



Estd.1917

पटना विश्वविद्यालय

PATNA UNIVERSITY

102 years of EXCELLENCE

Letter No. Acad/8641

Dated: 20-08-19

To

1. The Director, Institute of Library & Information Science, Patna University
2. The Director, Directorate of Distance Education, Patna University

Subject:- Approval of the syllabi of Bachelor of Library & Information Science and Master of Library & Information Science under semester system.

Sir/Madam,

I am directed to inform you that the Academic Council vide its resolution of the agenda 12 of the meeting dated 04/05/2019 has approved the syllabi of Bachelor of Library & Information Science and Master of Library & Information Science under semester system received from the Professor Incharge, Patna University Library vide his letter no. 3425/PUL dated 11/04/2019.

Enclosure:- Photocopy of the syllabi of Bachelor of Library & Information Science and Master of Library & Information Science under semester system.

Yours faithfully,

  
Deputy Registrar  
Patna University, Patna

Memo No. Acad/8642

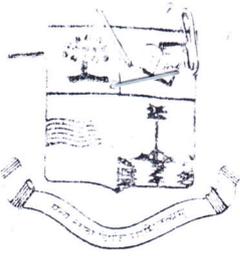
Dated; 20-08-19

Copy along with the approved syllabi forwarded to:-

- ✓ The Incharge, Patna University Computer Centre for uploading on Patna University website: [www.patnauniversity.ac.in](http://www.patnauniversity.ac.in)

  
Deputy Registrar  
Patna University, Patna





(Estd. 1917)

Tel: Fax: 0512-2672331 (C)  
Email: puib@patnauniversity.ac.in

# PATNA UNIVERSITY LIBRARY

Ashok Rajpath, Patna - 800 005  
(Estd. - 1919)



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Ref. 3425/PU/L

Date 11.04.2019

To  
The Registrar,  
Patna University  
Patna.



~~Signature~~

Annexure - I

Sub: -Proposed Ordinance, Regulations and Syllabus for BLIS and MLIS under CBCS and Non CBCS System.

Sir,

With reference to the subject cited above I am sending herewith the attached proposed Ordinance, Regulations and Syllabus for BLIS and MLIS under CBCS and non CBCS system.

This is for your information and necessary action.

Thanking You.



~~Signature~~  
11.04.2019

( Prof. Rabindra Kumar )  
Prof. In-Charge  
P.U. Library

DR / ~~Signature~~  
11/4/19

S. O. Chandra  
~~Signature~~  
15/4/19

Sr. Asst. Librarian  
~~Signature~~  
15/4/19

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**INSTITUTE OF LIBRARY & INFORMATION SCIENCE**  
**PATNA UNIVERSITY, PATNA-800005**

**SYLLABUS OF**  
**BACHELOR DEGREE IN LIBRARY & INFORMATION SCIENCE**  
**(B.L.I.S. 1<sup>st</sup> Semester)**

**SEMESTER I (July to December)**

Paper No.	Course No.	Course Title	Credits	CIA Marks	Exam. Marks	Total Marks
I	BLIS-101	Fundamentals of Library & Info. Science	4 Credits	25	75	100
II	BLIS-102	Library Classification (Theory)	4 Credits	25	75	100
III	BLIS-103	Library Classification (Practice)	4 Credits	25	75	100
IV	BLIS-104	Management of Libraries & Info. Centres	4 Credits	25	75	100
V	BLIS-105	Basics of Information Technology (Theory)	4 Credits	25	75	100
VI	BLIS-106	Viva-Voce Examination	2 Credits		50	50
			<b>22 Credits</b>			<b>Total Marks- 550</b>

**Paper- I**

**BLIS- 101 Foundations of Library & Information Science**

**Credits- 4**

**Marks- 100**

**(CIA- 25 + Exam- 75)**

**Unit 1:** Library Systems, Components, Roles and Types

- (i) Changing role of Libraries and Information Centers
- (ii) Five Laws of Library Science & their Implications
- (iii) Types and Functions of Libraries: Public, Academic and Special

