**M.Lib.I.Sc (One-Year Programme) Department of Library and Information Science, UCA&SS, OU**  
**RESTRUCTURED CHOICE BASED CREDIT SYSTEM – SCHEME OF THE EXAMINATION**  
**(FROM THE ACADEMIC YEAR 2018-19)**

### I Semester

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Course Type</th>
<th>Instruction hrs/week</th>
<th>Duration of Exam</th>
<th>Max. Marks</th>
<th>Total Marks</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MLS-101</td>
<td>Information and Communication</td>
<td>CC</td>
<td>5</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
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<tr>
<td>2</td>
<td>MLS-102</td>
<td>Information Retrieval Systems (Theory)</td>
<td>CC</td>
<td>5</td>
<td>3</td>
<td>20</td>
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<td>100</td>
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<tr>
<td>3</td>
<td>MLS-103</td>
<td>Research Methods for Library and Information Science</td>
<td>CC</td>
<td>5</td>
<td>3</td>
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<tr>
<td>4</td>
<td>MLS-151</td>
<td>Elective A. Information Technology (IT) B. College and University Libraries</td>
<td>DSE</td>
<td>4</td>
<td>3</td>
<td>20</td>
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<td>100</td>
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<tr>
<td>5</td>
<td>MLS-152</td>
<td>Elective A. Basics of Computer Software (Practice) B. Metadata (Practice) C. Information Sources (ID)</td>
<td>SEC</td>
<td>4</td>
<td>3</td>
<td>-</td>
<td>100</td>
<td>100</td>
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| Tutorials | 2 | 25 | 25 | 1 |

**TOTAL**  
| 25 | 80 | 445 | 525 | 24 |
**RESTRUCTURED CHOICE BASED CREDIT SYSTEM – SCHEME OF THE EXAMINATION**

*(FROM THE ACADEMIC YEAR 2018-19)*

### II- Semester

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Course Type</th>
<th>Instruction hrs/week</th>
<th>Duration of Exam</th>
<th>Max. Marks</th>
<th>Internal Assessment</th>
<th>Semester Exam</th>
<th>Total Marks</th>
<th>Credits</th>
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<tr>
<td>1</td>
<td>MLS-201</td>
<td>Management of Library and Information Centers</td>
<td>CC</td>
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<td>MLS-202</td>
<td>Library Automation and Networking</td>
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<td>3</td>
<td>MLS-203</td>
<td>Software for Library Automation</td>
<td>CC</td>
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<td>4</td>
<td>MLS-251</td>
<td>Elective A. Information Systems and Programmes B. Research and Technical Libraries</td>
<td>DSE</td>
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<td>5</td>
<td>MLS-252</td>
<td>Elective A. Digital Libraries B. Information Literacy C. Project</td>
<td>SEC</td>
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<td>Tutorials: Seminar/Field Visits/Group Discussions</td>
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<td><strong>TOTAL</strong></td>
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<td></td>
<td></td>
<td><strong>25</strong></td>
<td><strong>80</strong></td>
<td><strong>445</strong></td>
<td><strong>525</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

**Project Oriented Dissertation**: In lieu of One Theory / Practice Paper (i.e. 4 Credits)

*Note: Software for Library Automation is a practice paper which comprises of Part A: 40 marks theory and Part B: 60 Marks practice total 100 marks.*
M.Lib.I.Sc (One-Year Programme)
Department of Library and Information Science
Osmania University, UCA&SS,O.U

SEMESTER SYSTEM

(RESTRUCTURED CHOICE BASED CREDIT SYSTEM – SYLLABUS AND SCHEME OF THE EXAMINATION)

(OSMANIA UNIVERSITY
100 YEARS
Centenary Celebrations
1917-2017)

(FROM THE ACADEMIC YEAR 2017-2018)
**Internship:** The Student has to undergo One month compulsory Internship in a recognized Library / Information Centre. The Internship has to be completed within three months from the last examination of the 2nd Semester. The Grading of A, B, C and D (A = Excellent, B = Good, C = Satisfactory and D = Not Satisfactory) will be awarded by the concerned Head of the Library / Information Centre based on the candidate’s performance. This grading will be mentioned in the Memo of Marks. However, it will not be considered for the award of Division / percentage of Marks.

