



SCHEME OF EXAMINATION

&

CURRICULUM

(NEP-2020)

MASTER OF LIBRARY & INFORMATION SCIENCE

(M. LIB. & I. SC.)

FOLISMLIB

Academic Session 2025-26

**FACULTY OF LIBRARY AND INFORMATION SCIENCES, SHRI
DAVARA UNIVERSITY,**

**Davara Educational Campus, NH 30, Atal Nagar-Nava Raipur, Mudpar Alias Bhelwadih, Chhattisgarh
49366**

**Master of Library and Information Science
(Level – 9) NEP -2020
Semester – I**

The following shall be the courses prescribed for examination-

Course Type	Course Code	Course Title	LTP Ratio				Assessment Marks			
			L	T	P	Credits	Formative	Summative	Total	
Semester – I										
Specific Core Course (T)	MLIB101	Foundation of Information Science	4	0	0	4	30	70	100	
	MLIB 102	Knowledge organization & Information Processing	4	0	0	4	30	70	100	
	MLIB 203	Research Methods & Statistical Techniques	4	0	0	4	30	70	100	
Specific Core Course (Practice)	MLIB 204	Information Processing and Retrieval (Practice-I)	0	1	3	4	30	70	100	
Specific Elective Course	MLIB 205 (A)	Academic Library System	4	0	0	4	30	70	100	
	MLIB 205 (B)	SWAYAM course on Soft skill	0	4	0	4	30	70	100	
Value Added Course	MLIB 206	E-Publishing	2	0	0	2	15	35	50	
		Total Credit					22	Total Marks		550

Title	Foundation of Information Science				
Code	MLIB101				
Credit	L	T	P	TC	
	4	-	-	4	
Prerequisite	<ul style="list-style-type: none"> • Basic understanding of library and information science. • Familiarity with communication models and digital tools. • Introductory knowledge of public policy and legal frameworks in India. • Awareness of user behavior and information-seeking patterns. 				
Course Objective	<ul style="list-style-type: none"> • Introduce the fundamentals of Information Science Explore its definition, scope, genesis, and interdisciplinary nature. • Understand the nature and flow of information Examine characteristics, communication channels, and barriers. • Analyze the role of the state in information governance Study national policies, legal acts, and international programs like NAPLIC, UAP, and UBC. • Explore user behavior and information needs Investigate models, categories, and evaluation techniques of user studies. 				
Outcome	<ul style="list-style-type: none"> • Define and contextualize Information Science within academic and industrial domains • Differentiate between data, information, and knowledge and explain their roles in communication • Interpret and evaluate Indian information policies and legal frameworks • Conduct user studies and assess information-seeking behavior • Design and manage information products with economic and social relevance 				
Content	<p>Chepter 1: Information Science</p> <ul style="list-style-type: none"> • Definition, Scope, Objectives, Genesis and development. • Information Science as a discipline and its relationship with other subject fields. • Information industry- Generators, Providers and intermediaries. <p>Chepter 2: Information and communication</p> <ul style="list-style-type: none"> • Information: Characteristics, Nature and use of information. • Conceptual difference between data, • Information and Knowledge. • Communication of Information. • Communication channels and barriers. <p>Chepter 3: Information and the state</p> <ul style="list-style-type: none"> • Policies relating to information including science and technology and education. • International and national programs and policies (NAPLIC) • IT and library. • UAP, UBC. 				

	<ul style="list-style-type: none"> • Laws relating to information with special reference to India. Including press and registration act. Delivery of books (public Libraries) Act, Copyright Act. <p>Chapter 4: Information user & their needs</p> <ul style="list-style-type: none"> • Categories of information users. • Information needs: definition and models. • Information seeking behavior. • Methods and techniques of user studies. • Evaluation of user studies. • Information products: Nature, concept, types, design and development. • Economics of information. • Information management. 																		
Reference Books	<table border="1"> <thead> <tr> <th>Title</th> <th>Author(s)</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td><i>Information Science: Theory and Practice</i></td> <td>P.S.G. Kumar</td> <td>Comprehensive overview aligned with UGC syllabus</td> </tr> <tr> <td><i>Foundations of Library and Information Science</i></td> <td>R.G. Prasher</td> <td>Covers genesis, scope, and policy aspects</td> </tr> <tr> <td><i>Information and Communication: An Indian Perspective</i></td> <td>C.P. Vashishth</td> <td>Focus on communication models and barriers</td> </tr> <tr> <td><i>Information Users and Their Needs</i></td> <td>M.P. Satija</td> <td>User behavior, needs, and evaluation techniques</td> </tr> <tr> <td><i>Laws Relating to Libraries and Information in India</i></td> <td>B.R. Agrawal</td> <td>Legal framework including Copyright Act and Delivery of Books Act</td> </tr> </tbody> </table>	Title	Author(s)	Notes	<i>Information Science: Theory and Practice</i>	P.S.G. Kumar	Comprehensive overview aligned with UGC syllabus	<i>Foundations of Library and Information Science</i>	R.G. Prasher	Covers genesis, scope, and policy aspects	<i>Information and Communication: An Indian Perspective</i>	C.P. Vashishth	Focus on communication models and barriers	<i>Information Users and Their Needs</i>	M.P. Satija	User behavior, needs, and evaluation techniques	<i>Laws Relating to Libraries and Information in India</i>	B.R. Agrawal	Legal framework including Copyright Act and Delivery of Books Act
	Title	Author(s)	Notes																
	<i>Information Science: Theory and Practice</i>	P.S.G. Kumar	Comprehensive overview aligned with UGC syllabus																
	<i>Foundations of Library and Information Science</i>	R.G. Prasher	Covers genesis, scope, and policy aspects																
	<i>Information and Communication: An Indian Perspective</i>	C.P. Vashishth	Focus on communication models and barriers																
	<i>Information Users and Their Needs</i>	M.P. Satija	User behavior, needs, and evaluation techniques																
<i>Laws Relating to Libraries and Information in India</i>	B.R. Agrawal	Legal framework including Copyright Act and Delivery of Books Act																	

Title	Knowledge organization & Information Processing				
Code	MLIB102				
Credit	L	T	P	TC	
	4	-	-	4	
Prerequisite	<ul style="list-style-type: none"> • Basic understanding of library science principles • Familiarity with bibliographic tools and cataloguing • Introductory knowledge of classification systems (e.g., DDC, CC) • Awareness of information organization in digital and physical formats 				
Course Objective	<ul style="list-style-type: none"> • Understand the structure and formation of the universe of knowledge Explore how subjects are formed and mapped in classification schemes. • Analyze various methods of knowledge organization Examine species of 				

	<p>library classification and their applications.</p> <ul style="list-style-type: none"> • Evaluate universal and special classification schemes Study abstract classification, facet theory, and notation systems. • Apply principles and postulates for effective classification Learn mnemonic devices, indicator digits, and zone analysis. • Explore recent trends and institutional contributions Investigate the role of DRTC, CRG, and BSO in classification development. 			
Outcome	<ul style="list-style-type: none"> • Demonstrate a comprehensive understanding of subject formation and classification theory • Apply standard classification schemes (DDC, CC) to organize library materials. • Design and evaluate classification systems using facet analysis and notation principles. • Critically assess the contributions of major institutions and research groups in classification. • Adapt classification techniques to emerging digital and semantic environments. 			
Content	<p>Chepter 1: Universe of Knowledge</p> <ul style="list-style-type: none"> • Structure and attributes. • Modes of formation of subjects, • Different types of subjects and their modes of formation • Universe of Knowledge as mapped in different schemes of classification <p>Chepter 2: knowledge organization</p> <ul style="list-style-type: none"> • Methods of knowledge organization • Species of Library Classification schemes. • Standard schemes of library classification; Introduction, features and application - CC, DDC. <p>Chepter 3: Universal and special schemes of classification.</p> <ul style="list-style-type: none"> • Abstract classification. Choice of schemes of classification. • Postulates & Principles for facet sequence, • Telescoping of facets. • Notation: Types, Structure & qualities, canons of notation. • Mnemonics - Types and canons • Indicator digits. Zone analysis and sector notation. • Canons for book classification. <p>Chepter 4: Recent Trends & Developments</p> <ul style="list-style-type: none"> • Design and development of a Scheme of library classification. • Role of DRTC, CRG • BSO: Salient features 			
Reference	<table border="1"> <thead> <tr> <th>Title</th> <th>Author(s)</th> <th>Notes</th> </tr> </thead> </table>	Title	Author(s)	Notes
Title	Author(s)	Notes		