**Unit 2:** Library Movement

- (i) Development of Libraries & Information centers
- (ii) Library Legislation: Need, Functions & Salient features of State Library Acts in India (Tamil Nadu, Maharashtra, Kerala and West Bengal)
- (iii) Information Systems & Services (INIS & AGRIS)

**Unit 3:** Library Associations & Information Centers

- (i) Library and Information Centers: Objectives and Activities (NISCAIR & DESIDOC)
- (ii) Library Associations of India: ILA, IASLIC
- (iii) International Associations: IFLA, ALA

**Unit 4:** Library Planning, Resource sharing and Legal issues

- (i) Library Building, Furniture & Equipment
- (ii) Resource Sharing

*Ajay K. C.*  
*Chatterjee*

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(iii) Legal Deposit System, Copyright and Intellectual Property Right

**Unit 5:** Information Literacy

- (i) Information Literacy: Concept and Needs
- (ii) Information Literacy Models
- (iv) Professional Ethics, Code of Conduct

**Paper- II**  
**BLIS- 102      Library Classification (Theory)**

**Credits- 4**  
**Marks- 100**  
(CIA- 25 + Exam- 75)

**Unit 1:** Elements of Library Classification

- (i) Concepts, Terminology
- (ii) Need, Purpose and Functions
- (iii) Species of Classification Schemes

**Unit 2:** Theory and Development

- (i) Historical Development
- (ii) Normative Principles
- (iii) Modes of Formation of Subjects

**Unit 3:** Approaches to Library Classification

- (i) Postulational Approach and Systems Approach
- (ii) Fundamental Categories, Facet Analysis and Facet Sequence
- (iii) Phase Relation and Common Isolates

**Unit 4:** Notation and Construction of Classification Number

- (i) Notation: Need, Purpose, Types and Qualities
- (ii) Call Number: Class Number, Book Number, Collection Number and their Construction
- (iii) Devices in Library Classification

**Unit 5:** Study of Classification Schemes

- (i) Dewey Decimal Classification
- (ii) Universal Decimal Classification
- (iii) Colon Classification

Ajay P.S. 

Paper- III  
BLIS- 103 Library Classification (Practice)

Credits- 4  
Marks- 100  
(CIA- 25 + Exam- 75)

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### Section- 'A'

Colon Classification (Ed. 6th Rev.)- Practical classification of simple and complex titles with the help of the prescribed rules and following tables and techniques:

- Main Classes □
- Common Isolates: Anteriorising and Posteriorising □
- Time isolates
- Space isolates
- Language isolates
- Phase, Intra-facet and Intra-array relations
- Schedules of special isolates
- Devices : Subject, Geographical, chronological, Super-imposition and Alphabetical
- Parallel Schedule Device

### Section- 'B'

Dewey Decimal Classification (23rd Ed.)- Practical Classification of titles involving use and application of following tables and techniques:

- Three Summaries
- Standard Sub-Divisions (Table-I)
- Area Table (Table-2)

(Pattern of examination and distribution of marks: 50 marks for written test and 25 marks for viva. Paper setting, evaluation of answer scripts and viva will be assessed/conducted by internal and external examiners)

Paper- IV  
BLIS- 104 Management of Libraries & Information Centres

Credits- 4  
Marks- 100  
(CIA- 25 + Exam- 75)

### Unit 1: Principles of Library Management

- (i) Principles of Management & their application in Libraries and Information Centres
- (ii) Elements of Management: POSDCORB
- (iii) Total Quality Management (TQM): Concept and Its application in Libraries

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**Unit 2 : Collection Development**

- (i) Collection Development Policy
- (ii) Collection Development Principles
- (iii) Book Selection Tools for book and non-book materials

**Unit 3 : Library Routines**

- (i) Acquisition section- Book selection, Order and Accessioning
- (ii) Circulation section- Process and Methods
- (iii) Serials control- Selection, Subscription and Complexities
- (iv) Maintenance – Stacking, Shelving, Rectification, Preservation, Stock Verification

