DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY, AURANGABAD.

Curriculum under Choice Based Credit & Grading System

M.A. I & II Year

Library and Information Science

Semester–I to IV

run at college level from the

Academic Year 2015-16 & onwards

**Department of Library and Information Science
Dr. Babasaheb Ambedkar Marathwada University, Aurangabad**

**Two Years Integrated M.L.I.Sc. Program
[Cafeteria + Credit based system]**

[I] Structure of The Course:

The department has classified various courses in terms of their credit. For convenience each course has been given a number. The first digit of the number represents the number of credits associated with the course. The second two digits provide the level of the course. T in front of the number means theory course and P means Practical course. Any number greater than 50 means the level of the course in Post Graduate and less than 50 means it is for Graduate. One credit in theory course is equivalent to about 16 lectures of 1 hour, whereas it is two hours of practical course. The students are supposed to take course not less than 28 credits in I & II semester and 24 credits in III & IV semester, they are required to complete 104 credits up to Fourth Semester.

[II] Course Schedule:

First Semester

Course Code	Course Name	Core/ Electives	Credit	Marks
LISc101T	Foundations of Information Science	Core	4	100
LISc101P	Practical based on LISc101T	Core	2	50
LISc102T	Knowledge Organization	Core	4	100
LISc102P	Practical based on LISc102T	Core	4	100
LISc103T	Information Sources & Services	Core	4	100
LISc103P	a) Information Sources	Core	2	50
	b) Compilation of Documentation list	Core	2	50
LISc104T	Electives/ Cafeteria	Electives	4	100
	104A1T: Information Search Strategies			
	104A2T: Information Literacy			
	104A3T: Use of Non-Book Material			
LISc104P	Practical based on LISc104T	Electives	2	50

Second Semester

Course Code	Course Name	Core/ Electives	Credit	Marks
LISc201T	Management of Libraries & Information Centres/ Institutions	Core	4	100
LISc201P	Practical based on LISc201T	Core	2	50
LISc202T	Information Processing	Core	4	100
LISc202P	Practical based on LISc202T	Core	4	100
LISc203T	Information Technology- Basics	Core	4	100
LISc203P	Practical based on LISc203T	Core	4	100
LISc204T	Electives/ Cafeteria	Electives	4	100
	204A1T: Electronic Information Sources			
	204A2T: Technical Writing			
	204A3T: Electronic Publishing			
LISc204P	Practical based on LISc204T	Electives	2	50

Third Semester

Course Code	Course Name	Core/ Electives	Credit	Marks
LISc301T	Research Methods & Statistical Techniques	Core	4	100
LISc302T	Information Technology- Applications	Core	4	100
LISc302P	Practical based on LISc302T	Core	4	100
LISc303T	Information Analysis, Repackaging & Consolidation	Core	4	100
LISc303P	Practical based on LISc303T	Core	2	50
LISc304T	Electives/ Cafeteria	Electives	4	100
	304A1T: Documentation			
	304A2T: Archieves Management			
	304A3T: Information Reading Skills			
LISc304P	Practical based on LISc304T	Electives	2	50

Fourth Semester

Course Code	Course Name	Core/ Electives	Credit	Marks
LISc401T	Information Retrieval	Core	4	100
LISc401P	Practical based on LISc401T	Core	2	50
LISc402T	Project Work	Core	4	100
LISc402P	Seminar	Core	2	50
LISc403T	Core Electives	Core Elective	4	100
	403A1T: Marketing of Libraries & Information Centres			
	403A2T: Rural and Community Information Systems			
	403A3T: Health Information Systems			
LISc403P	Practical based on LISc403T	Core Elective	2	50
LISc404T	Electives/ Cafeteria	Electives	4	100
	404A1T: Web Page Design			
	404A2T: Intellectual Property Rights			
	404A3T: Thesaurus Construction			
LISc404P	Practical based on LISc404T	Electives	2	50

[III] Syllabus

First Semester

LISc101T Foundations of Information Science (Theory)
(Credit 4)

No. of Lectures/ Unit

08 **Unit 1. Information and Communication**
   - Information, Characteristics, Nature, Value and Use of Information
   - Conceptual difference between Data, Information and Knowledge
   - Communication of Information: Information generation
   - Trends in Scientific Communication

09 **Unit 2.   Information Science**
   - Definition, Scope and Objectives
   - Information Science as a discipline and its relationship with other subjects

12 **Unit 3. Library, Information and Society**
   - Genesis, Characteristics and implications of Information Society
   - Changing role of Library and Information Centres in Society
   - Information Industry Generations, Providers & Intermediaries
   - Intellectual Property Act Right to Information Acts
   - Concept of Freedom, Censorship, Data Security and Fair Use

- Policies relating to Information, Right to Information including Sciences and Technology, Education.
- International and National Programmes & Policies (NAPLIS), IT & Library, UAP, UBC.

08   **Unit 4. Library as Social Institution**
- Social and historical foundations of Library
- Different types of Libraries – their distinguishing features and functions
- Role of Library in formal and informal education

08   **Unit 5.   Normative Principles of Library & Information Science**
- Five laws of Library Science
- Implications of Five laws in Library and Information activities

08   **Unit 6.   Library Development**
- Development of Libraries with special reference to India
- Resource sharing and Library Networking

08   **Unit 7.   Laws relating to Libraries & Information**
- Library Legislation need and essential features
- Library Legislation in India
- Press and Registration Act and Delivery of Books (Public Library) Act
- Copy Right Act

08   **Unit 8.   Library & Information Profession**
- Attribution of profession
- Librarianship as a profession
- Professional ethics
- Professional associations and their role
- National and International Library Associations
- Professional Education and Research

08   **Unit 9.   Promoters of Library and Information Services**
- National level promoters --- RRRLF
- International level promoters --- UNESCO

08   **Unit 10. Public relations and Extension activities**
- Definition
- Facets and Programs
- Publicity and Extension, Out reach activities
- Library Path Finders (Guides)
- Consultancy including promotional Web Tools

LISc101P   Foundations of Information Science (Practical) (Credit 2)

60   Practical based on LISc45101T

Recommended Books :