Books	<i>Colon Classification</i>	S.R. Ranganathan	Foundational text on CC and facet theory
	<i>Prolegomena to Library Classification</i>	S.R. Ranganathan	Deep dive into classification postulates
	<i>Universal Decimal Classification: A Guide</i>	R.L. Sehgal	Practical overview of UDC
	<i>Theory of Library Classification</i>	Krishan Kumar	Covers principles and schemes
	<i>Knowledge Organization, Information Processing and Retrieval</i>	P.S.G. Kumar	UGC curriculum-aligned reference

Title	Research Methods & Statistical Techniques			
Code	MLIB103			
Credit	L	T	P	TC
	4	-	-	4
Prerequisite	<ul style="list-style-type: none"> • Basic understanding of library and information science concepts. • Familiarity with academic writing and documentation practices. • Introductory knowledge of statistics and data interpretation. • Awareness of research ethics and scholarly communication. • Ability to use digital tools for data collection and analysis. 			
Course Objective	<ul style="list-style-type: none"> • Introduce foundational concepts of research and its significance Understand the meaning, types, and process of research in LIS. • Explore diverse research methods and tools Learn scientific, historical, descriptive, and experimental approaches. • Develop skills in statistical analysis and interpretation Apply descriptive statistics and hypothesis testing to LIS data. • Understand bibliometric and scientometric techniques Analyze scholarly communication using bibliometric laws and citation studies. • Master research reporting and proposal writing Learn structure, style, and current trends in LIS research documentation. 			
Outcome	<ul style="list-style-type: none"> • Design and conduct research using appropriate LIS methodologies. • Collect, analyze, and interpret quantitative and qualitative data. • Apply statistical tools to evaluate research findings. • Utilize bibliometric and scientometric techniques for scholarly analysis. • Prepare structured research proposals and reports aligned with academic 			

	standards.																		
Content	<p>Chepter 1: Research</p> <ul style="list-style-type: none"> • Research: Concept, Meaning, need and process of research. • Types of Research - Fundamental and Applied. • Research Design - Types of research design, Identification and formulation of problem, Hypotheses. <p>Chepter 2: Research Methods</p> <ul style="list-style-type: none"> • Research Methods - Scientific, Historical, Descriptive, Survey and case study, Experimental method and Delphi Method. • Research techniques & Tools - Questionnaire, Schedule interview, Observation and sampling techniques. <p>Chepter 3: Data analysis and Interpretation</p> <ul style="list-style-type: none"> • Descriptive Statistics - Measures of central tendencies - Mean, Median, Mode. • Tabulation and generalization. • Standard Deviation and Correlation. • Testing of hypotheses. <p>Chepter 4: Bibliometrics, Informatics & Scientometrics</p> <ul style="list-style-type: none"> • Bibliometrics, Informatics & Scientometrics: Concept definition and their scope • Bibliometrics laws- Bradford, Zipf, Lotka. • Content analysis, Sociometry, Citation studies - Citation-nature and definition, Citation - theory and analysis. • Research Reporting - Designing research proposal • Structure, Style, Contents & Guidelines for Research reporting. • Current trends in library and information science research. 																		
Reference Books	<table border="1"> <thead> <tr> <th>Title</th> <th>Author(s)</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td><i>Research Methodology: Methods and Techniques</i></td> <td>C.R. Kothari & Gaurav Garg</td> <td>Widely used foundational text</td> </tr> <tr> <td><i>Research Methods in Library and Information Science</i></td> <td>Connaway & Radford</td> <td>LIS-specific research approaches</td> </tr> <tr> <td><i>Measuring Academic Research: How to Undertake a Bibliometric Study</i></td> <td>Ana Andres</td> <td>Focus on bibliometric techniques</td> </tr> <tr> <td><i>Statistics for Library and Information Services</i></td> <td>A. Friedman</td> <td>Practical statistical applications</td> </tr> <tr> <td><i>Introducing Research Methodology: A Beginner's Guide</i></td> <td>Uwe Flick</td> <td>Accessible guide to research desig</td> </tr> </tbody> </table>	Title	Author(s)	Notes	<i>Research Methodology: Methods and Techniques</i>	C.R. Kothari & Gaurav Garg	Widely used foundational text	<i>Research Methods in Library and Information Science</i>	Connaway & Radford	LIS-specific research approaches	<i>Measuring Academic Research: How to Undertake a Bibliometric Study</i>	Ana Andres	Focus on bibliometric techniques	<i>Statistics for Library and Information Services</i>	A. Friedman	Practical statistical applications	<i>Introducing Research Methodology: A Beginner's Guide</i>	Uwe Flick	Accessible guide to research desig
Title	Author(s)	Notes																	
<i>Research Methodology: Methods and Techniques</i>	C.R. Kothari & Gaurav Garg	Widely used foundational text																	
<i>Research Methods in Library and Information Science</i>	Connaway & Radford	LIS-specific research approaches																	
<i>Measuring Academic Research: How to Undertake a Bibliometric Study</i>	Ana Andres	Focus on bibliometric techniques																	
<i>Statistics for Library and Information Services</i>	A. Friedman	Practical statistical applications																	
<i>Introducing Research Methodology: A Beginner's Guide</i>	Uwe Flick	Accessible guide to research desig																	

Title	Information Processing and Retrieval (Practice-I)				
Code	MLIB104				
Credit	L	T	P	TC	
	-	1	3	4	
Prerequisite	<ul style="list-style-type: none"> • Basic understanding of library and information science • Familiarity with organizational structures and administrative functions • Introductory knowledge of budgeting and resource planning • Awareness of digital tools and systems used in libraries • Ability to interpret basic statistical and analytical diagrams 				
Course Objective	<ul style="list-style-type: none"> • Introduce foundational management theories and styles Explore classical and modern schools of thought and their relevance to libraries. • Develop financial planning and budgeting skills Learn techniques like PPBS, zero-based budgeting, and cost-benefit analysis. • Apply system analysis and design principles to library operations Understand tools like PERT/CPM, DFDs, and decision tables for workflow optimization. • Explore strategic planning and change management Study MBO, SWOT, and techniques for adapting to technological and procedural shifts. 				
Outcome	<ul style="list-style-type: none"> • Demonstrate knowledge of management principles and their application in library contexts • Design and implement financial plans and evaluate cost-effectiveness of library services • Analyze library systems using structured tools and diagrams • Formulate strategic plans and manage organizational change effectively 				
Content	<p>Chapter 1: Colon Classification (CC)</p> <ul style="list-style-type: none"> • Classification of documents with complex subjects using common isolates/language isolates/time isolates and space isolates from schedules. <p>Chapter 2: Dewey Decimal Classification (DDC)</p> <ul style="list-style-type: none"> • Classification of documents with simple subjects • Classification of documents with compound subjects • Classification of documents with complex subjects using common and special auxiliary subdivisions. <p>Chapter 3: DDC and CC both Classification of documents using DDC and CC.</p>				
Reference Books	Title		Author(s)		Notes
	<i>Library Administration:</i>		R.L. Mittal		Covers core management

	<i>Theory and Practice</i>		principles in LIS
	<i>Management Techniques for Librarians</i>	G.E. Evans	Practical guide to library operations
	<i>Human Resource Management</i>	K. Aswathappa	HRM concepts tailored for institutional settings
	<i>Total Quality Management in Libraries</i>	P. Balasubramanian	Focus on TQM and quality audits

Title	Academic Library System				
Code	MLIB105 (A)				
Credit	L	T	P	TC	
	4	-	-	4	
Prerequisite	<ul style="list-style-type: none"> • Basic understanding of library and information science. • Familiarity with types of libraries and their roles in education. • Introductory knowledge of budgeting and human resource practices. • Awareness of national education bodies and accreditation systems. • Exposure to digital library systems and resource sharing platforms. 				
Course Objective	<ul style="list-style-type: none"> • Understand the evolution and structure of academic libraries in India Explore their types, functions, and roles in educational institutions. • Develop skills in collection development and evaluation Learn policies, organization, care, and weeding procedures. • Apply principles of manpower and financial management Study staffing norms, budgeting methods, and resource mobilization. • Analyze the role of regulatory and accreditation bodies Examine UGC, AICTE, NAAC, NBA, and ranking agencies like NIRF and QS. • Explore resource sharing and consortium models Understand national and international collaborations for access and efficiency. 				
Outcome	<ul style="list-style-type: none"> • Describe the historical development and current structure of academic libraries in India • Formulate effective collection development and weeding policies • Manage library staff and finances using professional standards and budgeting techniques • Evaluate the impact of accreditation and ranking agencies on library services • Implement resource sharing strategies through consortium participation. 				
Content	Chepter 1: Academic Library: An Introduction				