**Unit 4 : Human Resource Management**

- (i) Personnel (Staff) Management
- (ii) Staff Recruitment, Selection & Training, Staff Formula and Staff Manual
- (iii) Staff Development, Motivation & Leadership Quality Improvement

**Unit 5 : Financial Management**

- (i) Sources of Library Finance
- (ii) Budget Estimation- Per capita, Proportional and Method of Details
- (iii) Budgeting- Line Budget, Program Budget, Performance Budget, Formula Budget, PPBS, Zero Budget

**Paper- V**

**BLIS- 105 Basics of Information Technology (Theory)**

**Credits- 4  
Marks- 100**

**(CIA- 25 + Exam- 75)**

**Unit 1: Computer Basics**

- (i) Computers: Generations, Types, Input and Output Devices
- (ii) Computer Architecture: Components, Storage Devices and Computer Peripherals
- (iii) Introduction to System Software and Application Software, Operating Systems (DOS and Linux)
- (iv) Word Processing, Spreadsheets, PowerPoint Presentation

**Unit 2: Library Automation**

- (i) Library Automation: Need and Purpose
- (ii) In-house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC
- (iii) Application of Library Automation in Libraries

**Unit 3: Networking**

- (i) Concept, Definition, Need and Components
- (ii) Network Architecture: Client Server and Peer to peer

Ajay K. S.  
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(iii) Network Types & Topologies

(iv) Network Media: Twisted pair, Co-axial, Fiber optic

**Unit 4: Internet**

(i) History of Internet

(ii) Internet Connectivity– Dial-up, Leased Line, ISDN, Cable Modem, WiFi

(iii) Internet Protocol– HTTP, HTTPS, FTP, Remote Login

(iv) Browsers and E-mail

(v) Search Engines: Types and Evaluation

**Unit 5: Library Software Packages**

(i) Library Software Packages- Features

(ii) Bibliographic Software- CDS/ISIS

(iii) Library Automation Software Packages: Overview and House Keeping Operations □ (SOUL, E-Granthalaya)

**Paper- VI**

**BLIS- 106**

**Viva Voce Examination**

**Credits- 2**

**Marks- 50**

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**INSTITUTE OF LIBRARY & INFORMATION SCIENCE**  
**PATNA UNIVERSITY, PATNA-800005**

**SYLLABUS OF**  
**BACHELOR DEGREE IN LIBRARY & INFORMATION SCIENCE**  
**(B.L.I.S. 2<sup>nd</sup> Semester)**

**SEMESTER II (January to June)**

Paper No.	Course No.	Course Title	Credits	CIA Marks	Exam. Marks	Total Marks
I	BLIS-201	Information Sources and Services	4 Credits	25	75	100
II	BLIS-202	Information Processing and Retrieval	4 Credits	25	75	100
III	BLIS-203	Library Cataloguing (Theory)	4 Credits	25	75	100
IV	BLIS-204	Library Cataloguing (Practice)	4 Credits	25	75	100
V	BLIS-205	Basics of Information Technology (Practice)	4 Credits	25	75	100
VI	BLIS-206	Viva-Voce Examination	2 Credits		50	50
			22 Credits			Total Marks- 550

**Paper- I**  
**BLIS- 201 Information Sources And Services**

**Credits- 4**  
**Marks- 100**

(CIA - 25 + Exam- 75)

**Unit 1: Nature of Information Sources**

- (i) Concept of Information Sources
- (ii) Kinds of Information Sources
- (iii) Documentary Vs. Non Documentary Sources
- (iv) Evaluation Criteria of Reference & Information Sources

**Unit 2: Reference Tools**

- (i) Bibliographical Sources: National Bibliographies (INB & BNB), Trade Bibliographies
- (ii) Language Dictionaries
- (iii) Yearbooks & Directories
- (iv) Biographical Sources
- (v) Geographical Sources

