## M.Lib.I.Sc, Department of Library and Information Science, UCA&SS, OU

**RESTRUCTURED CHOICE BASED CREDIT SYSTEM – SCHEME OF THE EXAMINATION (FROM THE ACADEMIC YEAR 2016-17)**

### I Semester

<table>
<thead>
<tr>
<th>S. 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>
</tr>
<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>
<td>80</td>
<td>100</td>
</tr>
<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>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>4</td>
<td>MLS 104</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>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>5</td>
<td>MLS 105</td>
<td>Elective: (ID)</td>
<td>GE</td>
<td>2</td>
<td>2</td>
<td>10</td>
<td>40</td>
<td>50</td>
</tr>
<tr>
<td>6</td>
<td>MLS 151</td>
<td>Elective: A. Computer Software (Practice) B. Metadata (Practice)</td>
<td>SEC</td>
<td>4</td>
<td>2</td>
<td>50</td>
<td>50</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tutorials</td>
<td></td>
<td></td>
<td></td>
<td>25</td>
<td>25</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>27</td>
<td>90</td>
<td>435</td>
</tr>
</tbody>
</table>
## M.Lib.I.Sc, Department of Library and Information Science, UCA&SS, OU

### RESTRUCTURED CHOICE BASED CREDIT SYSTEM – SCHEME OF THE EXAMINATION (FROM THE ACADEMIC YEAR 2016-17)

#### II Semester

<table>
<thead>
<tr>
<th>S. 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 201</td>
<td>Management of Library and Information Centres</td>
<td>CC</td>
<td>5</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>2</td>
<td>MLS 202</td>
<td>Library Automation and Networking</td>
<td>CC</td>
<td>5</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>3</td>
<td>MLS 203</td>
<td>Elective: A. Information Systems and Programmes B. Research and Technical Libraries</td>
<td>DSE</td>
<td>4</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>4</td>
<td>MLS 251</td>
<td>Software for Library Automation (Practice)</td>
<td>CC</td>
<td>10</td>
<td>3</td>
<td>100</td>
<td>100</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>MLS 252</td>
<td>Elective: A. Digital Libraries (Practice) B. Information Literacy (Practice) C. Project</td>
<td>SEC</td>
<td>8</td>
<td>3</td>
<td>100</td>
<td>100</td>
<td>4</td>
</tr>
</tbody>
</table>

Tutorials: Seminar/Field Visits/Group Discussions

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

|                |                | 34           | 60           | 465         | 525         | 24           |

**Project Oriented Dissertation**: In lieu of One Theory / Practice Paper (i.e. 4 Credits)
### M.Lib.I.Sc, Department of Library and Information Science, UCA&SS, OU

**RESTRUCTURED CHOICE BASED CREDIT SYSTEM – SCHEME OF THE EXAMINATION (FROM THE ACADEMIC YEAR 2016-17)**

**I Semester**

<table>
<thead>
<tr>
<th>S. 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></td>
<td>MLS 105</td>
<td>Elective: (ID) Information sources</td>
<td>GE*</td>
<td>2</td>
<td>2</td>
<td>10</td>
<td>40</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>10</td>
<td>50</td>
</tr>
</tbody>
</table>

*Offered for students of other Departments*
DEPT. OF LIBRARY AND INFORMATION SCIENCE
Osmania University :: HYDERABAD 500 007

Master of Library and Information Science (M.Lib.I .Sc)

SEMESTER SYSTEM

(RESTRUCTURED CHOICE BASED CREDIT SYSTEM - SYLLABUS AND SCHEME OF THE EXAMINATION (FROM THE ACADEMIC YEAR 2016-2017 )
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:


---------------------------------------------------------------------------------

**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:


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

Unit-1:

Unit-2:

Unit-3:

Unit-4:


Select Readings


PAPER-MLS 105: 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.

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)

Metadata Initiatives. Dublin Core Elements.

Identification and creating Metadata of different documents

OAI/PMH (Hand on experience)

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:
H R 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, Organisation 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:


**PAPER-MLS 202: LIBRARY AUTOMATION AND NETWORKING (CC)**

**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:

Web: Concept, Usefulness. Content Development / Content Creation for Web.
Web Design – Methods / Techniques, Steps. Software – Flash, Macromedia, MS-Front page, Dream Weaver.