	<ul style="list-style-type: none"> • Growth and development of academic libraries in India • Objectives and functions of Academic Libraries • Types of academic libraries : School, College and University • Role of UGC and AICTE other bodies in academic library • Role of accreditation and ranking agencies : NAAC, BCI, NBA. • Ranking Agencies : NIRF, QS, ARIIA and The World University Ranking Chepter <p>2: Collection Development:</p> <ul style="list-style-type: none"> • Definition, Meaning, Purpose, Pre-requisites and Policy • Collection organization, collection care and evaluation • Weeding Policy and Procedure <p>Chapter 3: Manpower & Financial Management</p> <ul style="list-style-type: none"> • Manpower Management: Requirement, Qualification, Job Analysis, Job Description, Recruitment, Staffing Norms, Skills and Competencies, Training and Professional Development • Financial Management: Source of resource mobilization, , Types of Budget, Methods of Financial Estimation and preparation of library budget <p>Chapter 4: Resource Sharing & Consortiums</p> <ul style="list-style-type: none"> • Concept, Need and Purpose of Resource Sharing • National and International Consortiums 															
Reference Books	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%; text-align: center;">Title</th> <th style="width: 33%; text-align: center;">Author(s)</th> <th style="width: 33%; text-align: center;">Notes</th> </tr> </thead> <tbody> <tr> <td><i>Academic Library System</i></td> <td>Kiran Kathuria</td> <td>Covers objectives, functions, and types of academic libraries</td> </tr> <tr> <td><i>Library and Information Science: UGC NET Guide</i></td> <td>P.S.G. Kumar</td> <td>Includes topics on collection development and management</td> </tr> <tr> <td><i>Library Management</i></td> <td>R.K. Rout</td> <td>Focuses on HR and financial practices in libraries</td> </tr> <tr> <td><i>Consortia and Resource Sharing in Libraries</i></td> <td>M. S. Rana</td> <td>Explores Indian and global consortium models</td> </tr> </tbody> </table>	Title	Author(s)	Notes	<i>Academic Library System</i>	Kiran Kathuria	Covers objectives, functions, and types of academic libraries	<i>Library and Information Science: UGC NET Guide</i>	P.S.G. Kumar	Includes topics on collection development and management	<i>Library Management</i>	R.K. Rout	Focuses on HR and financial practices in libraries	<i>Consortia and Resource Sharing in Libraries</i>	M. S. Rana	Explores Indian and global consortium models
Title	Author(s)	Notes														
<i>Academic Library System</i>	Kiran Kathuria	Covers objectives, functions, and types of academic libraries														
<i>Library and Information Science: UGC NET Guide</i>	P.S.G. Kumar	Includes topics on collection development and management														
<i>Library Management</i>	R.K. Rout	Focuses on HR and financial practices in libraries														
<i>Consortia and Resource Sharing in Libraries</i>	M. S. Rana	Explores Indian and global consortium models														

Title	SWAYAM course				
Code	MLIB105 (B)				
Credit	L	T	P	TC	
	4	-	-	4	
Prerequisite	<ul style="list-style-type: none"> • Basic understanding of communication skills. • Awareness of team dynamics and interpersonal interactions. • Motivation to develop leadership qualities and self-awareness. 				
Course Objective	SWAYAM course on Soft skill				
Outcome	By SWAYAM course				
Content	By SWAYAM course				
Reference Books	By SWAYAM course				

Title	E-Publishing				
Code	MLIB106				
Credit	L	T	P	TC	
	4	-	-	4	
Prerequisite	<ul style="list-style-type: none"> • Basic understanding of digital content and library science. • Familiarity with computer applications and file formats. • Introductory knowledge of markup languages and document design. • Awareness of scholarly communication and publishing platforms. • Ability to use basic desktop publishing (DTP) tools. 				
Course	<ul style="list-style-type: none"> • Introduce the foundations of electronic publishing Explore content types, encoding systems, and digital formats. 				

Objective	<ul style="list-style-type: none"> • Understand authoring tools and markup languages Learn SGML, HTML, XML and their role in content structuring. • Apply page description and conversion techniques Use tools like Adobe PDF, OCR software, and Photoshop for legacy document digitization. • Analyze e-publishing platforms and delivery channels Study e-journals, e-books, DTP software, and usability standards. 																	
Outcome	<ul style="list-style-type: none"> • Identify and differentiate digital content types and encoding systems. • Use markup and authoring tools to create structured digital documents. • Convert analog documents to digital formats using OCR and DTP tools. • Assess usability and delivery mechanisms of e-publishing platforms. 																	
Content	<p>Chepter 1: Fundamentals of E-Publishing</p> <ul style="list-style-type: none"> • Fundamentals of E-Publishing : Content: Types of content. Electronic Publishing: Origin, History and Development, and Trends: Digital content types, File formats, Encoding systems ASCII, UNICODE and ISCII. <p>Chepter 2: Concepts of E-Publishing</p> <ul style="list-style-type: none"> • Concepts of E-Publishing : Concept and Evolution of Authoring Tools; Markup Languages, SGML, HTML and XML. Recent trends on E-Publishing Models and Publishers. <p>Chepter 3: Page Description Languages</p> <ul style="list-style-type: none"> • Page Description Languages : Adobe PDF and Photoshop. Legacy documents- Conversion from analog to digital, OCR Software and Adobe Capture. <p>Chepter 4: E-Publishing Channels</p> <ul style="list-style-type: none"> • E-Publishing Channels : Electronic Publishing and scholarly communication, E-journals and e-books. Platforms, Standards and formats. DTP software. Delivery devices. Social, economic, and legal issues in electronic publishing. Use and usability issues. 																	
Reference Books	<table border="1"> <thead> <tr> <th data-bbox="396 1287 727 1331">Title</th> <th data-bbox="727 1287 1003 1331">Author(s)</th> <th data-bbox="1003 1287 1421 1331">Notes</th> </tr> </thead> <tbody> <tr> <td data-bbox="396 1331 727 1415"><i>E-Publishing and Web Technology</i></td> <td data-bbox="727 1331 1003 1415">P. Balasubramanian & S. Meena</td> <td data-bbox="1003 1331 1421 1415">Focused on LIS students and Indian platforms</td> </tr> <tr> <td data-bbox="396 1415 727 1499"><i>Digital Libraries and E-Publishing</i></td> <td data-bbox="727 1415 1003 1499">P.S.G. Kumar</td> <td data-bbox="1003 1415 1421 1499">Covers Indian digital publishing initiatives</td> </tr> <tr> <td data-bbox="396 1499 727 1583"><i>Electronic Publishing: A Practical Guide</i></td> <td data-bbox="727 1499 1003 1583">M. S. Rana</td> <td data-bbox="1003 1499 1421 1583">Includes Indian case studies and tools</td> </tr> <tr> <td data-bbox="396 1583 727 1736"><i>Information Technology for Library and Information Professionals</i></td> <td data-bbox="727 1583 1003 1736">R. G. Prasher</td> <td data-bbox="1003 1583 1421 1736">Discusses encoding systems and DTP software</td> </tr> </tbody> </table>			Title	Author(s)	Notes	<i>E-Publishing and Web Technology</i>	P. Balasubramanian & S. Meena	Focused on LIS students and Indian platforms	<i>Digital Libraries and E-Publishing</i>	P.S.G. Kumar	Covers Indian digital publishing initiatives	<i>Electronic Publishing: A Practical Guide</i>	M. S. Rana	Includes Indian case studies and tools	<i>Information Technology for Library and Information Professionals</i>	R. G. Prasher	Discusses encoding systems and DTP software
Title	Author(s)	Notes																
<i>E-Publishing and Web Technology</i>	P. Balasubramanian & S. Meena	Focused on LIS students and Indian platforms																
<i>Digital Libraries and E-Publishing</i>	P.S.G. Kumar	Covers Indian digital publishing initiatives																
<i>Electronic Publishing: A Practical Guide</i>	M. S. Rana	Includes Indian case studies and tools																
<i>Information Technology for Library and Information Professionals</i>	R. G. Prasher	Discusses encoding systems and DTP software																

