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ADESH

ADESH UNIVERSITY BATHINDA

SYLLABUS

FOR

MASTER OF LIBRARY & INFORMATION SCIENCE

(Under Choice Based Credit System)

(SEMESTER: I - II)

2017-18

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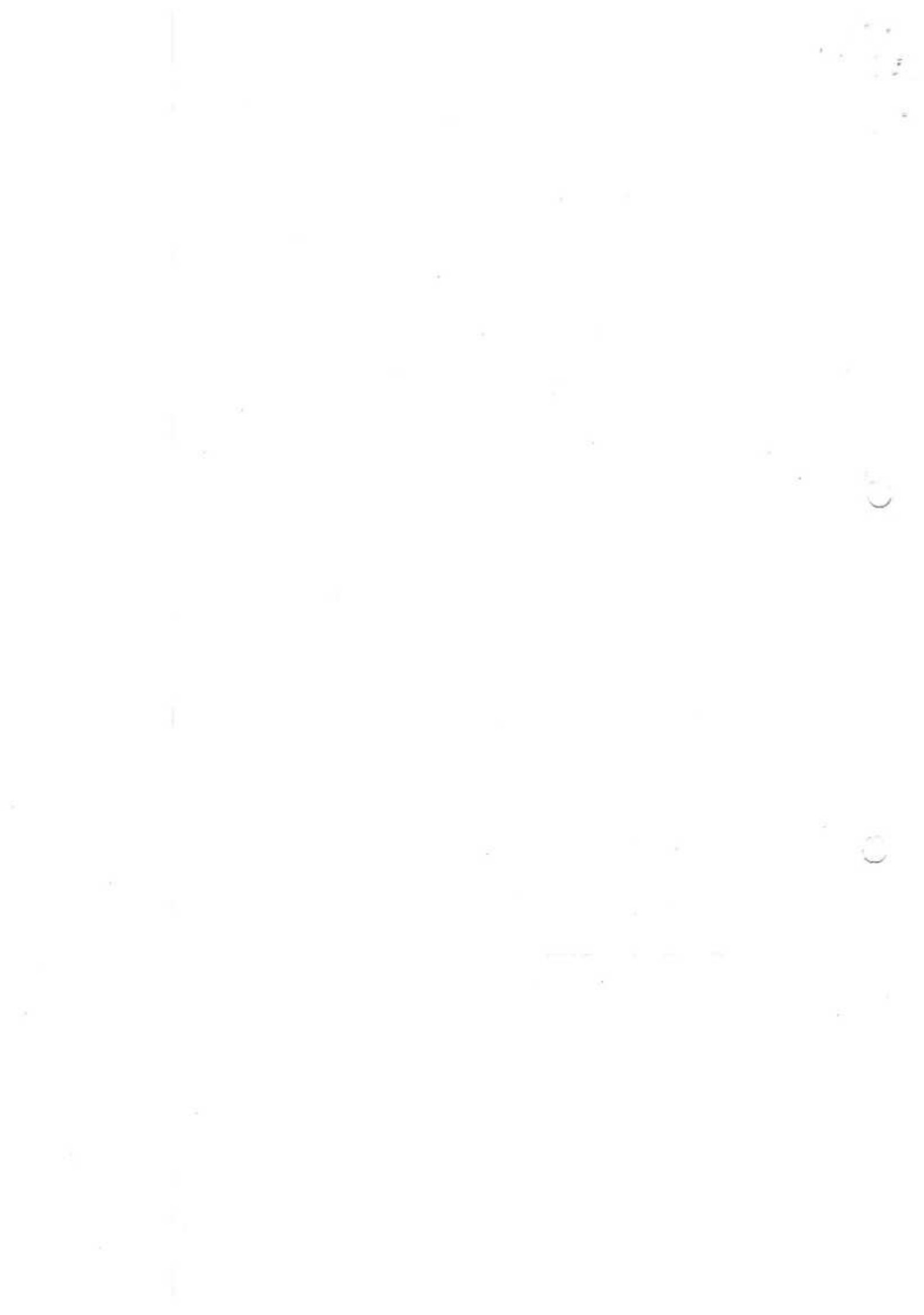
Master of Library & Information Science

Course Code: MLibISc

Scheme of Examination: Semester (Choice Based Credit System)

Duration of Course: 1 Year (2 semesters)

Number of Seats recommended: 30

Objective of the Course:

1. To acquaint students with basic philosophy of library and information science and to understand the role and evolution of library as a social institution. Also to understand and appreciate the library and information profession.
2. To produce leaders, managers and thinkers for planning and decision making for medium large and specialized library and information.
3. To expose students to research and its methodology in the field of Library and Information Science

Eligibility Conditions (as per UGC): Passed Bachelor Degree Examination in Library & Information Science from any statutory University with at least 50% marks.

(Note: A candidate, who fails to pass this course within three years of his /her admission to the course, shall be deemed to be unfit for the Master of Library & Information Science course.)

Medium of Instructions: Punjabi & English.

Medium of Examination: Punjabi & English.

Department of Library & Information Science
Adesh University, Bathinda
(Course Structure for MLIB programme)

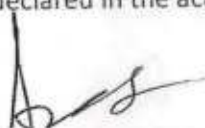| Course code	Course Title	Course Type	Credits (L+T+P)	Total credits
Semester-I				
LIS.501	Research Methods and Statistical Techniques	Foundation course	5+0+0	5
LIS.502	Information, Communication & Society	Core course	5+0+0	5
LIS.503	Information Storage & Retrieval	Core course	5+0+0	5
LIS.504	Advanced Classification - Practice	Core course	5+0+0	5
LIS.505	Advanced Cataloguing - Practice	Core course	5+0+0	5
EVS.501	Environment studies	Knowledge enhancing course	2+0+0	2(NC)
		Total Credits	**27+0+0**	**27**
Semester-II				
LIS.506	Information & Communication Technology: Applications	Core course	5+0+0	5
LIS.507	Option I: Information Analysis, Consolidation & Repackaging Or Option II: Dissertation/Project work	Core course	5+0+0	5
LIS.508	Option I: Information and Literature Survey in Sciences or Option II: Information and Literature Survey in Social Sciences or Option III: Information and Literature Survey in Humanities	Core course	5+0+0	5
LIS.509	Public Library System Or Academic Library System Or Special Library System	Core course	5+0+0	5
HVE.201	Human values and ethics	Other compulsory course	2+0+0	2(NC)
LIS.599	Seminar in Library and Information Science	Core course	1+0+0	1
		Total Credits	**23+0+0**	**23**
		Grand Total Credits	**50+0+0**	**50**