Select Readings:

9. Haywood, Trenor. Only connect: Shaping networks and knowledge for the new Millennium
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:
NAPLIS (National Policy on Library & Information Systems)
Concept, Functions and objectives of NATIS. National Information Policy (NIP).
Planning Design of National Information System (NATIS).

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 Services – Bibliographic, Document Delivery, Alert (CAS & SDI).
Marketing of Information Products and Services.

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.

Select Readings


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

PAPER—MLS 252 (A) : Digital Libraries (Practice) (SEC)

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 world
Design and Development of Digital Libraries
Best Practices and case studies of Digital Libraries
Evaluation of Digital Libraries

Unit-3:
(Hands on Experience in using D-Space for designing and developing Digital Libraries)

Note: The Practicals 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)
PAPER—MLS 252 (B) : Information Literacy (Practice) (SEC)

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

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

Unit-3:
(Hands on Experience in information searching from Print and Web information resources)

Note: The Practicals 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)

PAPER-MLS 252 (C) : PROJECT (Project Oriented Dissertation) : In lieu of One Theory/ Practice Paper (i.e. 4 Credits)
**M.Lib.I.Sc (Two-Year Integrated Programme) at P G Centre, Jogipet**

**RESTRUCTURED CHOICE BASED CREDIT SYSTEM – SCHEME OF THE EXAMINATION (FROM THE ACADEMIC YEAR 2016-17)**

**I Semester**

<table>
<thead>
<tr>
<th>S. 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>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MLS 101</td>
<td>Library &amp; Society</td>
<td>CC</td>
<td>5</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td>100</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>MLS 102</td>
<td>Library Classification (Theory)</td>
<td>CC</td>
<td>5</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td>100</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>MLS 103</td>
<td>Library Cataloguing (Theory)</td>
<td>CC</td>
<td>5</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td>100</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>MLS 151</td>
<td>Information Processing (Practice – I) Library Classification Practice: DDC)</td>
<td>CC</td>
<td>8</td>
<td>3</td>
<td>100</td>
<td></td>
<td>100</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>MLS 152</td>
<td>Information Processing (Practice – II) Library Cataloguing Practice: AACR2 Monographs &amp; Serials</td>
<td>CC</td>
<td>8</td>
<td>3</td>
<td>100</td>
<td></td>
<td>100</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Tutorials</td>
<td></td>
<td>2</td>
<td></td>
<td>25</td>
<td></td>
<td></td>
<td>25</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>33</td>
<td>60</td>
<td>465</td>
<td></td>
<td>525</td>
<td>24</td>
<td></td>
</tr>
</tbody>
</table>
## M.Lib.I.Sc (Two-Year Integrated Programme) at P G Centre, Jogipet

RESTRUCTURED CHOICE BASED CREDIT SYSTEM – SCHEME OF THE EXAMINATION (FROM THE ACADEMIC YEAR 2016-17)

### II Semester

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Course Type</th>
<th>Instructionhrs/week</th>
<th>Duration of Exam</th>
<th>Max. Marks Internal Assessment</th>
<th>Total Marks</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MLS 201</td>
<td>Library Management</td>
<td>CC</td>
<td>5</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>2</td>
<td>MLS 202</td>
<td>Introduction to Computers</td>
<td>CC</td>
<td>5</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>3</td>
<td>MLS 203</td>
<td>Reference and Information Sources and Services</td>
<td>CC</td>
<td>5</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>4</td>
<td>MLS 251</td>
<td>Information Processing (Practice – III) Library Classification Practice: UDC)</td>
<td>CC</td>
<td>8</td>
<td>3</td>
<td>100</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>MLS 252</td>
<td>Information Processing (Practice – IV) Library Cataloguing Practice: AACR2 Non-Book Materials)</td>
<td>CC</td>
<td>8</td>
<td>3</td>
<td>100</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>6</td>
<td>Tutorials</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>33</strong></td>
<td><strong>60</strong></td>
<td><strong>465</strong></td>
<td><strong>525</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>
### M.Lib.I.Sc (Two-Year Integrated Programme) at P G Centre, Jogipet

