SYLLABI AND SCHEME OF EXAMINATIONS
FOR
MASTER OF LIBRARY
AND INFORMATION SCIENCE

(Based on Curriculum and Credit Framework as per NEP-2020)

With effect from the Academic Session 2025-26

CENTRE FOR DISTANCE AND ONLINE EDUCATION
MAHARSHI DAYANAND UNIVERSITY
ROHTAK (HARYANA)

SCHEME OF EXAMINATIONS
MASTER OF LIBRARY AND INFORMATION SCIENCE

Type of Course	Nomenclature of Course	Course Code	Total Credits	Assignment Marks	Term End Examination (Theory/Practical) Marks	Total Marks
Semester I (2025-26 Onwards)						
DSC 1	Foundation of Library and Information Science	25LIS201DS01OD	04	30	70	100
DSC 2	Library Classification (Theory)	25LIS201DS02OD	04	30	70	100
DSC 3	Library Classification (Practice)	25LIS201DS03OD	04	30	70 (Practical)	100
DSC 4	ICT Basics (Theory)	25LIS201DS04OD	04	30	70	100
DSC 5	Information Sources and Services	25LIS201DS05OD	04	30	70	100
SEC1	Book Publishing	25LIS201SE01OD	04	30	70	100
Semester II (2025-26 Onwards)						
DSC 6	Library Cataloguing (Theory)	25LIS202DS01OD	04	30	70	100
DSC 7	Library Cataloguing (Practice)	25LIS202DS02OD	04	30	70 (Practical)	100
DSC 8	Management of Libraries and Information Centres	25LIS202DS03OD	04	30	70	100
DSC 9	Library Operations	25LIS202DS04OD	04	30	70	100
DSC 10	ICT Basics (Practice)	25LIS202DS05OD	04	30	70 (Practical)	100
SEC2	Project Report	25LIS202SE01OD	04	100		100

Type of Course	Nomenclature of Course	Course Code	Total Credits	Assignment Marks	Term End Examination (Theory) Marks	Total Marks
Semester III (2026-27 Onwards)						
DSC 11	Information Processing and Retrieval	26LIS203DS01OD	04	30	70	100
DSC 12	ICT Advanced (Theory)	26LIS203DS02OD	04	30	70	100
DSC 13	Research Methods and Statistical Techniques	26LIS203DS03OD	04	30	70	100
DSC 14	Digital Library	26LIS203DS04OD	04	30	70	100
DSC 15	Electronic Resource Management	26LIS203DS05OD	04	30	70	100
SEC 3	Database and Metrics Practice	26LIS203SE01OD	04	30	70 (Practical)	100
Semester IV (2026-27 Onwards)						
DSC 16	Scientometrics and Data Visualization	26LIS204DS01OD	04	30	70	100
DSC 17	Information Literacy	26LIS204DS02OD	04	30	70	100
DSC18	Information, Communication and Policies	26LIS204DS03OD	04	30	70	100
DSC19	E-Learning	26LIS204DS04OD	04	30	70	100
DSC20	Academic Library System	26LIS204DS05OD	04	30	70	100
SEC4	Technical Writing and Communication Skills	26LIS204SE01OD	04	30	70	100

SEMESTER - I

SEMESTER - I

Name of Program	Master of Library and Information Science	**Program Code**	
Name of the Course	Foundations of Library and Information Science	**Course Code**	25LIS201DS01OD
Maximum Marks	**100** **70 Theory** **30 Assignments**	**Credits**	4
		Time of Examinations	3 Hours

Note: Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):

The course will enable the students to learn

CLO1: about libraries with their types;
CLO2: what role those play at social, cultural and intellectual level in the society;
CLO3: the foundational principles which make the librarianship as an intellectual discipline;
CLO4: the profession and professional issues;
CLO5: about the role of library associations and organizations both at national and international level.

Unit - I Foundational Approach

- Foundational approach: socio-cultural, intellectual and historical foundations of library as an institution.
- Types of libraries : Academic, Public and Special and National library characteristics, collections, services, staff, objectives, structure and functions
- Growth and development of libraries with special reference to India
- Library and information science education in India: as a discipline, history, level-degree and accreditation
- Role of library in formal and informal education

Unit – II Laws of Library and Information Science

- Five laws of library science of S R Ranganathan
- Implications of five laws: general and digital environment

Unit – III Library Legislation, Acts and Professional Issues

- Library legislation: need and essential features
- Library legislations in India: history, chronology and features
- Intellectual Property Rights (IPRs): The Indian Copyright Act, 1957- original writings and creativity, history and infringement
- Delivery of Books (Public Libraries) Act 1954
- Library Profession : attributes; librarianship as a profession, ethics

Unit – IV Professional Associations and Organizations

- Library associations: National and international associations, need and role in promotional activities
- National associations: Indian Library Association (ILA) & Indian Association of Special Libraries and Information Centres (IASLIC) - history, structure, membership, activities
- International associations: American Library Association (ALA); Chartered Institute of Library and Information Professionals *(*CILIP*)*; International Federation of Library Associations and Institutions (IFLA)- history, structure, membership, activities
- National level promoters: Raja Ram Mohan Roy Library Foundation, Kolkata (Role, objectives, types of grants)
- International level promoters: UNESCO – specialties, types of book promotion, International Book Day, International Book Fair

Suggested Readings:

1. Bawden, David & Robinson, Lyn (2012). Introduction to information science. London: Facet.
2. Crowley, Bill (Ed). (2012). Defending professionalism: a resource for librarians, information specialists, knowledge managers, and archivists. Santa Barbara: Libraries Unlimited.
3. Green, Roger C., Grover, Robert J., Fowler, Susan J. (2013). Introduction to library and information professions. Santa Barbara: Libraries Unlimited.
4. Khanna, J. K. (1987). Library and society. Kurukshetra: Research Publications
5. Krishan Kumar. (1993). Library organization. New Delhi: Vikas.
6. Leckie, Gloria J., Given, Lisa M. & Buschman, John E. (Eds.). (2010). Critical theory for library and information science: exploring the social from across the discipline. Santa Barbara: Libraries Unlimited.
7. Liu, Yan Quan & Cheng, Xiaoju (Eds.) (2008). International and comparative studies in information and library science: Lanham; Maryland: Scarecrow Press.
8. Ranganathan, S. R. (1969). Five laws of library science. 5th ed. Bangalore: Sarada Ranganathan Endowment for Library Science, 2006
9. Rubin, Richard E. (2010). Foundations of library and information science. 3rd ed. New York: Neal Schuman.
10. Venkatappaiah, Velage & Madhusudan, M. (2006). Public library legislation in the new millennium: New model public library acts for the union, states and union territories. Delhi: Bookwell.

SEMESTER-I

Name of Program	Master of Library and Information Science	**Program Code**	
Name of the Course	Library Classification (Theory)	**Course Code**	25LIS201DS02OD
Maximum Marks	**100** **70 Theory** **30 Assignments**	**Credits**	4
		Time of Examinations	3 Hours

Note:
Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory, containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):
At the end students will be able to know

CLO1: why and how to develop knowledge organization systems;
CLO2: the implications of knowledge organization systems and approaches;
CLO3: the theory and practices involved in library classification;
CLO4: the library classification schemes and the trends in classification; and
CLO5: how to prepare students for work in libraries, information centres and other organizations that organize large bodies of recorded information.

Unit – I Library Classification

- Library classification: definition, need and purpose
- Theories of classification: Static and dynamic
- Postulational approach: postulates, facet analysis, fundamental categories, phase analysis, principles of helpful sequence and facet sequence
- Notation and call number: number-Concept of Call number: Class Number, Book Number, Collection Number
- Devices in library classification

Unit – II Universe of Knowledge and Subjects

- Universe of subjects: definitions and purpose
- Theory of subjects: basic, compound and complex subjects
- Development of subjects: structure and attributes
- Modes of formation of subjects
- Mapping of subjects: Colon Classification (main classes); Dewey Decimal Classification (2nd level classes)

Unit – III Schemes of Classification

- Species of library classification: enumerative & faceted
- Classification schemes: design, methodology
- Standard schemes of classification and their features: CC, DDC, UDC

.

Unit – IV Recent Trends
• Recent trends in classification: Web Dewey, Ontology and Folksonomy • Thesaurus based: Thesaurofacet, Classaurus • Automatic classification, Classification in online systems • Role of major organizations: DRTC, CRG, OCLC

Suggested Readings:

1. Williamson, N., Beghtol, C. (2013). Knowledge Organization and Classification in International Information Retrieval. United Kingdom: Taylor & Francis.
2. Ranganathan, S. R. (2006). Classification and Communication. India: EssEss Publications.
3. Blokdyk, G. (2018). Knowledge Organization System a Complete Guide. (n.p.): Emereo Pty Limited.
4. Gnoli, C. (2020). Introduction to Knowledge Organization. United Kingdom: Facet Publishing.
5. Gopinath, M. A. (2004). Subject Classification Practice S.R. Ranganathan S. India:
Ess Ess Publications.
6. Broughton, Vanda (2015). Essential classification (2nd ed). London: Facet.
7. Chaudhary, G. G. & Chaudhary, Sudatta (2007). Organising information: From the shelf to the web. London: Facet.
8. Dhyani, Pushpa. (2000). Theory of library classification. Delhi: Vishwa Prakashan.
9. Foskett, A. C. (1990). Subject approach to information (5th ed.). London: Clive Bingley.
10. Krishan Kumar. (2000). Theory of classification (4th rev ed.) New Delhi: Vikas Publications.
11. Ranganathan, S. R. (1967). Prolegomena to library classification (3rd ed.). Bangalore: Sarada Ranganathan Endowment for Library Science.
12. Stuart, David (2016). Practical ontologies for information professionals. London: Facet.
13. Ranganathan, S. R. (1931). The five laws of library science. Madras Library Association.
14. Satija, M. P. (2013). The theory and practice of the Dewey Decimal Classification system (2nd ed.). Chandos Publishing.