1. White C.M. Bases of Modern Librarianship New York Pergmaon Press 1964
2. Maccolvin in L.R. Public Library extension Paris UNESCO 1851
3. Ranganathan S.R. Five Laws of Library Science 2 Madras Library Association, 1957
4. Indian Libraries (Advisory Committee For) Repoft Delhi, Manager of Publication, 1969
5. Ranganathan S.R. ed Free book services for all International Survey Bombay Asis 1969
6. Thomson C. etc. Adult education activities for public Libraries UNESCO 1950.
7. Benge R.C. Libraries and cultural change, Lindon, Clive Bingley 1970.
8. Shera J.H. -- Sociological foundation of Librarianship Bombay, Asia 1970.
9. Jefferson G. --Library Co-operation, London andre Deutch, 1966
10. Kent A. & Calvin J.J. Library its origin Resources Sharing New York Marcel Dekker, 1977
11. Morrison W.J> -Public Library: its origin purpose and significance ed-3, London clive Bingley, 1988
12. Kaule P.N. --National Library in India: a cultural study, Bombay Somajya. 1971.
13. Thompson J. Introduction to University Library Administration London Clive bingley 1971
14. Chadler G. Libraries in the modern world, Oxford, pergamon, 1965
15. Mukharjee A.K. -- Librarianship: its philosophy & history, Bombay Asia Publication.
16. Gardner, Frank K. --Public Library, Legislation: A comparative Study, Paris UNESCO, 1971
17. Atherton, Pauline A. Putting Knowledge to work Delhi, Vikas Publishing House, 1973
18 Luckman, Bryan -- The Library In society, London Library Association 1971
19. Thomson, James -- A history of the principles of Librarianship, London, Clive bingley 1977
20. Thomson James- Library Power: A new Philosophy of Librarianship, Lodon Clive, Bingley.
21 Jefferson G. --Library & society, London James Clerk & Co. 1969
22. Venkattapai -- Model Library legislation in India, New Delhi, Concept 1974
23. Sharma S. K. -- public Libraries in India, New Delhi, Ess. Ess. 1985
24. Raut- Library Legislation in India, New Delhi, Reliance publishing House 1971
25. Shrivastav S. N. & Varma S. C. -- University Libraries in India their Organization & administrarion, New Delhi Sterling 1980.
26 Ashworth W, Ed -- Hand Book of Special Librarianship & Information worked 2, London Aslib 1962
27. Buch, Alien-Basics of Information work, London, Clive Bingley 1984

28. Harrison, Colin & Bannham Rosemary- Basics of Librarianship, London Clive Bingley 1987
29. Khanna J. K. – Library & Society: Kurkshetra Research Publications 1987
30. Venkutappaih, V. – India Library Legislation, Vol.1&2 Delhi Laya Publishing 1990
31. Wilson E.R. & Tauber M.F. – University Library ed2, New York, Columbia University Press, 1956.
32. Ranganathan S.r. – Library Administration ed 2, Bombay, Vikas, 1959
33. Urwick L. Elements of Administrartion ed. 2 London, Pitman 1947
34. Kent Allen: Library Resources sharing New York Marcel Dekker 1977
35. Gupta P.K. and Pawan, Usha: Library & Information Science current Trends in India, Jaipur R.B.S.A. Publishers 1986
36. IFLA Resource sharing of Libraries in developing countries Paris IFLA1977.

LISc102T   Knowledge Organization (Theory)

(Credit 4)

No. of Lectures/ Unit

15   **Unit 1. Universe of Knowledge**
- Structure and attributes
- Modes of formation of subjects
- Different types of subjects
- Universe of subjects as mapped in different schemes of classification

30   **Unit 2.   Methods of Knowledge Organization**
- General theory of Library Classification
- Normative Principles of Classification and their application
- Species of Library Classification
- Standard schemes of Classification and their features, CC, DDC & UDC
- Design and Development of schemes of Library Classification
- Trends in Library Classification

LISC102P   Knowledge Organization (Practical)

(Credit 4)

35   **Unit 1.   Classification of Documents (Using DDC – latest editions)**
- Classification of documents representing simple subjects
- Classification of documents having common isolates
- Classification of documents representing compound subjects
- Classification of documents representing complex subjects

35   **Unit 2. Classification of Documents (Using CC – latest editions)**
- Classification of documents representing simple subjects
- Classification of documents having common isolates
- Classification of documents representing compound subjects

- Classification of documents representing complex subjects

10 **Unit 3.   Assignment of Book Number**
- Using at least one standard Book Numbering system

Recommended Books:

1. Needham C.D. Organizing Knowledge in Libraries: An introduction to classification & catalogue ED. 2, London, Andre Deutsch 1971.
2. Philops W.H. –Primer of book classification Ed. 5, London Association of Assistant Librarians 1961.
3. Ranganathan S.R.-Elements of Library classification Ed.3 Bombay Asia Polishing House 1962
4. Ranganathan S.R. –Colon classification (latest edition) Bombay Asia Publishing House 1976
5. Melvil Dewey – Decimal classification ed 3, New Delhi, Vikas publishing House 1960
6. Krishnakumar – Theory of Classification ed. 3, New Delhi Vikas, publishing House 1979
7. Mills J. – Modern lutline of Library classification, London chapmen and Half 1960.
8. Ranganathan S.R. – Prolegomena to Library classification Ed. 3, Bombay Asia 1967.
9. Berwick Sayers – WCB Manual of classification for Libraries Rev. by Arthur mail ed 5, London Andre Deutsch 1975
10. Parkhi R.S. Decimal classification & colon classification to perspective Bombay Asia 1967.
11. Sayers W.C.B. – Introduction to Library classification Ed.9, London, Gratton 1952
12. Ranganathan S.R. –Descriptive account of the colon classification Bombay Asia 1967.
13. Berwick Sayers W.C. – Introduciton to Library classification, London Andre Dutch 1950.
14. Buchanan, Brian – Theory of Library classification, London Clive Bingley, 1970.
15. Foskett, A.C. – the subject approach to information 4 th Ed. London, Clive Bingley, 1982.
16. Akers S.G. – Simple Library Cataloguing Ed. 5, Metuchen N.J. Searecow 1969.
17. Wymar B.S. – Introduction to cataloguing and classification ed 7, New York Libraries unlimited 1985
18. Bolly J.J. –Introduction to cataloguing 2 v, New York, McGraw Hill 1974
19. Shera J.H. & Egan M.E. – classified cataloguing Basic Principles and practices, Chicago ALA 1956
20. Jully L. – Principles of cataloguing London, Crosby Bockwood 1950
21. Sharp H.A. – Cataloguing : A textbook for use in Libraries ed 5, London Grafton 1964
22. Mann, Margaret- Introduction to cataloguing and the classification of books Ed. 2, Chicago ALA 1943

23. Needham C.D. —Organizing knowledge in Libraries: An introduction to information retrieval ed, 2 London Andredeutsch 1971
24. American Library Association etc – Anglo American Cataloguing Reles, Ed. 2, London Library Association 1978
25. Girija Kumar and Krishna Kumar- Theory of Cataloguing Ed.5 Delhi Vikas 1986
26. Westby B.M. ed – sears list of subjects Headlines ed 12, New York Wilson 1982.
27. Ranganathan S.R. —Classified catalogue code with additional rules for dictionary catalogue code ed 5, (With amendments) Bombay Asis 1964.
28. Escreat P.K. —Introduction to the Anglo American Cataloguing rules London Andre Deutsch 1971
29. Jolly B. —Principles of cataloguing, London Crosby Lockood 1960
30. Horner John —Cataloguing London 1970
31. Vishwanathan C.G. —Cataloguing: Theory and practice ed 5, Lucknow, Print House 1987
32. Hunter E.J. & Bakewell-Cataloguing: ed 2 London, Clive Bingley 1983
33. Bakewel K.G.B. – Manual of Cataloguing ed practice, Oxford, Pergamon Press 1972.
34. Ranganathan S.R.- Catalguing, practice assisted by g. Bhattacharya ed. 2, Bombay Asia publishing House, 1974.
35. Library of congress list of subject Headings (l atest ed)
36. Sears list of subject Headings (Latest ed.)