EXAMINATIONS AND EVALUATION OF STUDENTS UNDER CONTINUED INTERNAL ASSESSMENT

1. During the semester, students shall be continuously evaluated for academic performance in each course through surprise test (s), three pre-announced examinations (First hourly examination, mid term examination and second hourly examination), tutorials, assignment (s), term paper, field work, class seminar (s) and the End-Semester Examination. The weightage for Continued Internal Assessment and the End Semester Examination shall be equal. The distribution of marks for all the components shall be as given below:

   I. The first hourly examination is for 1 hour duration and covers about 20% content – weightage is 10%

   II. Second examination called Mid Term Examination is of 2 hours duration and covers 50% content - weightage is 25%

   III. The third examination is again a 1 hour examination covering syllabus after mid term examination - weightage is 10%

   IV. The End Semester Examination covers the entire syllabus and it is of 2-3 hours duration - weightage is 50%

   V. 5% marks are for attendance or any other evaluations the teacher has done during the semester (5 marks for 100% attendance, no marks for 75% attendance and 1 mark for each 5% increment in attendance beyond 75% and fractions thereof)

2. All the examinations shall be conducted by the teacher (s) concerned under the overall supervision of the head of the department and Dean Academic Affairs.

3. The Mid Term and End Semester Examinations shall be conducted according to the schedule fixed by the COE.

4. The answer sheets for all examinations shall be marked by the teacher offering a course and shown to the students within one week of holding the examination. The answers to each question shall be discussed by the teacher in the class.

5. Since the teacher has continuously evaluated the students for all the 100 marks, there is no need for sending internal assessment. However, the head of the department shall report the award list in respect of all courses taken by different students to the Controller of Examinations through the concerned Dean/Principal of College/Chairperson within seven days of the completion of End Semester Examination.

6. The concerned HOD shall keep a check on the conduct of all examinations and shall send a report to COE after Mid Term Examination on the performance of every student till that examination.

7. In case a student could not appear in any component of the Continuous Internal Assessment of a course due to medical reasons or under other exceptional circumstances (supported by documentary evidence), a separate examination in that component shall be arranged by the concerned teacher with the approval of respective head of the department before the beginning of End Semester Examination.

8. The End Semester Practical Examination (wherever applicable) shall be held before the end of each semester as declared in the academic calendar.

9. A student shall be permitted to appear in the End-Semester Examination as per the Conduct of Examination Rules after filling up the prescribed examination form, payment of the prescribed examination fee, satisfying the attendance requirement and fulfilling other eligibility criteria.

10. The question paper pattern of Mid Term Examination and End Semester Examination shall be prescribed by the Board of Studies concerned, and at least two sets of question papers for these examinations shall be submitted to COE in the beginning of the semester, one of these sets shall be passed on to the concerned HOD one hour before the Examination. It will be compulsory to pass the End Semester Examination for successful completion of the course.

11. Unless prescribed in the Regulations and the Scheme of Examination of a particular programme, a candidate shall be deemed to have completed his/her course successfully if he/she obtains minimum 40 % marks/Grade point of 4.00/ as per the 10 point scale in each course.

12. If a student fails in the End Semester Examination, a supplementary examination within six weeks of declaration of result shall be arranged for such students by the respective department/centre with the help of COE. The marks for all other components as applicable shall however, be carried forward in such cases. The students shall be required to deposit the examination form along with prescribed fee for all such examinations.

13. The marks obtained in the Continued Internal Assessment (CIA) and all the examinations shall be shown to the students.

14. At the end of semester the result for each course is compiled by the concerned teacher, discussed with the head of department and submitted to COE for further processing through the concerned Dean/principal.

Question paper Pattern for Master of Library & Information Science

Choice Based Credit System

First Hourly Examination – Weightage 10%, Duration: 60 minutes

Question 1. Objective type multiple choice questions carrying 10 marks.
Question 2. Objective type fill in the blanks or Match the statement questions carrying 10 marks.
Question 3. Two short descriptive questions with choice carrying 10 marks each.
Question 4. Two short notes with choice carrying 5 marks each.

Second Hourly Examination – Weightage 10%, Duration: 60 minutes

Question 1. Objective type multiple choice questions carrying 10 marks.
Question 2. Objective type fill in the blanks or Match the statement questions carrying 10 marks.
Question 3. Two short descriptive questions with choice carrying 10 marks each.
Question 4. Two short notes with choice carrying 5 marks each.

Mid Term Examination – Weightage 25%, Duration: 2 hours

Question 1. Objective type multiple choice questions carrying 10 marks.
Question 2. Objective type fill in the blanks or Match the statement questions carrying 10 marks.
Question 3. Two short descriptive questions/short notes with choice carrying 10 marks each.
Question 4. One descriptive question with choice carrying 10 marks each.

End Semester Examination – Weightage 50%, Duration: 3 hours

Should have Part A for 30 marks objective type questions to be attempted in 30 minutes
Should have Part B for 70 marks all subjective questions with ample choice for attempting only five
questions. Duration should be two and a half hours to three hours.

Marks for attendance: 5 (Five)

Instructions for setting question paper:

No true/false objective type question to be set for any examination.

The objective type questions for the end semester examination shall be set on a separate sheet and
collected 30 minutes after beginning of the examination.

Two copies of the question paper for Mid Term and End Semester Examination shall be submitted by the
teacher to the Controller of Examinations within a week of the start of the semester.

Adesh University
Department of Library & Information Science

Name of Programme	First Hourly Examination	Sem I (2017-18)

Course Code: Course Title
(Question paper - cum - Answer Sheet)

Time allowed: 50 min.   Maximum Marks: 50

Name:

Admission No.

Note: Attempt all the questions. Cutting or overwriting is not allowed. Answer with cutting or overwriting shall be considered a wrong answer.