**Master of Library and Information Science
(Level – 9) NEP -2020
Semester – IInd**

The following shall be the courses prescribed for examination-

Course Type	Course Code	Course Title	LTP Ratio				Assessment Marks			
			L	T	P	Credits	Formative	Summative	Total	
Semester – II										
Specific Core Course (T)	MLIB201	Information Sources, Products and Services	4	0	0	4	30	70	100	
	MLIB 202	Info. Technology: Basics & Applications	4	0	0	4	30	70	100	
	MLIB 203	Management Information Systems	4	0	0	4	30	70	100	
Specific Core Course (Practice)	MLIB 204	Information Processing & Retrieval (Practice – II)	0	1	3	4	30	70	100	
Specific Elective Course	MLIB 205 (A)	Soft Skill for LIS Professional	4	0	0	4	30	70	100	
	MLIB 205 (B)	SWAYAM course on Soft skill	0	4	0	4	30	70	100	
Skill Enhancement Course (SEC)	MLIB 206TN	Plagiarism & Copyright	2	0	0	2	15	35	50	
		Total Credit					22	Total Marks	550	

Title	Information Sources, Products and Services			
Code	MLIB201TN			
Credit	L	T	P	TC
	4	-	-	4
Prerequisite	<ul style="list-style-type: none"> • Basic understanding of library systems and information retrieval. • Knowledge of networking and collaboration in libraries. 			
Course Objective	The objective of this course is to familiarize students with a broad range of information source, i.e., from early forms to the modern forms and to develop evaluation and practical skills in dealing with information sources. Student will be trained in developing various information services and products.			
Outcome	<ul style="list-style-type: none"> ➤ Remember and understand the basic concepts related to various information sources, systems and services. ➤ Analyze the Various Concepts to understand them through case studies ➤ Apply the knowledge in understanding practical problems ➤ Execute/create the Project or field assignment as per the knowledge gained in the course. They will also get acquaintance with different Library Networks, National Information Systems and Global Information Systems. 			
Content	<p>Unit 1. Information sources –</p> <ul style="list-style-type: none"> ➤ Documentary sources of information., ➤ Print, Non-print including Electronic Nature., ➤ Characteristics, ➤ Utility and evaluation of different types of information sources., ➤ Internet as a source of information. <p>Unit 2. Information services-</p> <ul style="list-style-type: none"> ➤ Information services- Concepts, ➤ Definition need and trends., ➤ Techniques and evaluation of alerting services (CAS & SDI). ➤ Bibliographic, Referral., ➤ Document delivery and translation services <p>Unit 3. Information products –</p> <ul style="list-style-type: none"> ➤ Nature, Concept, Types, Design and marketing Abstracting, ➤ Types and guidelines in preparing abstracts. ➤ Study and evaluation of important abstract periodicals information analysis, ➤ Repackaging and consolidation. <p>Unit 4. User Educations –</p> <ul style="list-style-type: none"> ➤ Goals and objectives, Levels, Technique and methods. ➤ Reference interview and search techniques. ➤ Resource sharing and library networking. 			

	<ul style="list-style-type: none"> ➤ Study of Indonet, Infflibnet, Calibnet, Nicnet, Delnet, Adinet, Malibnet. ➤ International information system and network. AGRIS, BIOSIS, INIS, INSPEC, MEDLARS.
Reference Books	<p>Text Books & Reference Books:</p> <ol style="list-style-type: none"> 1. Gurdev, Singh(2013). Information Sources, Services and Systems. Delhi, PHI Learning Private Limited 2. Krishan, Kumar(2008). Reference Service. Vikas Publishers, New Delhi 3. Dhiman, Anil K. (2005). Information and Reference Sources and Services. Ess Ess Publishers, New Delhi. <p>Online Recourses:</p> <ol style="list-style-type: none"> 1. https://nios.ac.in/media/documents/SrSecLibrary/LCh-005.pdf 2. https://nios.ac.in/media/documents/SrSecLibrary/LCh-006.pdf 3. https://nios.ac.in/media/documents/SrSecLibrary/LCh-007.pdf 4. https://nios.ac.in/media/documents/SrSecLibrary/LCh-008.pdf

Title	Information Technology: Basics & Applications				
Code	MLIB 202TN				
Credit	L	T	P	TC	
	4	-	-	4	
Prerequisite	<ul style="list-style-type: none"> • Computer fundamentals: Familiarity with using a computer and basic software. • Introductory library science knowledge: How libraries work and why automation and digital systems matter. • Willingness to explore technology in practical settings (labs, simulations, demos). 				
Course Objective	The objective of this course is to introduce the students with the basic concept of information communication technology. The students will also learn about the process of library automation and its related technology				
Outcome	<ul style="list-style-type: none"> ➤ The basic knowledge about ICTs concepts in terms of hardware, software, and operating systems; ➤ The possibilities of ICTs in designing library services ➤ The use of communication and networking technologies in developing library systems and services; ➤ The current trends in library networks operational in India. ➤ Students can create and use Multimedia tools, spread sheets, Charts and graphs. 				
Content	<p>Unit 1 : Information Technology</p> <ul style="list-style-type: none"> ➤ Definition, need, scope and objectives. ➤ Historical background of computers. ➤ Generation of computers. ➤ Architecture CPU, Input/output devices. ➤ Hardware and software. ➤ Operating system - MS-Windows, UNIX, MS-DOS <p>Unit 2 : Networking</p> <ul style="list-style-type: none"> ➤ Types of networks - LAN, WAN, MAN. ➤ Local Area Networks; LAN Topologies, Network Hardware- Network interface card, hubs/switches. ➤ Gateways/Bridges, routes, modem. ➤ Network Protocols - TCP/IP, Net-BUI, IPX. <p>Unit 3 : Internet-Basic features and tools</p> <ul style="list-style-type: none"> ➤ Connectivity - Dialup, Leased lines, Microwave, ISDN. ➤ Digital Subscriber Lines (DSL). ➤ E-mail-Protocols - Telnet, FTP, DTTP, Web browsers, Web servers, Search Engines, Meta Search, 				

	<ul style="list-style-type: none"> ➤ Web design - SGML, HTML, DHTML and XML. <p>Unit 4 : Data Base Management System</p> <ul style="list-style-type: none"> ➤ Models - Hierarchical, Network, Relational and object oriented. ➤ Software - CDS/ISIS, SOUL. ➤ Structure Query Language. Artificial Intelligence. ➤ Digital libraries - definition, characteristics & attributes, ➤ Storage media formats - DVD. ➤ Library Automation ➤ Planning and implementation of library automation. ➤ Automation of in-house operations - Acquisitions, Cataloguing, Circulation, OPAC Bar-coding.
Reference Books	<ol style="list-style-type: none"> 1. Sahoo, K.C. Ed. (2004). Information management with IT application. Ludhiana : Medallion Press. 2. Thapa, Neelam(2006). Slices of Library Automation. Agra : Y.K. Publishers. 3. Vyas, S.P. Ed.(2000). Excellence in Information Technology. Jaipur: Raj Publishing <p>Online Recourses:</p> <ol style="list-style-type: none"> 1. https://www.nic.in/services-main-page/ 2. https://www.inflibnet.ac.in/ 3. http://oer.nios.ac.in/wiki/index.php/ICT-Application 4. http://www.delnet.in/

Title	Management Information Systems			
Code	MLIB203TN			
Credit	L	T	P	T C
	4	-	-	4
Prerequisite	<ul style="list-style-type: none"> • Basic IT knowledge: Computers, software, internet. • Introductory management concepts: Planning, decision-making, organizational behavior. • Analytical mindset: Willingness to analyze systems and solve real-world business problems. 			
Course Objective	The objective of this course is to make the student understand about the marketing strategies and promotion design applicable for LIS products and services. The students will also learn about different tools of knowledge management and their application in libraries.			
Outcome	<ul style="list-style-type: none"> ➤ Remember and understand the basic concepts related to marketing of information and knowledge management. 			