LISc103T   Information Sources and Services (Theory)
<div align="right">(Credit 4)</div>

No. of Lectures/ Unit

20   Unit 1. Reference and Information Sources
- Documentary Sources of Information, Print and Non-print including electronic
- Nature, Characteristics, Utility and evaluation of different types of Information Sources
- Non-documentary Information Sources
- Human and Institutional, Nature, types, characteristics and Utility
- Categories: Primary, Secondary and Tertiary Information Sources
- Internet as a source of Information

05   Unit 2.   Reference Service
- Concept, Definition and trends
- Reference interview and Search technique

05   Unit 3. Information Users and their Information Needs
- Categories of Information Users
- Information Needs, Definition and Models
- Information Seeking Behaviour
- User Studies: Methods, Techniques and evaluation

05   Unit 4. Information Services and Products

- Information services and products
- Information services: concepts, definitions, need and trends
- Need, techniques and evaluation of Alerting services (CAS & SDI)
- Bibliographic, Referral, Document Delivery & Translation Services

10   **Unit 5. Information Systems and their Services**
- Study of National, International and Commercial Information Systems and Services – Background, their services and products

05   **Unit 6.   User Education**
- Goals and objectives, level, techniques and methods
- Evaluation of users education programmes / user studies

LISc103P   Information Sources and Services (Practical)
(Credit 4)

30   **Unit 1.**   Study and evaluation of Information Sources
30   **Unit 2.**   Compilation of Current Awareness List / Bibliography / Content List / Press Clippings
20   **Unit 3.**   Survey of User groups

Recommended Books:

1. Chemey F.N. and Williams Williams W.J. – Fundamental Reference Sources ed 2, Chicago ALA 1980
2. Walford A.J. –Guide to reference books ed 4, 3v, London Library Association, 1980
3. Katz W.A. –Introduction to reference work v1 Basic work McGraw Hill, 1987
4. Galine S. and Spielberg P. –Reference book s How to select and use them, New York Random House 1969
5. winchell C.M> - Guide to Reference Books, Chicago ALA 1967
6. Collision R.L. –Library Assistance to Readers ed 4, London Lockwood 1965.
7. Doyle J.M. & Girmes G.R – Reference Resources : a Systematic approach Metuchen Scarecrow Press 1976
8. Sharma J.S. & Grover D.R. –References Services & Sources of Information New Delhi ESS 1987
9. Sheely E.P. –Guide to Reference Books 9th ed Chicago ALA 1976.
10. Chandler (G)-How to find of guide to sources of Information for all Ed 4 Oxford 1974
11. Coblans H. –Librarianship and Documentation : An International perspective Andrew Deutech 1974
12. Guha B. – Documentation and information services : Techniques and systems Rev. Ed 2, Calcutta World Press 1983
13. Mukherjee A.K. –Reference work and its tools Ed. 3 Calcutta World Press 1975
14. Girijakumar & Krishna Kumar-Philosophy of user education New Delhi Vikas, New York.
15. Ranganathan S.R. –Reference Services 2nd Bombay, Asia 1961
16. Mukherji A. K. –Refernce Services 2nd Ed. Bombay Asis 1961

17. Narayana-Information Management
18. Young J.F. —Information Theory Founder Butterworth 1971
19. Vickery B.C. —Technique of Information Retrieval London Butterworths, 1970
20. Kent Allen —Information Analysis and Retrieval, New York Becker & Hayes 1971
21. Hutichins M. —Introduction to Reference work, Chicago, ALA 1944
22. Foskett D.J. — Information service in Libraries 2nd ed London Crosby Lockwood 1961
23. Bose H. — Information Science, Principle & Practice, New Delhi Sterling 1976
24. Guha B. —Informaiton Services, Calcutta, World Press, 1983
25. Borko Harold-Abstracting Concept & Methods, New York Academic Press 1975.-
26. Prasher-Index & Indexing System, New Delhi, Medallion Press 1989
27. Vickery B.C.-Classification & Indexing In Since ed, 3 London Butterworths 1975
28. Fiallbrant N. & Stevenson M. — User Education in Libraries London Clive, Bingely 1978
29. 29 Sehegod R.L. —User Education in Computer Based Libraries, New Delhi, ESS, 1998

LISc104   Electives / Cafeteria

LISc104A1T   Information Search Strategies (Theory)
(Credit 4)

No. of Lectures/ Unit
05   **Unit 1.** Information: Nature, Characteristics & Types
10   **Unit 2.** Searching Print Resources
10   **Unit 3.** CD-ROM databases and Information Retrieval
05   **Unit 4.** Online Information Retrieval
20   **Unit 5.** Searching the Internet

LISc104A1P   Information Search Strategies (Practical)
(Credit 4)
20   **Unit 1.** Searching Print Resources
20   **Unit 2.** CD-ROM databases Searching
20   **Unit 3.** Internet Searching

Recommended Books:

1. Kumar, Rajeev and Kaur, Amritpal (2006). Internet use by teachers and students in engineering colleges of Punjab, Haryana and Himachal Pradesh states of India: An analysis. Electronic Journal of Academic and Special Librarianship. 7(1).
2. Madhusudhan, M. (2005). Model IT orientation course for librarians. In Madhusudhan M. (Ed). 51st All India Library Conference of Indian Library

Association on Libraries, Information Literacy and Lifelong Learning. Kurukshetra.

3. Ministry of Education, (2003) Digital Horizons: Learning through ICT New Zealand Ministry of Education Wellington.

4. Murray, Cecilie (2001).. E-learning excellence. http://conferences.alia.org.all/libtec2001/papers/cecilie.html

5. Nath, Amar (2006). Pattern of usage of information resources by research scholars in Punjab Agriculture University Library, Ludhiana: a study. In Murthy T.A.V. (Ed). 4th International Convention CALIBER-2006 on Dynamic interoperable web based information systems. Gulbarga.

6. Oladokun, Olugbade Samuel (2006). The networked world of lifelong learning and the challenging role of the library. Information development. 22(2).

7. Partridge, Helen (2008). The reflective online searching skills (ROSS) environment: embedding information literacy into student learning through on online environment. IFLA Journal. 34(1). 55-71.

8. Patel. Thirty D. (2006). Legal information literacy- a challenge in the era of internet. Workshop on Information Literacy. Nagpur University, Nagpur.

LISc104A2T   Information Literacy (Theory)

(Credit 4)

No. of Lectures/ Unit

10   **Unit 1.** Definition, Evolution, Scope, Types

15   **Unit 2.** Information Literacy Research, Economic Perspectives, Importance of Information Literacy

15   **Unit 3.** Education Restructuring & Information Literacy, Information Literacy efforts, Information Literacy in Higher Education

10   **Unit 4.** Technology & Information Literacy, Information Literacy in Future

LISc104A2P   Information Literacy (Practical)

(Credit 4)

05   **Unit 1.** Library Literacy

05   **Unit 2.** Visual Literacy

10   **Unit 3.** Media Literacy

15   **Unit 4.** Computer Literacy

15   **Unit 5.** Digital Literacy

10   **Unit 6.** Network Literacy

Recommended Books:

1. Breivik, P. S. and Gee, E. G. (1989). Information literacy: Revolution in the library. New York. American Council on Education & Macmillan Publishing.

2. Breivik, Patricia Senn.(1991). Information Literacy. In Bulletin of the Medical Library Association.

3. Chaturvedi, Swarnalata (2010). Role of teachers / librarians in information literacy. In T. Bala Theresa (Ed.), Information literacy role of college libraries. New Delhi: Excel Books.