Adesh University
Department of Library & Information Science

Name of Programme	End Semester Examination	Sem I (2017-18)

Course Code: Course Title

(Question paper - cum - Answer Sheet – Part A Objective Type)

Time allowed: 30 min.   Maximum Marks:30

Name:

Admission No.

Note: Attempt all the questions. Cutting or overwriting is not allowed. Answer with cutting or overwriting shall be considered a wrong answer.

Adesh University
Department of Library & Information Science

Name of Programme	End Semester Examination	Sem I (2017-18)

Course Code: Course Title

(Question paper – Part B Subjective)

Time allowed: 2 Hours.   Maximum Marks: 70

Name:

Admission No.

Note: Attempt any five questions.

(Semester – I)

LIS.501   Research Methods and Statistical Techniques

Credits: 5

Objective

- To expose students to various research methods and their application to Library and Information Science.

Unit 1:   **20 Lectures**

Research: Definition, need, purpose and types.
Basic concept of Research Methodology: Variable, hypothesis, induction, deduction, observation, objectivity, validity, reliability.
Research Design: Meaning, purpose, priniciples, components and criteria. Literature search: print, non-print and electronic sources.

Unit 2:   **15 Lectures**

Instruments of Research: Survey, questionnaire, interview and case study
Scientific Method: Definition; components, steps; limitations; applicability in the field of Library and Information Science.
Historical Method: Definition; steps; limitations; applicability in the field of Library and Information science.

Unit 3:   **20 Lectures**

Experimental Method: Definition; experimental validity, internal external limitation; applicability in the field of Library and Information.
Comparative Method: Definition; steps; limitations; applicability in the field of Library & Information Science.
Statistical Method: Definition; steps; limitations; applicability in the field of Library & Information Science.

Unit 4:   **20 Lectures**

Elementary Statistics: Mean. Median. Mode, mean deviation, standard deviation, percentage, ratio, frequency.
Computerized Data Analysis: Description, analysis and interpretation. Use of SPSS.
Research Reporting: Structure, style, contends guidelines for research reporting. Style manuals in MLA-APA etc. e-citation and Methods of research evaluation.

Recommended Books

1. Bailey,Kennteh: Methods of social research. Ed. 2, 1982.
2. Bajpai, SR: Methods of social survey and research, 1984
3. Busha, Charles H and Harter, S.P.: Research Methods in Librarianship, 1988.
4. Carpenter, R.L.: Statistical Methods for librarians, 1978
5. Donner,M.D.: Editing scientific books and journals, 1978.
6. Ghosh, B.N.: Scientific methods and social research. Ed. 2, 1984
7. Fastinger, Leon and Katz, Dehiel: Research methods in behavioral sciences, New York: Amerind, 1976
8. Young, P.V.: Scientific social survey and research, Ed 4. Englewood Cliffs, N.J.: Prentice Hall , 1966
9. Neelameghan, A.: Presentation of ideas in technical writings, 1975.
10. Sardana, J.L. and Sehgal, R.L.: Statistical methods for librarians, 1981
11. Simpson, I.S.: Basic statistics for librarians, Ed 3, 1983.
13. Sharma, Ram Dutt: Research methods in social science, 1988.
14. Misra, K.P.: Research methodology: A handbook, 1989.
15. Kothari, C R.: Research methodology

LIS.502 Information, Communication & Society

Credits: 5

Objectives

- To enable the students to understand the nature of information and its relations to knowledge, patterns of information flow and the role of libraries and information centers in national development.
- To acquaint the students with information policies and Infrastructures in India and abroad.

Unit 1: 18 Lectures

Data, Information and knowledge: Conceptual difference

Information: definition, nature, use and value with special emphasis on multimedia information.

Information Society: Genesis, characteristics, and implications.

Unit 2: 20 Lectures

Knowledge: Impact and implications of knowledge for libraries and information centres.

Communication: Communication channels.

Information and Knowledge Management: Concepts and types. Role of networks, libraries, documentation centres, data banks,

databases; referral centres; deposit centres, translation centres; and reprographic centres in information and knowledge management.

Unit 3:   **15 Lectures**

Information Science: Definition, scope and status as a discipline.
Information Life-cycle: Generation, acquisition, processing, storage, dissemination and use.
Universe of Subjects: Formation, structures and development.

Unit 4:   **22 Lectures**

Information policy: Need, purpose and recent developments at national and international level. (NAPLIS, UAP)
Intellectual property rights: Copyright, Data security and fair use, Right to information and censorship.
Library & Information Infrastructure: At International, National and Local level (only conceptual frame work to be discussed.)

Recommended Books:

1. Bell, D. The coming of post industrial society: a venture in social forecasting. NY: Basic Books, 1973.
2. Best, DP, Ed. The fourth resource: information and its management. Aldershot: Aslib, 1996
3. Buckland, M. Information and information systems. New York: Praeger, 1991.
4. Cornish, GP. Copyright: interpreting the law for library, archive and information service. London: LA, 1997.
5. Feather, JP. The information society. London: LA, 2000
6. Meadows, J.: Knowledge and communication. London, LA, 1997.
7. Prasher, RG. Information and its communication.
8. Rodden, R., ed. Information dynamics: Aldershot: Gower, 1998.
9. Vickery, BC and Vickery, A. Information science: theory and practice. London: Butterworth, 1997.

LIS.503   Information Storage & Retrieval

Credits: 5

Objectives

- To keep students abreast of current developments in various information processing techniques.
- To develop capability in retrieving information by applying different search techniques.

Unit 1:   **20 Lectures**

Classification: Development and trends in general classification schemes. Dewey Decimal classification, latest ed; Universal Decimal Classification (Medium) English edition; Library of congress classification; Bibliographic classification (2nd ed); Colon classification (7thed.) and B.S.O. Automatic classification.

Activities of organisations in classification research; Documentation Research and Training Centre (Bangalore), CRG (London), and ISKO.

Unit 2:   **20 Lectures**

Cataloguing: Development and trends in cataloguing, Anglo-American Cataloguing Rules, 2nd Ed. and revisions. International Standard Bibliographic Description (ISBD) MARC 21, UNIMARC, CCF, OPAC, DUBLIN CORE

Unit 3:   **20 Lectures**

Indexing: Development and trends in indexing. Derived indexing; Assigned indexing, Alphabetical indexing, Keyword indexing, Pre and post coordinate indexing systems, citation indexing.