**Unit 3: Electronic Resources**

- (i) E-Resources: Concept, Need and Features
- (ii) Electronic Books, Electronic Journals
- (iii) Electronic Databases and their features

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**Unit 4: Internet Sources & Services**

- (i) Internet Services & Facilities
- (ii) Internet Sources – Subject Gateways, Digital Libraries, Forums, Bulletin Board etc.
- (iii) World Wide Web

**Unit 5: Reference and Information Services**

- (i) Reference Service: Concept and Need
- (ii) Long range and Short range Reference Services
- (iii) Information Services and their types

**Paper- II**

**BLIS- 202 Information Processing and Retrieval**

**Credits- 4**

**Marks- 100**

**(CIA- 25 + Exam- 75)**

**Unit 1: Documentation**

- (i) Documentation: Concept, Need and Definition
- (ii) Documentation Works
- (iii) Documentation Services: CAS, SDI
- (iv) Documentation Centers and their activities

**Unit 2: Indexing Services**

- (i) Index and Indexing: Scope and Importance
- (ii) Types of indexing- Keyword indexing, Co-ordinate Indexing
- (iii) Citation Indexing
- (iv) Indexing Services : National and International

**Unit 3: Indexing Languages**

- (i) Indexing Languages: Types and Characteristics
- (ii) Vocabulary Control and IR Thesaurus
- (iii) Role Operators

**Unit 4: Abstracting Services**

- (i) Abstract: Concept, Need and Importance
- (ii) Types of Abstracts
- (iii) Guidelines for preparing Abstracts
- (iv) Abstracting Services: National and International

**Unit 5: Information Searching & Retrieval**

- (i) Search Strategies: Concept and Methods
- (ii) Search Strategies: Feedback and Refining
- (iii) Search Techniques: Boolean Searches, Proximity search, Truncation etc.

*Ajay N. S.*  
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**Paper- III**  
**BLIS- 203 Library Cataloguing (Theory)**

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Credits- 4  
Marks- 100  
(CIA- 25 + Exam- 75)

**Unit I: Fundamental Concepts and Historical Developments**

- (i) Library Catalogue: Definition, Objectives, Purposes and Functions
- (ii) History and Development of Library Catalogue Codes
- (iii) Physical Forms of Catalogues
- (iv) Types of Catalogues

**Unit II: Types of Catalogue Entries**

- (i) Kinds of Entries
- (ii) Data Elements in Different Types of Entries
- (iii) Filing of Entries in Classified and Dictionary Catalogues

**Unit III: Choice and Rendering of Headings**

- (i) Personal Authors: Western and Indic Names
- (ii) Corporate Authors
- (iii) Pseudonymous, Anonymous Works and Uniform Titles
- (iv) Non-Print Resources

**Unit IV: Subject Cataloguing**

- (i) Subject Cataloguing: Concept, Purpose and Problems
- (ii) Chain Indexing (Procedure)
- (iii) List of Subject Headings: LCSH, SLSH

**Unit V: Trends in Library Cataloguing**

- (i) Centralized and Cooperative Cataloguing
- (ii) Bibliographic Standards: ISBD, MARC
- (iii) ISBN and ISSN

**Paper- IV**  
**BLIS- 204 Library Cataloguing (Practice)**

Credits- 4  
Marks- 100  
(CIA- 25 + Exam- 75)

Descriptive and Classified Cataloguing of Printed Monographs using AACR-2 with Sear's List of Subject Heading and CCC (5th ed.) with Chain Procedure for Subject Cataloguing of :

- Single Personal Author
- Joint Personal Author
- Pseudonymous works
- Multi volume Sets
- Corporate Authors

*Jay P. S.*  
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(Pattern of examination and distribution of marks: 50 marks for written test and 25 marks for viva. Paper setting, evaluation of answer scripts and viva will be assessed/conducted by internal and external examiners)