4. Chaudhary, C. M. (1991). Research Methodology. Jaipur: RBSA Publisher.

5. Chaudhuri, Aniruddha (1993). Social inputs, female literacy and child development: a case study of West Bengal. Unpublished doctoral dissertation, University of Calcutta, Kolkatta.

6. Garner, Sarah Devotion (2005). High-level colloquium on Information Literacy and Lifelong Learning. Paper presented at meeting in UNESCO, NFIL and ILFA. Egypt.

7. Gaunt, (2007). Handbook of Information Literacy Teaching. Cardiff University.

LISc104A3T   Use of Non-Book Material (Theory)
(Credit 4)

No. of Lectures/ Unit

05	**Unit 1.** Concept, Definition, Scope, Types & Characteristics
05	**Unit 2.** Development and Role in Education
10	**Unit 3.** Organization and Storage
15	**Unit 4.** Designing Non-Book Material Centre: Physical Facilities, Furniture, Fittings
15	**Unit 5.** Local preparation of materials

LISc104A3P   Use of Non-Book Material (Practical)
(Credit 2)

60	**Unit 1.** Searching Print Resources

Recommended Books :

1. Hicks W.B. and Tillin. A.M. Managing multimedia Libraries, R.R. Booker Company, New
2. Hicks. W.B. and Tillin A.M. Developing Multimedia Libraries, R.R Booker Company, New York & London, 1970
3. American Library Association. Public Library Association. Audiovisual Committee. Guidelines for Audiovisual Materials and Services for Large Public Libraries. Chicago : American Library Association 1975.

Second Semester

LISc201T   Management of Library and Information Centres / Institutions (Theory)   (Credit 4)

No. of Lectures/ Unit

08   **Unit 1. Management**
- Concept, definition and scope
- Management styles and approaches
- Management schools of thought
- Functions and principles of Scientific Management

08   **Unit 2.   Human Resource Management**
- Organization structure
- Delegation, Communication and participation
- Job description and Analysis of Job Evaluation
- Inter-personal relations
- Recruitment procedures
- Motivation, Group Dynamics
- Training and Development
- Disciplines and Grievances
- Performance Appraisal

08   **Unit 3. Financial Management**
- Resource mobilization
- Budgeting techniques and methods PPBS, ZBB etc.
- Budgetary control
- Cost effectiveness and Cost benefit analysis
- Economics of Information
- Outsourcing

04   **Unit 4. Reporting**
- Types of report, Annual report – computation, contents and style
- Library Statistics etc.

15   **Unit 5. System Analysis and Design**
- Library as a system
- Project Management, PERT/CPM
- Decision Tables
- Performance evaluation standards, MIS
- Performance measurements, Reengineering, Time & Motion study
- SWOT (Strength Weakness Opportunity and Threat)
- DFD (Data Flow Diagram)

04   **Unit 6.   Total Quality Management (TQM)**
- Definition, Concept and Element
- Quality Audit, LIS related Standards

13

15   **Unit 7.   Library House Keeping Operations**
- Different sections of Library and Information Center and their functions
- Collection Development and Management Policies, Procedures
- Book ordering (Acquisition)
- Technical Processing
- Serials control, Circulation control, Maintenance etc.
- Stock verification policies and procedures
- Evaluation and Weeding
- Archiving – conservation & Preservation
- Restoration including print, non-print and electronic materials

05   **Unit 8.   Planning**
- Concept, Definition, Need, Purpose and types
- Policies and Procedure, MBO
- Building and Space Management in Libraries and Information Centers
- Risk Management, Contingency Management
- Planning of related Infrastructure, Library standards

08   **Unit 9.   Management of Change**
- Concept of change
- Changes in procedures, methods, tools and techniques
- Problems of Incorporating change
- Techniques of managing change

05   **Unit 10. Knowledge Management**
- Definition
- Scope, Types and other features

LISc201P   Management of Library and Information Centres / Institutions (Practical)   (Credit 2)

60   Practical based on LISc45201T

Recommended Books:
1. Allen T.J. and Cohen S.I. 1966-Informaiton flow in and R.&D. Laboratory.
2. 2. Atherton P. 1977 Handbook for Information System and Services UNESCO,Paris
3. Bhattacharya G.B. –Collection Development and Document Circulation, Inaugural Address, DRTC, annual Seminar (18)
4. 1981 – Information Analysis for Consolidation : some Basic Consideration DRTC Annual Seminar (18)
5. 5.Dought R.M. 1982 –Scientific Management of Library Operations. The Scarecrow Press, London
6. Evans E.G. 1976 2nd ed-Managenet Techniques for Librarians.

7. Foskett T.J. 1984 –Pathways for Communication :Books and Libraries in Information Age London Bingley.
8. Gopinath M.A. 1982 –Financial Norms for Collection Develpmnet in Libraries, DRTC, Annual Seminar (19)
9. Ravichandra Rao (I.K.) 1982 Collection Develomnet and usage : An analytical Approach DRTC Annual Seminar (19)
10. Hamburg M. 1974 – Library Plannning and Decision Marking System.
11. Hartman W. et al 1972 –Management Information systems Handbook McGraw Hill Book Co.
12. Harvey J.M. 1976 – Specialist Information Centers Clive Bingle, London.
13. Kotler H. – Marketing 7, McGraw Hill International Book Company Tokyo, Japan.
14. Kotler P. 1982 –Marketing for non profit organizations ed 2, Engle wood Cliffs N.J. Prentice Hall.
15. Narayna G.J. –Managing Libraries & Information Centers In India.
16. Jones K. 1984- Conflict and Change in Library Organization Clive Bindley, London.
17. Lancaster F.W. 1978- Guidelines for the evolution of Information systems and service UNESCO Paris.
18. 1977 – The measurement and evolution of Library services Information resources Press. Washington.
19. 1979 – Information Retrieval systems: Characteristics testing and evolution ed.2
20. Kaula P.N. –Planning and Desing. Vikas Publicaiton, New Delhi.
21. McKee (BOB) 1990 –Planning Library Services. Clive Bingley London.
22. Neelameghan (A) 1974- Information Service for Business and Industry DRTC course Material.
23. 1975 – Presentaito of Ideas in Technical Writing ed. 1.
24. Neclameghan (A) and Seetharama (S) 1981 – Reference Frame Work. An Aid to Information Analysis and Consolidation. DRTC Annual Seminar.
25. Wheeler J.R. & Goldhor H. – Practical Administration of Public Libraries, New York Harper 1962.
26. Stone, Establish, Training for the improvement of Library Administration Urbana of Illinois 1962.
27. Thompson Jmaes - Introduction to University Library Administration ed 3, London Clive Bingley 1979
28. Lock R.N. – Library Administration ed 3, New York, Philosophical Library 1973.
29. Metcalf K.D. – Planning Academic and Research Library Building, New York, Wilson 1974.
30. Lyle G.R. –Administration of the College Library, ed 4, New York Wilson 1974.
31. Brown R. – Public Library Administration, London Clive Bingley 1979.
32. Chakrabarti A.R. – Treatise on book selection Delhi D.K. Publications 1983.
33. Davinson D.E. – Periodicals 1983, Manual of practice for libraries, London Crafton & Com 1960
34. Ellsworth R.E. – Planning Manual for Academic Library Building, Metuchen, Scarecrow 1973.