SEMESTER- I

Name of Program	Master of Library and Information Science	**Program Code**	
Name of the Course	Library Classification (Practice)	**Course Code**	25LIS201DS03OD
Maximum Marks	**100** **70 Practical** **30 Assignments**	**Credits**	4
		Time of Examinations	3 Hours

Note:

There will be ten titles from each Unit. The candidates are required to classify any seven out of them.

Course Learning Outcomes (CLO):

CLO1: The students will be able to know principles of how-to-do methods on building up class numbers

CLO2: The students will have knowledge of two classification schemes: Dewey Decimal Classification and Colon Classification

CLO3: The students will learn about the schedules, the rule books and also the number building process

CLO4: The students will be able to form class numbers using Dewey Decimal Classification and Colon Classification

Unit – I

Classification of documents by latest available edition of DDC

- Classification of documents representing simple subjects and common isolates.
  Note:There will be ten titles. The candidates are required to classify any seven out of them.

  (7 Title X 2 Marks = 14 Marks)

Unit – II

Classification of documents by latest available edition of DDC

- Classification of documents representing compound and complex subjects.
  Note:There will be ten titles. The candidates are required to classify any seven out of them.

  (7 Titles X 3 Marks = 21 Marks)

Unit – III

Classification of Documents by Colon Classification (6th revised edition)

- Classification of documents representing simple subjects and common isolates.
  Note:There will be ten titles. The candidates are required to classify any seven out of them.

  (7 Title X 2 Marks = 14 Marks)

Unit – IV

Classification of Documents by Colon Classification (6th revised edition)

- Classification of documents representing compound and complex subjects.
  Note:There will be ten titles. The candidates are required to classify any seven out of them.

  (7 Titles X 3 Marks = 21 Marks)

Suggested Readings:

1. Dewey, Melvil & Julianne Beall. (1985). DDC, Dewey Decimal Classification (19th ed.). Albany, N.Y., U.S.A.: Forest.
2. Ranganathan, S. R. (1963). Colon Classification (6th ed.). Bangalore: Sarada Ranganathan Endowment for Library Science.
3. Ranganathan, S. R. (1990). Descriptive account of the Colon Classification. Bangalore: Sarada Ranganathan Endowment for Library Science.
4. Satija, M. P. (1995). Manual for practical Colon Classification (3rd rev ed.). New Delhi: Sterling.
5. Satija, M. P. (2007). The theory and practice of the Dewey Decimal Classification system. Oxford: Chandos Publishing.

SEMESTER-I

Name of Program	Master of Library and Information Science	**Program Code**	
Name of the Course	ICT Basics (Theory)	**Course Code**	25LIS201DS04OD
Maximum Marks	**100** **70 Theory** **30 Assignments**	**Credits**	4
		Time of Examinations	3 Hours

Note: Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):

CLO1: The students will be able to understand basic knowledge about ICTs concepts in terms of hardware, software, and operating systems
CLO2: The students will be able to make the use of ICTs in designing library services
CLO3: The students will understand the use of communication and networking technologies in developing library systems and services
CLO4: The students will know about the current trends in library networks operational in India

Unit – I Computer Hardware and Software

- Information Technology: definition, need, scope, objectives and components
- Computers and computing technology: historical development, generation, classification and components.
- Software: meaning, concept, types – system and application softwares
- Operating systems: Types – single and multi-user; basic features of MS-DOS, MS-Windows and LINUX

Unit – II Computers in Libraries

- Role of computers in libraries
- Application of computers in library activities: general– MS Word, MS Excel, MS Power Point; professional – housekeeping
- Library automation: definition, need , purpose & objectives
- Library management software: features, modules, selection, types
- Basic features of SOUL and Libsys

Unit – III Communication Technologies

- Telecommunications: need, purpose and objectives
- Modes – simplex, half duplex, full duplex
- Media – guided, unguided
- Communication tools and techniques: e-mail, teleconferencing/video conferencing, voice mail, social networking

Unit – IV Internet and Library Networks

- Network – concept, need and purpose, types – LAN, MAN, WAN, Topologies
- Library networks : need, purpose, objectives & resource sharing
- National library networks : DELNET, INFLIBNET, NKN
- Internet : concept, definition, origin, need, purpose & services
- Search Strategies – Boolean operator, Wild card, Truncation, etc.

Suggested Readings:

1. Ackermann, Ernest. (1995). Learning to use the internet: An introduction with examples and experiences. New Delhi: BPB.
2. Bharihoke, Deepak. (2002). Fundamentals of IT (2nd ed). New Delhi: Excel Books.
3. Chowdhury, G. G. and Chowdhury, Sudatta. (2000). Searching CD-ROM and Online Information Sources. London: Library Association.
4. Chowdhury, G. G. and Chowdhury, Sudatta. (2007). Organizing information: From the shelf to the Web. London: Facet.
5. Cox, Joyce, Lambert, Joan and Frye, Curtis. (2010). Microsoft Office Professional 2010 Step by Step. USA: Microsoft Press.
6. Negus, Christopher. (2005). Linux Bible. New York: John Wiley.
7. Pandian, M. Paul and Jambhekar, Ashok (2001). Internet for libraries and information centres. New Delhi: Tat-McGraw–Hill.
8. Rajaraman. (2001). Fundamentals of computers (3rded). New Delhi: Prentice Hall of India.
9. Rowley, Jennifer. (1993). Computers for Libraries. (3rd ed). London: Library Association.

SEMESTER-I

Name of Program	Master of Library and Information Science	**Program Code**	
Name of the Course	Information Sources and Services	**Course Code**	25LIS201DS05OD
Maximum Marks	**100** **70 Theory** **30 Assignments**	**Credits**	4
		Time of Examinations	3 Hours

Note: Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):

At the end students will be able to know:

CLO1: the basics of information sources and services and how to critically analyse and evaluate the information sources;
CLO2: requirements and step-by-step process for handling their information queries;
CLO3: the knowledge about various Internet resources in the areas of Science and Technology, Social Sciences and Humanities.
CLO4: the process of retrieving databases and on-line /web information resources in network environment.

Unit – I Information Sources/Resources

- Information sources: Nature, characteristics, utility and evaluation
- Reference sources: Concept, categories
- Documentary and non-documentary sources of information
- Primary, secondary & tertiary sources of information: Print and Non-print
- Databases, Repositories and Aggregators: Concept, types

Unit – II Information Services

- Information Services: concept, definition, need and trends
- Types of Information Services: Reference Service- long and short range, bibliographic, referral, document delivery, electronic document delivery, abstracting, indexing, translation, literature search, alerting services (CAS and SDI)

Unit – III Information Systems and Databases

- Information System: Concept and evaluation
- Types of Information System
- Databases- bibliographic (Medline), citational (Web of Science, Scopus), and full-text (Science Direct, Emerald), Thesis (Shodhganga)

Unit – IV Information Users
• Types of users: age, profession and experience • Information need and seeking behaviour: concept, methods and models • User education: concept, need , methods • Information literacy: meaning , need and concept
Suggested Readings: 1. Case, D. (2006). Looking for Information: A Survey of Research on Information Seeking, Needs, and Behavior. (2nded.)London: Emerald Publishing 2. Cummings, S. M. H. (2021). Management Information Systems for the Information Age . Irwin/McGraw-Hill. 3. Gordon, S. R., & Gordon, J. R. (2010). Information systems: A management approach. Hoboken, NJ: Wiley. 4. Irani, Z. & Lover, P. (2008). Evaluating Information Systems: Public and Private Sector. London: Butterworth-Heneman. 5. Kelkar, S A. (2009). Information Systems: A Concise Study. New Delhi: PHI 6. Parker, C. C. (2014). Information Sources in Science and Technology: A Practical Guide to Traditional and Online Use. Butterworth-Heinemann. 7. Rajaraman, V. (2011). Analysis and design of Information Systems. New Delhi: PHI. 8. UNESCO. (1978). Handbook of Information Systems. PARIS: UNESCO

SEMESTER -I

Name of Program	Master of Library and Information Science	**Program Code**	
Name of the Course	Book Publishing	**Course Code**	25LIS201SE01OD
Maximum Marks	**100** **70 Theory** **30 Assignments**	**Credits**	4
		Time of Examinations	3 Hours

Note: Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):

After completion of the course the students will learn

CLO1: the basics of book publishing;
CLO2: about the roles and responsibilities and obligations of different stake holders of book publishing;
CLO3: the role of marketing and finance department;
CLO4: different ethical and unethical practices associated with the publishing process as well as publishing industry.

Unit – I : Foundations of Book Publishing

- History of book publishing;
- Various stakeholders in the publishing industry;
- Role of agencies and related associations;
- Book publishing as a profession.