(FIRST SEMESTER)

**PAPER-MLS 101: INFORMATION AND COMMUNICATION (CC)**

**Unit-1: Nature of Information:**
- Data, Information & Knowledge: Definition, scope, use.
- Information and Social Change.
- Information Explosion.
- Information Society: Genesis, Characteristics, Implications.
- Information Science: Definition, Scope and linkages with other disciplines / Subjects.
- Information Industry.

**Unit-2: Information Communication:**
- Information Cycle: Information Generation, Collection, Storage, Forms, Transfer and Dissemination of Information.
- Scientific Communication.
- Barriers of Communication of Information.
- Information Literacy
- Information Filtering

**Unit-3: Economics of Information:**
- Information needs. Information Seeking Behaviour: Concept, methods, need and purpose.
- User Studies: Concept, purpose, methods, its application in libraries.
- Information as Commodity and Resource.
- Information Production and distribution.
- Marketing of Information: Market Analysis, Market Segmentation, Marketing Mix, Marketing Audit.

**Unit-4: Knowledge Management & Digital Library:**
- Content Management.
- Digital Library: Concept, use, advantages, design and development.
- Digital libraries – Institutional Repositories – Need, purpose, material to be included and limitations.
Virtual Library: Concept.

Virtual Learning – Online learning, interactive techniques.

e-learning.

Unit-5: Informetrics:

Citation: Citation Analysis, Bibliographic Coupling.

Librametry, Bibliometrics and Scientometrics, Webometrics: Concept, Scope, Usefulness.

Bibliometric Laws – Bradford, Lotka and Zipf.

Select Readings:


PAPER-MLS 102: INFORMATION RETRIEVAL SYSTEMS (THEORY) (CC)

Unit-1:
Information Storage and Retrieval (IR) Systems:
Concept, components, IR tools.

Information Analysis, repackaging and consolidation: Concept, purpose.
Content Creation / Content Development.

Indexing:
Concept. Principles / general theory of indexing.
Content Analysis: Meaning, Purpose. Application in LICS.

Unit-2:
Indexing Languages, types, Characteristics.
Vocabulary control - natural and controlled languages. Semantics and Syntax.
Library Classification Schemes: UDC and CC.
Thesaurus - Structure and functions. Design / Construction of Thesaurus.
Subject Headings - LCSH and SLSH - Structure and Functions.

Unit-3:
Indexing Techniques:
Syntactical problems. Pre and post-coordinate indexing.
Chain Indexing, PRECIS. Uniterm, Keyword and Citation Indexing.
Computer based indexing systems and methods (Automatic Indexing).

Unit-4:
Bibliographic Description:
Standards for bibliographic Description: ISBDs, MARC, CCF and MARC 21. EAD (Encoded Archival Description).

METADATA: Concept, Formats - Features of MARC, IAFA, Templates, Dublin Core, TELURC, FGDC --- Detailed Study of any two formats. Protocols - Features - SODA, SMARTS. Metadata vis-à-vis Internet.

Data Mining, Data Warehousing.

DIGITAL OBJECT IDENTIFIER (DOI): Concept, Origin, application, principles for issuance of DOI. Principles for the application of DOI. DOI Foundation, procedure for registration.

Unit-5:
Information Retrieval:
Preparation of query, steps in search strategy. Search tools - search engines, meta-search engines. Subject directories, subject guides, specialized data bases, etc.. Criteria for evaluation of IR Systems.

Select Readings:


PAPER-MLS 103: RESEARCH METHODS FOR LIBRARY AND INFORMATION SCIENCE (CC)

Unit-1:
Research:

Types – Basic and applied. Interdisciplinary & multidisciplinary, Team / Group Research, Relay Research. Scientific method. LIS Research in India.