Features and Information Storage and Retrieval System – Precision, recall, relevance online searching and search strategies.

Unit 4:   **15 Lectures**

Vocabulary control: Methodology current trends and development. Sears List of Subject Headings; Library of Congress Subject Headings, Medical Subject Headings (MeSH). Thesaurus of ERIC Descriptors, Thesauro-facet.

Recommended Books:

1. Aitchinson, J and Gilchrist, A. Thesaurus construction. 2nd ed. London: Aslib, 1987.
2. Best, DP, Ed. The fourth resource: information and its management. Aldershot: Aslib, 1996
3. Cooke, A. A guide to finding quality information on the Internet. 2nd edition. London: Facet Publishing, 2001

4. Chowdhary, GG. Introduction to modern information retrieval. London: LA, 1999.
5. Deegan, M. and Simon Tanner. Digital futures. London. LA, 2002
6. Foskett, AC. The subject approach to information. 5th ed. London: LA, 1996
7. Ghosh, SB and Satpathi, JN, Ed. Subject indexing systems. Kolkata: IASLIC, 1998.
8. Guha, B. Documentation
9. Kemp, DA. The nature of knowledge. London: Clive Bingley, 1976.
10. Kemp, DA. Computer-based knowledge retrieval. London: Aslib, 1988.
11. Maltby, A., ed. Sayer's manual of classification for libraries. 5th. Ed. London: Andre Deutsch, 1975
12. Mason, RO and others, eds. Ethics of information management. New Delhi: Sage, 1995
13. Meadows, J. Understanding information. Munchen: KG Saur, 2001.
14. Oddy, P. Future libraries, future catalogs. London: LA, 1996
15. Prasher, RG. Index and indexing systems. New Delhi: Medallion Press, 1989.
16. Rajan, TN, ed. Indexing Systems. Kolkata: IASLIC

LIS.504   Advanced Classification- Practice

Credits: 5

Objective

The aim of this paper is to train students in the techniques of classifying titles of documents according to the UDC (abridged 3rd revised English edition 1961)

Syllabus: **75 Lectures**

Classification of adequate number of titles from all disciplines by the UDC (3rd revised English edition, 1961)

Instructions for the Paper-Setter/ Examiner

The question paper will consist of two parts: Part I and Part II. Part I should include 10 simple titles and the Part II should include 10 complex titles. Candidates should be asked to classify any 5 titles from Part I and 5 titles from Part II respectively.

The question paper should be set strictly according to the instructions given above.

Time Allowed: 2 Hours   Maximum Marks: 50

NOTE: 1.   Copies of the UDC (Abridged 3rd revised English edition 1961) and a dictionary are available for use.

2.   Classify Ten titles in all selecting any five from each part.

PART-I: Classify any five of the following: 5×3=15 Marks

PART-II: Classify any five of the following: 5× 7=35 Marks

List of requirements in the examination hall
1. U.D.C (abridged 3rd revised English edition,1961) (10 Copies)
2. Dictionaries : (2 Copies)

The above books are to be collected by the Superintendent, Examination Centre from the Department of Library and Information Science, Adesh University, Bathinda.

Recommended Books: U.D.C. (Abridged 3rd revised English Edition 19961).

LIS.505   Advanced Cataloguing-Practice

Credits: 5

Objective

The aim of this paper is to give practice to students in the techniques of cataloguing of non-book materials. Cataloguing Practice of non book material by AACR II, 2nd ed. 1988 Revision, supplemented by Sears List of Subject Headings, Ed 12, 1982.

Unit 1:   Cataloguing practice of adequate number of titles covering:
> Cartographic material
> Sound Recordings

Unit 2:   Cataloguing practice of adequate number of titles covering:
> Motion Pictures
> Video Recordings

Unit 3:   Cataloguing practice of adequate number of titles covering
> Computer files
> Microfilms

Instructions for the Paper-Setter/ Examiner

The question paper will consist two Parts: I and II. Part-I should include three titles covering (I) Cartographic material (ii) Motion Pictures, (iii) Video recordings.

Part-II should also include three titles covering (I) Sound recordings, (ii) Computer files, (iii) Microforms.

Candidates should be asked to catalogue fully any five titles in all selecting at least two titles from each Part. In no case, the questions should be asked from outside the syllabus, and question paper should be set strictly according to the instructions mentioned above.

Instructions to be given in the Question Paper
Time allowed: 2 Hours   Maximum Marks: 50

NOTE: All questions carry equal marks.

Catalogue fully five titles in all, selecting at least two from each part.

All Catalogue entries for each title should be completed before attempting the   next title.

Follow unit card system for added entries.

For subject headings, use Sears List of Subject, Headings, and Ed 12.

List of requirements in the examination hall

The following books are to be provided to the candidates:

1. Sears List of Subject Headings.Ed 12.   2 copies.
2. Language dictionary   2 copies.
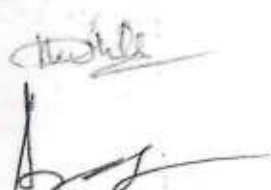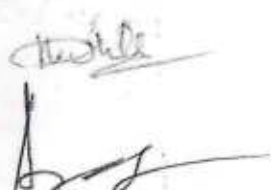
Recommended Books:

1. Anglo-American Cataloguing Rules.Ed 2. 1988. Revision.
2. Sears List of Subject Headings. Ed 12. 1982.
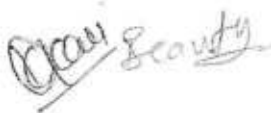
EVS.501
Credits: 2