	<ul style="list-style-type: none"> ➤ Analyse the Various Concepts to understand them through case studies. ➤ Apply the knowledge in understanding practical problems. ➤ Execute/create the Project or field assignment as per the knowledge gained in the course. Analyze and evaluate different types of IR systems in terms of their interfaces, performance, and other components.
Content	<p>Unit 1 Introduction to MIS:</p> <ul style="list-style-type: none"> ➤ Definition, concepts, elements and objectives of M.I.S. ➤ Information and management effectiveness. ➤ Features of MIS system approach to MIS. ➤ Properties of MIS. <p>Unit 2 : Structure of MIS</p> <ul style="list-style-type: none"> ➤ MIS and decision making. ➤ Planning for MIS-Systems analysis; ➤ Systems design. ➤ Techniques of system analysis; ➤ Techniques for MIS planning <p>Unit 3 : Information Support System</p> <ul style="list-style-type: none"> ➤ Management reporting systems (MRS); ➤ Decision Support Systems (DSS); ➤ Office Automation Systems (OAS); ➤ Knowledge Based Systems. <p>Unit 4 : Functional Informational Systems</p> <ul style="list-style-type: none"> ➤ Financial Information Systems; Marketing IS; & Human Resource IS. ➤ Implementation, Evaluation & Maintenance of MIS. ➤ Role of Computer in MIS. ➤ Data Base Management. ➤ Data Base Software-Software needs selection and development. ➤ Using Information superhighways - Internet and Intranet.
Reference Books	<ul style="list-style-type: none"> ➤ Shrivastava, S.N. and Verma, S.C.(1980). University libraries in India. New Delhi: Sterling ➤ Lyle, G.R (1961). Administration of college libraries. New York : McGraw Hill ➤ Sahoo, K.C.(2004). Information Management with IT Application. Ludhiana : Medallion Press <p>Online Recourses:</p> <ol style="list-style-type: none"> 1. https://www.cse.iitk.ac.in/users/nsrivast/HCC/search%20engines.pdf 2. https://upload.wikimedia.org/wikipedia/commons/1/17/Evaluation_of_information_retrieval_system_purpose_and_retrieval.pdf 3. https://www.pdfdrive.com/information-systems-project-management-information-systems-e5389336.html

Title	Information Processing & Retrieval (Practice – II)			
Code	MLIB 204TP			
Credit	L	T	P	TC
	-	1	3	4
Prerequisite	<ul style="list-style-type: none"> Understanding the function of cataloging and its role in library organization. Familiarity with the concept of bibliographic records (e.g., author, title, publisher, edition). Terms like access points, marc records, bibliographic data, metadata, and call numbers are essential for interpreting AACR-2 cataloging rules. 			
Course Objective	The objective of this course is to impart practical training to the students in cataloguing various types of documents according to the AACR-2, 1988.2nd Revised Edition. The students will be trained on how to prepare catalogue entries for various types and forms of documents in a library.			
Outcome	Remember and understand the basic concepts related to cataloguing of different types of documents in a library; Analyze the Various Concepts to understand them through case studies; Apply the knowledge in understanding practical problems; Execute/create the Project or field assignment as per the knowledge gained in the course; To make the students familiar with Online Public Access Catalogue (OPAC).			
Content	Cataloguing of Publications by AACR-2 <ul style="list-style-type: none"> ➤ Cataloguing of Works of Single Authorship, Shared Authorship, Pseudonyms, Descriptive, Numbered, Parallel, Mixed Responsibilities ➤ Cataloguing of Editorial Works, Composite Works, Multi-volume Works ➤ Cataloguing of Works of Corporate Authorship ➤ Cataloguing of Serial Publications 			
Reference Books	<ol style="list-style-type: none"> Lal, C and Kumar, K.(2006). Practical cataloguing AACR 2. New Delhi, Ess Ess Publications. Mohd.Sabir Hussain and Jamal Ahmad Siddiqui(2018). Practical Cataloguing with AACR II, New Delhi, Ess Ess Publications. Online Recourses: <ol style="list-style-type: none"> http://downloads.alcts.ala.org/ccda/docs/magert8.pdf https://epgp.inflibnet.ac.in/epgpdata/uploads/epgp_content/library_and_information_science/knowledge_organization_and_processing_cataloguing/02.technical_processing/et/4475_et_m2.pdf http://egyankosh.ac.in/handle/123456789/33027 			

Title	Soft Skill for LIS Professional				
Code	MLIB 205 (A)TN				
Credit	L	T	P	TC	
	4	-	-	4	
Prerequisite	<ul style="list-style-type: none"> • Basic understanding of communication skills. • Awareness of team dynamics and interpersonal interactions. • Motivation to develop leadership qualities and self-awareness. 				
Course Objective	To make the students familiarize personality and communication skills.				
Outcome	<ul style="list-style-type: none"> • After completion of the course, students will be able to develop their personality, communication and marketing skills effectively. • Demonstrate Self-confidence and empathetic behavior at workplace. • Demonstrate leadership qualities. • Determine user needs in the library. Illustrate Emotional Intelligence skill. 				
Content	<p>Unit 1: Personality and its Characteristics</p> <ul style="list-style-type: none"> ➤ Personality: Meaning definition and Characteristics ➤ Personality: Types and Traits ➤ Social, Soft and Influencing Skill Development ➤ Attitude, Appearance, Time and Stress Management Skill <p>Unit 2: Marketing Skills & Public Relations</p> <ul style="list-style-type: none"> ➤ Marketing Planning and Strategy ➤ Publicity and Promotion ➤ Public Relations ➤ Relation with Library Authority and Users <p>Unit 3: Personal Branding / Image of a library professional</p> <ul style="list-style-type: none"> ➤ Personal character strengths: goal setting, critical thinking, creativity, appearance management ➤ Emotional Intelligence; time management, stress management ➤ Leadership skills: Decision making, problem solving, working in teams or groups <p>Unit 4: Emotions and Empathy at library workplace</p> <ul style="list-style-type: none"> ➤ Intrapersonal Skills : conflict resolution, professional etiquette, behavior with internal and external co-workers, service orientation towards library clients ➤ Art of Persuasion, Negotiation and transactional skills used to build strategies for any communication situation ➤ Reading skills, comprehension and listening skills. 				

Reference Books	<ol style="list-style-type: none">1. Dawn Lowe-Wincentsen (2014). Skills to Make a Librarian: Transferable Skills Inside and Outside the Library. 1st. Netherlands: Elsevier Science.2. Dr. Sandra Hirsh(2022). Information Services Today: An Introduction. 3rd. Rowman & Littlefield Publishers.3. Sachin Gupta(2010). Personality Development and Communication Skills. Book Enclave. <p>OnlineResources:</p> <ol style="list-style-type: none">1. https://www.uou.ac.in/progdetail?pid=BLIS-212. https://www.pssou.ac.in/read_e_book?id=424c49425f3038
------------------------	--

Title	SWAYAM course on Soft skill				
Code	MLIB 205 (B)TN				
Credit	L	T	P	TC	
	4	-	-	4	
Prerequisite	<ul style="list-style-type: none"> • Basic understanding of communication skills. • Awareness of team dynamics and interpersonal interactions. • Motivation to develop leadership qualities and self-awareness. 				
Course Objective	SWAYAM course on Soft skill				
Outcome	By SWAYAM course				
Content	By SWAYAM course				
Reference Books	By SWAYAM course				

Title	Plagiarism & Copyright				
Code	MLIB 206TN				
Credit	L	T	P	TC	
	2	-	-	2	
Prerequisite					
Course Objective	To provide students with a comprehensive understanding of plagiarism and copyright laws, their implications, and how to avoid and manage issues related to them.				
Outcome	<ul style="list-style-type: none"> • Understand the concept of plagiarism and its various forms. • Recognize the significance of copyright laws and their application. • Develop skills to identify and avoid plagiarism. • Learn to respect and adhere to copyright regulations. • Implement ethical practices in academic and professional settings. 				
Content	Unit 1: Plagiarism Topics: 1. Definition and Forms of Plagiarism: <ul style="list-style-type: none"> ○ Meaning and definition of plagiarism ○ Different forms of plagiarism (direct, self, mosaic, accidental) 2. Consequences of Plagiarism: <ul style="list-style-type: none"> ○ Academic consequences ○ Legal implications ○ Ethical considerations 3. Detecting and Avoiding Plagiarism: <ul style="list-style-type: none"> ○ Techniques to detect plagiarism (software tools, manual checks) ○ Strategies to avoid plagiarism (proper citations, paraphrasing, quoting) 4. Referencing and Citation Styles: <ul style="list-style-type: none"> ○ Importance of proper referencing 				