Unit-2:
Research Design:

Hypothesis:
Definition, meaning, formulation. Types: Descriptive, relational and explanatory, Null-Hypothesis. Verification.

Unit-3:
Methods of Research:
Survey, descriptive, comparative, historical, experimental, case study and Delphi technique.

Unit-4:
Methods of data collection:

Sampling methods and techniques:

Unit-5:
Methods and Tools of Data Analysis:


Writing research report:
Structure & Contents of report, presentation of findings. Style Sheets, Citation of Print, Electronic and Internet sources.
Select Readings:


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PAPER- MLS 104 (A): INFORMATION TECHNOLOGY (IT) (DSE)

**Unit-1:**

Information Technology:
- Concept, definition and components of IT
- Client - Server Technology : Concept, Use. Different types of Servers - File Server, Proxy Servers, Web Servers, Print Server, Database Server, etc.
- Strategic Management of Technology
- Trends in Hardware and Software Developments.
- Software – Open Source and Proprietary – Implications, Advantages of using different types of Software.

**Unit-2:**

Communication Technology:
- Communication Media – Twisted Pair, Coaxial, Optic Fibres, Satellite Communication, VSAT, Microwave. Bandwidth, Multiplexing. ISDN.
- Data Communication Concepts – Parallel & Serial; Synchronous & Asynchronous; Simplex, Half Duplex and Full Duplex.
Unit-3:
Electronic Information:
- Electronic / Digital Information.
- Digital Collection, Digital Rights Management.
- Preservation and archiving of e-resources.
- Web logs. Identification and creation of Blogs. Wikies, Wikipedia.

Unit-4:
Communication Tools and Techniques: An overview:
- Fax, E-mail, Tele Tex, Videotext, Tele Conferencing, Video Conferencing, Voice Mail. Hyper Text and Hyper Media. List Serve / Electronic groups.
- Wireless Communication: Concept – Networking, WAP / Wireless Internet, WLL, Cellular Communication.
- Internet Communication and Expert Systems.
  - Internet Communication: Internet as a communication tool. Facilities for communication. Features and Developments.
  - Internet Connectivity – Dial up, leased, microwave, cable modem, ISDN, Digital Subscriber Lines (DSL). Other related issues.

Select Readings:


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**PAPER-MLS 104 (B): COLLEGE AND UNIVERSITY LIBRARIES (DSE)**

**Unit-1:**


**Unit-2:**


**Unit-3:**


**Unit-4:**


PAPER-MLS 352 : Information sources (ID) (GE)*

Unit-1:
Information: Definition, need, types, cycle/flow

Unit-2:
REFERENCE SOURCES IN THE FIELDS OF SOCIAL SCIENCES:
Dictionaries, Encyclopedias, Almanacs, Year Books, Directories, Handbooks, Manuals, News-Summaries, Concordances, Biographical, Geographical Information Sources, Electronic Resources with particular reference to Open Access sources.

Unit-3:
BIBLIOGRAPHY:
Meaning, scope, functions.
Kinds: Enumerative / Systematic, Analytical, Historical, Textual, and Descriptive.
Types: Retrospective and Current. General, Special, National (INB and BNB), Trade, subject.
Preparation of bibliographies. Documentation list. BIBLIOGRAPHIC CONTROL -- Meaning, purpose, UBC and UAP.

Unit-4:
ABSTRACTING SERVICES:
Abstracting Services / Products - Examples from different subjects.
INDEXING SERVICES
Index: Meaning, use. Indexing Services / Products - Examples from Different Subjects -- Citation Indexes. Citation of Documents – Purpose.

Select Reading:


- Offered for students of other Departments.

**PAPER—MLS 151 (A): COMPUTER SOFTWARE (Practice) (SEC)**

**Unit-1:**

Operating System – Windows / LINUX (Hands on experience with one Operating System)

**Unit-2:**

MS-Word, MS-Excel, MS-Power Point
(Hands on experience in document creation, editing, printing, etc.)