Unit – II Structure of a Publishing House

- Administrative: file management, correspondence, travel arrangements, reports;
- Acquisition: relationships with authors, royalty features, subject selection, commercial advantages, editorial proposals
- Editorials: Participating in editorial, design, and marketing meetings, Reading and evaluating submissions by writing reader's reports
- Finance, accounts and business plans

Unit – III Laws Governing Book Publishing

- Introduction of books publishing laws, acts and tax provisions
- IPR related issues: Piracy, plagiarism and royalty
- Acts and other regulating laws: Press and Registration of Books Act, 1867, Delivery of Books and Newspapers (Public Libraries) Act, 1954, Indian Postal Act, provisions of import and export policies.
- Unethical publications: causes and consequences (Defamation, Sedition, Obscenity, Public Tranquility, Magic Remedy); Code of ethics

Unit – IV Production, Sales and Promotions

- Production: prerequisites of book publishing, Illustrations, development of manuscript (techniques and importance)
- Proofreading, imposition, printing methods, dummy preparation and final publication
- Sales and marketing management (Financials and accounts)
- Activities related to the promotion of books: tools, techniques, book launch and book club bulletins.

Suggested Readings:

1. Alexander, B. (2011). The new digital storytelling: Creating Narratives with New Media. Praeger.
2. Baverstock, Alison (2008). How to market books. New York: Kogan Books.
3. Baverstock, Alison (2008). How to market books. New York: Kogan Books.
4. Clark, G., & Phillips, A. (2019). Inside book publishing. In Routledge eBooks. https://doi.org/10.4324/9781351265720
5. Crawford, T., & Murray, K. (2013). The Writer's Legal Guide, Fourth Edition. Allworth.
6. Davies, Gill & Balkwill, Richard (2011). The professionals guide to publishing. New York: Kogan Page.
7. Davies, Gill (2004). Book commissioning and acquisition. London: Routledge
8. Fishman, S. (2017). The copyright handbook: What Every Writer Needs to Know. NOLO.
9. Friedman, J. (2018). The business of being a writer. https://doi.org/10.7208/chicago/9780226393339.001.0001
10. Grahl, T. (2013). Your first 1000 copies: The Step-By-Step Guide to Marketing Your Book. Out: Think.
11. Guthrie, Richard (2011). Publishing: Principles and practice. New Delhi: Sage.
12. Harper, A. (2022). Write a Must-Read: Craft a Book That Changes Lives—Including Your Own. Page Two.
13. Platt, S., Truant, J. B., & Wright, D. W. (2015). Write. publish. repeat: The No-Luck Guide to Self-Publishing Success. Realm & Sands.
14. Rabiner, S., & Fortunato, A. (2003). Thinking like your editor: how to write great serious nonfiction and get it published. W. W. Norton & Company.

SEMESTER - II

SEMESTER -II

Name of Program	Master of Library and Information Science	**Program Code**	
Name of the Course	Library Cataloguing (Theory)	**Course Code**	25LIS202DS01OD
Maximum Marks	**100** **70 Theory** **30 Assignments**	**Credits**	4
		Time of Examinations	3 Hours

Note: Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):

The course will enable the students to learn

CLO1: the students understand the principles of knowledge organization;
CLO2: the cataloguing principles;
CLO3: the lessons on the need and importance of library catalogue;
CLO4: the different entry elements, and subject cataloguing principles;
CLO5: the catalogue codes, standards and current trends in cataloguing.

Unit - I Library catalogue

- Catalogue: definition, need , purpose & objectives
- Types of library catalogue – alphabetical (author, name , title, subject) and classified
- Library Catalogue: physical forms: conventional and non-conventional including OPAC, Web-OPAC, history and development
- Commonness and differences among library catalogue, library records, bibliographies, checklist
- Cooperative cataloguing, centralized cataloguing, cataloguing-in-publication and prenatal cataloguing
- Union catalogue: concept, need, purpose

Unit – II Entry Elements and Filing

- Entries: concept, types – main and added
- Data elements in different types of entries according to CCC and AACR-2
- Filing of entries: concept and need
- ALA filing rules

Unit – III Subject cataloguing

- Subject cataloguing: definition, need, purpose & principles
- Vocabulary control and controlled vocabularies
- List of subject headings: Sears List
- Chain procedure of S R Ranganathan
- Library of Congress Subject Headings (LCSH)

Unit – IV Cataloguing Standards and Current Trends

- Standardization, description and exchange of information: MARC-21, ISBD, ISO 2709, CCF, Z39.50
- Metadata: Concept, need , purpose and standards (Dublin Core)
- Recent trends: basic concept of FRBR, RDA

Suggested Readings:

1. Bowman, J.H. (2002). *Essential cataloguing: The basics*. London: Facet.
2. Chambers, Sally (Ed.) (2013). *Catalogue 2.0: The future of library catalogue*. London: Facet.
3. Chaudhary, G. G. & Chaudhary, Sudatta (2007). *Organizing information: From the shelf to the web*. London: Facet.
4. Chaudhary, G. G. (1999) *Modern information retrieval theory*. London: Library Association.
5. Hunter, E. J. & Bakewell, K.G.B. (1989). *Advanced cataloguing*. London: Clive Bingley.
6. Maxwell, Robert L. (2014). *Maxwell's handbook for RDA: Explaining and illustrating RDA: resource description and access using MARC 21*. London: Facet.
7. Ranganathan, S. R. (1989). *Classified catalogue code with additional rules for dictionary catalogue code* (5thed with amendments). Bangalore: SaradaRanganathan Endowment for Library Science.
8. Richard, Gartner (2016). Metadata: knowledge from antiquity to the semantic web. London: Springer.
9. Austin, D. PRECIS: A manual of concept analysis. (1984). British Library London.
10. Rajan, (T N). Indexing systems: Concepts methods and techniques. (1981). IASLIC, Calcutta.
11. Chan, L.M. and Salaba, A. (2015). Cataloguing and classification: an Introduction. 4th ed. Lanham, MD: Rowman and Littlefield Publishers.
12. Krishan Kumar (1993). Theory of classification. New Delhi: Vikas Publication House.
13. Satija, M.P. (2013). Theory and Practice of the Dewey Decimal Classification System. Chandos Publications

SEMESTER-II

Name of Program	Master of Library and Information Science	**Program Code**	
Name of the Course	Library Cataloguing (Practice)	**Course Code**	25LIS202DS02OD
Maximum Marks	**100** **70 Practical** **30 Assignments**	**Credits**	4
		Time of Examinations	3 Hours

Note: The paper is divided into 2 Parts. There will be 5 questions (titles) from each part. The candidates have to prepare total 5 entries selecting at least 2 entries from each part. All questions carry equal marks.

Course Learning Outcomes (CLO):

At the end, students will be able to know

CLO1: to acquaint in cataloguing of documents according to AACR-2 and CCC-5th ed.;
CLO2: different rules of catalogue entries;
CLO3: about rules of cataloguing of books and non-books materials;
CLO4:to educate the learners about the rules for personal and corporate authors.

Part – I Cataloguing of Documents by AACR-II R

- Documents having personal author, shared author (s), collaborator (s)- reviewer, editor, reviser, translator
- Edited works
- Documents published under pseudonyms
- Cataloguing of corporate authorship
- Multivolume documents with similar and separate title for each volume
- Serials/ periodicals publication: simple, changed, merged and split title

(**Note:** Students will assign subject headings from the *Sear's List of Subject Headings* themselves and mention in the catalogue entry, the tool will be made available at the time examination)

Part – II Cataloguing of Documents by Classified Catalogue Code (CCC) 5th Ed.

- Documents having personal author, shared author (s), collaborator (s)- reviewer, editor, reviser, translator
- Edited works
- Documents published under pseudonyms
- Cataloguing of corporate authorship
- Multivolume documents with similar and separate title for each volume
- Serials/ periodicals publication: simple, changed , merged and split title

(**Note:** Students will assign subject headings by S R Ranganathan's*chain procedure* method themselves and mention in the catalogue entry, the tool will be made available at the time examination)

Suggested Readings:

1. Allen, C. G. (1999). *A manual of European languages for librarians*(2nd ed). London: Bowker-Saur.
2. ALA et al. (2006). *Anglo-American Cataloguing Rules: AACR* (2nd rev ed). London: Library Association.
3. Library of Congress. (2011). *Library of Congress Subject Headings* (33rd ed). Washington, D.C.: Library of Congress, Cataloging Distribution Service.
4. Fritz, Deborah A. (2007). *Cataloging with AACR2 & MARC21: For books, electronic resources, sound recordings, videorecordings, and serials*. 2nd ed., Chicago: American Library Association
5. Fritz, Deborah A., & Fritz, Richard J. (2003). *MARC21 for everyone: A practical guide*. Chicago: American Library Association.
6. Olson, Nancy B., Bothmann, Robert L. &Schomberg, Jessica J. (2008). *Cataloging of audiovisual materials and other special materials: A manual based on AACR2 and MARC 21*(5th ed). Westport, Conn.: Libraries Unlimited.
7. Ranganathan, S. R. (1988). *Classified Catalogue Code (with additional Rules for Dictionary Catalogue Code)* (5th ed). Bangalore: SaradaRanganathan Endowment for Library Science.
8. Saye, Jerry D., &Vellucci, Sherry L. (1989).*Notes in the catalog record based on AACR2 and LC rule interpretations.* Chicago: American Library Association.
9. Sears, Minnie Earl &Lighthall, Lynne Isberg. (2010). *Sears List of Subject Headings*(20th ed.). New York: H.W. Wilson.
10. Tripathi, S. M. (1992). *Modern bibliographical control, bibliography and documentation*. Agra: Y.K.
11. Joint Steering Committee for Revision of AACR, & American Library Association.(2005). Anglo-American cataloguing rules. (2nd ed). (1988). Chicago: American LibraryAssociation.
12. Maxwell, Robert L. (2014). Maxwell's handbook for RDA: Explaining and illustrating RDA: resource description and access using MARC 21. London: Facet.