**Paper- V**  
**BLIS- 205      Basics of Information Technology (Practice)**

**Credits- 4**  
**Marks- 100**  
(CIA- 25 + Exam- 75)

- Operating Systems- DOS:
  - (i) Installation
  - (ii) Commands
- MS- Office
  - (i) Creating Presentations with PowerPoint
  - (ii) Editing and Formatting Word Documents
  - (iii) Spreadsheet creation using MS-Excel
- Data entry of documents using the following Library Automation Software:
  - (i) SOUL
  - (ii) E-Granthalaya
- Use of Internet
  - (i) Web Searching
  - (ii) Offline Databases  Searching
  - (iii) E-mail: Account creation and Customization

(Pattern of examination and distribution of marks: 50 marks for IT practice and 25 marks for viva. Paper setting, assessment and viva will be conducted by internal and external examiners)

**Paper- VI**  
**BLIS- 206      Viva Voce Examination**

**Credits- 2**  
**Marks- 50**

*Ajay P. S.*  
*CA*

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**PATNA UNIVERSITY, PATNA-800005**

**SYLLABUS OF**  
**MASTER DEGREE IN LIBRARY & INFORMATION SCIENCE**  
**(M.L.I.S. 1<sup>st</sup> Semester)**

**SEMESTER I (July to December)**

Paper No.	Course No.	Course Title	Credits	CIA Marks	Exam. Marks	Total Marks
I	MLIS-101	Knowledge, Information and Communication	4 Credits	25	75	100
II	MLIS-102	Knowledge Organisation- Library Classification & Cataloguing (Theory)	4 Credits	25	75	100
III	MLIS-103	Knowledge Organisation- Library Classification & Cataloguing- (Practice)	4 Credits	25	75	100
IV	MLIS-104	Universe of Knowledge and User Education	4 Credits	25	75	100
V	MLIS-105	Advanced Information Technology (Theory)	4 Credits	25	75	100
VI	MLIS-106	Information Retrieval (Practice)	2 Credits		50	50
			<b>22 Credits</b>			<b>Total Marks- 550</b>

**Paper- I**

**Credits- 4**

**MLIS- 101 Knowledge, Information and Communication**

**Marks- 100**

**(CIA- 25 + Exam- 75)**

**Unit 1: Information: Basics**

- (i) Information: Definition, Characteristics, Nature and Use
- (ii) Representation of Information: Signal, Sign, Symbol and Language
- (iii) Information Life Cycle

**Unit 2: Information and its relation with Society**

- (i) Information and Society
- (ii) Information Industry-Generators
- (iii) Information Providers and Intermediaries
- (iv) Information Profession

**Unit 3: Communication of Information**

- (i) Communication of Information: Information generation
- (ii) Communication Process, Channels, Models and Barriers
- (iii) Trends in Scientific Communication

*Ajay P. A.*

*S. P. S.*

Unit 4: IPR

- (i) Concept of freedom, Censorship
- (ii) Data security and fair use
- (iii) Intellectual Property Rights Acts
- (iv) National Policy on Library and Information Systems and Services □

Unit 5: Knowledge Management

- (i) Knowledge Management: Definition, concept and need
- (ii) Tools of Knowledge Management
- (iii) Knowledge Management Systems: Basic components
- (iv) Trends in Knowledge Management
- (v) Role of Knowledge Managers

Paper- II

Credits- 4

MLIS- 102 Knowledge Organisation– Library Classification  
& Cataloguing (Theory)

Marks- 100

(CIA- 25 + Exam- 75)

Unit 1: Subject Analysis and Representation

- (i) Fundamentals of Retrieval Systems : Nature & Characteristics
- (ii) Problems of Subject Analysis & Representation : Contribution of Cutter, Kaiser, Ranganathan, Farradane & Coates
- (iii) Thesaurus: Structure & Construction, Thesaurofacet

