Master of Library & Information Science
Semester - I   L-4 T-0 P-0 C-4
25LIS090T : Information Communication & Society

Course Objectives
1. To acquaint with students' nature, property, and scope of information and, differentiate DIKW
2. Students will be able to analyze and synthesize the concepts of information generation and communication processes and modes and forms of information.
3. Able to critically examine, assess, knowledge generation, utilization and make recommendations as to how these concepts and principles are applied in the social epistemology of knowledge
4. To understand the significance of information society for socio economic development
5. To analyse the information and communication system with it elements and barriers.

Course Outcomes (COs)
1. Understand the nature, property, and scope of information in modern society.
2. Analyze the information generation and communication through information theory
3. Evaluate the information diffusion process and knowledge acquisition.
4. Create an information and knowledge society through an information communication framework
5. Remembers the development of information and communication system with certain barriers.

Articulation Matrix
(Program Articulation Matrix is formed by the strength of correlation of COs with POs and PSOs. The strength of correlation is indicated as 3 for substantial (high), 2 for moderate (medium) correlation, and 1 for slight (low) correlation)

CO/PO/PSO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2
CO1	3	2	1	-	-	-	-
CO2	3	2	1	-	-	-	-
CO3	1	3	2	1	1	2	-
CO4	1	3	2	1	1	-	-
CO5	1	3	2	1	1	2	1

High-3 Medium-2 Low-1

UNIT I: 12 Hours
Information its Nature, Property and Scope : Comparative Study of Data, Information and Knowledge, Data: Definition, types nature, properties and scope

UNIT II :   12 Hours
Information Generation and communication: communication process and media, generation of information. Modes and forms of information, information theory

UNIT III :   12 Hours
Information diffusion process, Knowledge Generation Cycle, Knowledge generation to utilization, Personal Knowledge and Public Knowledge, Knowledge Acquisition: Learning Process, Social Epistemology of Knowledge, Knowledge and Social Survival

UNIT IV: 12 Hours
Information and Society: Social Implication of Information, Information as an Economic Resources, Information Policy : National and International, Information Society

UNIT V: **12 Hours**
Information Communication System: Definition, Elements Barriers etc

References(s):

1. Prasher, R.G. Information and it's Communication. Ed.2. Ludhiana: Medallion Press, 2003.

2 Krishan Kumar. Research methods in Library & Information Science. New Delhi: Vikas, 1992.

3. Sandhu,A.N. andSingh,A.Researchmethodologyinsocialscience.Mumbai:Himalaya.

4   Mudhol,Prasanna,Kumar.Multimedia:It's applicationinlibraryInformationScienceNewDelhi:IndianBibliographicCentre,2002.

5 Thapa,Neelam.SlicesofLibraryAutomation.Agra: Y.K.Publisher,2007

6 Dhawan, K.S. Multi – Media Library. New Delhi : Indian Bibliographic Center 1997.7 Malavya, V.C Electronic Libraries. New Delhi : Bibliographic Centre

Master of Library & Information Science
Semester - I   L-4 T-0 P-0 C-4
25LIS100T : Information Systems and Programmes

Course Objectives
1. To understand the types, characteristics, and components of information system
2. To study the various national information systems and their objectives, functions, publications, and services.
3. To ascertain the various programmes and activities of international information system to support information and communication activities.
4. To know the resource sharing and consortia initiatives in India.
5. To enable the students to understand various information services and products

Course Outcomes (COs)
1. Remember the conceptual understanding of information systems and their types and characteristics.
2. Understand the role of national information systems for scholarly communication and development of education and research in India.
3. Analysis contributions of international information systems for social, economic and academic and research development
4. Evaluate the information services and products which are useful
5. Understanding the purpose of information service and system

Articulation Matrix
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CO/PO/PSO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2
CO1	3	2	1	-	-	-	-
CO2	3	2	1	-	-	-	-
CO3	1	3	2	1	1	2	-
CO4	1	3	2	1	1	-	-
CO5	1	3	2	1	1	2	1

High-3 Medium-2 Low-1

UNIT I : Information Systems and Organisations   12   Hours
Information Organisation as a System : Basic Concepts, Types and Characteristics of an Information System: Kinds of Information System : Libraries, Documentation Centers and Information Courses: Data Centers, Information Analysis Centers, Referral Centers and Clearing Houses: Archives and Translation Pools : Functions and Services

UNIT II : National Information System and Policy   12 Hours
Planning and Design of National Information System: National Information Policy: National Information Systems : NISCAIR, DESIDOC, NASSDOC, SENDOC,NDCMC, ENVIS.