SEMESTER -II

Name of Program	Master of Library and Information Science	**Program Code**	
Name of the Course	Management of Libraries and Information Centres	**Course Code**	25LIS202DS03OD
Maximum Marks	**100** **70 Theory** **30 Assignments**	**Credits**	4
		Time of Examinations	3 Hours

Note:

Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory, containing short answer type questions from all units. Further, the examiner will set two questions from each unit, and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):

In the end, students will be able to:

CLO1: describe the terminology of management with its related terminology as applied to libraries and information centres;

CLO2: orient the students with different schools of thought;

CLO3: identify the fundamental components of management, planning, organizing, staffing, directing and control;

CLO4: identify the main approaches to the study of the management of an organization;

CLO5: equipped with the skills of managing resources, money, people and time, change and demonstrate management skill in libraries and information centres.

Unit – I Management Basics

- Management: concept, definition, function and scope
- Principles of management
- Schools of thought: classical- scientific and process management; neo-classical- human relation, behavioural; modern management era- empirical, social system, decision theory and contingency
- Change Management: concept, problems of inducing change and techniques
- Total quality management (TQM)– Objectives, Elements & Benefits of TQM
- Project management- PERT, CPM

Unit – II Man and Materials Management
• Human Resource Management (HRM): Concepts and components of HRM, Human Resource Development (HRD), Human Resource Planning (HRP) • Jobs: Analysis, description and requirement • Recruitment: advertisement, screening, selection-methods, induction, orientation, performance & evaluation • Motivation: concept, theories- Maslow's and Hertzberg's • Library committees: purpose and types • Materials management: Library infrastructure, Library building construction, • provision, lighting floor management and future considerations
Unit – III Library Financial Management
• Financial management: concept, scope and objectives • Library budget and budgetary methods: line item or incremental budget, formula budget, control programme budget, performance budget, planning programming budgeting system (PPBS), zero-based budgeting (ZBB) • Cost analysis: concept and methods-cost benefit, cost-effectiveness • Outsourcing: concept, definition, need and purpose
Unit – IV Library Collection and Service Management
• Functions: Housekeeping Operations • Library services: nature, significance and characteristics, factors influencing the growth of services • Marketing of information products and services; E-marketing • Library rules: membership, timing, circulation and user behaviour • Library Reports & statistics: contents, style & annual reports, records and data

Suggested Readings:

1. Greenwell, S., Evans, G. E. (2020). Management Basics for Information Professionals. United States: American Library Association.
2. Mittal, R. L. (2007). Library administration: Theory and practice. 5 ed. New Delhi: Ess Ess.
3. Bryson, J. (1998). Effective library and information centre management, Ashgate, London. pp 1-3
4. Bold Minds: Library Leadership in a Time of Disruption. (2020). Romania: Facet Publishing.
5. Bryson, J. (2018). Effective Library and Information Centre Management. United Kingdom: Routledge.
6. Hayss, Robert M. (2001). Models for Library Management, Decision-Making and Planning. New York: Academic Press.
7. Matthews, J. R. (2018). The evaluation and measurement of library services. CA: Libraries Unlimited.
8. Moran, B. B., Morner, C. J. (2017). Library and Information Center Management, 9th Edition. United States: ABC-CLIO.
9. Wilkins-Jordan, M. E. (2020). Essential Management Skills for Library and Information Professionals. United States: American Library Association.
10. Mahapatra, P K (2002). Human Resource Management in Libraries; New Delhi:ESS ESS Publications.
11. Kotler, P. (1995). Marketing for non-profit organisations (2nd ed.) New Delhi: Prentice Hall of India.
12. Kotler, P. (1991). *Marketing management*. New Delhi: Prentice Hall of India.

SEMESTER- II

Name of Program	Master of Library and Information Science	**Program Code**	
Name of the Course	Library Operations	**Course Code**	25LIS202DS04OD
Maximum Marks	**100** **70 Theory** **30 Assignments**	**Credits**	4
		Time of Examinations	3 Hours

Note: Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):

CLO1: The students will know about the housekeeping operations of a library
CLO2: The students will be able to acquire, process and circulate documents in a library
CLO3: The students will be able to manage serials
CLO4: The students can automate the library operations

Unit – I Library operations basics

- Library operations: meaning, need
- Types of operations: acquisition, technical processing, circulations, maintenance & serial control
- Acquisition and collection development: meaning, need, functions
- Procedures in acquisition: selection, ordering, receiving, accessioning
- Methods of acquisition
- Book selection: principles, tools
- Collection development policies, problems
- Automated acquisition system

Unit – II Technical Processing and Maintenance

- Technical processing: need, role and procedure
- Classification and cataloguing of documents
- Labeling, shelving and display
- Automated cataloguing
- Maintenance: weeding and stock verification
- Conservation and preservation

Unit – III Circulation

- Circulation: concept need and functions
- Membership: new and old, updating, deletion
- Type (categories) of members and their privileges
- Circulation system: charging and discharging systems
- Automated circulation system
- OPAC & Web-OPAC

Unit – IV Serial Control

- Serials: concept, types & importance
- Selection and procurement of periodicals
- Automated serial control
- E-journals subscription
- Access management of e-journals

Suggested Readings:

1. Bryson Jo. (1996). Effective library and information management. Bombay: Jaico.
2. Chabhra, T N et. al. (2000). Management and organisation. New Delhi: Vikas.
3. Drucker Peter F. (2002). Management challenges for the 21st century. Oxford: Butterworth Heineman.
4. Evans, G., Intner, S.S. & Weihs, J. (2021). Introduction to technical services. Libraries Unlimited.
5. Evans, G. Edward & Layzell, Patricia. (2007). Management basics for information professionals, 2nd ed. London: Libraries Unlimited.
6. Johnson, Peggy. (2009). Fundamentals of collection development and management, 2nd ed. ALA
7. Smith, Judith Read, Mary Lea Ginn & Kallaus Norman, F. (2010). Records management. 7th ed. South-western, Division of Thomson Learning.
8. Stueart, Robert D & Moran ,Barbara B. (2007). Library and information centre management. 7th ed. London: Libraries Unlimited.

SEMESTER -II

Name of Program	Master of Library and Information Science	**Program Code**	
Name of the Course	ICT Basics (Practice)	**Course Code**	25LIS202DS05OD
Maximum Marks	**100** **70 Practical** **30 Assignments**	**Credits**	4
		Time of Examinations	3 Hours

Note: Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):

CLO1: The students will be able to use the ICTs tools in a practical manner
CLO2: The students will be able to use the system and application software
CLO3: The students will be able to install and use automation software along with data migration
CLO4: The students can search Internet effectively
CLO5: The students can design library websites along with creating blogs

Unit – I System and Application Software

- System software: different drives, directories
- Desktop, My Computer, Control Panel, Windows Explorer
- MS Word: Standard toolbars, creating, editing and formatting a document, mail merge, printing.
- MS Power Point: Creation and presentation of slides, animation, formatting, slide Show, customizing.
- MS Excel: File creation, editing, inserting characters, formatting & basic formula

Unit – II Library Management Software

- Basics of SOUL/ KOHA
- Installation by the students
- Modules handling , inserting, updating and report generation

Unit – III Web Designing and Digital Library

- Designing library websites (HTML/Dreamweaver)
- Image creation/editing using Paint/Photoshop/Office Picture Management Tools.

Unit – IV Internet Searching and Use

- Offline search: files and folders
- Online search: Basic and advanced search strategies
- Searching Databases
- E-mail: Opening a desired e-mail account, sending email, uploading & downloading, forwarding, storing with folder

Suggested Readings:

1. Ackermann, Ernest. (1995). Learning to Use the Internet: An Introduction with Examples and Experiences. New Delhi: BPB.
2. Bradley, Phil. (2004). Advanced Internet Searcher's Handbook. Facet Publishing.
3. Chowdhury, G. G. & Chowdhury, Sudatta (2007). Organizing information: From the shelf to the Web. London: Facet.
4. Falk, Bennett. (1995). The Internet Basic Reference from A to Z. Singapore: Tech. Pub.
5. McCoy, John. (1996). Mastering Web Design. New Delhi: BPB.
6. Negus, Christopher (2005). Linux Bible. New York: John Wiley.
7. Negus, Christopher. (2005). Linux Bible. New York: John Wiley.
8. Simpson, Alan. (2004). Windows XP Bible. New York: John Wiley.
9. UNESCO. (2004). CDS/ISIS for Windows: Reference manual version 1.5. Paris: UNESCO.
10. Walkenbach, John, et al. (2007). Office 2007 Bible. New York: John Wiley.
11. Winship, Ian and Mcnab, Alison. (2000). Student's guide to the Internet. London: Library Association.

SEMESTER -II

Name of Program	Master of Library and Information Science	**Program Code**	
Name of the Course	Project Report	**Course Code**	25LIS202SE01OD
Maximum Marks	**100**	**Credits**	4
		Time of Examinations	
Note: Students have to write a project report as per instructions given below.			

Course Learning Outcomes (CLO):

CLO1: Students will understand the components of a project report
CLO2: Students will be able to search literature related to a topic
CLO3: Students will be able to compile and assimilate information related to a topic
CLO4: Students will present the research results in a structured format
CLO5: Students will understand how to cite a source and create a reference/ bibliography

Note:

NATURE OF PROJECT:

The students may choose **any one** of the following:

I. Literature Survey
II. Field Survey
III. Case Study
IV. Experimental/Analytical Study

I. Literature Survey

The literature survey will cover the following:

- Review of published/unpublished research on a specific LIS topic.
- Identification of research gaps.
- Critical analysis and synthesis of findings.