**RESTRUCTURED CHOICE BASED CREDIT SYSTEM – SCHEME OF THE EXAMINATION (FROM THE ACADEMIC YEAR 2016-17)**

**III Semester**

<table>
<thead>
<tr>
<th>S. 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 301</td>
<td>Information and Communication</td>
<td>CC</td>
<td>5</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>2</td>
<td>MLS 302</td>
<td>Information Retrieval Systems (Theory)</td>
<td>CC</td>
<td>5</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>3</td>
<td>MLS 303</td>
<td>Research Methods for Library and Information Science</td>
<td>CC</td>
<td>5</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>4</td>
<td>MLS 304</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>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>5</td>
<td>MLS 305</td>
<td>Elective: (ID)</td>
<td>GE</td>
<td>2</td>
<td>2</td>
<td>10</td>
<td>40</td>
<td>50</td>
</tr>
<tr>
<td>6</td>
<td>MLS 351</td>
<td>Elective: A. Computer Software (Practice) B. Metadata (Practice)</td>
<td>SEC</td>
<td>4</td>
<td>2</td>
<td>50</td>
<td>50</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tutorials</td>
<td></td>
<td>2</td>
<td></td>
<td>25</td>
<td>25</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td>27</td>
<td>90</td>
<td>435</td>
<td>525</td>
<td>24</td>
</tr>
</tbody>
</table>
## M.Lib.I.Sc (Two-Year Integrated Programme) at P G Centre, Jogipet

**Restructured Choice Based Credit System – Scheme of the Examination (From the Academic Year 2016-17)**

### IV Semester

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Type</th>
<th>Instruction hrs/week</th>
<th>Duration of Exam</th>
<th>Max. Marks</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MLS 401</td>
<td>Management of Library and Information Centres</td>
<td>CC</td>
<td>5</td>
<td>3</td>
<td>20</td>
<td>100</td>
</tr>
<tr>
<td>2</td>
<td>MLS 402</td>
<td>Library Automation and Networking</td>
<td>CC</td>
<td>5</td>
<td>3</td>
<td>20</td>
<td>100</td>
</tr>
<tr>
<td>3</td>
<td>MLS 403</td>
<td>Elective: A. Information Systems and Programmes</td>
<td>DSE</td>
<td>4</td>
<td>3</td>
<td>20</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B. Research and Technical Libraries</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>MLS 451</td>
<td>Software for Library Automation (Practice)</td>
<td>CC</td>
<td>10</td>
<td>3</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>5</td>
<td>MLS 452</td>
<td>Elective: A. DigitalLibraries (Practice)</td>
<td>SEC</td>
<td>8</td>
<td>3</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B. Information Literacy (Practice)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>C. Project</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tutorials: Seminar/Field Visists/Group Discussions</td>
<td>2</td>
<td></td>
<td></td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>34</td>
<td>60</td>
<td>465</td>
<td>525</td>
</tr>
</tbody>
</table>

**Project Oriented Dissertation**: In lieu of One Theory / Practice Paper (i.e. 4 Credits)
### M.Lib.I.Sc (Two-Year Integrated Programme) at P G Centre, Jogipet

**RESTRUCTURED CHOICE BASED CREDIT SYSTEM – SCHEME OF THE EXAMINATION (FROM THE ACADEMIC YEAR 2016-17)**

**III Semester**

<table>
<thead>
<tr>
<th>S. 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>5</td>
<td>MLS 105</td>
<td>Elective: (ID) Information sources</td>
<td>GE*</td>
<td>2</td>
<td>2</td>
<td>10</td>
<td>50</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>10</strong></td>
<td><strong>50</strong></td>
<td><strong>2</strong></td>
</tr>
</tbody>
</table>

*Offered for students of other Departments*
**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: LIBRARY & SOCIETY (CC)**

**Unit-1:**

Nature and purpose of Librarianship.


Professional Education and Librarianship.

**Unit-2:**

Five Laws of Library Science - Implications - Examples. - Relevance to present technological environments.


**Unit-3:**


Library Consortia - Definition, purpose, functions. Consortia in India.
Unit-4:
National & International Organizations:

Professional Associations: IFLA, CILIP, ALA, ILA, SLA, ASLIB, NASSDOC, DESIDOC, IASLIC, IATLIS, APLA, ALSID: Objectives, Functions, Activities.
Organizations: UNESCO, NISCAIR -- Objectives, Programmes and activities.

Unit-5:
Legislation – Need, Purpose and Advantages.

IPR (Intellectual Property Rights).
Library Education in India: Historical Development, levels of courses. Present Trends.

Select Reading:


----------------------------------------------------------------------------------------------------------------

**Paper- MLS 102: Library Classification (Theory) (CC)**

**Unit-1:**

Library Classification – Meaning, Need and purpose of classification.

Terminology – Need and purpose. Important terms in Classification.

Normative Principles.