35. Krishnan Kumar – Library Administration and Management Delhi, Vikas 1987.
36. Mayes Paul ed- Periodical Administration in Library London Clive bingley 1978
37. Orr J.M. – Designing Library Building for Activity, London Andre Dentach 1972
38. Spiller David, - Book Selection ed 2, London Clive Bingley 1974
39. Davar R. B. Management Process Bombay Progressive Corporation 1 1978
40. Evans G. Edward –Management Techniques for Librarians ed, 2, New York Academic Press, 1983.
41. Stuart R.D. & Moran B.B. – Library Management ed 3, Colorado, Libraries Unlimited 1987
42. Narayan =Information Management, New Delhi Prentice hall, 1991
43. S Seetharama – Guidelines of Planning & Management of Libraries & Information Centers, IASLIC 1990
44. Mittal R.L. – Library Administraiton Theory & Practice New Delhi, Metropolitan 1983
45. Job M.M. – theory of book selection, New Delhi Sterling 1978.
46. Mukherjee A.K. – Book Selection : Principles practice & Tools Calcutta World Press, 1974
47. Hicks & tilling – Developing Multimedia Library, New York, R R. Bokewar 1970
48. Davinson D.V. – The periodicals collection, its purpose & uses in Libraries, London Andre Deutsch, 1970.
49. Rangnathan S.R. – Library book Selection ed 2 Bombay Asis 1956.
50. Godden J.P. ed – Library technical services New York, Academic Press 1984
51. Godfray Thompson – Panning & designing of Library Building, London Architectural Press, 1973
52. Sharma H.D. – Library Building & Furniture, Varanasi, Indian Bibliographic center 1972.
53. Cowely – Personnel Management in Libraries London, Clive Bingley.
54. I.K. Ravichandrarao & M.A. Gopinath ed- Collection Development & Document circulation DRTC, Annual Seminar, 1982.
55. Singh M. _ Library & Information Management, Theory & Practice.
56. Fitzgerald : System Analysis & Desing.
57. Awad E.M. : system Analysis & Design New Delhi, galgotia 1999.
58. Mittal : Total Quality Management
59. Underwood P.G. : Managing change in Libraries & Information Services a systems approach London, Clive Bingley, 1990
60. Arara K.C. : Total quality Management & is 14000 (is – 13967) Delhi S.K. Kataria & Sons 1998.
61. Wilson E.R. & Tauber M.F. –University Library ed 2, New York Columbia University Press 1956.
62. Ranganathan S. R. –Library Administration ed 2, Bombay, Vikas 1959
63. Urwick L. – Elements of Administration ed 2, London Pitman 1947, Reference
64. Evans G. Edward-Management Techniques for Librarians, New York Academic Press, 1983

65. Stueart R.D. and Moran B.B. – Library Managemnet ed 3, Colorado, Libraries Unlimited 1987.

66. Lancaster A.F.W. –No you want to evaluate your Library, 1982.

67. Shimman Rosse, Reader In Library Management, London Clive Bingloy 1976

LISc202T   Information Processing (Theory)

(Credit 4)

No. of Lectures/ Unit

15   **Unit 1.** Bibliographic Description
- Catalogue purpose, structure and types
- Physical forms including OPAC and filling rules
- Normative Principles of Cataloguing
- Overview of principles and practice in document description
- Standard codes of cataloguing

25	**Unit-2**	Anglo American Cataloguing Rules
25	**Unit-3**	Classified Catalogue Code
15	**Unit 4.**	Current trends in standardization, description and e exchange

LISC202P   Information Processing (Practical)

(Credit 4)

30   **Unit 1.** Cataloguing of Documents (Using AACR – latest editions)
- Cataloguing of simple documents
- Cataloguing of complex documents
- Cataloguing of Government publications
- Cataloguing of Serials / Periodicals

30   **Unit 2.** Cataloguing of Documents (Using CCC – latest editions)
- Cataloguing of simple documents
- Cataloguing of complex documents
- Cataloguing of Government publications
- Cataloguing of Serials / Periodicals

Recommended Books:
1. Cutter (CA) 1904 – Rules for a dictionary catalogue ed 4.
2. Cerman (M) and Winkler (PW) 1988- AACR 2nd Ed Canadian Library Association Ottawa.
3. Parthasarathy (VV) –Combination of Quais –Isolates DRTC, Annual Seminar.
4. Ramsden (M) 1981 – PRECTS Work Book for students for Librarianship
5. Ranganathan (CR) 1964- COC, with Additional Rules for Dictionary Code ed 5.
6. Borko :Indexing Methods

7. Fosket D.J. : Subject Approach to Information.
8. Prasher : Index & Indexing Systems.

LISc203T   Information Technology: Basics (Theory)
(Credit 4)

No. of Lectures/ Unit

03   **Unit 1. Information Technology**
- Definition, Need, Scope and Objectives

05   **Unit 2.   Computer Basic (Hardware)**
- Historical development of computers
- Generation of Computers, Classification of Computers

03   **Unit 3. Computer Architecture—Organization of Computer**
- Input and Output Devices

08   **Unit 4. Software**
- Operating Systems: Single & Multi User Systems, Basic features of MS-DOS, MS-Windows, Linux, Unix, Window-NT, etc.
- Programming languages: concept and Tools
- Algorithm & Flowcharting

03   **Unit 5. Word Processor, Spread Sheets etc.**

05   **Unit 6.   DBMS Package**
- DBASE, FOXPRO, CDS/ISIS, SOUL, LIBSYS, MS-ACCESS (basic features)

10   **Unit 7.   Library Automation**
- Planning, Implementation and Library Automation
- In-house Operations—Acquisition, Cataloguing, Circulation, Serials Control, OPAC, Library Management

05   **Unit 8.   Multilingual Bibliographic Database**
- Library Automation Software Packages; their study and composition

LISc203P   Information Technology: Basics (Practical)
(Credit 4)

10   **Unit 1.**   Use of Operating System
10   **Unit 2.**   Word Processors, Spread Sheets
20   **Unit 3.**   Creation and maintenance of databases by using FOXPRO, CDS/ISIS, SOUL, LIBSYS etc.
20   **Unit 4.**   Database Search and Retrieval

Recommended Books:
1. Base B.C. ed- Local Area Network : Its Significance and Informaiton System Bafra Book Service 1991.