The candidates will conduct a literature survey/ review of the existing literature from various sources and compile it along with the references/ bibliography at the end (in APA citation style).

II. Field Survey

The field survey will cover the following:

- Data collection from libraries/information centers/users.
- Use of questionnaires, interviews, or observation methods.

The candidates can conduct a survey of libraries/ users using some data collection tools like questionnaire.

III. Case Study

The case study will involve:

- In-depth study of a library, digital initiative, or service model.

IV. Experimental/Analytical Study

The experimental/ analytical study will involve:

- Evaluation of tools, systems, or services (e.g., OPAC usability, digital libraries).

SUGGESTED TOPICS:

Some suggested topics for conducting the project work are listed below. The candidates can opt for some other topics also apart from those listed below. Some indicative/ suggested areas/ topics are:

- Information seeking behaviour of users
- Information literacy among UG-PG students/ research scholars
- Use of digital resources by students/ scholars
- Status of library automation
- Awareness about open access
- Use of open educational resources
- Collection development in libraries
- Collection Development Policy in libraries
- Growth of LIS education
- Awareness and use of e-resources
- Availability of information services in libraries
- Bibliometric analysis of research output
- Authorship patterns
- User satisfaction towards library services
- Role of public libraries/ special libraries/ academic libraries
- Library marketing and outreach
- NEP and libraries
- Use of social media
- Comparative study of classification schemes
- Copyright
- Plagiarism
- Research ethics and academic integrity
- Big data/IoT/ Artificial intelligence in libraries
- Any other topic

REPORT FORMAT:

The report contents can include the following:

- Preliminary pages
- Title page
- Declaration by student
- Acknowledgement
- Abstract

- Table of contents
- List of tables/ figures

Main body

- Introduction
- Review of literature
- Methodology
- Data analysis and Interpretations
- Findings and Conclusion

End section

- References/ Bibliography
- Appendices

The final report should:

- be of 30-50 typed pages with 1.5-line spacing, Times New Roman 12 Font.
- have spiral or softcover binding

EVALUATION:

The evaluation will be done by a committee constituted by Course Coordinator/s on the following basis:

- Submitted project report – 70 Marks (format, relevance of topic, quality of content, etc.)
- Viva-voce – 30 Marks

SEMESTER - III

SEMESTER -III

Name of Program	Master of Library and Information Science	**Program Code**	
Name of the Course	Information Processing and Retrieval	**Course Code**	26LIS203DS01OD
Maximum Marks	**100** **70 Theory** **30 Assignments**	**Credits**	4
		Time of Examinations	3 Hours

Note: Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):

The course will enable the students to learn

CLO1: the basic principles and practices of information documentation;
CLO2: the organization, storage, retrieval and dissemination of information ;
CLO3: the structure of document surrogates, indexing languages;
CLO4: the controlled vocabularies, thesauri, natural language systems, catalogues ;
CLO5: the information storage media, retrieval systems, evaluations with precision and recall theory.

Unit - I Information Processing & Retrieval

- Information: Meaning, Definition, need and purpose
- Information Processing: Meaning, concept, need and purpose
- Information Retrieval (IR): definitions, objectives, characteristics, components and functions.
- Index, Indexing and Indexing terms: meaning, need, purpose and historical development
- Pre-coordinate indexing systems: brief outline of chain procedure, POPSI, PRECIS and keyword indexing; Post-coordinate indexing systems: Uniterm indexing.
- Citation indexing: meaning, importance, different citation indexes: Auto indexing - techniques and methods.

Unit – II Vocabulary Control and Controlled Vocabularies

- Search terms and its rationalization
- Vocabulary control: meaning and importance
- Controlled vocabularies: dictionary, subject heading lists, thesauri, thesaurofacet, classarus, indexing language
- Thesaurus construction techniques: BT, NT ,RT and see also
- Case study – ERIC , INSPEC & Cranfield

Unit – III Information Retrieval Model

- Retrieval Model models and Concept of ranking
- Structural models
- Boolean model
- Probabilistic retrieval model
- Vector space model

Unit – IV Evaluation of IRS

- Evaluation of IRS: the concept
- Evaluation criteria
- Steps of evaluation; evaluation experiments
- Trends in IRS: developments, searching and retrieval, full text retrieval, user interfaces, IR standards and protocols.

Suggested Readings:

1. Atchison, J. & Alan G. A. (1072). Thesaurus construction: a practical manual. London: Aslib
2. Chowdhruy, G.G. (2003). Introduction to modern information retrieval. 2nd ed. London, Facet Publishing.
3. Ghosh, S.B. & Biswas, S.C. (1998). Subject indexing systems: Concepts, methods and techniques. Rev. ed. Calcutta: IASLIC.
4. Seetharama, S. (1997). Information consolidation and repackaging. New Delhi: ESS ESS.
5. Vickery, B.C. (1970). Techniques of information retrieval. London: Butterworths
6. Atchison, J. & Alan G. A. (1072). Thesaurus construction: a practical manual. London: Aslib
7. Chowdhruy, G.G. (2003). Introduction to modern information retrieval. 2nd ed. London, Facet Publishing.
8. Ghosh, S.B. & Biswas, S.C. (1998). Subject indexing systems: Concepts, methods and techniques. Rev. ed. Calcutta: IASLIC.

SEMESTER -III

Name of Program	Master of Library and Information Science	**Program Code**	
Name of the Course	ICT Advanced (Theory)	**Course Code**	26LIS203DS02OD
Maximum Marks	**100** **70 Theory** **30 Assignments**	**Credits**	4
		Time of Examinations	3 Hours

Note: Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):

CLO1: Students will have understanding about implementation of library automation software and in achieving library security with the use of latest ICTs technique

CLO2: Students will know about the use of communication and networking technologies

CLO3: The knowledge about database management, data ware housing, data mining and other artificial intelligence technologies will increase.

Unit – I Library Automation

- Planning, implementation and evaluation of library automation
- Automation of in-house operations: acquisition, cataloguing, circulation, serials control system, OPAC and its features, library management
- Library automation softwares: proprietary (LIBSYS), Free (WINISIS), Open source (KOHA)
- Library security technology: RFID, CCTV, biometrics

Unit – II Database Management

- Database: concept, need and types
- DBMS: concept & features
- RDBMS: concept, definition, features and need
- Database design, development, evaluation, query language
- Database architecture and models

Unit – III Data Communication Technology

- Data communication: concept, definition
- Internet connectivity: dialup, leased line, ISDN, wireless
- Protocols and standards: TCP/IP, FTP, HTTP, OSI
- Web servers and Internet security
- Use of social networking tools for library services: RSS, Podcasting, Blogs

Unit – IV Artificial Intelligence

- Artificial intelligence: concept, definition and features
- Expert systems: concept, definition and features
- Data warehousing
- Data mining

Suggested Readings:

1. Ackermann, Ernest. (1995). Learning to use the Internet: An introduction with examples and experiences. New Delhi: BPB.
2. Chellis, James, Perkins, Charles & Strebe, Mathew (1997). MCSE: Networking essential study guide. New Delhi: BPB.
3. Chowdhury, G. G. & Chowdhury, Sudatta (2007). Organizing information: From the shelf to the Web. London: Facet.
4. Chowdhury, G. G. & Chowdhury, Sudatta. (2000) Searching CD-ROM and online information sources. London: Library Association.
5. Cooke, Alison. (2008). A guide to finding quality information on the Internet: Selection and evaluation strategies. 2nd ed. London: Facet.
6. Cooper, Michael D. (1996). Design of library automation systems: File structures, data structures and tools. New York: John Wiley.
7. Haravu, L. J. (2004). Library automation design: Principles and practice. New Delhi: Allied.
8. Falk, Bennett. (1995). The Internet basic reference from A to Z. Singapore: Tech. Pub.
9. Forouzan, Behrouz A, Coombs, Catherine & Fegan, Sophia Chung. (2000). Data communication and networking (2nd ed). New Delhi: Tata McGraw-Hill.
10. Kashyap, M. M. (1993). Database system: Design and development. New Delhi: Sterling.
11. Leon, Alexis & Leon, Mathews. (1993). Fundamentals of IT. Chennai: Leon TechWorld.
12. Panda, K. C. & Gautam, J. N. (1999). Information technology on the cross road: From abacus to internet. Agra: Y. K.
13. Pandian, M. Paul & Jambhekar, Ashok. (2001). Internet for libraries and information centres. New Delhi: Tata-McGraw Hill.
14. Patterson, Dan W. (2000). Introduction to artificial intelligence and expert systems. New Delhi: Prentice-Hall of India.