Five Laws of Library Science – Implications.

Formation, Structure and Development of Subjects:

**Unit-2:**

Species of Classification Schemes: Enumerative Classification (EC): Almost enumerative Classification (AEC): Almost Faceted Classification (AFC): Rigidly Faceted Classification (RFC): Freely Faceted Classification (FFC).

Brief study of major schemes viz: Decimal Classification (DC); Universal Decimal Classification (UDC); Library of Congress Classification (LC); and Colon Classification (CC).
**Unit-3:**

General Theory of Classification. Ranganathan’s contribution.

Main Class – Canonical Class and Basic Class.
Five Fundamental Categories : PMEST.
Isolate -- Common Isolate – Kinds of Common Isolates, Special Isolates, Auxiliary Schedules.
Facet Analysis -- Postulates pertaining to Fundamental Categories.
Phase Analysis – Phase, Intra-facet & Intra-array relations.

**Unit-4:**


Principles of Helpful Sequence (8):

Different devices to form foci in an array. Chronological Device (CD); Geographical Device (GD); Subject Device (SD); Alphabetical Device (AD); Mnemonic Device (MD); Facet Device (FD); Super Imposition Device (SID); Classic Device (CLD); Telescoping of array.

**Unit-5:**

Notation -- Definition, Development, Types, Structure, Quality and functions.

Canons for Classification

Idea plane (15) -- Canons for characteristics (4); Canons for succession of characteristics (3);
Canons of Array (4); Canons for Chain (2); Canons for Filiatory sequence (2). Verbal Plane (4):
Notational Plane (24) -- Basic Canons for notation (12): Canons for mnemonics (5); Canons for growing universe (4); Canons for Book Classification (3).

Call Number -- Class Number, Book Number – Types of Book Numbers, Collection Number.

Relevance of Classification in the context of Computerized / Digital Libraries.

Trends in Library Classification.

**Select Reading:**


-----------------------------------------------------------------------------------------

**Paper- MLS 103: Library Cataloguing (Theory) (CC)**

**Unit-1:**

**LIBRARY CATALOGUE:**
Definition, need, objectives and functions.

**LIBRARY CATALOGUE & SIMILAR OTHER TOOLS:**
Bibliographies, indexes, accession lists and shelf list.

**TYPES OF LIBRARY CATALOGUES:**
Physical / Outer forms: (Book, Sheaf, Card, Computerized Catalogues, Microform Catalogues)

Inner forms (Dictionary, Classified and Alphabetico-Classed).

**Unit-2:**

AACR-2R and CCC: Features.

**DIFFERENT TYPES OF CATALOGUE ENTRIES AND THEIR FUNCTIONS:**

- Main Entry, Added Entries, (including Book Index Entries, Class Index Entries).
- Reference Entries -- Cross Reference Entry and Cross Reference Index Entry.
- Elements of information in each type of Entries.

**NORMATIVE PRINCIPLES – Laws, Canons and Principles.**

**Unit-3:**

**SUBJECT CATALOGUING: Concept, purpose.**

**SUBJECT INDEXING:** Tools and techniques. Meaning, Objectives of subject entries; Methods of subject analysis and assigning of Subject Headings – Standard Lists of Subject Headings -- LC subject headings and Sears List of Subject Headings. Chain Procedure. Thesaurus.

Indexing techniques: Meaning, purpose. Pre-coordinate indexing – Chan indexing, PRECIS, KWIC, and KWOC. Post-coordinate indexing – Uniterm Indexing. Citation Indexing.
Unit-4:

CENTRALISED CATALOGUING:

Meaning and objectives. Pre-natal cataloguing, cataloguing in publication / cataloguing in source. Database as a source of cataloguing.

UNION CATALOGUES: Definition, use and functions.
OPAC. Web Based Catalogues.
Use of Internet in Cataloguing – OCLC, LC, CORC (Cooperative Online Resource Cataloguing).
World Cat.

Impact of IT on Cataloguing.

Unit-5:

STANDARDIZATION IN CATALOGUING – Need, Purpose.
Standards -- ISBD (M), ISBD(S) AND ISBD (NBM).


Trends in Cataloguing.

Select Reading:


---------------------------------------------------------------

**Paper- MLS 151: Information Processing (Practice) - I (CC)**

**Library Classification (Practice) - DDC 20th Edition**


**Select Reading:**


6. Uppal, OP. *Practical procedure of classification according to CC and DDC*. Patiala : Madaan.

Library Cataloguing (Practice) - AACR-2R - Monographs & Serials

Preparing Catalogue Entries (Main, Added and Reference Entries) for Books (Monographs) and Serials.