Unit 2: Subject Indexing

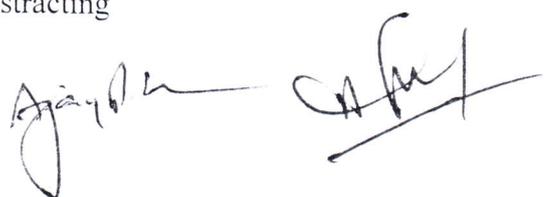
- (i) Subject Indexing : History & Development
- (ii) Pre-coordinate Indexing System – Chain Indexing, PRECIS, POPSI, KWIC, KWOC
- (iii) Post Coordinate Indexing System – Uniterm, Optical-Coincidence
- (iv) Citation Indexing

Unit 3: Information Searching & Retrieval

- (i) Retrieval Performance Evaluation
- (ii) Search Techniques : Boolean Searches, Proximity search, Truncation etc.
- (iii) Retrieval models : Cognitive, Probabilistic etc.

Unit 4: Abstracting

- (i) Abstracting : Definition, Types, Slant in Abstracting



(ii) Principles & Canons of Abstracting

**Unit 5: Information Retrieval & Artificial Intelligence**

- (i) Intelligent Intermediaries
- (ii) Interface

**Paper- III**

**Credits- 4**

**MLIS- 103 Knowledge Organisation– Library Classification  
& Cataloguing (Practical Theory)**

**Marks- 100**

(CIA- 25 + Exam- 75)

**Section 'A'**

Classification of documents with complex subjects according to Colon Classification

**Section 'B'**

Cataloguing of documents involving complicated personal & corporate authorship, complex periodicals & non-book materials.

(Pattern of examination and distribution of marks: 50 marks for written test and 25 marks for viva. Paper setting, evaluation of answer scripts and viva will be assessed/conducted by internal and external examiners)

**Paper- IV**

**Credits- 4**

**MLIS- 104 Universe of Knowledge, Bibliometrics and  
User Education**

**Marks- 100**

(CIA- 25 + Exam- 75)

**Unit 1: Universe of Knowledge**

- (i) Characteristics of the Universe of Knowledge
- (ii) Subjects having knowledge as their field of study
- (iii) Historical Development of Knowledge : Natural Science, Social Science & Humanities.

**Unit 2: Modes of Formation of Subjects**

- (i) Fission, Fusion, Distillation, Lamination, Loose Assemblage
- (ii) Spiral of Scientific method

**Unit 3: User Studies**

- (i) Scope and Content of User Studies
- (ii) Studies by Types of Libraries: Different User Groups, Different Disciplines
- (iii) User Survey

*Ajaya P. S.* *AP*

**Unit 4: User Education**

- (i) User Education: Concept and Importance
- (ii) Methods of User Education

**Unit 5: Bibliometrics**

- (i) Bibliometrics Studies : Meaning, Scope & Parameters
- (ii) Bibliometric Laws
- (iii) Application of Bibliometrics

**Paper- V**

**Credits- 4**

**MLIS- 105    Advanced Information Technology (Theory)**

**Marks- 100**

**(CIA- 25 + Exam- 75)**

**Unit 1: Information Technology and Libraries**

- (i) Information and Communication Technology: Concept, Components and application in Libraries
- (ii) Software packages: Utility software, application software
- (iii) Criteria for selection of application software

**Unit 2: Digitization and Digital Library**

- (i) Digitization: Concept and Need
- (ii) Digitization process
- (iii) Digital Library: Concept, Need and Features
- (iv) Digital library Software: DSpace, Greenstone

**Unit 3: Library Automation Software Packages**

- (i) Library Software Packages: Features, Market Value
- (ii) Comparative study of Library Automation Software like
  - SOUL
  - Libsys
  - Koha
  - E-Granthalaya

**Unit 4: Database Management System**

- (i) Database: Definition, Concept and Components
- (ii) Database Structure: Logical Data Organization, Physical Data Structure
- (iii) Types of Database Management System
  - Hierarchical, Relational, Object oriented
  - Bibliographic, Full Text, Numeric, Non-Numeric

*Agarwal* 

Unit 5: System Analysis & System Design

- (i) Kinds of Systems
- (ii) System Analysis
- (iii) Systems design and Development
- (iv) Implementation & Evaluation

**Paper- VI**

**MLIS- 106 Information Retrieval (Practice)**

**Credits- 2**

**Marks- 50**

**(Practical- 30 + Viva- 20)**

Practical and Hands on practices on the following areas:

- Citation Tools, Use of Mandley
- Compilation of Bibliography
- Technical Report writing (Structure/framework of any type of Report)
- Searching of Databases

(Pattern of examination and distribution of marks: 50 marks for Practical/Hands on performance and 25 marks for viva. Paper setting, assessment and viva will be assessed/conducted by internal and external examiners)

Joy P.S.