SEMESTER-III

Name of Program	Master of Library and Information Science	**Program Code**	
Name of the Course	Research Methods and Statistical Techniques	**Course Code**	26LIS203DS03OD
Maximum Marks	**100** **70 Theory** **30 Assignments**	**Credits**	4
		Time of Examinations	3 Hours

Note: Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):

The course will enable the students to learn

CLO1: the basics of research and research methodology in terms of types, forms
CLO2: the formulation of research questions including objectives and hypotheses.
CLO3: data collection methods and analyzing through different statistical techniques
CLO4: the data representation through tabular and graphical form
CLO5: the skill of telling the world about the research results through report

Unit - I Research Basics

- Research: Meaning, definition, concept, objectives & types: Basic and applied
- Scientific enquiry : validity, reliability, objectivity and subjectivity & Scientific method
- Literature search and review: purpose , objectives and style
- Research Proposal : how to write an effective research proposal

Unit – II Research Design

- Research design: concept, need and purpose
- Research approach: qualitative- narrative, phenomenology, ethnography, discourse; quantitative-experimental and non-experimental (survey, historical, descriptive)
- Identification and formulation of problem
- Research objectives, questions and hypotheses: meaning , concept types and narrating style

Unit – III Research Tools and Techniques

- Research tools and techniques: the concept
- Research Data world: population and sample - concept, meaning and sampling techniques
- Data collection methods: questionnaire, schedule, interview, observation
- Library records and reports

Unit – IV Data Analysis, Interpretation & Reporting

- Data Analysis, Interpretation & Reporting: the concept
- Data processing- analysis, interpretation, presentation: concept, need and purpose
- Descriptive statistics and inferential statistic
- Measures of central tendency: mean, median, mode
- Dispersion, correlations, linear Regression, standard deviation- non-parametric & parametric (chi-square test, t-test)
- Basics of SPSS
- Research report writing

Suggested Readings:

1. Charles, Busha H. and Harter, Stephen P. (1980). *Research methods in librarianship: Techniques and interpretations*. USA: Academic Press.
2. Fowler, Floyd J. (2001). *Survey research methods*. 3rd ed. California: Sage.
3. Flick, Uwe (2014), *An Introduction to qualitative research*. New Delhi: Sage.
4. Creswell, John W. (2013). *Research design: Qualitative, quantitative, and mixed methods approach*. 4th ed . New Delhi: Sage.
5. Kothari, C. R. (2004). *Research methodology: Methods and techniques*. 2nd rev ed. New Delhi: New Age.
6. Krishan Kumar (1992). *Research methods in library and information Science.* New Delhi: Vikas.
7. Menter, Ian et al (2011). *A guide to practitioner research in education*. Los Angeles: Sage.
8. Powell, Ronald R. & Connaway, Lynn Silipigni (2010). *Basic research methods for librarians*. 5th ed. New York: Libraries Unlimited.
9. Rao, I. K. Ravichandra (1983). *Quantitative methods in library and information science*. New Delhi: Wiley Eastern.
10. Young, P. V. (1982). Scientific social survey and research. New Delhi. Prentice Hall.

SEMESTER -III

Name of Program	Master of Library and Information Science	**Program Code**	
Name of the Course	Digital Library	**Course Code**	26LIS203DS04OD
Maximum Marks	**100** **70 Theory** **30 Assignments**	**Credits**	4 (L: 4 T: 0)
		Time of Examinations	3 Hours

Note: Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):

At the end students will be able:

CLO1: to provide basic concepts related to digital library system;
CLO2: to provide basic concepts related to digital library system;
CLO3: to provide hands on experience in creation of digital libraries;
CLO4: to know the concept of institutional repositories and their usages in library and institutional settings.

Unit – I Digital Library

- Digital libraries: Definition, Objectives, Scope of Digital libraries
- Digital Resources: Nature, Characteristics and types
- Digital library initiatives: National and International
- Design and development of digital library: planning, design, implementation, evaluation and management

Unit – II Digital Library Creation

- DL software: Greenstone Digital Library Software, Dspace
- DL hardware: input capture devices: scanners, digital cameras
- Digitization: concept, need, methods and process
- Compression: types and methods

Unit – III Institutional Repository

- Institutional repository: concept, definition, need, objectives and characteristics
- Design and development of IR
- IR initiatives: national and international

Unit – IV Content Management System

- Content Management System (CMS): Concept, Definition and Scope
- CMS Tools
- Features and functionalities of its stakeholders
- Evaluation and selection criteria for CMS

Suggested Readings:

1. Alemu, G., Stevens, B. (2015). An Emergent Theory of Digital Library Metadata: Enrich Then Filter. Netherlands: Elsevier Science.
2. Banerjee, K., Reese, T. (2018). Building Digital Libraries: Second Edition. United States: American Library Association.
3. Blaney, J., Milligan, S., Steer, M., & Winters, J. (2021). Doing digital history: A beginner's guide to working with text as data. Manchester University Press.
4. Evans, W. & David B. (2013). A Handbook of Digital Library Economics: Operations
5. Hughes, L. M. (2004).Digitizing Collections: strategic issues for the information manager. New York: Neal Schuman.
6. Lawson, N. (2018). Digital Library Preservation Strategies. United Kingdom: EDTECH.
7. Pedley, P. (2009). Digital Copyright. 2nded. London: Facet Publishing
8. Pomerantz, J. (2015). Metadata. Massachusetts: MIT Press
9. Purcell, A. D. (2016). Digital library programs for libraries and archives: Developing, managing, and sustaining unique digital collections. Massachusetts: MIT Press

SEMESTER -III

Name of Program	Master of Library and Information Science	**Program Code**	
Name of the Course	Electronic Resource Management	**Course Code**	26LIS203DS05OD
Maximum Marks	**100** **70 Theory** **30 Assignments**	**Credits**	4
		Time of Examinations	3 Hours

Note: Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):

CLO1: The students will understand the meaning, definition and types of electronic resources
CLO2: The students will know about the stages in the lifecycle of e-resources
CLO3: The students will be able to undertake collection development of e-resources
CLO4: The students will be able to know how to access e-resources
CLO5: The students will understand the importance of usage statistics of e-resources

Unit – I Electronic Resources

- Electronic resources: concept, need, characteristics, benefits and drawbacks
- Differences between electronic and print resources
- E-Resource life cycle
- Types of e-resources
- Electronic publishing

Unit – II Collection Development

- Collection building process: formulating policy, budgeting, evaluation of e-resources, pricing, licensing, ordering and receiving
- Licensing of e-resources: Model licenses and guidelines; Negotiation
- Consortia: concept, need , purpose & limitations
- National consortia: eShodhsindhu
- One Nation One Subscription (ONOS)

Unit – III Access Management

- Access management of e-resources
- Authentication and Authorization
- Preventing misuse
- e-resource publicity
- Preservation of e-resources
- User training and awareness

Unit – IV Usage Statistics and ERMS

- Usage statistics of e-resources
- Standards and guidelines (COUNTER, SUSHI)
- ERMS: concept, need, features, examples
- Salient features of some ERMS (CORAL)

Suggested Readings:

1. Cole, Jim et. al. (2003). E-serials Collection Management: Transition, Trends and Technicalities. London: CRC Press.
2. Conger, Joan E. (2004). Collaborative electronic resource management: From acquisitions to Assessment. Westport: Libraries Unlimited.
3. Curtis, Donnelyn. (2005). E-journals: How to do it Manual for Building, Managing and Supporting Electronic Journal Collection. London: Facet Publishing.
4. Fecko, Mary Beth. (1997). Electronic Resources: Access and Issues. London: Bowker-Saur.
5. Hanson, Ardis & Levin, B. L. (2002). Building a Virtual Library. Hershey, P.A.: Information Science Publishing.
6. Jones, Wayne, ed. (2009). E-Journal Access and Management. New York: Routledge.
7. Katz, Linda S. (2003). Collection Development Policies: New Dimension for Changing Collections. London: Roultedge Kegan Paul.
8. Katz, Linda S. (2005). Managing Digital Resources in Libraries. London: Routledge Kegan Paul.
9. Kemp, Rebecca. (2008). E-resource Evaluation and Usage Statistics: Selector's Choices. Saarbrücken: VDM Verlag.
10. Lee, Stuart D. & Boyle, Frances. (2004). Building an Electronic Resource Collection: A Practical Guide (2nd ed). London: Facet Publishing.
11. Lee, Sul H. (2003). Electronic Resources and Collection Development. London: Routlege Kegan Paul.
12. Mitchell, Anne M & Surrat, Brain E. (2005). Cataloguing and Organizing Digital Resources: A How to do it Manual for Librarians. London: Facet Publishing.
13. Patra, N. K. (2017). Digital Disruption and Electronic Resource Management in Libraries. United Kingdom: Elsevier Science.
14. Verminski, A., &Blanchat, K. M. (2017). Fundamentals of electronic resources management.Chicago : Neal-Schuman
15. W Pattie, L. Y., Cox, B. J. (2020). Electronic Resources: Selection and Bibliographic Control. United States: CRC Press.
16. Yu, Holly & Breivold, Scott. (2008). Electronic Resource Management in Libraries: Research and Practice. Information Science Reference

SEMESTER -III

Name of Program	Master of Library and Information Science	**Program Code**	
Name of the Course	Database and Metrics Practice	**Course Code**	26LIS203SE01OD
Maximum Marks	**100** **70 Practical** **30 Assignments**	**Credits**	4
		Time of Examinations	3 Hours

Note: Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):

At the end of the course, students will be able to:

CLO1: Execute advanced database searches for relevant information
CLO2: Analyze research metrics to assess scholarly impact
CLO3: Establish professional research profiles for networking
CLO4: Create and manage digital libraries for accessibility and preservation

Unit – I Library Database Search

- Full-text databases: ScienceDirect, Emerald, etc.
- Citation databases: Scopus, Web of Science, etc.
- Other databases: Dimensions, Google Scholar, etc.
- Repositories: ROAR, DOAR, SHERPA/ Romeo, etc.
- Catalogues: OPAC, WebOPAC, WorldCat, etc.