**Unit-3:**

HTML, and XML

Developing a HTML Document

**Unit-4:**

Searching Information on any of the subjects: Science, Social Sciences, Medical, Engineering, etc.

**PAPER—MLS 151 (B): METADATA (Practice) (SEC)**

**Unit-1:** Metadata Initiatives. Dublin Core Elements.

**Unit-2:** Identification and creating Metadata of different documents

**Unit-3:** OAI/PMH (Hands on experience)

**Unit-4:** Metadata Standards (MODS and METS)
(SECOND SEMESTER)

PAPER-MLS 201: MANAGEMENT OF LIBRARY AND INFORMATION CENTRES (CC)

Unit-1:
Management: Concept, definition, nature and purpose. Schools of management. Management Styles.
Planning Library and Information Centres: Need and purpose, planning process, procedures, steps and factors.
SWOT Analysis: Concept, Use. Role of Effective Communication on Management.

Unit-2:
Systems Theory: Concept, Components analysis, evaluation and design. Library as a System, Subsystems of a Library.
Performance Evaluation of Library and Information Centres.
Management Information Systems (MIS): Concept, Use.
Project Management: Definition, Objectives, Scope, Organisational Planning, Stages.

Unit-3:
Work Studies: Flow chart and Gantt Charts. PERT / CPM.
Work environment - Internal and External.
Management by Objectives (MbO): Concept and relevance to LICs.
Decision making:
Concept, problems, aids. Decision Process.
Delegation of Authority:
Authority, Responsibility and Accountability - Concept, guidelines and barriers.

Unit-4:
Human Resource Management:
HR Planning, staffing, job analysis, job description, job evaluation, staff recruitment; selection, training and development. Inter personal relations.
Work relationships: Supervision, Control, Leadership, Group Dynamics and Performance Evaluation.
Motivation: Concept, Theories.
Management of Change: Concept, need for change, Impact, Strategies, Organistion Culture, Promoting Change.
Use of Information Technology for Effective Management.

Unit-5:
Financial Management:
Resource Mobilisation.
Cost Effectiveness and Cost Benefit Analysis.
Cost Accounting: Concept and Use.
Outsourcing.

Quality Management:
Select Readings:


Unit-1:

Library Automation:
Definition, need, purpose and advantages. Automation Vs Mechanization.
Areas of Automation – Acquisition, Cataloguing, Access to Catalogue (OPAC), Circulation and Serial Control.

Unit-2:

Planning for Automation Procedure:
Steps in Automation: Developing a basic Technology Plan. Identifying goals and objectives, Describing existing library services and technology, Feasibility Study, Assessing needs and priorities, Preparing strategic Plan, Hardware and Software selection and Implementation.


RFID (Radio Frequency Identification)

Unit-3:

Networking and Networks:
Networking: Concept, need and advantages. Basic components of network.

Types of Networks – LAN, MAN, WAN.

Networks: General and Bibliographic.
General - ERNET, NICNET, INFONET.
Library Networks: OCLC, INFLIBNET, DELNET: Their objectives, Functions, Services and Activities.

Unit-4:

Internet: Concept, Features, Services.
Search Engines - Concept. Types – Search Engines and Meta Search Engines, Advantages in using Search Engines.


Internet Reference Sources: Identification, accessing. Various sources useful for librarians in providing Reference Services with examples.

Evaluation of Internet Information Sources – Need, Methods / Techniques.


Unit-5:

Hypertext, Hyper media. Markup Languages – HTML, XML,- Features.
Web: Concept, Usefulness. Content Development / Content Creation for Web.
Web Design – Methods / Techniques, Steps. Software – Flash, Macromedia, MS-Front page, Dream Weaver.
Select Readings:


Unit-1: Information Organisation as a system:
Basic concepts, Components, Types, Characteristics of an Information System.

Kinds of Information System:
Libraries, Documentation Centres, Information Centres, Data Banks. Information Analysis Centres. Referral Centres, Clearing Houses, Archives, Reprographic and translation Centres – their functions and services.