Environment Studies

Unit No.	Content	Lectures
1.	**Introduction to ecology and environment** Definition, scope and importance of environment and environmental science. Structure of Environment – layers of atmosphere, hydrosphere – water budget, groundwater and ocean, lithosphere – soil formation and profile. Concept of ecology and ecosystem; types of ecosystem (Forest, pond, lakes, river, desert and grass land); energy flow of ecosystem; food chain and food web; ecological pyramids and succession	4
2.	**Natural resources** Forest resources–uses and exploitation, deforestation and conservation; Renewable, Nonrenewable and alternate energy resources; Mineral resources - Use and exploitation, environmental effects of extracting and using mineral resources; water resources–uses and exploitation; Human resources and food resources; Bioresources–biodiversity value, threats and conservation, hot spots of biodiversity and endangered species, red data book; soil erosion and desertification.	6
3.	**Environmental pollution** Air, water, soil and noise – sources, effects and consequences; marine and thermal pollution; Greenhouse effect, acid rain, ozone depletion, nuclear winter, photochemical smog, London smog Solid waste management–sources of waste generation, collection, segregation and disposal. Waste hierarchy and Integrated solid waste management Pollution control methods–sewage treatment plant, water treatment plant, air pollution control methods	4
4.	**Natural disasters** Earthquakes, floods, tsunamis, cyclones, droughts, landslides and tsunamis	3
5.	**Environmental laws, conventions and protocols** Water (Prevention and control of Pollution) act; Air (Prevention and Control of Pollution) Act; Environment Protection Act; Forest Conservation act; Kyoto protocol, Montreal protocol, Stockholm convention, Rio summit 1992 and convention on biodiversity, Cartagena protocol, IPCC.	6
6.	**Social issues and the environment** Rain water harvesting; wasteland reclamation; environmental ethics; sustainable development; population growth, industrialization, urbanization, family, child and women welfare programmes, human health and environment; Role of Information Technology in Environment; value education; sustainable development	5
7.	**Field work** Visit to local polluted site, biogas plant, waste management site, wastewater treatment plant, wildlife sanctuary; Study of simple ecosystems-pond, river etc.	4
	Total	32

Suggested Books:

Sr. No.	Authors/ Name of Books/Publisher
1.	Rana, S. V. S. Essentials of Ecology and Environmental Science Edition: Fifth edition.
2.	S. P. Mishra and S. N. Pandey (2008) Essential Environmental Studies, First edition, CRC press.
3.	Andrew Friedland, Rick Relyea, David Courard-hauri and Ross Jones (2012) Essentials of Environmental Science. Freeman Publishers.
4.	Kamaraj. P & Arthanareeswari. M (2010) Environmental Science – Challenges and Changes", 4th Edition, Sudhandhira Publications.
5.	R. Jeyalakshmi, (2008) 'Principles of environmental science, Devi publications,2nd ed.
6.	Kurian Joseph, R.Nagendran, (2005) 'Essentials of Environmental Studies', Pearson Education, 2nd edition.
7.	P. Anandan (2009) Environmental Science and Engineering, Scitech Publishers.
8.	Helen P. Kavitha (2008) Principles of Environmental Science, Science tech Publications, 2nd Edition.
9.	De A. K. (1996) 'Environmental Chemistry, New Age International, NewDelhi.
10.	Vasudevan N. (2006) Essentials of Environmental Science 1st Edition, Alpha Science International Ltd.
11.	William Cunningham and Mary Cunningham Environmental Science: A Global Concern.
12.	P. R. Trivedi (2004) Environmental Pollution and Control, APH Publishing Corporation.
13.	Rajagopalan (2015) Environmental Studies: From Crisis to Cure 3rd edition, OUP India Publishers.

(Semester – II)

LIS.506 Information & Communication Technology: Applications
Credits: 5

UNIT – 1:   20 Lectures

Library automation: Planning and implementation
Automation of Housekeeping operations: Acquisition, Cataloguing, Circulation, Serials control, OPAC, Library management
Library software packages: LIBSYS, SOUL, WINISIS, KOHA.
Digital Library Software: KOHA, Dspace & Greenstone.

UNIT – 2:   20 Lectures

Databases: Types and generations, salient features of select bibliographic databases
Communication technology: Fundamentals communication media and components
Network media and types: LAN, MAN and WAN. Intranets & Extranets.

UNIT – 3:   15 Lectures

Digital, virtual and hybrid libraries: Definition and scope. Recent developments.
Library and information networks with special reference to India: DELNET, INFLIBNET, ERNET, NICNET

UNIT – 4:   20 Lectures

The Internet: Multimedia, hypermedia, World Wide Web.
Internet-based resources and services: Basic Services: E-Mail, FTP, remote logon, and HTTP.
Internet-based resources and services Browsers, search engines, portals, gateways, electronic journals, mailing lists and scholarly discussion lists, bulletin boards, computer conferences and virtual seminars

Recommended Books:

1. Bradley, P. World Wide web: how to design and construct web pages. 2nd ed. London: Aslib IMI, 2000.
2. Deegan, M. and Simon Tanner. Digital futures. London. LA, 2002
3. Kaul, HK: Library networks: an Indian experience. New Delhi: Virgo, 1992.
4. Krol, E. The whole Internet: User's guide and catalogue, 1993.
5. Poulter, A. and others. The library and information professionals guide to the Internet. London: LA, 2000.
6. Rowley, J. The electronic library. 4th ed. London: LA, 1998.
7. Winship, I. The student's guide to the Internet. London: LA, 2001.

LIS.507 (Option I) Information Analysis, Consolidation & Repackaging

Credits: 5

UNIT – I: **15 Lectures**

Concept of information analysis and consolidation
Need of information analysis and consolidation
Information requirement of users
Guiding principles for presentation of ideas in a helpful sequence

UNIT – 2:   **20 Lectures**

Packaging and repackaging: Concept need and purpose
Criteria for determining appropriate repackaging activities
Information consolidation products: concepts, types, design and development
Marketing of information products and services

UNIT – 3:   **20 Lectures**

Information consolidation methodology: Pre-requisites and stages /steps in preparation of information consolidated products
Knowledge and skills required for information analysis and consolidation
Planning and management of information consolidation units.

UNIT – 4:   **20 Lectures**

Content creation and management
Methodology for preparation of a handbooks, newsletters and State-of-the-Art reports
Abstracting: Types and guidelines for preparing abstracts.
Evaluation of information products: Criteria and steps

Recommended Books:

1. Atherton, P. Handbook of information systems and services. Paris: UNESCO, 1977.
2. Saracevic, T and Wood, JS: Consolidation of information: a handbook of evaluation, restructuring and repackaging of scientific and technical information. Paris: UNESCO, 1981.
3. Seetharama, S. Information consolidation and repackaging. New Delhi Ess Ess, 1997

OR

LIS.507 (Option2): DISSERTATION/ PROJECT WORK

The evaluation of dissertation /project work report carries 50 marks.