Select Reading:

(SECOND SEMESTER)

Paper- MLS 201: LIBRARY MANAGEMENT (CC)

Unit-1:

Management:

Routine & work flow in different libraries / sections.


Unit-2:

Technical Section: Processing – Classification & Cataloguing. Authority File.


Preservation – Concept, Purpose and Methods.

Circulation: Gate Register; Registration of Members, Reservation of books; overnight issue, Inter-library loan, Charging and discharging methods; Day Book System, Ledger System, Browne System, Newark System, etc.


Unit-3:

Reference & Information Services.
Serials Management – Acquisition, Organisation, Methods of Recording. Problems in Acquisition.

Stock verification : Purpose and Importance - Methods.

Library Records: Purpose and Types of Records.


Unit-4:

Human Resource Management:

Financial Management:
Unit-5:

Library Statistics : Purpose and Types.

Library Committees: Concept, Importance , Functions. Types of Committees.

Library Rules & Regulations -- Purpose, Preparation.
Public Relations. Publicity & Extension Activities. Types of Extension Services.

Information Technology - Use for Effective Library Management.

Select Reading:


Paper- MLS 202: Introduction to Computers (CC)

**Unit-1:**

INFORMATION TECHNOLOGY:

COMPUTERS:
Meaning, use, functions, Characteristics and Capabilities. How a computer works.
General computer terminology.
Impact on society and Library & Information Centres.

**Unit-2:**

TYPES OF COMPUTERS: Historical Development.
Generations of computers – Characteristics.
Analogue, Digital and Hybrid Computers.
Super, Mainframe, Mini and Micro, Laptop and PDA.

DATA AND INFORMATION. Data Representation and File Organization – Binary Code, Bit, Byte.
Standards – ASCII, ISCII (Indian Script Cod for Information Interchange), and EBCDIC.
UNICODE. Data Hierarchy.

**Unit-3:**

COMPONENTS OF COMPUTERS:

OPTICAL STORAGE DEVICES: CD and DVD. MULTIMEDIA:
Purpose and Use.

Data Processing – Batch, Online and Time Sharing.

**Unit-4:**

PROGRAMMING LANGUAGES : Machine, Assembly and Higher level.

Algorithm, programme. Flow Charting

Compilers and Translators.

OPERATING SYSTEMS : Windows, Application software.
APPLICATION SOFTWARE : MS-Word, MS-Access – Features.
NETWORKING: Concept and Types.

WWW, Information Searching, URL.
Unit-5:

COMPUTERS IN LIBRARY & INFORMATION CENTRES.


Hands on Experience to work with Computers with Windows (OS) and M.S.Word (Word processing).

Browsing Internet, Creating mail address

Observation of an Automated Library.

Select Reading:


-----------------------------------------------------------------------------------------------------------------

**Paper- MLS 203: Reference & Information Sources and Services (CC)**

**Unit-1:**

REFERENCE SERVICE:
Definition, need, scope. Reference service in public libraries, special libraries and academic libraries. Types

**Unit-2:**

INFORMATION SERVICES:
Definition, need, scope. Reference service vis-à-vis Information Service.

Methods of dissemination of information - Current Awareness Service. SDI. Referral.


**Unit-3:**

REFERENCE SOURCES:
Dictionaries, Encyclopedias, Almanacs, Year Books, Directories, Handbooks, Manuals, News-Summaries,
Concordances, Biographical, Geographical Information Sources, Electronic Resources

**Unit-4:**

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-5:

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:
11. Kawatra, P.S. *Fundamentals of documentation with special reference to India*. New Delhi:
Sterling, 1982.
13. *International and National Library and information services: A review of some recent
Andre Deutsch, 1974.
1987.


**Paper- MLS 251: Information processing (Practice) – III (CC)**

**Library Classification (Practice) - UDC IME 2nd Edn.**

Construction of Class Numbers for Documents of Different Disciplines / Subjects using UDC (IME), 2nd Ed.

**Select Reading:**


**Paper- MLS 252: Information processing (Practice) – IV (CC)**

**Library Cataloguing (Practice) - AACR-2R, Non-Book Material**


**Select Reading:**


(THIRD SEMESTER)

PAPER-MLS 301: 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.