UNIT III : Global Information System   12 Hours
Programmes and Activities of UNESCO, UNISIST and IFLA, etc: INIS, AGRIS, INSPECT and MEDLARS, etc

UNIT IV : Resource Sharing, Library Networks and Library Consortia   12 Hours
Programmes and Activities of INFLIBNET and DELNET:CSIR E – Journals Consortium, UGC – INFONET Digital Library Consortium

UNIT V: **Information Services And Information Products   12 Hours**
Information Services :Literature Search :Documentation Services, Translation Services: CAS, SDI, Document Delivery Services, Alert Services and INTERNET SERVICES: Information Products: Newsletter, In – house Journal, State of the Art Report, Trend Report. Etc

References(s):

1. Atherton (Pauline). Handbook for information system and services 1997. UNESCO, Paris.

2. Baman. Studies on information systems, services and programs in India and abroad. 1993. Ajanta, Delhi.

3. Barua (B P). National Policy on library and information systems and services for india: perspectives and projections. 1992. Popular Prakashan, New Delhi.

4. Burch (J G) and Grudnitski (G). Information systems : theory and practice. 1986. Wiley, Singapore.

5. Kent (A). Resource sharing in libraries : Why, how, when next action step. 1974. Marshal Dekker. New York.

6. Kochtanek (T R) and Matthews (J R). Library Information systems: from library automation to distributed information access solutions. 2002. Libraries Unlimited, West Westport.

7. Neelameghan (A) and Prasad (K N). Information systems, netwoks and services in india. 2 vols. 1998. Ranganathan Centre for information studies, Chennai.

8. Rowley (J). The basics of information system. Ed 2. 1996. Library Association, London.

9. Vickery (B C). Information systems. 1973. Butterworths, Washington.

25LIS110T : Information Storage and Retrieval

Course Objectives
1. To understand the structure, and characteristics of the information storage and retrieval system
2. To ascertain the various indexing systems and techniques with suitable examples.
3. To synthesize the types and preparation of abstracts including information consolidation and repacking.
4. To analyze the effective use of Information and Communication Technology(ICT) for indexing and preparation of abstracts.
5. To understand the need and importance of evaluation of information retrieval systems.

Course Outcomes (COs)
1. Illustrate the basic concepts and processes of information retrieval systems
2. Explain the role of subject representation and compare indexing languages
3. Demonstrate the ability to prepare the indicative and informative abstract
4. Apply various ICT tools for information storage and retrieval
5. Explain and evaluate the information retrieval models and systems

Articulation Matrix
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CO/PO/PSO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2
CO1	3	2	1	-	-	-	-
CO2	3	2	1	-	-	-	-
CO3	1	3	2	1	1	2	-
CO4	1	3	2	1	1	-	-
CO5	1	3	2	1	1	2	1

High-3 Medium-2 Low-1

UNIT I :InformationStorageandRetrieval System   12 Hours
ISR System : Definition, scope and components : Databases : Definition ,structure ,characteristics : Information storage and file organization.

UNIT II:IndexingSystemsandTechniques   12 Hours
Pre and Post co – ordinate system of indexing: Chain indexing, PRECIS, POPSI, UNITERM: key word indexing : Citation indexing

UNIT III : Abstracting   12 Hours
Abstracting and types of Abstract : Canon of Abstracting : Information Consolidation and Repacking

UNITIV: Use of ICT in ISR System   12 Hours
Auto – Indexing : Auto – Abstracing : Web Browsers, Search Engies, Discover tools : Data Ware House and Data Mining

UNIT V:Evaluation of ISR System   12 Hours
Need and advantage of evaluation: Criteria of evaluation ; Process of evaluation: Important test result : Cranfield, MEDLARS,SMART

References(s):

1. 1.Chakrabarti, A.R. and Chakrabarti, B. (1983). Indexing: Principles, Process and Products.Calcutta,WorldPress.

2. Choudhury, G.G. (2003). Introduction to modern information retrieval. Ed.2. Chennai,AlliedPublishers.

3. Choudhury, G.G. (1993). Introduction to modern information retrieval system. Calcutta,IASLIC.

4. Guha, B. (1983). Documentation and Information: Services, techniques and systems. Ed 2.Calcutta,World Press.

5. Kashyap, M.M. (1993). Database System: Design and development. New Delhi,IndianBibliographicCentre.

6. Khanna,J.K.DocumentationandInformation.Agra,Y.K.Publisher.

7. Lancaster,F.W.IndexingandAbstractingintheoryandpractice.Ed.3.Chennai,Allied.

8. Prasher,R.G.(1989).IndexingandIndexingSystem.New Delhi,MedallionPress.

9. Rajan,T.N.(1981)Indexingsystems:concepts,modelsandtechniques.Calcutta,IASLIC.

10. Seetharama,S.InformationConsolidationandRepackaging.Agra,Y.K.Publisher.

11. Sharma,PandeyS.K.LibraryInformationRetrieval.Agra,Y.K.Publisher.

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25LIS120T : Management of Library and Information Centers

Course Objectives
1. To acquaint students with the principles of management and its use in Library and Information Centers.
2. Students will be knowledgeable about the sources of finance, preparation of library budget, and the importance of human resources in libraries.
3. To understand the principles of collection development, acquisition, and technical process in libraries
4. To know the various library housekeeping operations and services provided by the different sections of the library.
5. To sensitize the maintenance of library records, library usage statistics and, and preparation of reports.