LIS.508 Option I: Information and Literature Survey in Sciences
Credits: 5

Objective: To acquaint students with the contributions, research activities, and information sources in science disciplines.

UNIT – 1:   **15 Lectures**

Science disciplines: Scope of the major subject's: Mathematics, Physics, Chemistry, Botany, Zoology, Brief survey of the contributions made by prominent authors in these fields.

UNIT – 2:   **20 Lectures**

Science disciplines: Developments, problems and research trades.
Information Sources: Role of different types of primary, secondary and tertiary documents in the growth and development of Sciences.

UNIT – 3:   **20 Lectures**

Information Sources: Evaluations of important secondary and tertiary sources of information in Sciences including distributed and networked sources.
Databases: Networked and distributed databases in Sciences.
Internet-based resources and services: A brief introduction in the context of Sciences.

UNIT – 4:   **20 Lectures**

Research activities: Brief survey of the activities of the research institutions and professional organisations in the growth and development of science disciplines with particular reference to India, U.K. and U.S.A

(List of recommended reading to be provided by the concerned teacher)

LIS.508 Option II: Information and Literature Survey in Social Sciences
Credits: 5

Objective: To acquaint students with the contributions, research activities, and information sources in Social science disciplines.

UNIT – 1:   **15 Lectures**

social science disciplines: Scope of the major subjects: Economics, Political Science, Sociology, History, Brief survey of the contributions made by prominent authors in these fields.

UNIT – 2:   **20 Lectures**

Social science disciplines: Developments, problems and research trends.

Information sources: Role of primary, secondary and tertiary segments in the growth and development of Social Sciences.

UNIT – 3:   **20 Lectures**

Information sources: Evaluation of important secondary and tertiary sources of information in Social sciences including distributed and net-worked sources.

Databases: Networked and distributed databases in Social Sciences.

Internet-based resources and services: A brief introduction in the context of Social Sciences.

UNIT – 4:   **20 Lectures**

Research activities: Brief survey of the activities of the research institutions and professional organisations in the growth and development of Social Science disciplines with particular reference to India, U.K. and U.S.A.

RECOMMENDED READINGS

1.   Brock, C.: The Literature of Political science: a guide for students, libraries and teachers, 1969.
2.   Heller (FL): The information sources of political science.Ed 3.1981.
3.   Hoselitz (Bert F): Reader's guide to the social sciences Rev.ed 1972.
4.   Lewis (PR): The literature of the social sciences: an introductory survey and guide.1960.
5.   Mackanzie (Wom): Study of political science today.1970.
6.   UNESCO: Main trends of research in the social and human science.1970.
7.   Malnyk (P):   Economics: bibliographic guide to reference books and information sources, 1971.
8.   Maltby (A): Economics and commerce: the sources of information and their organisation. 1978.
9.   Sheehy (EP): Guide to reference books, Latest Ed.
10.   Tza Chung (Li): Social science reference sources: a practical guide 1980.
11.   Mc Innis (Raymond G) and James (WS): Social science research handbook.1975.
12.   Walford (AJ).Ed. Guide to reference material. 1980.
13.   Webb (WH), Ed.: Sources of information in the social science .Ed3. 1980.
14.   Knowledge divides (2010) World Social Science Report. Paris: UNESCO

NOTE: A list of important information sources is given in Appendix

LIS.508 Option III: Information and Literature Survey in Humanities
Credits: 5

Objective: To acquaint students with the contributions, research activities, and information sources in Humanities disciplines.

UNIT – 1:   **20 Lectures**

Humanities disciplines: Scope of the major subjects: Religion, Philosophy, Fine Arts, and Literature. Brief survey of the contributions made by prominent authors in these fields.

UNIT – 2:   **15 Lectures**

Humanities disciplines: Developments, problems and research trends.

Information sources: Role of primary, secondary and tertiary segments in the growth and development of Humanities

UNIT – 3:   **20 Lectures**

Information sources: Evaluation of important secondary and tertiary sources of information in Humanities including distributed and networked sources.

Databases: Networked and distributed data-bases in Social Sciences. Internal-based resources and services: A brief introduction in the context of Humanities

UNIT – 4:   **20 Lectures**

Research Activities: Brief survey of the activities of the research institutions and professional organisations in the growth and development of Humanities disciplines with particular reference to India, U.K. and U.S.A.

(List of recommended reading to be provided by the concerned teacher)

LIS.509   Option I: Public Library System

Credits: 5

Objectives

To keep students aware of the latest trends and developments in various aspects of Public Library Systems with particular reference of India, U.K. and U.S.A

UNIT –1:   15 Lectures

Role of Public Library in information society.

Development of Public libraries with special reference to India Role of RRRLF, National Library (Kolkata) in development of public libraries.

Role of public libraries in literacy, open and distance education/learning

UNIT – 2:   20 Lectures

Library as a system: environmental influences and responses.

Planning : Need & importance of planning; types of plans-short term, long term, strategic; steps and components of planning- time involved, money involved, areas of planning, SWOT analysis, systems approach, planning tools-MBO, decision trees, brain storming etc; planning of library building and its interior.

Organizing: Purpose & need for organize- Organizational structure (line & staff functions, departmentalization, organizational charts); authority & its decentralization ;(quality circles, matrix structures); functional organisation of libraries.

UNIT – 3:   20 Lectures

Human Resources Management: Staffing: Job definitions, recruitment, training and development motivation, job enrichment, appraisal of library staff

Leadership & Communication: effective leadership in libraries; functions activities & qualities of library managers; creativity and innovation; entrepreneurship. Interpersonal communication

Financial Management: source of funds; different type of budgets by; accounting & auditing, costing and cost analysis of library services.

UNIT – 4:   20 Lectures

Public Library, collections and services development, evaluation and effectiveness

Marketing: Identification of market for libraries; Market segmentation, Information as a marketable commodity; Marketing library services and products; Marketing & promotion techniques.

Control: Control techniques-Budgetary and non-budgetary devices, Management Information System.

Change & quality management with special reference to library automation and networking

(List of recommended reading to be provided by the concerned teacher)

LIS.509   Option II: Academic Library System

Credits: 5

Objectives

To keep students aware of the latest trends and developments in various aspects of Academic Library System

UNIT – 1:   **15 Lectures**

Role of Library in academic institutions, i.e., Schools, Colleges and Universities.