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**INSTITUTE OF LIBRARY & INFORMATION SCIENCE**  
**PATNA UNIVERSITY, PATNA-800005**

**SYLLABUS OF**  
**MASTER DEGREE IN LIBRARY & INFORMATION SCIENCE**  
**(M.L.I.S. 2<sup>nd</sup> Semester)**

**SEMESTER II (January to June)**

Paper No.	Course No.	Course Title	Credits	Sessional marks	Exam. Marks	Total Marks
I	MLIS-201	Research Methods and Statistical Techniques	4 Credits	25	75	100
II	MLIS-202	Information Repackaging and Retrieval	4 Credits	25	75	100
III	MLIS-203	Information Sources and Systems in Science & Technology	4 Credits	25	75	100
IV	MLIS-204	Planning and Management of Academic Library System	4 Credits	25	75	100
V	MLIS-205	Advanced Information Technology (Practice)	4 Credits	25	75	100
VI	MLIS-206	Viva-Voce Examination	2 Credits		50	50
			<b>22 Credits</b>			<b>Total Marks- 550</b>

**Paper- I**

**Credits- 4**

**MLIS- 201    Research Methods and Statistical Techniques**

**Marks- 100**

**(CIA- 25 + Exam- 75)**

**Unit 1: Research: Basics**

- (i) Research: Concept and definition
- (ii) Types of research: Fundamental and Applied, Inter disciplinary and Multidisciplinary
- (iii) Research Design: concept and types; Hypothesis
- (iv) Literature Search: Print & Non-print

**Unit 2: Research Methods**

- (i) Elements of Research methods, Identification and formulation of problem
- (ii) Research Methods: Scientific, Historical methods, Descriptive methods, Survey and Case □ Study Methods, Experimental and Delphi Methods
- (iii) Designing of Research Proposal □

**Unit 3: Sampling and Data Collection**

- (i) Sampling: Concept and Need

*Ajay D.A.* — *S.H.P.*

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- (ii) Sampling Techniques
  - (iii) Data collection Methods & Tools:
    - Questionnaire, Interview, Observation
    - Scales and Check lists
    - Library Records and Reports

**Unit 4: Data Analysis & Data Representation**

- (i) Data analysis and interpretation: concept and use □
- (ii) Tabulation and Generalization
- (iii) Graphical presentation of data: bar, Pie-line graphs, Histograms
- (iv) Statistical packages – SPSS,

**Unit 5: Statistical Methods**

- (i) Descriptive Statistics – Measures of Central Tendency, Mean, Mode, Median and Standard Deviation
- (ii) Measures of dispersion, Variance and Covariance
- (iii) Inferential Statistics: Correlation, T-test, Regression – linear and non-linear, Chi square test

**Paper- II**

**MLIS- 202 Information Repackaging and Retrieval**

**Credits- 4**

**Marks- 100**

**(CIA- 25 + Exam- 75)**

**Unit 1: Information Analysis & Repackaging**

- (i) Information Repackaging: Concept and Need
- (ii) Information Repackaging: Procedure:
  - Content Analysis
  - Condensation
  - Consolidation
  - Compilation

**Unit 2: Information Retrieval Services**

Study of few Internationally recognized Abstracting /Indexing Services:

- Sci-Finder,
- PUB-MED,
- Web of Science
- Scopus

Ajay K.S. ————— CAPL

**Unit 3: Information Retrieval System**

- (i) Information Retrieval System – concepts and types
- (ii) Features and elements of online IR
- (iii) Trends in IR
- (iv) Evaluation of IR systems

**Unit 4: Information Products**

- (i) Information Products: Nature, Concepts, Types
- (ii) Design and Development of Information Products.

