 15 | Unit 2. Planning of Information System |
| 15 | Unit 3. International and National Systems. |
| 20 | Unit 4. Database Design: Creation & Development |
| 20 | Unit 5. Evaluation of Information System |

LISc403A3P

Health Information System (Theory)

(Credit 2)

60 Unit 1. Creation and Development of Database

Recommended Books:

1. Central Bureau of Health, Ministry of Health & Family Welfare, Govt. of India (2006) HEALTH Information of India 2005
2. Ajay Mahal, Bibek Debroy (2010) India Health Report 2010
3. Joseph Tan, (2005) E-Health Care Information Systems: An Introduction for Students and Professionals

4. Sue Bowman (Sue Prophet) RHIA, (2007) Health Information Management Compliance: Guidelines for Preventing Fraud and Abuse, 4th Edition

LISc404T Electives / Cafeteria

LISc404A1T Web Page Design (Theory)

(Credit 4)

No. of Lectures/ Unit

- 15 **Unit 1.** Internet concepts – Origin, Developments, Features of Internet, Network Protocols, Types of Websites.
- 15 **Unit 2.** Discovery phase: Goals, Project Plan, Technical Brief of the Website
- 15 **Unit 3.** Definition of Structure: Content outline & Screen view etc.
- 15 **Unit 4.** Prototype: Review of Technical Goals. Templates - HTML & Frontpage
- 20 **Unit 5.** Building and Hosting the Website

LISc404A1P

Web Page Design (Practical) (Credit 2)

No. of Lectures/ Unit

- 40 **Unit 1.** Design & creation of Webpages
- 20 **Unit 2.** Hosting the Website

Recommended Books:

1. Louis Rosenfeld and Peter Morville (). Information Architecture for the World Wide Web.
2. Jennifer Niederst Robbins Web Design in a Nutshell U.K.
3. Ann Navarro (Feb 1998) *Effective Web Design*
4. William Tait & Stephen W. Sagman (1997) *Official Microsoft Image Composer Book: An Example Packed Guide to Designing and Enhancing Graphics Using Microsoft Image Composer 1.5*
5. Joe Farace (1998) *Plug-in Smart: How to Choose and Use Photoshop Plug-ins*
6. Daniel Donnelly (1998) *Cutting Edge Web Design: The Next Generation*
7. Talitha Harper & Sara Booth (Eds.) (1997) *Step-by-Step Electronic Design Techniques*

LISc4504A2T Intellectual Property Rights (Theory)

(Credit 4)

No. of Lectures/ Unit

- 10 **Unit 1.** Definition, Nature & Scope
- 25 **Unit 2.** Patent Information
- 25 **Unit 3.** Right to Information
- 20 **Unit 4.** Copyright Act

LISc4504A2P

Intellectual Property Rights (Theory) (Credit 2)

No. of Lectures/ Unit

- 20 **Unit 1.** Product Patent
- 20 **Unit 2.** Procedure Patent
- 20 **Unit 3.** Maintenance of records as per Right to Information Act

Recommended Books:

1. S V Satarkar () Intellectual Property Rights & Copyright.
2. Maskus, Keith E. (2000). Intellectual property rights in the global economy
3. Ganguli, Prabuddha (2001). Intellectual property rights : unleashing the knowledge economy Tata McGraw-Hill Publishing 2001 485
4. Halpern, Sheldon; Shipley, David E. B. & Abrams, Howard (1992). Copyright : cases and materials West Publishing, Minn.
5. Libecap, Gary D. (1993). Contracting for property rights Cambridge University Press.
6. Narayan, P.S. (2001). Intellectual property law in India Gogia Law Agency, Hyderabad.

LISc4504A3T Thesaurus Construction (Theory)**(Credit 4)****No. of Lectures/ Unit**

- 05 Unit 1. Definition, Purpose, History
- 05 Unit 2. Thesaurus and other Vocabulary Control devices
- 15 Unit 3. Thesaurus construction methodologies, Thesauri relationships, Display methods
- 10 Unit 4. Selection of Subject, Study of Subject
- 15 Unit 5. Construction of Subject thesaurus, Testing of thesaurus

LISc4504A3P Thesaurus Construction (Practical)**(Credit 2)**

- 60 Unit 1. Construction of any Individual subject thesaurus

Recommended Books:

1. Krooks, D.A. and Lancaster, F.W. (1993) The evolution of guideline for thesaurus contraction Libr.
2. Lancaster, F.W. (1985) Thesaurus construction and use a condsed course Paris UNESCO
3. Lancaster F.W. (1972) Vocabulary control for information retrieval Washington information Resources Press.
4. Miller U. (2001) Thesaurus construction, problem and their.
5. Lu, X. (1990) Document retrieval in structural approach information processing and management.
6. Parekh, Harsha 1975 the UNESCO IBE education seminar Bangalore DRTC Bangalore
7. Pettee, J. (1946) subject headings New York: H.W. Wilson co.

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