2. Brown K.R. –Challenge of Information Technology, 1983
3. Hills P. _Future of the printed World, the impact and Implication of the New communication Technology 1980
4. Katzan H. – Advanced Programming and Operating Systems. Van Nortrand Reinhold Company London 1990
5. Lane E.S. – Microcomputers Management & Maintenance for Libraries Mecker – Westport London 1970
6. Spencer D.D. – An Introduction to Computer Charles E Merrill Publishing CO. Columbus 1984
7. Lancaster F.W. – Towards Paperless Information Systems Academic Press Inc. New Delhi 1978
8. Vickery B.C. –Information's Systems 1973
9. Wilson T.P. Computers and Application Software : An Introduction B.S. College Publishing 1985.
10. Zorkoezy Peter – Information Technology : An Introduction Pitman 1984
11. Computer & Common Sense.
12. Sanders – Introduction to Computer
13. Taxali R.A – FoxPro; made simple BPB Publications, New Delhi 1996
14. Shrivastav Chetan – Fundamentals of Information's Technology, New Delhi, Kalyani Publishers 2000.
15. Mano Morris – Computer system Architecture 3rd, New Delhi Prentice Hall of India 2000
16. Hayes John P – Computer Architecture & Organization 3rd ed Boston M Grow Hill 1998
17. Hwang Kai- Computer Architecture & Parale Processing, New York Mc Grow Hill 1985
18. Chandhuvi P. Pal – Computer organization & Design 2nd ed New Delhi Prentice Hall of India 1999.
19. Kain Rechard – Computer Architecture Hardware & Software Vol.1&2 New Delhi Jersey, prentice Hall 1989
20. Stallings, William – Operating systems 2nd ed New Delhi, prentice Hall of Indian 2001
21. Horowitz Ellis and Sahni Sartaj – Fundamentals of computer Algorithm New Delhi, Galgotia 1996.
22. Tackett, Jack – Using Linux Individual corporation 1995
23. Thames, Rebecca & Yates Jean – A user Guide to UNIX system California MC grow Hill
24. Chopra, H.S Bdes – Library Information technology in modern India New Delhi, Common wealth 1999
25. Moodgal H.M.K. & Kokila Krishnan Gopal- Cd-Rom Technology Librarians Information guide Delhi Authors Press 2000.
26. Horowirz, Eills- Fundamentals of programmes languages, New Delhi, Galotia, 1988

LISc204T   Electives/ Cafeteria
LISc204A1T   Electronic Information Sources (Theory)
(Credit 4)

No. of Lectures/ Unit

15   **Unit 1.** Introduction to Electronic Information Sources: Types, Characteristics

20   **Unit 2.** Databases: Types, Database Vendors --- DIALOG, PROQUEST, UMI & Silver Platter

15   **Unit 3.** Internet as a source of Information: Search Engines

15   **Unit 4.** Online Information Sources: Electronic Journals – Internet Libraries

15   **Unit 5.** Evaluating INTERNET – Based Reference Sources

LISc204A1P   Electronic Information Sources (Practical)   (Credit 4)

20   **Unit 1.** Electronic Sources

20   **Unit 2.** Search Engines

20   **Unit 3.** Evaluation of Internet based Reference sources

Recommended Books:

1. Brandt, D.Scott. "Evaluating Information on the Internet". Computers in Libraries (May 1996).
2. Collins, Boyd R. "Beyond Cruising: Reviewing." Library Journal
3. Kumar, K. (1989). Reference Services. New Delhi, Vikas
4. Kumar, Rajeev and Kaur, Amritpal (2006). Internet use by teachers and students in engineering colleges of Punjab, Haryana and Himachal Pradesh states of India: An analysis. Electronic Journal of Academic and Special Librarianship. 7(1).
5. Madhusudhan, M. (2005). Model IT orientation course for librarians. In Madhusudhan M. (Ed). 51st All India Library Conference of Indian Library Association on Libraries, Information Literacy and Lifelong Learning. Kurukshetra.
6. Ministry of Education, (2003) Digital Horizons: Learning through ICT New Zealand Ministry of Education Wellington. http://www.minedu.govt.nz/web/downloadable/dl6760_v1/digital-horizons-revision-03.pdf.
7. Murray, Cecilie (2001). E-learning excellence. http://conferences.alia.org.all/libtec2001/papers/cecilie.html
8. Nath, Amar (2006). Pattern of usage of information resources by research scholars in Punjab Agriculture University Library, Ludhiana: a study. In Murthy T.A.V. (Ed). 4th International Convention CALIBER-2006 on Dynamic interoperable web based information systems. Gulbarga.
9. Partridge, Helen (2008). The reflective online searching skills (ROSS) environment: embedding information literacy into student learning through on online environment. IFLA Journal. 34(1). 55-71.
10. Patel. Thirty D. (2006). Legal information literacy- a challenge in the era of internet. Workshop on Information Literacy. Nagpur University, Nagpur.

LISc204A2T   Technical Writing (Theory)
               (Credit 4)

No. of Lectures/ Unit

10   **Unit 1.** Definition, Nature, Principles

15   **Unit 2.** Planning & Organization of Technical / Scientific writing

20   **Unit 3.** Presentation of Ideas

15   **Unit 4.** Publication ethics
20   **Unit 5.** Publication Process- Pre-Publication Process & Post Publication Process

LISc204A2P   Technical Writing (Practical)

(Credit 2)

No. of Lectures/ Unit
20   **Unit 1.** Presentation of Review of Literature
20   **Unit 2.** Draft of Research Report
20   **Unit 3.** Draft of Research article, Business letter

Recommended Books:
1. Neelameghan A 1975 – Presentation of Ideas in Technical Writing ed. 1, Delhi, Vikas Pub. House
2. Billie A Williams (2007). Characters in Search of an Author, New York: Filbert Publishing
3. Carrie Hannigan , Carrie Wells , Tanya Peterson (2008). Technical Writing: A Resource for Technical Writers at All Levels
4. Henry Miller , Thomas H Moore (1964). Henry Miller on Writing, New Direction Publishing Corporation, London
5. Thomas Smith , Dominic Thompson (2005). APA/MLA Guidelines for Students Laminate Reference Chart

LISc204A3T   Electronic Publishing (Theory)

(Credit 4)

No. of Lectures/ Unit
05   **Unit 1.** Concept, Definition, Scope, Types
15   **Unit 2.** Trends in future of e-publications, Problems related to e-publications
15   **Unit 3.** Technologies: New developments, Media usage, file formats, Software & Hardware technologies
15   **Unit 4.** Standards in E-publishing
10   **Unit 5.** e-Books & e-Journals applications
10   **Unit 6.** Users & Usage of e-Books and e-Journals
10   **Unit 7.** E-publishing in India

LISc204A3P   Electronic Publishing (Practical)

(Credit 2)

30   **Unit 1.** Searching of E-publications
30   **Unit 2.** Methods of E-publications

Recommended Books:
1. Brandt, D.Scott. "Evaluating Information on the Internet". Computers in Libraries (May 1996).
2. Collins, Boyd R. "Beyond Cruising: Reviewing." Library Journal
3. Kumar, K. (1989). Reference Services. New Delhi, Vikas Publishing,

4. Harold Henke (2001). Electronic Books and ePublishing: A Practical Guide for Authors.
5. Shmuel Vaknin (2002) E-books and e-publishing.
6. Val Skelton (2011)Trends in e-books and e-publishing.