Unit – II Research Metrics

- Impact Factor, Eigenfactor, Citescore, etc.: Meaning and calculation
- Finding research metrics from databases: citations, h-index, g-index, i10 index, IF, SJR, SNIP, FWCI, etc.
- Altmetrics, Altmetrics Attention Score

Unit – III Research Profiles and Blogs

- Creating profiles on ResearchGate, Academia.edu, Google Scholar, Scopus, etc.
- Creation of ORCID
- Journal Finder Tools
- Designing and developing library blog

Unit – IV Creating Digital Repositories

- Hands on practice of scanner, digital camera and OCR
- Hands on practice of Digital Library creation using Greenstone/ DSpace

Suggested Readings:

1. Das, A. K. (2015). Research evaluation metrics (Vol. 4). UNESCO Publishing.
2. Morrison, A. (2013). Blogs and blogging: Text and practice. A companion to digital literary studies, 369-387.
3. Richardson, W. W. H. (2010). Blogs, Wikis, Podcasts, and other Powerful Web Tools for Classrooms. Thousand Oaks: SAGE Publications.
4. Williams, K. (2022). What counts: Making sense of metrics of research value. Science and Public Policy, 49(3), 518-531.
5. Witten, I. H., & Bainbridge, D. (2005, June). Building digital library collections with Greenstone. In JCDL (Vol. 5, pp. 425-425).

SEMESTER - IV

SEMESTER -IV

<table>
<tr><td>Name of Program</td><td>Master of Library and Information Science</td><td>Program Code</td><td></td></tr>
<tr><td>Name of the Course</td><td>Scientometrics and Data Visualization</td><td>Course Code</td><td>26LIS204DS01OD</td></tr>
<tr><td rowspan="2">Maximum Marks</td><td rowspan="2">100
70 Theory
30 Assignments</td><td>Credits</td><td>4</td></tr>
<tr><td>Time of Examinations</td><td>3 Hours</td></tr>
<tr><td colspan="4">Note: Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.</td></tr>
<tr><td colspan="4">Course Learning Outcomes (CLO):
CLO1: Students will have knowledge about bibliometrics and its laws
CLO2: Students will understand the concept of science mapping and its associated concepts
CLO3: Students will be able to use various sources of scientometrics data
CLO4: Students will understand importance of citations and various indicators based on them
CLO5: Students will be exposed to various software used for bibliometrics and data visualization</td></tr>
<tr><td colspan="4">Unit – I Bibliometrics and Scientometrics</td></tr>
<tr><td colspan="4">• Bibliometrics, Scientometrics, Infometrics and Webometrics: meaning, definition, scope
• Laws of Bibliometrics: Zipf’s law, Lotka’ law, Bradford’s law
• Organizations engaged in scientometrics and informatics studies</td></tr>
<tr><td colspan="4">Unit – II Science Mapping</td></tr>
<tr><td colspan="4">• Mapping of science
• Growth and obsolescence of literature
• Citation analysis: Co-citation, Bibliographic coupling, Co-word, Co-authorship, Page Rank, etc.
• Citation Indexing: SCI, SSCI, A&HCI</td></tr>
<tr><td colspan="4">Unit – III Sources and Indicators</td></tr>
<tr><td colspan="4">• Sources of bibliometric and scientometric data: Scopus, Web of Science, Google Scholar, etc.
• Citations and citations based metrics, Self-citation
• Journal citation measures: Journal Impact Factor, CiteScore, SJR, SNIP, Eigenfactor, etc.
• Individual impact measures: h-index, g-index, i10 index, RG Score, etc.
• Altmetrics</td></tr>
</table>

Unit – IV Analysis and Data Visualization
• R Software, R Studio • Bibliometrix, Biblioshiny, Bibexcel • Vosviewer, Pajek, Citespace • Heatmap, Bubblechart, Wordcloud
Suggested Readings: 1. Anderes, A. (2009). Measuring academic research: How to undertake a bibliometric study. Oxford: Chandos. 2. Ball, R. (2017). An introduction to bibliometrics. Facet Publishing. 3. De Bellis, N. (2009). Bibliometrics and Citation Analysis: From the Science Citation Index to Cybermetrics. Lanham: Scarecrow Press. 4. Devarajan, G. (1997). Bibliometric studies: Ess Ess Publications. 5. Haustein, S. (2012). Multidimensional journal evaluation: Analyzing scientific periodicals beyond the Impact Factor. Berlin: De Gruyter. 6. Vinkler, P. (2010). The Evaluation of Research by Scientometric Indicators. Oxford:Chandos. 7. Vinyard, M.W. & Colvin, J.B. (2022). Demystifying scholarly metrics: A practical guide. Bloomsbury.

SEMESTER -IV

Name of Program	Master of Library and Information Science	**Program Code**	
Name of the Course	Information Literacy	**Course Code**	26LIS204DS02OD
Maximum Marks	**100** **70 Theory** **30 Assignments**	**Credits**	4
		Time of Examinations	3 Hours

Note: The examiner will set nine questions and the candidates must attempt five questions. Question number one will be compulsory containing short answer type questions from all units. Further, the examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):

After completion of the course, the students will learn

CLO1: about the scope of Information Literacy;
CLO2: about new skills for designing Information Literacy Programmes;
CLO3: about the creation and promotion of Information Literacy Programmes.

Unit – I Information Literacy

- Information literacy: concept, definition, scope, and importance
- Types of Literacy: Digital, Media, Computer, Law, Health etc
- Levels of Information Literacy: entry, mid and high level
- Standards/ Frameworks of information literacy
- Models of Information Literacy: Big6, 8Ws Model, PLUS Model.
- Information literacy and lifelong learning

Unit – II Methodology of Information Literacy

- Information literacy products: library brochure, database brochure, web-based
- Scope of information literacy programme
- National and International programmes in information literacy
- Design, Development and Implementation of information literacy programmes
- Programmes of Information Literacy for Library Users
- Information Literacy assessment tools

Unit – III Application of Information Literacy in Library and Information Centres

- Information literacy for individuals
- Information literacy for professionals
- Information literacy for research and development
- Case studies of information literacy
- Skills of Information Literacy for Library Professionals

Unit – IV Legal, Ethical, and Societal Issues in Media and Information
• Copyright, plagiarism, computer addiction • Cyberbullying, Netiquettes • Evaluation of information from the Internet, Fake news • Information overload • Obsession of information, media, and social issues

Suggested Readings:

1. Agosto, D. E. (Ed.). (2018). Information literacy and libraries in the age of fake news. ABC-CLIO.
2. Allan, M. and Madigan, D. (eds), (2006). Digital Literacies for Learning. London:FacetPublishing,
3. American Association of School Librarians and Associations for Educational Communications and Technology. (1998).Information Standards for Student Learning. Chicago: American Library Association.
4. Andretta, Susie (2012). Ways of Experiencing Information Literacy: Making the Case for a Relational Approach. New Delhi. Chandos Publishing.
5. Blanchett, H., Powis, C. & Webb, J. (2012). A Guide to Teaching Information Literacy: 101 Practical Tips. London: Facet Publishing.
6. Clark, C.C. and Mayer R.E. (2008).e-learning and the science of instruction. San
7. Davis-Kahl, S. and Hensley, M. K. (Eds). (2013). Common Ground at the Nexus of
8. Ercegovac, Z. (2008). Information literacy: Search strategies, tools & resources for high school and college freshmen (2nd ed.). Ohio: Linworth.

Francisco: Pfeiffer.

9. Goad, T. W. (2002). Information literacy and workplace performance. Westport, C N:Quorum Books.
10. Hobbs, R. (2021). Media literacy in action: Questioning the media. Rowman& Littlefield Publishers.

Information Literacy and Scholarly Communication. USA: ACRL.

11. Koltay, T., Špiranec, S. &Karvalics, L. Z. (2016). Research 2.0 and the Future of Information Literacy. London: Chandos Publishing.
12. Lanning, S. (2017). Concise Guide to Information Literacy.Westport. Libraries Unlimited.
13. Leaning, M. (2017). Media and information literacy: An integrated approach for the 21st century. Chandos Publishing.
14. Lloyd, A. (2021). The Qualitative Landscape of Information Literacy Research: Perspectives, Methods and Techniques, Facet Publishing
15. Lupton, M. (2004). The Learning Connection: Information Literacy and the StudentExperience.Adelaide: Aus. Lib.
16. Mackey, Thomas P. and Jacobson Trudi E. (2014) Metaliteracy: ReinventingInformation Literacy toEmpower Learners. USA: ALA Neal-Schuman.
17. Radcliff, C. J., et. al. (2007). A Practical Guide to Information Literacy Assessment for Academic Librarians. Westport: Libraries Unlimited.
18. Ragains, P. (Ed) (2013). Information Literacy Instruction that Works: A Guide toTeaching by Discipline and Student Population. USA: ALA Neal-Schuman.
19. Sales, D. & Pinto, M. (Eds.) (2017) Pathways into Information Literacy and Communities of Practice: Teaching Approaches and Case Studies. London: Chandos Publishing.
20. Solomon, A., Wilson, G. and Taylor, T. (2012).100% Information Literacy Success. 2nd Ed. Boston, USA: Wadsworth, Cengage Learning.

SEMESTER -IV

Name of Program	Master of Library and Information Science	**Program Code**	
Name of the Course	Information, Communication and Policies	**Course Code**	26LIS204DS03OD
Maximum Marks	**100** **70 Theory** **30 Assignments**	**Credits**	4
		Time of Examinations	3 Hours

Note: Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):

At the end students will be able to know:

CLO1: about the information and related concept;
CLO2: how freedom of information prevails in an advanced society to uphold a democracy;
CLO3: about information science as a discipline;
CLO4: about different acts, commissions and policies related to information activities in India.