Course Outcomes (COs)
1. Recognize the management principles and apply these to one's work in a library environment,
2. Ascertain different sources of finance to academic, special and public libraries.
3. To study various sections of the library and illustrate their functions,
4. Define the principles of collection development
5. Identify the intricacies involved in human resource management.

Articulation Matrix
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CO2	3	2	1	-	-	-	-
CO3	1	3	2	1	1	2	-
CO4	1	3	2	1	1	-	-
CO5	1	3	2	1	1	2	1

High-3 Medium-2 Low-1

UNIT I : Principles of Library Management   **12 Hours**
Management Vs Administration; General Principles and their Application; Library Organisation Structure and Library Governance; Library Planning: Need, Objectives and Procedures; Basics of Total Quality Management

UNIT II : Financial and Human Resources Management   **12 Hours**
Library Finance and Sources and Finance; Library Budget, Budgeting and Accounting Human Resource Management Selection ; Recruitment, Training, Development Performance Appraisal

UNITIII :Library Building and Resources Management   **12 Hours**
Library Building; Collection Development; Acquisition of Periodicals and Serials; Technical Processing of Documents

UNIT IV : Services and Maintenance of the Library   **12 Hours**
Circulation Work; Maintenance Shelving and Stock Verification; Library Services; Reference and Information Service.

UNIT V : Library Records and Statistics   **12 Hours**
Staff Manual; Library Statistics; Annual Report

References(s):

1   Bryson (Jo). Effective library information centre management .1990. Gower, Hants

2   Clayton (P R) and Gorwan (G E). Managing information resources in libraries:
        Collection
    Management in theory and practice. 2006. Facet Publishing. London.

3   Evans (G E) and Saponaro (M Z) : Developing library and information center
        collection. Ed 5.2005. Libraries Unlimited London

4   Mathews (J). Strategic planning and management for library managers 2005. Libraries
        unlimited, London

5   Mittal (R). Library administration : theory and practice. 2007. Ess Ess. New Delhi

6   Ranganathan (S R). Library administration. 2006. Ess Ess, New Delhi

7   Seetharama (S). Guidelines for planning of Libraries and information centers 1990..
        IASLIC, Calcutta.

8   Stueart (R D) and Moran (B B). 2007. Library and information center management.
        Libraries Unlimited. London

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https://www.youtube.com/embed/D-q2tJgbukQ
https://www.youtube.com/

Master of Library & Information Science
Semester - I   L-0 T-0 P-8 C-4
25LIS130P : Advanced Knowledge Organisation : Classification & Cataloguing Practice
(UDC & AACR II)

Course Objectives
1. To know the conceptual understanding of Universal Decimal Classification (UDC)
2. To understand the advanced features and utilities of UGC
3. To determine the cataloguing of non-book materials
4. To get the hands-on practice classification of books, and non-books materials using UDC
5. To practice catalouging of print, electronic, and online resources

Course Outcomes (COs)
1. Understand the fundamental structure of AACR-2R;
2. Know the rules for different entries given in this code;
3. Prepare different kinds of entries using the code; and
4. Describe the process of cataloguing different types of documents.
5. Assess the suitability of UDC as a scheme of classification for arranging books and developing bibliographic tools like catalogues and bibliographies; and

Articulation Matrix
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CO2	3	2	1	-	-	-	-
CO3	1	3	2	1	1	2	-
CO4	1	3	2	1	1	-	-
CO5	1	3	2	1	1	2	1

High-3 Medium-2 Low-1

UNIT I : Fundamentals of UDC   12 Hours
Introducing to University Decimal Classification (Latest Edition): Structure, Principles and Organisation.

UNIT II : Advance Application of UDC   12 Hours
Introduce to Common Auxiliaries and Special Auxiliaries;Application of Common Auxiliaries, Special Auxiliaries; Classification of Complex Subject Documents

UNITIII : Non – Book Materials   12 Hours
Complexities of Periodicals;Manuscripts; Cartographic Materials; Microforms ;Graphic Materials

UNIT IV : Electronic Resources   12 Hours
Sound Recordings; Motion Pictures; Video Recordings; Computer Files; Web Resources

UNIT V : Subject Headings   12 Hours

Subject cataloguing: Concept, Purpose, and problems

References(s):

1. Fosket (A C). Universal Decimal Classification. 1973. Clive Bingley. London

2. McLLWAINE (I C). The Universal Decimal Classification: a guide to its use. 2007. UDC Corsortium. The Hague, Netherlands.

3. Universal Decimal Classification**. (**Latest Edition). British standards institution, London

4. American Library Association . Anglo – American Cataloguing Rules. **(**Latest Edition). Library Association London

5. Library of Congress Subject Headings **(**Latest Edition). Library of Congress, Washington

6. Wilkie (Chris). Managing film and video collections. 1999.ASLIB. London

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