Third Semester

LISc301T   Research Methods and Statistical Techniques (Theory)   (Credit 2)

No. of Lectures/ Unit

05   **Unit 1. Research**
- Concept, Meaning, Need and Purpose of research
- Types of Research Fundamental and Applied including inter-disciplinary and multi-disciplinary approach
- Research and Development of Scholarship

15   **Unit 2.   Research Design**
- Conceptualization and nationalization
- Types of Research Design
- Identification and formulation of problem
- Hypotheses, Nominal and Operational definition
- Designing Research Proposal
- Ethical aspects of Research
- Literature Search – Print, Non-print and electronic sources

10   **Unit 3. Research Methods**
- Scientific Method
- Historical Method
- Descriptive Method
- Survey Method and Case Study Method
- Experimental Method and Delphi Method

10   **Unit 4. Research Techniques and Tools**
- Questionnaire
- Schedule
- Interview
- Observation
- Proforma Method
- Scales and Check lists
- Library Records and Report Analysis
- Sampling techniques

15   **Unit 5. Data Analysis and Interpretation**
- Descriptive Statistics, Measures of Central Tendency – Mean, Mode and Median
- Tabulation and Generalization

- Measures of Dispersion, Variance and Covariance
- Standard Deviation
- Graphical presentation of Data Bar, Pie & Line Graphs, Histograms etc.
- Inferential Statistics
- Z-test, T-test, Correlation
- Regression linear and Non-linear
- Chi Square Test
- Sociometry
- Statistical packages – SPSS
- Statistical Graphics etc.

15   **Unit 6.   Bibliometrics, Scientometrics and Informatics**
- Definition and Concept
- Bibliometric Laws; Bradford, Zip and Lotka
- Bibliographic coupling
- Obsolescence
- Citation Analysis
- Webometrics
- Citation studies
- Informatics
- Scientometrics

05   **Unit 7.   Research Reporting**
- Structure, Style and contents
- Guidelines for Research Reporting
- Style Manuals – Chicago, MLA and APA etc.
- E-Citation and Methods of Research Evaluation

05   **Unit 8.   Current Trends in Library and Information Science Research**

Recommended Books:
1. Goods W. J. & Hatt P.K. : Methods in Social research New York, McGraw Hill Co., 1952
2. Young Pauline V. : Scientific social surveys and Research, Bombay Asia publishing House, 1980
3. Bush Charies H. & Harter,
4. Ravichandrao I.K. : Quantitative Methods for library and information science Calcutta Wiley Eastern, 1985
5. Sadhu A.N. & Amargit singh: Research methodology in social sciences Bombay Homalayan 1980
6. Line M.B. : Library surveys London Clive, Bingley 1967
7. Gupta C.B. & Ratan : Statistical calculations Delhi Vikas pub House 1973
8. Sardana J. L. & Sehgal R. L. : Statistical methods for Libraries, New Delhi ESS publication 1981
9. Das S.K. : Introduction to research Bombay A Mukherjee & Co. Pvt. Ltd. 1986.

10. Wilkinson F.S. & Bhandarkar P.L.: Methodology and Techniques of Social research Bombay Himalayan publishing House 1977.
11. Ghosh B.N.: Scientific method and social research, new Delhi sterling publishers, 1982.
12. Whitney F.L.: Elements of Research Bombay Asia publishing house 1961.
13. Hillway Tyrus: Elements of Research Bombay Honghten Mifflinme Co.1964
14. Carpenter Ray, & Vasu Ellen Story : Statistical Methods for Librarians, Chicago, and American Library Association, 1978
15. Gupta C.B. Introduction to Statistical methods Delhi chand 1974
16. Borko H. Target for Research in Library Education Chicago American Library Association 1973
17. Sehgal R.L. : Designing & Evaluation of Research in Library Science Vol. 1&2 New Delhi ESS 1998
18. Sehgal R.L. : Applied statistics for Library science research vol.1&2 New Delhi, ESS publication, 1998

LISc302T   Information Technology: Applications (Theory)
(Credit 4)

No. of Lectures/ Unit

15   **Unit 1. Communication Technology**
- Fundamentals of Telecommunication Technology, Media, Mode and Components
- Network Media, UTP, Optical Fiber, Ethernet, Network Interface Card, Hubs, Routers and Modems
- Network types and Topologies, LAN, WAN & MAN
- Bus, Star, Ring, Token Ring etc.
- Local Area Network – types and topologies

20   **Unit 2.   INTERNET: Basic features and tools**
- Network based Information Services
- Connectivity: Drupe, Leased lines, ISDN, Digital Subscriber lines
- E-mail, SMTP, Wireless, POP3.
- Protocols – FTP, HTTP
- Web Browsers – Netscape Navigator and Internet Explorer
- Web Servers, Web tools and Search Engines
- Internet Security
- Teleconferencing, Tele facsimile, Teletext and Videotext

10   **Unit 3. Digital Libraries**
- Genesis, Definition, Objectives, Scope of Digital Libraries
- Image formats, Audio formation
- Storage media formats – ISO-9660, DVD
- Software and Hardware for Digital Libraries, OCR, Image Editing Software
- Input capture devices, Scanners, Digital Movie Cameras
- Data Warehousing, Data Mining and Metadata

05   **Unit 4. Artificial Intelligence & Expert System (with reference to LIS)**

LISc302P   Information Technology: Applications (Practical)   (Credit 4)

15   **Unit 1.**   CD-ROM, Online Searching
25   **Unit 2.**   Internet Searching
20   **Unit 3.**   Library and Information Center Web Page Design and Creation

Recommended Books:
1. Rowley, Jennifer: Basics' of Information Technolgoy London, Clive Bingley 1988aldm
2. Greenberg A.D. : Digital Images: A practical Guide, New Delhi, Tata McGraw Hill, 1995
3. James: Catalanocynthal: Researching on the world wide Web, New Delhi, Galgotia, 1997.
4. Creating
5. Honeycutt, Jerry and Pike Mary Ann\: Using the Internet Indian (USA), Que Corporaiton 1996.
6. Shah S.L.: Information Technology New Delhi Gyan publishing 1999.
7. Martin James : Telecommunications & the computer New Delhi Prentice Hall of India, 1998
8. Elaine Rich and Kevin Knight : Artificial Intelligence, 1991
9. Winstan P.H. : Artificial Intelligence New York, Addition Wesley published company 1992
10. Elithorn & Bangerji R : Artificial and human intelligence Amsterdam, 1984.
11. T Ashok Babu and others ed : Vision of future library and information systems new Delhi Viva Books 2000
12. Fandian M. Paul and Jambhekar Ashok : Internet for Libraries and information centers New Delhi Mc Grow Hill 2001.

LISc303T   Information Analysis, Repackaging and Consolidation (Theory)   (Credit 4)

No. of Lectures/ Unit

15   **Unit 1. Abstracting**
- Abstracting: types and guidelines in preparing abstract

15   **Unit 2.   Repackaging and Consolidation**
- Content Analysis
- Repackaging, formatting, consolidation

30   **Unit 3. Information Products**
- Information products: nature, concept, types, design; development and marketing

20   **Unit 4. Trends in Information Analysis, Repackaging and Consolidation, including electronic content creation**

LISc303P   Information Analysis, Repackaging and Consolidation (Practical)   (Credit 2)

60 Students will have to prepare a consolidation package on a given topic.

Recommended Books:

1. Seetharama S. : Information Consolidation and Repacking New Delhi ESS publications 1997
2. Eorko Harold: Abstracting concept and methods New York Medallion Press, 1989
3. Maigell R.E. and others: Abstracting scientific and Technical Literature New York; Wiley interscience, 1971
4. IASLIC: Information Analysis and consolidation activities in nonn R&D contexts (Paper presented at IASLIC seminar Kanpur)
5. Neelameghan A and Seetharama s Reference Frame work an aid to information analysis and consolidation DRTC annual seminar (18), 1981
6. Saracevic T and woods J.S.: Considaiton of information \" a Handbook of Evaluation restructuring and repackaging of scientific and technical information Paris 1981.
7. Seetharama S.: Information consolidation Actives: Fame work methodology and planning proceeding of regions training course on information consolidation March 14-18 1988 sponsored by UNESCO an DSIR and Hyderabad.