Unit – I Information and Communication

- Information : definition, need, characteristics, nature, type, value and use
- Conceptual difference between data, information and knowledge
- Communication of information
- Communication channels, types, models and barriers

Unit – II Information Science and Information Society

- Information science: definition, scope and objectives
- Information science as a discipline and its relationship with other subjects
- Information society: definition, genesis, characteristics and implications
- Changing role of library and information centres in society
- Information industry: generators, providers and intermediaries
- Knowledge society: definition, genesis, characteristics & implications

Unit – III Laws/Acts and Policies

- Freedom : Freedom of information- concept, censorship, cyber law, data security and fair use policies in relation to information, right to read and write: (un)banning books, fatwa on writers
- Acts: IPRs, Right to Information Act 2005, IT Act 2000
- Organization: WIPO
- Policies: International and National Programmes and Policies (NAPLIS)
- Commission: National Knowledge Commission (NKC)

Unit – IV Economics of Information and Its Management

- Information is power
- Information as an economic resource
- Information as a commodity
- Information economics
- Marketing of information product and services
- Information/knowledge management: concept and tools

Suggested Readings:

1. Eather, John (2008). The information society: A study of continuity and change. 5th ed. London: Facet.Martin, William J. (1988). The information society. London: Aslib
2. Raja Rammohan Roy Library Foundation and Indian Library Association (1985). Documents of national policy on library and information system. Calcutta: The Foundation.
3. Ranganathan, S. R. (1966). Teaching library science. Library Science with a Slant to Documentation 3 pp. 293-388.
4. Rao, Madan Mohan (2003). Leading with knowledge: Knowledge management practices in global infotech companies. New Delhi: McGraw-Hill.
5. Sharma, Pandey S. K., ed. (2003). Electronic information environment and library services. New Delhi: Indian Library Association.
6. Vickery, Brian C. & Vickery, Alina (1987). Information science in theory and practice. London: Butterworths.

SEMESTER -IV

Name of Program	Master of Library and Information Science	**Program Code**	
Name of the Course	E-Learning	**Course Code**	26LIS204DS04OD
Maximum Marks	**100** **70 Theory** **30 Assignments**	**Credits**	4
		Time of Examinations	3 Hours

Note: Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):

At the end students will be able to know:

CLO1: about the relevant, pedagogically sound educational materials and programs for the Internet using the latest developments in online educational theories and technology;
CLO2: a variety of multimedia technology tools to develop engaging, effective eLearning;
CLO3: measurement, and evaluating the effectiveness of eLearning training;
CLO4: Various free open courseware available and how to use them effectively.

Unit – I Introduction

- E-learning or Web based learning: meaning, definition, concept and process
- Synchronous and Asynchronous learning
- Six C's framework of e-learning
- Learning Behaviour: Perceptions and Reality
- Computer-mediated communication
- Bloom's taxonomy

Unit – II Managing E-learning

- E-Learning: Content creation and content hosting
- Changing learning ecology: New age avenues for learning
- Role of students and instructor
- Mapping leaning requirements
- e-Inclusion and Exclusion- Digital divide, Digital spectrum and cross cultural issues

Unit – III E-Learning Delivery, Assessment and Evaluation

- Defining and locating community
- Communication and Collaborating
- AI and e learning
- Learning as a career
- Creating, promoting e-learning community
- Managing social and technical mix in e-leaning

Unit – IV MOOCs
• MOOCs: Definition, Evolution, • Types of MOOCs, Advantage, Challenges and Disadvantage • Important MOOC Platforms (NPTEL, Swayam, Arpit, edX, Coursera etc.) • Usage of multimedia features and tools • SWAYAM: India's National MOOC • SWAYAM Courses in LIS

Suggested Readings:

1. Aberdour, M. (2013). Moodle for mobile learning. Packt Publishing Ltd.
2. Allen, Michael. (2003) Michael Allen's guide to e-learning: Building interactive, fun, and effective learning programs for any company. New Jersey: Wiley.
3. Arshavskiy, Marina (2013). Instructional design for e-learning: Essential guide to creating successful elearning courses. London: Create Space.
4. Bhandari, M. (2020). Comparison of Wordpress, Joomla and Drupal.
5. Choo, F. H., and Gay, R. K. L. (2006). Managing e-content: instructor-studentcentric e-learning management system. Digital Learning, 2(7).
6. Griffey, J. (2019). AI and Machine Learning: The challenges of artificial intelligence in libraries. American Libraries, 50(3), 4.
7. Haythornthwaite, Caroline & Andrews, Richard (2011). E-learning: Theory and practice. London: Sage
8. Khan, Badrul (2005). *Managing e-learning strategies: design, delivery and implementation and evaluation*. Pteoershey: Information Science Publishing.
9. Tabakova, V. (2020). E-learning in medical physics and engineering: building educational modules with Moodle. CRC Press.
10. www.mooc.org
11. https://nptel.ac.in
12. Swayam

SEMESTER - IV

Name of Program	Master of Library and Information Science	**Program Code**	
Name of the Course	Academic Library System	**Course Code**	26LIS204DS05OD
Maximum Marks	**100** **70 Theory** **30 Assignments**	**Credits**	4
		Time of Examinations	3 Hours

Note: Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):

CLO1: The students will understand the present set up of academic library system in India
CLO2: The students will know about growth and role of academic libraries
CLO3: The students will be able to manage various aspects of academic libraries
CLO4: The students will understand the issues related with collection development
CLO5: The students will understand the use of resource sharing
CLO6: The students will be able to plan and implement services in academic libraries

Unit – I Academic Libraries

- Academic libraries : meaning, definition, need and purpose
- Types and functions of academic libraries
- Growth and development of academic libraries in India
- UGC and its role in the development of academic libraries
- Accreditation and ranking: NAAC, NIRF

Unit – II Management and Collection Development

- Sources of finance, types of budget, methods of financial estimation
- Academic library building
- HRM in academic libraries, Staffing norms and patterns
- Collection development in academic libraries, Collection Development Policy (CDP)
- Selection principles and tools
- Weeding policy, stock verification

Unit – III Resource Sharing

- Resource sharing: concept, need and purpose
- Resource sharing networks in India
- Role of INFLIBNET in development of academic libraries
- Consortia: eShodhSindhu

Unit – IV Services and Policies
• Services in academic libraries • Planning and development of information services • Research support services in academic libraries, Shodhchakra • NEP-2020 and role of libraries
Suggested Readings: 1. Baker, David, ed. (2006). Resource management in academic libraries. London: Library Associations. 2. Brophy, Peter. (2008). The academic library. London: Library Association. 3. Chapman, Liz. (2001). Managing acquisitions in library and information services. London: Library Association. 4. Gelfand, M. A. (2001). University libraries for developing countries. Paris: UNESCO. 5. Jordan, Peter. (1998). The academic library and its users. London: Gower.

SEMESTER-IV

Name of Program	Master of Library and Information Science	**Program Code**	
Name of the Course	Technical Writing and Communication Skills	**Course Code**	26LIS204SE01OD
Maximum Marks	**100** **70 Theory** **30 Assignments**	**Credits**	4
		Time of Examinations	3 Hours

Note: Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):

The course will enable the students to learn

CLO1: the different forms of private and official letters and their purpose ;
CLO2: the course in terms of specific documents with purpose;
CLO3: the oral presentations with its different forms and its suitability in different contexts;
CLO4: the basics and advanced level communication skills;
CLO5: the effective use of language in different contexts

Unit - I Technical Writing Basics

- Technical & non-technical writings: meaning , definition and difference
- Forms of technical writings: theses, technical papers, reviews, manuals
- Parts of theses: objectives & sequence
- Citation Style: objectives, style manuals
- APA documentation: note taking, listing sources: references and bibliography
- APA style (In-text: superscription and parenthetical)

Unit – II Specific Documents

- Private and official correspondence: important characteristics
- Workplace letters: guidelines, parts, formats and design; audience and purpose; letter tone-polite, tactful, plain English and ethical consideration
- Resume, interview and resignation

Unit – III Writing Process

- Writing process: objectives, purpose, context, language and tone
- Grammar and usage: parts of speech
- Mechanics of writing: abbreviation, hyphenation, capitalization, use of numbers, spelling & punctuations
- Editing and proof reading: basics of editing and proofreading marks

Unit – IV Oral Communication
• Oral communication: objectives, advantages , pitfalls and avoidance • Considerations: languages , diction, sentence structure and thematic wind up • Personal presentation: seminar, extempore; personal interview; story telling • Group presentation: group discussion, brainstorming session
(Note: One of internal assessments shall be in the form of group discussion (GD) from unit-4 with assessor comprising of at least two members other than the teacher concern)
Suggested Readings 1. *Chicago Manual of Styles*. 16th ed. New Delhi: Prentice Hall of India, 2010. 2. Gilbadi, Joseph. *MLA handbook for writers of research papers*. 7th ed. New Delhi: Affiliated East- West Press, 2010. 3. Gordon, H. M. and Walter J. A. *Technical writing.* 5th ed. London: Holt, 1986. 4. Hornby, A. S. *Oxford Advanced Learners Dictionary of Current English*. 8th ed. New Delhi: Oxford University Press, 2009. 5. James, H. S. *Handbook of technical writing*. NTC Business Books, 2010. 6. Mohan, K. *Speaking english effectively.* New Delhi: Macmillan, 2005. 7. Richard, W. S. *Technical writing*. New York: Barnes and Noble, 2008. 8. Lannon, John M. (1997). *Technical writing.* 7th ed. New York: Longman. 9. Lannon, John M. & Gurak, Laura J. (2014). *Technical communication*. 3rd ed. Boston: Pearson. 10. Basu, B. N. (2007). *Technical writing*. New Delhi: Prentice Hall of India.