**Unit 5: Marketing of Information**

- (i) Marketing: Concept, Need and Objectives
- (ii) Market Segmentation and Marketing Mix
- (iii) Marketing of Information Products

**Paper- III**

**MLIS- 203 Information Sources and Systems in  
Science & Technology**

**Credits- 4**

**Marks- 100**

**(CIA- 25 + Exam- 75)**

**Unit 1: Science & Technology**

- (i) Overview of Major Subjects of Science & Technology
  - Physics
  - Chemistry
  - Engineering & Technology

**Unit 2: Sources of Information**

- (i) Primary Sources of Information: Their Types, Characteristics & Role with Emphasis on Periodicals, Research Reports, Patents, Specifications etc.
- (ii) Secondary Sources of Information: Their Types & Characteristics–Bibliographies, Indexes and Abstracts, Encyclopaedia, Year books etc.
- (iii) Evaluation of Important Secondary Sources from the view of their Information Value

**Unit 3: Electronic Resources in Science & Technology**

- (i) Online & Web resources in Science & Technology
- (ii) Databases in Science & Technology
- (iii) Prominent publishers of Science & Technology E-Resources
- (iv) Evaluation of Electronic Sources

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**Unit 4: Research Institutes & Professional Organizations**

(i) Role of Research Institutes & Professional Organizations in the development of Science & Technology

- India
- U.K.
- USA

**Unit 5: Information Systems and Services**

(i) Information Systems and Services in Science & Technology

- National
- International

**Paper- IV**

**MLIS- 204 Planning and Management of Academic Library System**

**Credits- 4**

**Marks- 100**

**(CIA- 25 + Exam- 75)**

**Unit 1: Academic Institutions**

- (i) Role of the Library in Academic Institutions
- (ii) Development of Academic Libraries in India after Independence
- (iii) Planning of Academic Libraries
- (iv) Study of the recommendations of various Committees and Commissions in India.

**Unit 2: Library Authority**

- (i) Library Governance: Authority and Library Committees (Various types of-)
- (ii) Duties and functions of Library Authority
- (iii) Role of Librarian

**Unit 3: Human Resource & Finance**

- (i) Organizational Pattern
- (ii) Human Resource Management: Staffing, Selection & Recruitment. Performance Appraisal.
- (iii) Budgeting for Academic Library

**Unit 4: Resource Sharing & Library Building**

- (i) Library & Information Services: Need and Types
- (ii) Library Co-operation and Resource Sharing
- (iii) Academic Library Buildings:
  - Planning and Design
  - Basic elements in designing

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- Furniture and fittings

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**Unit-5 E-Resources & Library Consortia**

- (i) INFLIBNET: Objectives and Activities
- (ii) Library Consortia: Concept, Need and Benefits
- (iii) Online Computer Library Centre (OCLC)
- (iv) Study of Select University Libraries in India: Banaras Hindu University, Aligarh Muslim University, Delhi University, Jawaharlal Nehru University

**Paper- V**

**MLIS- 205    Advanced Information Technology (Practice)**

**Credits- 4**

**Marks- 100**

**(CIA- 25 + Exam- 75)**

- MS- Access: Creating of Database using MS- Access
- CDS/ISIS: Creation of Bibliographic Database (FDT, Worksheet, Format, FST)
- Installation and use of various modules of the following Library Automation Software:
  - (i) SOUL
  - (ii) E-Granthalaya

(Pattern of examination and distribution of marks: 50 marks for IT practice and 25 marks for viva. Paper setting, assessment and viva will be conducted by internal and external examiners)

**Paper- VI**

**MLIS- 206    Viva Voce**

**Credits- 2**

**Marks- 50**

Ajay P. K. —  
A.P.K.