Development of University and College libraries with special reference to India Role of UGC.

Study of the recommendations of various committees with regard to academic libraries in India.

Role of academic libraries in open and distance education/learning

UNIT – 2:   **20 Lectures**

Library as a system: environmental influences and responses.

Planning : Need & importance of planning; types of plans-short term, long term, strategic; steps and components of planning- time involved, money involved, areas of planning, SWOT analysis, systems approach, planning tools-MBO, decision trees, brain storming etc; planning of library building and its interior.

Organizing: Purpose & need for organize- Organizational structure (line & staff functions, departmentalization, organizational charts); authority & its decentralization ;(quality circles, matrix structures); functional organisation of libraries.

UNIT – 3:   **20 Lectures**

Human Resources Management: Staffing: Job definitions, recruitment, training and development motivation, job enrichment, appraisal of library staff

Leadership & Communication: effective leadership in libraries; functions activities & qualities of library managers; creativity and innovation; entrepreneurship. Interpersonal communication

Financial Management: source of funds; different type of budgets by; accounting & auditing, costing and cost analysis of library services.

UNIT – 4: 20 **Lectures**

Academic Library, collections and services development, evaluation and effectiveness

Marketing: Identification of market for libraries; Market segmentation, Information as a marketable commodity; Marketing library services and products; Marketing & promotion techniques.

Control: Control techniques-Budgetary and non-budgetary devices, Management Information System. Change & quality management with special reference to library automation and networking

Recommended Books:

1. Brophy, P. The academic library. London: 2000.
2. Brophy, P. Quality management for information and library managers. London:Aslib, 1996
3. Corral, S. Strategic management of information services: a planning handbook. London: Aslib, 2000.
4. Clayton, P. Managing information resources in library and information services: principles and procedures, 1997.
5. Clayton, P and Gorman, GE. Managing information resources in libraries. London: LA, 2001.
6. Crawford, J. Evaluation of library and information services. 2nd. Ed. 2000
7. Gallacher. Managing change in library & information services. London: Aslib, 2000.
8. Gorman, GE. Evaluating library collections. 2001
9. Jordan, P. Staff management in library & information work. Bombay: Jaico, 1996
10. Lancaster, FW. If you want to evaluate your library.

LIS.509   Option III: Special Library System

Credits: 5

Objectives

To keep students aware of the latest trends and developments in various aspects of Special Library System

UNIT – 1: 15 **Lectures**

Role of Special Libraries in R & D in information society.
Development of Special libraries with special reference to India, Role of CSIR, ICAR and ICSSR in development of special libraries in India.

UNIT – 2: **20 Lectures**

Library as a system: environmental influences and responses.

Planning : Need & importance of planning; types of plans-short term, long term, strategic; steps and components of planning- time involved, money involved, areas of planning, SWOT analysis, systems approach, planning tools-MBO, decision trees, brain storming etc; planning of library building and its interior.

Organizing: Purpose & need for organize- Organizational structure (line & staff functions, departmentalization, organizational charts); authority & its decentralization ;(quality circles, matrix structures); functional organisation of libraries.

UNIT – 3: **20 Lectures**

Human Resources Management: Staffing: Job definitions, recruitment, training and development motivation, job enrichment, appraisal of library staff

Leadership & Communication: effective leadership in libraries; functions activities & qualities of library managers; creativity and innovation; entrepreneurship; Interpersonal communication

Financial Management: source of funds; different type of budgets by; accounting & auditing, costing and cost analysis of library services.

UNIT – 4: **20 Lectures**

Special Library: collections and services development, evaluation and effectiveness

- Marketing: Identification of market for libraries; Market segmentation, Information as a marketable commodity; Marketing library services and products; Marketing & promotion techniques.

Control: Control techniques-Budgetary and non-budgetary devices, Management Information System.

Change & quality management with special reference to library automation and networking

(List of recommended reading to be provided by the concerned teacher)

HVE.201   Human Values and Ethics

Credits: 2(1+1)

Unit No.	Content	Lectures
1.	**Introduction to Value Education:** Understanding the need, basic guidelines, content and process for Value Education, Self-exploration—its content and process; 'Natural Acceptance' and Experiential Validation—as the mechanism for self exploration.	1
2.	**Continuous Happiness and Prosperity:** A look at basic human aspirations, Right understanding, Relationship and Physical Facilities — the basic requirements for fulfillment of aspirations of every human being, Understanding Happiness and Prosperity come — A critical appraisal of the current scenario, Method to fulfill the above human aspirations: Understanding and living in harmony at various levels.	2
3.	**Harmony in the Human Being:** Understanding human being as a coexistence of the sentient 'I' and the material 'Body', Understanding the needs of Self ('I') and 'Body' Sukh and Suvidha. Body as an instrument of 'I': Being the doer. seer and enjoyer, understanding the characteristics and activities of 'I' and harmony in 'I', understanding the harmony of 'I' with the Body: Sanyam and Svasthya; correct appraisal of physical needs, meaning of prosperity in detail, programs to ensure Sanyam and Svasthya	2
4.	**Harmony in the Family and Society:** Understanding harmony in the Family — the basic unit of human interaction, Understanding values in human-human relationship; meaning of Nyaya and program for its fulfillment to ensure Ubhaya —tripti; Trust; vrs-vasa) and Respect (Sammana) as the foundational values of relationship. Understanding the meaning of VISVASA; Difference between intention and competence, Understanding the meaning of Sammana, Difference between respect and differentiation; the other salient values in relationship.	2
5.	**Harmony in the society:** Understanding the harmony in the society (society being an extension of family): Samadhana, Samriddhi, Abhaya. Sah-astirva as comprehensive Human Goals, Visualizing a universal harmonious order in society — Undivided Society (Akhand Samaj), Universal Order (Sarvabhauma Vyavasthal - from family to world family.	1
6.	**Harmony in the Nature (Existence):** Understanding the harmony in the Nature, Interconnectedness and mutual fulfillment among the four orders of nature—recyclability and self-regulation in nature.	2
7.	**Understanding Sah-astitva:** Co-existence of mutually interacting units in all-pervasive space, Holistic perception of harmony at all levels of existence.	1
8.	**Implications of the Holistic Understanding — A Look at Professional Ethics:** Natural acceptance of human values, Definitiveness of Ethical Human Conduct, Basis for Humanistic Education, Humanistic Constitution and Universal Human Order, Competence in Professional Ethics. Ability to utilize the professional competence for augmenting universal human order, Ability to identify the scope and characteristics of people-friendly and eco-friendly production systems, technologies and management models, Case studies of typical holistic technologies, management models and production systems.	2
9.	**Strategy for transition from the present state to Universal Human Order:** (a) At the level of individual: as socially and ecologically responsible engineers, technologists and managers, (b) At the level of society as mutually enriching institutions and organizations.	2
10.	**Introduction to Medical Ethics (Deontology):** (a) Relationship of health workers with their patients, relatives of patients and their co-workers. (b) History of Deontology (c) Principles and practice of Deontology.	1
	Total	16