	<ul style="list-style-type: none"> ○ Common citation styles (APA, MLA, Chicago) <p>5. Academic Integrity and Ethics:</p> <ul style="list-style-type: none"> ○ Importance of academic integrity ○ Ethical practices in research and writing <p style="text-align: center;">Unit 2: Copyright</p> <p>Topics:</p> <ol style="list-style-type: none"> 1. Introduction to Copyright: <ul style="list-style-type: none"> ○ Definition and purpose of copyright ○ Historical background 2. Copyright Laws and Regulations: <ul style="list-style-type: none"> ○ National and international copyright laws ○ Key legislations and treaties (Berne Convention, DMCA, Copyright Act) 3. Rights and Responsibilities of Authors and Users: <ul style="list-style-type: none"> ○ Rights of authors and creators ○ Responsibilities of users (fair use, permissions, licensing) 4. Managing Copyright: <ul style="list-style-type: none"> ○ Licensing and permissions ○ Understanding Creative Commons and open access 5. Current Issues and Trends in Copyright: <ul style="list-style-type: none"> ○ Digital age challenges (piracy, digital rights management) ○ Future trends and developments.
<p>Reference Books</p>	<ol style="list-style-type: none"> 1. Pecorari, D. (2013). <i>Academic writing and plagiarism: A linguistic analysis</i>. Continuum. 2. Walker, J. R. (2010). <i>The ethics of plagiarism: An overview</i>. Palgrave Macmillan. 3. Howard, R. M. (2015). <i>Plagiarism in higher education: A handbook for academics</i>. Pearson. 4. Bretag, T. (2016). <i>Managing plagiarism in higher education: Perspectives from the UK, Australia and beyond</i>. Routledge. 5. Lambert, J. (2011). <i>Plagiarism: A guide for students and educators</i>. Oxford University Press. 6. Cornish, W., Llewelyn, D., & Aplin, T. (2013). <i>Intellectual property: Patents, copyright, trade marks and allied rights</i> (8th ed.). Sweet & Maxwell. 7. Goldstein, P. (2017). <i>Copyright's highway: From Gutenberg to the endless digital road</i>. Stanford University Press. 8. Netanel, N. W. (2008). <i>Copyright's paradox: A theory of copyright law and culture</i>. Oxford University Press. 9. Hugenholtz, P. B., & van Eechoud, M. (2014). <i>European copyright law: A commentary</i>. Kluwer Law International. 10. Samuelson, P. (2012). <i>Digital copyright law: Copyright, fair use, and piracy in the digital age</i>. Springer. <p>Online Resources (Links):</p>

1. **U.S. Copyright Office.** (n.d.). *Copyright basics*. Retrieved from <https://www.copyright.gov/circs/circ01.pdf>
2. **Creative Commons.** (n.d.). *About the licenses*. Retrieved from <https://creativecommons.org/licenses/>
3. **Berne Convention for the Protection of Literary and Artistic Works.** (n.d.). *Full text of the Berne Convention*. Retrieved from <https://www.wipo.int/treaties/en/ip/berne/>
4. **World Intellectual Property Organization (WIPO).** (n.d.). *Copyright*. Retrieved from <https://www.wipo.int/copyright/en/>
5. **Electronic Frontier Foundation (EFF).** (n.d.). *Copyright and digital rights*. Retrieved from <https://www.eff.org/issues/copyright>
6. **Plagiarism.org.** (n.d.). *What is plagiarism?* Retrieved from <https://www.plagiarism.org/article/what-is-plagiarism>
7. **Purdue OWL.** (n.d.). *Avoiding plagiarism*. Retrieved from https://owl.purdue.edu/owl/avoiding_plagiarism.html
8. **Turnitin.** (n.d.). *What is plagiarism?* Retrieved from <https://www.turnitin.com/>
9. **University of Oxford.** (n.d.). *Plagiarism: Definitions and detection*. Retrieved from <https://www.ox.ac.uk/plagiarism>
10. **Harvard College Writing Center.** (n.d.). *Plagiarism and how to avoid it*. Retrieved from <https://writingcenter.fas.harvard.edu/pages/plagiarism>



SCHEME OF EXAMINATION

&

CURRICULUM

(NEP-2020)

MASTER OF LIBRARY & INFORMATION SCIENCE

(M. LIB. & I. SC.)

FOLISMLIB

Academic Session 2025-26

**FACULTY OF LIBRARY AND INFORMATION SCIENCES, SHRI
DAVARA UNIVERSITY,**

**Davara Educational Campus, NH 30, Atal Nagar-Nava Raipur, Mudpar Alias Bhelwadih, Chhattisgarh
49366**

**Master of Library and Information Science
(Level – 9) NEP -2020
Semester – IInd**

The following shall be the courses prescribed for examination-

Course Type	Course Code	Course Title	LTP Ratio				Assessment Marks			
			L	T	P	Credits	Formative	Summative	Total	
Semester – II										
Specific Core Course (T)	MLIB201	Information Sources, Products and Services	4	0	0	4	30	70	100	
	MLIB 202	Info. Technology: Basics & Applications	4	0	0	4	30	70	100	
	MLIB 203	Management Information Systems	4	0	0	4	30	70	100	
Specific Core Course (Practice)	MLIB 204	Information Processing & Retrieval (Practice – II)	0	1	3	4	30	70	100	
Specific Elective Course	MLIB 205 (A)	Soft Skill for LIS Professional	4	0	0	4	30	70	100	
	MLIB 205 (B)	SWAYAM course on Soft skill	0	4	0	4	30	70	100	
Skill Enhancement Course (SEC)	MLIB 206TN	Plagiarism & Copyright	2	0	0	2	15	35	50	
		Total Credit					22	Total Marks	550	

Title	Information Sources, Products and Services			
Code	MLIB201TN			
Credit	L	T	P	TC
	4	-	-	4
Prerequisite	<ul style="list-style-type: none"> • Basic understanding of library systems and information retrieval. • Knowledge of networking and collaboration in libraries. 			
Course Objective	The objective of this course is to familiarize students with a broad range of information source, i.e., from early forms to the modern forms and to develop evaluation and practical skills in dealing with information sources. Student will be trained in developing various information services and products.			
Outcome	<ul style="list-style-type: none"> ➤ Remember and understand the basic concepts related to various information sources, systems and services. ➤ Analyze the Various Concepts to understand them through case studies ➤ Apply the knowledge in understanding practical problems ➤ Execute/create the Project or field assignment as per the knowledge gained in the course. They will also get acquaintance with different Library Networks, National Information Systems and Global Information Systems. 			
Content	<p>Unit 1. Information sources –</p> <ul style="list-style-type: none"> ➤ Documentary sources of information., ➤ Print, Non-print including Electronic Nature., ➤ Characteristics, ➤ Utility and evaluation of different types of information sources., ➤ Internet as a source of information. <p>Unit 2. Information services-</p> <ul style="list-style-type: none"> ➤ Information services- Concepts, ➤ Definition need and trends., ➤ Techniques and evaluation of alerting services (CAS & SDI). ➤ Bibliographic, Referral., ➤ Document delivery and translation services <p>Unit 3. Information products –</p> <ul style="list-style-type: none"> ➤ Nature, Concept, Types, Design and marketing Abstracting, ➤ Types and guidelines in preparing abstracts. ➤ Study and evaluation of important abstract periodicals information analysis, ➤ Repackaging and consolidation. <p>Unit 4. User Educations –</p> <ul style="list-style-type: none"> ➤ Goals and objectives, Levels, Technique and methods. ➤ Reference interview and search techniques. ➤ Resource sharing and library networking. 			