Unit-2: Planning and Design of a National Information System:

National Information Systems:
NISCAIR, DESIDOC, NASSDOC, SENDOC, CORD, NCSI, NISSAT, ENVIS : Structure, functions and services.

Unit-3: Regional Information Systems:
ASTINFO, APINESS and SAARC (SDC).

Global Information Systems:
UNESCO-PGI, INIS, AGRIS, INSPEC, MEDLARS, UNIDO-IIS, SPINES, ICSU.

Unit-4: Information Products and Services:
Concept, Definition. Types with examples. Information Products Vs Services.

Information Products: Institutional, Commercial.


Information Providers (Vendors): DIALOG, STN, Derwent, Data Star, UMI, Silver Platter, BLDSC, ISI.

Select Readings:


PAPER-MLS 203 (B): Research and Technical Libraries (DSE)

**Unit-1:**


**Unit-2:**


**Unit-3:**


**Unit-4:**

Planning and developing – Building, Collection, infrastructure, services of Research and Technical Libraries. Collection evaluation. Content creation and development. IPR issues. Citation analysis. Impact factor, H-Index, Altmerix.
PAPER—MLS 251: SOFTWARE FOR LIBRARY AUTOMATION (Practice) (CC)

Unit -1:

Bibliographic Database Management Systems – Concepts.

CDS/ISIS and WINISIS – Concept, features
(Hands on experience)

Unit – 2
Integrated Library Management Software – concept

LIBSYS, SOUL, NEWGENLIB, Koha
(Observation and hand on experience of any one software)

Unit-3:

Database – Concept, structure, use and features.

RDBMS - Concept, structure, use and features

SQL / MySQL / MS-Access (Hands on experience in creation of database)

Unit-4:

Searching through Internet – e-journals –subscribed, consortia and free

Internet Resources using search engines.
World Wide Web (WWW) – Institutional and Individual Websites

Note: The Practical Examination paper would consist of two parts Part - I: Short notes for 40 Marks for (the first one hour) and Part - II Practical questions for 60 Marks for (the remaining two hours)


Unit-1:

Digital Libraries – Concept, Definitions, Need and Purpose


Digital Library Resources and Services

Development of Digital Libraries
**Unit-2:**

Digital Library initiatives in India and the major Digital Libraries initiatives in UK, USA and in the world

Design and Development of Digital Libraries

Metadata, Dublincore, Taxonomies, ontologies and their use

Best Practices and case studies of Digital Libraries

Evaluation of Digital Libraries

**Unit-3:**

Digitization and its process

Different types of File Formats, Text Formats, Image Formats, Audio Formats, Video Formats, Born Digital, Mark up Languages, SGML, HTML, DHTML, XML

Open Source Materials, Gateways and Portals

**Unit- 4**

Access and User Interfaces to Digital Libraries

Resource Discovery

Search Engines, Search Tools and Techniques, Boolean Operators, Fuzzy Logic, Information Visualization

Copy right, Security, Privacy, Intellectual Property Rights (IPR) issues and Plagiarism

**Select Readings:**


Unit-1:
Information Literacy - Concept, Definitions, Need and Purpose
Information Literacy skills
Information Literacy Programmes in Public, Academic and Special Libraries

Unit-2:
Information Literacy: Developments and Trends
Information Searching skills and preservation techniques
Information Literacy Standards

Unit-3:
Information Searching with Databases, web Resources and Search Engines
Different Types of Web Searching skills like, academic websites and commercial websites
Designing and Developing Information Literacy Programmes

Unit-4:
Information Literacy Initiatives and Programmes in India and different countries
Information Literacy case studies
copy right laws and Intellectual Copy Right Issues.
Plagiarism, Plagiarism software

Select Readings


PAPER—MLS 252 (C) : PROJECT (Project Oriented Dissertation) : In lieu of One Theory/ Practice Paper (i.e. 4 Credits)