Practice session	Topic	Number of sessions
PS 1.	**Module 1: Introduction to Value Education:** Introduce yourself in detail. What are the goals in your life? How do you set your goals in your life? How do you differentiate between right and wrong? What have been your salient achievements and shortcomings in your life? Observe and analyze them.	1
PS 2.	Now-a-days, there is a tendancy of talk about many techno-genic maladies such as energy and material resource depletion environmental pollution, global warming, ozone depletion, deforestation, soil degradation, etc. — all these seem to be man-made problems, threatening the survival of life on Earth — What is the root cause of these maladies & what is the way out in your opinion? On the other hand, there is rapidly growing danger because of nuclear proliferation, arms race, terrorism, criminalization of politics, large scale corruption. scams, breakdown of relationships, generation gap, depression & suicidal attempts etc. - what do you think, is the root cause of these threats to human happiness and peace - what could be the way out in your opinion?	1

PS 3.	1. Observe that each one of us has the faculty of 'Natural Acceptance'. based on which one can verify what is right or not right for him. (As such we are not properly trained to listen to our 'Natural Acceptance' and many a time it is also clouded by our strong pre-conditionings and sensory attractions).
	 Explore the following:
	    (i) What is 'Naturally Acceptable' to you in relationship—the feeling of respect & disrespect for yourself and for others?
	    (ii) What is 'Naturally Acceptable' to you - to nurture or to exploit others?
	 Is your living in accordance with your natural acceptance or different from it?
	
	 2. Out of the three basic requirements for fulfillment of your aspirations- right understanding, relationship and physical facilities- observe how the problems in your family are related to each. Also observe how much time & effort you devote for each in your daily routine.
		2

PS 4.	**Module 2: Harmony in the Human Being:** List down all your important desires. Observe whether the desire is related to Self ('I') or the Body. If it appears to be related to both, visualize which part of it is related to Self ('I') and which part is related to Body.	1
PS 5.	1. (a) Observe that any physical facility' you use, follows the given sequence with time: Necessary and tasteful unnecessary but still tasteful unnecessary and tasteless —> intolerable. (b) In contrast, observe that any feeling in you is either naturally acceptable or not acceptable at all. If naturally acceptable, you want it continuously and if not acceptable, you do not want it any moment 2. List down all your important activities. Observe whether the activity is of 'I' , or of Body or with the participation of both 'I' and Body. 3. Observe the activities within 'I'. Identify the object of your attention for different moments (over a period of say 5 to 10 minutes) and draw a line diagram connecting these points. Try to observe the link between any two nodes.	1
PS 6	1. Chalk out some programs towards -insuring your harmony with the body - in terms of nurturing, protection and right utilisation of the body. 2. Find out the plants and shrubs growing in and around your campus, which can be useful in curing common diseases.	1
PS 7	**Module 3: Harmony in the Family and Society** Form small groups in the class and make them carry out a dialogue focusing on the following eight questions related to 'TRUST': 1a. Do I want to make myself happy? 2a. Do I want to make the other happy? 3a. Does the other want to make himself/herself happy? 4a. Does the other want to make me happy? What is the answer? Intention (Natural Acceptance)	1

	1b. Am I able to always make myself happy? 2b. Am I able to always make the other happy? 3b. Is the other able to always make himself/herself happy? 4b. Is the other able to always make me happy? What is the answer? **Competence** Let each student answer the questions for himself and everyone else. Discuss the difference between intention and competence. Observe whether you evaluate yourself and others on the basis of intention/competence.	
PS 8.	1. Observe, on how many occasions, you are able to respect your related ones (by doing the right evaluation) and on how many occasions you are disrespecting by way of under-evaluation, over-evaluation or otherwise evaluation. 2. Also, observe whether your feeling of respect is based on treating the other as you would treat yourself or on differentiations based on body, physical facilities or beliefs.	1
PS 9.	1. Write a narration in the form of a story, poem, skit or essay to clarify a salient Human Value to the children. 2. Recollect and narrate an incident in your life where you were able to exhibit willful adherence to values in a difficult situation.	1
PS 10.	**Module 4: Harmony in the Nature (Existence)** List down some common units (things) of Nature which you come across in your daily life and classify them in the four orders of Nature. Analyse and explain the aspect of mutual fulfillment of each unit with other orders.	1
PS 11.	Make a chart to show the whole existence as co-existence. With the help of this chart try to identify the role and the scope of some of the courses of your study. Also indicate the areas which are being either over-emphasized or ignored in the present context.	1
PS 12.	**Module 5: Implications of the Holistic Understanding — a Look at Professional Ethics:** Identify any two important problems being faced by the society today and analyze the root cause of these problems. Can these be solved on the basis of natural acceptance of human values. If so, how should one proceed in this direction from the present situation?	1
PS 13.	Suggest ways in which you can use your knowledge of Science/Technology/Management etc. for moving towards a universal human order. Propose a broad outline for Humanistic Constitution at the level of Nation.	1

PS 14.	The course is going to be over view. It is time to evaluate what difference in your thinking has it made. Summarize the core message of this course grasped by you. How has this affected you in terms of;
	
	    a. Thought
	    b. Behavior
	    c. Work and
	    d. Realization
	What practical steps are you able to visualize for the transition of the society from its present state.
		2

LIS.599   Seminar in Library and Information Science
Credit: 1

A seminar will be conducted by the MLibISc students of Department of Library & Information Science on a topic as decided with the consultation of the concerned faculty members.