	<ul style="list-style-type: none"> ➤ Study of Indonet, Inflibnet, Calibnet, Nicnet, Delnet, Adinet, Malibnet. ➤ International information system and network. AGRIS, BIOSIS, INIS, INSPEC, MEDLARS.
<p>Reference Books</p>	<p>Text Books & Reference Books:</p> <ol style="list-style-type: none"> 1. Gurdev, Singh(2013). Information Sources, Services and Systems. Delhi, PHI Learning Private Limited 2. Krishan, Kumar(2008). Reference Service. Vikas Publishers, New Delhi 3. Dhiman, Anil K. (2005). Information and Reference Sources and Services. Ess Ess Publishers, New Delhi. <p>Online Recourses:</p> <ol style="list-style-type: none"> 1. https://nios.ac.in/media/documents/SrSecLibrary/LCh-005.pdf 2. https://nios.ac.in/media/documents/SrSecLibrary/LCh-006.pdf 3. https://nios.ac.in/media/documents/SrSecLibrary/LCh-007.pdf 4. https://nios.ac.in/media/documents/SrSecLibrary/LCh-008.pdf

Title	Information Technology: Basics & Applications				
Code	MLIB 202TN				
Credit	L	T	P	TC	
	4	-	-	4	
Prerequisite	<ul style="list-style-type: none"> • Computer fundamentals: Familiarity with using a computer and basic software. • Introductory library science knowledge: How libraries work and why automation and digital systems matter. • Willingness to explore technology in practical settings (labs, simulations, demos). 				
Course Objective	The objective of this course is to introduce the students with the basic concept of information communication technology. The students will also learn about the process of library automation and its related technology				
Outcome	<ul style="list-style-type: none"> ➤ The basic knowledge about ICTs concepts in terms of hardware, software, and operating systems; ➤ The possibilities of ICTs in designing library services ➤ The use of communication and networking technologies in developing library systems and services; ➤ The current trends in library networks operational in India. ➤ Students can create and use Multimedia tools, spread sheets, Charts and graphs. 				
Content	<p>Unit 1 : Information Technology</p> <ul style="list-style-type: none"> ➤ Definition, need, scope and objectives. ➤ Historical background of computers. ➤ Generation of computers. ➤ Architecture CPU, Input/output devices. ➤ Hardware and software. ➤ Operating system - MS-Windows, UNIX, MS-DOS <p>Unit 2 : Networking</p> <ul style="list-style-type: none"> ➤ Types of networks - LAN, WAN, MAN. ➤ Local Area Networks; LAN Topologies, Network Hardware- Network interface card, hubs/switches. ➤ Gateways/Bridges, routes, modem. ➤ Network Protocols - TCP/IP, Net-BUI, IPX. <p>Unit 3 : Internet-Basic features and tools</p> <ul style="list-style-type: none"> ➤ Connectivity - Dialup, Leased lines, Microwave, ISDN. ➤ Digital Subscriber Lines (DSL). ➤ E-mail-Protocols - Telnet, FTP, DTTP, Web browsers, Web servers, Search Engines, Meta Search, 				

	<ul style="list-style-type: none"> ➤ Web design - SGML, HTML, DHTML and XML. <p>Unit 4 : Data Base Management System</p> <ul style="list-style-type: none"> ➤ Models - Hierarchical, Network, Relational and object oriented. ➤ Software - CDS/ISIS, SOUL. ➤ Structure Query Language. Artificial Intelligence. ➤ Digital libraries - definition, characteristics & attributes, ➤ Storage media formats - DVD. ➤ Library Automation ➤ Planning and implementation of library automation. ➤ Automation of in-house operations - Acquisitions, Cataloguing, Circulation, OPAC Bar-coding.
Reference Books	<ol style="list-style-type: none"> 1. Sahoo, K.C. Ed. (2004). Information management with IT application. Ludhiana : Medallion Press. 2. Thapa, Neelam(2006). Slices of Library Automation. Agra : Y.K. Publishers. 3. Vyas, S.P. Ed.(2000). Excellence in Information Technology. Jaipur: Raj Publishing <p>Online Recourses:</p> <ol style="list-style-type: none"> 1. https://www.nic.in/services-main-page/ 2. https://www.inflibnet.ac.in/ 3. http://oer.nios.ac.in/wiki/index.php/ICT-Application 4. http://www.delnet.in/

Title	Management Information Systems			
Code	MLIB203TN			
Credit	L	T	P	T C
	4	-	-	4
Prerequisite	<ul style="list-style-type: none"> • Basic IT knowledge: Computers, software, internet. • Introductory management concepts: Planning, decision-making, organizational behavior. • Analytical mindset: Willingness to analyze systems and solve real-world business problems. 			
Course Objective	The objective of this course is to make the student understand about the marketing strategies and promotion design applicable for LIS products and services. The students will also learn about different tools of knowledge management and their application in libraries.			
Outcome	<ul style="list-style-type: none"> ➤ Remember and understand the basic concepts related to marketing of information and knowledge management. 			

	<ul style="list-style-type: none"> ➤ Analyse the Various Concepts to understand them through case studies. ➤ Apply the knowledge in understanding practical problems. ➤ Execute/create the Project or field assignment as per the knowledge gained in the course. Analyze and evaluate different types of IR systems in terms of their interfaces, performance, and other components.
Content	<p>Unit 1 Introduction to MIS:</p> <ul style="list-style-type: none"> ➤ Definition, concepts, elements and objectives of M.I.S. ➤ Information and management effectiveness. ➤ Features of MIS system approach to MIS. ➤ Properties of MIS. <p>Unit 2 : Structure of MIS</p> <ul style="list-style-type: none"> ➤ MIS and decision making. ➤ Planning for MIS-Systems analysis; ➤ Systems design. ➤ Techniques of system analysis; ➤ Techniques for MIS planning <p>Unit 3 : Information Support System</p> <ul style="list-style-type: none"> ➤ Management reporting systems (MRS); ➤ Decision Support Systems (DSS); ➤ Office Automation Systems (OAS); ➤ Knowledge Based Systems. <p>Unit 4 : Functional Informational Systems</p> <ul style="list-style-type: none"> ➤ Financial Information Systems; Marketing IS; & Human Resource IS. ➤ Implementation, Evaluation & Maintenance of MIS. ➤ Role of Computer in MIS. ➤ Data Base Management. ➤ Data Base Software-Software needs selection and development. ➤ Using Information superhighways - Internet and Intranet.
Reference Books	<ul style="list-style-type: none"> ➤ Shrivastava, S.N. and Verma, S.C.(1980). University libraries in India. New Delhi: Sterling ➤ Lyle, G.R (1961). Administration of college libraries. New York : McGraw Hill ➤ Sahoo, K.C.(2004). Information Management with IT Application. Ludhiana : Medallion Press <p>Online Recourses:</p> <ol style="list-style-type: none"> 1. https://www.cse.iitk.ac.in/users/nsrivast/HCC/search%20engines.pdf 2. https://upload.wikimedia.org/wikipedia/commons/1/17/Evaluation_of_information_retrieval_system_purpose_and_retrieval.pdf 3. https://www.pdfdrive.com/information-systems-project-management-information-systems-e5389336.html

Title	Information Processing & Retrieval (Practice – II)			
Code	MLIB 204TP			
Credit	L	T	P	TC
	-	1	3	4
Prerequisite	<ul style="list-style-type: none"> Understanding the function of cataloging and its role in library organization. Familiarity with the concept of bibliographic records (e.g., author, title, publisher, edition). Terms like access points, marc records, bibliographic data, metadata, and call numbers are essential for interpreting AACR-2 cataloging rules. 			
Course Objective	The objective of this course is to impart practical training to the students in cataloguing various types of documents according to the AACR-2, 1988.2nd Revised Edition. The students will be trained on how to prepare catalogue entries for various types and forms of documents in a library.			
Outcome	Remember and understand the basic concepts related to cataloguing of different types of documents in a library; Analyze the Various Concepts to understand them through case studies; Apply the knowledge in understanding practical problems; Execute/create the Project or field assignment as per the knowledge gained in the course; To make the students familiar with Online Public Access Catalogue (OPAC).			
Content	Cataloguing of Publications by AACR-2 <ul style="list-style-type: none"> ➤ Cataloguing of Works of Single Authorship, Shared Authorship, Pseudonyms, Descriptive, Numbered, Parallel, Mixed Responsibilities ➤ Cataloguing of Editorial Works, Composite Works, Multi-volume Works ➤ Cataloguing of Works of Corporate Authorship ➤ Cataloguing of Serial Publications 			
Reference Books	<ol style="list-style-type: none"> Lal, C and Kumar, K.(2006). Practical cataloguing AACR 2. New Delhi, Ess Ess Publications. Mohd.Sabir Hussain and Jamal Ahmad Siddiqui(2018). Practical Cataloguing with AACR II, New Delhi, Ess Ess Publications. Online Recourses: <ol style="list-style-type: none"> http://downloads.alcts.ala.org/ccda/docs/magert8.pdf https://epgp.inflibnet.ac.in/epgpdata/uploads/epgp_content/library_and_information_science/knowledge_organization_and_processing_cataloguing/02.technical_processing/et/4475_et_m2.pdf http://egyankosh.ac.in/handle/123456789/33027 			

Title	Soft Skill for LIS Professional				
Code	MLIB 205 (A)TN				
Credit	L	T	P	TC	
	4	-	-	4	
Prerequisite	<ul style="list-style-type: none"> • Basic understanding of communication skills. • Awareness of team dynamics and interpersonal interactions. • Motivation to develop leadership qualities and self-awareness. 				
Course Objective	To make the students familiarize personality and communication skills.				
Outcome	<ul style="list-style-type: none"> • After completion of the course, students will be able to develop their personality, communication and marketing skills effectively. • Demonstrate Self-confidence and empathetic behavior at workplace. • Demonstrate leadership qualities. • Determine user needs in the library. Illustrate Emotional Intelligence skill. 				
Content	<p>Unit 1: Personality and its Characteristics</p> <ul style="list-style-type: none"> ➤ Personality: Meaning definition and Characteristics ➤ Personality: Types and Traits ➤ Social, Soft and Influencing Skill Development ➤ Attitude, Appearance, Time and Stress Management Skill <p>Unit 2: Marketing Skills & Public Relations</p> <ul style="list-style-type: none"> ➤ Marketing Planning and Strategy ➤ Publicity and Promotion ➤ Public Relations ➤ Relation with Library Authority and Users <p>Unit 3: Personal Branding / Image of a library professional</p> <ul style="list-style-type: none"> ➤ Personal character strengths: goal setting, critical thinking, creativity, appearance management ➤ Emotional Intelligence; time management, stress management ➤ Leadership skills: Decision making, problem solving, working in teams or groups <p>Unit 4: Emotions and Empathy at library workplace</p> <ul style="list-style-type: none"> ➤ Intrapersonal Skills : conflict resolution, professional etiquette, behavior with internal and external co-workers, service orientation towards library clients ➤ Art of Persuasion, Negotiation and transactional skills used to build strategies for any communication situation ➤ Reading skills, comprehension and listening skills. 				

Reference Books	<ol style="list-style-type: none">1. Dawn Lowe-Wincentsen (2014). Skills to Make a Librarian: Transferable Skills Inside and Outside the Library. 1st. Netherlands: Elsevier Science.2. Dr. Sandra Hirsh(2022). Information Services Today: An Introduction. 3rd. Rowman & Littlefield Publishers.3. Sachin Gupta(2010). Personality Development and Communication Skills. Book Enclave. <p>OnlineResources:</p> <ol style="list-style-type: none">1. https://www.uou.ac.in/progdetail?pid=BLIS-212. https://www.pssou.ac.in/read_e_book?id=424c49425f3038
------------------------	--

Title	SWAYAM course on Soft skill				
Code	MLIB 205 (B)TN				
Credit	L	T	P	TC	
	4	-	-	4	
Prerequisite	<ul style="list-style-type: none"> • Basic understanding of communication skills. • Awareness of team dynamics and interpersonal interactions. • Motivation to develop leadership qualities and self-awareness. 				
Course Objective	SWAYAM course on Soft skill				
Outcome	By SWAYAM course				
Content	By SWAYAM course				
Reference Books	By SWAYAM course				

Title	Plagiarism & Copyright				
Code	MLIB 206TN				
Credit	L	T	P	TC	
	2	-	-	2	
Prerequisite					
Course Objective	To provide students with a comprehensive understanding of plagiarism and copyright laws, their implications, and how to avoid and manage issues related to them.				
Outcome	<ul style="list-style-type: none"> • Understand the concept of plagiarism and its various forms. • Recognize the significance of copyright laws and their application. • Develop skills to identify and avoid plagiarism. • Learn to respect and adhere to copyright regulations. • Implement ethical practices in academic and professional settings. 				
Content	Unit 1: Plagiarism Topics: 1. Definition and Forms of Plagiarism: <ul style="list-style-type: none"> ○ Meaning and definition of plagiarism ○ Different forms of plagiarism (direct, self, mosaic, accidental) 2. Consequences of Plagiarism: <ul style="list-style-type: none"> ○ Academic consequences ○ Legal implications ○ Ethical considerations 3. Detecting and Avoiding Plagiarism: <ul style="list-style-type: none"> ○ Techniques to detect plagiarism (software tools, manual checks) ○ Strategies to avoid plagiarism (proper citations, paraphrasing, quoting) 4. Referencing and Citation Styles: <ul style="list-style-type: none"> ○ Importance of proper referencing 				

	<ul style="list-style-type: none"> ○ Common citation styles (APA, MLA, Chicago) <p>5. Academic Integrity and Ethics:</p> <ul style="list-style-type: none"> ○ Importance of academic integrity ○ Ethical practices in research and writing <p style="text-align: center;">Unit 2: Copyright</p> <p>Topics:</p> <ol style="list-style-type: none"> 1. Introduction to Copyright: <ul style="list-style-type: none"> ○ Definition and purpose of copyright ○ Historical background 2. Copyright Laws and Regulations: <ul style="list-style-type: none"> ○ National and international copyright laws ○ Key legislations and treaties (Berne Convention, DMCA, Copyright Act) 3. Rights and Responsibilities of Authors and Users: <ul style="list-style-type: none"> ○ Rights of authors and creators ○ Responsibilities of users (fair use, permissions, licensing) 4. Managing Copyright: <ul style="list-style-type: none"> ○ Licensing and permissions ○ Understanding Creative Commons and open access 5. Current Issues and Trends in Copyright: <ul style="list-style-type: none"> ○ Digital age challenges (piracy, digital rights management) ○ Future trends and developments.
<p>Reference Books</p>	<ol style="list-style-type: none"> 1. Pecorari, D. (2013). <i>Academic writing and plagiarism: A linguistic analysis</i>. Continuum. 2. Walker, J. R. (2010). <i>The ethics of plagiarism: An overview</i>. Palgrave Macmillan. 3. Howard, R. M. (2015). <i>Plagiarism in higher education: A handbook for academics</i>. Pearson. 4. Bretag, T. (2016). <i>Managing plagiarism in higher education: Perspectives from the UK, Australia and beyond</i>. Routledge. 5. Lambert, J. (2011). <i>Plagiarism: A guide for students and educators</i>. Oxford University Press. 6. Cornish, W., Llewelyn, D., & Aplin, T. (2013). <i>Intellectual property: Patents, copyright, trade marks and allied rights</i> (8th ed.). Sweet & Maxwell. 7. Goldstein, P. (2017). <i>Copyright's highway: From Gutenberg to the endless digital road</i>. Stanford University Press. 8. Netanel, N. W. (2008). <i>Copyright's paradox: A theory of copyright law and culture</i>. Oxford University Press. 9. Hugenholtz, P. B., & van Eechoud, M. (2014). <i>European copyright law: A commentary</i>. Kluwer Law International. 10. Samuelson, P. (2012). <i>Digital copyright law: Copyright, fair use, and piracy in the digital age</i>. Springer. <p>Online Resources (Links):</p>

1. **U.S. Copyright Office.** (n.d.). *Copyright basics*. Retrieved from <https://www.copyright.gov/circs/circ01.pdf>
2. **Creative Commons.** (n.d.). *About the licenses*. Retrieved from <https://creativecommons.org/licenses/>
3. **Berne Convention for the Protection of Literary and Artistic Works.** (n.d.). *Full text of the Berne Convention*. Retrieved from <https://www.wipo.int/treaties/en/ip/berne/>
4. **World Intellectual Property Organization (WIPO).** (n.d.). *Copyright*. Retrieved from <https://www.wipo.int/copyright/en/>
5. **Electronic Frontier Foundation (EFF).** (n.d.). *Copyright and digital rights*. Retrieved from <https://www.eff.org/issues/copyright>
6. **Plagiarism.org.** (n.d.). *What is plagiarism?* Retrieved from <https://www.plagiarism.org/article/what-is-plagiarism>
7. **Purdue OWL.** (n.d.). *Avoiding plagiarism*. Retrieved from https://owl.purdue.edu/owl/avoiding_plagiarism.html
8. **Turnitin.** (n.d.). *What is plagiarism?* Retrieved from <https://www.turnitin.com/>
9. **University of Oxford.** (n.d.). *Plagiarism: Definitions and detection*. Retrieved from <https://www.ox.ac.uk/plagiarism>
10. **Harvard College Writing Center.** (n.d.). *Plagiarism and how to avoid it*. Retrieved from <https://writingcenter.fas.harvard.edu/pages/plagiarism>