LISc304T   Electives / Cafeteria
LISc304A1T   Documentation (Theory)
                                                              (Credit 4)
No. of Lectures/ Unit
10   **Unit 1.** Information Sources: Definition and Types
20   **Unit 2.** Information Search Pattern
20   **Unit 3.** Information gathering skills, Data collection
15   **Unit 4.** Data Organization with emphasis on end matter of research report
15   **Unit 5.** Bibliography / Reference / Citations / Notes practices

LISc304A1T   Documentation (Practical)
                                                              (Credit 2)
No. of Lectures/ Unit
30   **Unit 1.** Bibliography
30   **Unit 2.** Reference / Citations

Recommended Books:
1. Parwat, P.P. and Kumar, T. (2002) Encyclopedia Dictionary of Library Science and Information Technology. Crest Publishing House.
2. Perry Beth and Brannon Slan. (2005) . TAIL leadership institute, TX, USA.
3. PleshKevich, E.A. (2004). Mnogoliki yanus documento vedniya (multifaceted face of documentation science). Nauchno-tekhnicteskaya informatisiya.
4. Popov, S.V. (2001). Information retrieval and decision making, navchno-technickesya informatsiys.
5. Seetharama S.: Information consolidation Actives: Fame work methodology and planning proceeding of regions training course on information consolidation March 14-18 1988 sponsored by UNESCO an DSIR and Hyderabad.
6. Neelameghan A and Seetharama s Reference Frame work an aid to information analysis and consolidation DRTC annual seminar (18), 1981
7. Eorko Harold: Abstracting concept and methods New York Medallion Press, 1989

LISc304A2T   Archives Management (Theory)
(Credit 4)

No. of Lectures/ Unit
10   Unit 1. Definition, Scope, Nature
10   Unit 2. Evolution of Information materials – Clay tablet to Electronic form
15   **Unit 3.** Methods of Preservation & Conservation Physical Methods
15   **Unit 4.** Preservation of Non-Print Material
20   **Unit 5.** Digital Preservation

LISc304A2T   Archives Management (Practical)
(Credit 2)

30   **Unit 1.** Preservation of Print Material
30   **Unit 2.** Digital Preservation

Recommended Books:
1. Cox. Rechard J. and Wallace D.A. Archives and the Public Good, Quorum Books, Westport, 2002
2. Cox. Richard J., Managing Institutional Archives Foundations Principles and Practices, GreenWood Press, New York, 1992
3. Schellenberg T.R. The Management of Archives, Columbia University Press, New York, 1985

LISc304A3T   Information Reading Skills (Theory)
(Credit 4)

No. of Lectures/ Unit
10   **Unit 1.** Definition, How to Read, Kinds of Reading
20   **Unit 2.** Reading Skills and Techniques

20   **Unit 3.** Art of Reading, Selection of Good Books

15   **Unit 4.** Reading habits & Development of reading interest

15   **Unit 5.** Individual differences: Difference in mental ability, 6 differences in

       Reading

LISc304A3T   Information Reading Skills (Practical)
(Credit 2)

60   **Unit 1.** Reading Programs for developing reading skills

Recommended Books:

1. Ahuja G.C and Ahuja P. How to increase Reading Speed Procedures and Practices, Sterling Publisher Pvt. Ltd. New Delhi, 1979
2. Gainsburg Joseph C. Advanced Skills in Reading , Macmillan Company, New York, 1982
3. Spache George D. and Berge Paul C, The Art of Efficient Reading Macmillan Company, New York, 1986.

Fourth Semester

LISc401T   Information Retrieval (Theory)   (Credit 4)

No. of Lectures/ Unit

25   **Unit 1. Cataloguing & Subject Indexing: Principles and Practices**
- Principles of Subject Cataloguing: Assigning Subject Headings, Using Library of Congress Subject Headings and Sear's List etc.
- Models Assigned and Derived
- Pre & Post Coordinate Indexing System and Citation Indexing

25   **Unit 2.   Indexing Language & Vocabulary Control**
- Indexing Language: Type and Characteristics
- Vocabulary Control
- Tools of Vocabulary Control
- Structure and Construction of IR Thesaurus
- Trends in Automatic Indexing

30   **Unit 3. Information Retrieval**
- IR Models, Search Strategies, Manual/Machine, Feedback and Refining
- Evaluation of Information Retrieval System; Project and Parameters
- Trends in IR Models

LISc401P Information Retrieval (Practical)   (Credit 2)

20   **Unit 1.**   Assigned Indexing Practice, Using LCSH & Sear's List

20   **Unit 2.**   Derived Indexing Practice

10   **Unit 3.**   Design and Development of IR Thesaurus

10   **Unit 4.**   Search Methods and Formulation of Search Strategy

Recommended Books:

1. Bhattacharya (G) 1979-POPSI: Its fundamentals and procedure based on a General Theory of subject indexing languages. Lib.Sci.
2. Brown (AG) 1982 – An introduction to subject indexing 2nd Ed Clive Bingley.
3. Craven (TC) 1986- String Indexing Academic Press. San Dingo.
4. Cutter (CA) 1904 – Rules for a dictionary catalogue ed 4.
5. Cerman (M) and Winkler (PW) 1988- AACR 2nd Ed Canadian Library Association Ottawa.
6. Gopinath (MA) 1988-Colon Classification ed 7.
7. Kaisee (J) 1911 –Systematic Indexing.
8. Parthasarathy (VV) –Combination of Quais –Isolates DRTC, Annual Seminar.
9. Ramsden (M) 1981 – PRECTS Work Book for students for Librarianship
10. Ranganathan (CR) 1964- COC, with Additional Rules for Dictionary Code ed 5.
11. 1965- Prolegomena to Library Classification Asia Publishing House, Bombay.
12. 1964 – Colon Classification : Basic Classification ed.6
13. Austin (D) 1984 –PRECIS : A Manual of Concept Analysis and subject indexing.
14. UDC. British Standard institution Part I and II.
15. Wellisch (HH) ed 1977 – The PRECIS index system, principles applications and prospects.
16. Wilson (TD) 1971 – An introduction to chain indexing, Clive Bingley.
17. Borko :Indexing Methods
18. Fosket D.J. : Subject Approach to Information.
19. Prasher : Index & Indexing Systems.

LISc402T   Project Work   (Credit 4)

Project Work on Approved topic

LISc402P   Seminar on project work   (Credit 2)

LISc403T   Core Electives
LISc403A1T   Marketing of Libraries & Information Centres (Theory)   (Credit 4)

No. of Lectures/ Unit

10   **Unit 1.** Marketing
Concept, Definition, Purpose of marketing in LIS, Characteristics of Non- Profit Organizations, Marketing problems, benefits, services, etc.

10   **Unit 2.** Corporate Mission, Meeting Customer needs

10   **Unit 3.** Marketing Strategies for LIS
10   **Unit 4.** Marketing Mix
10   **Unit 5.** Market Segmentation
10   **Unit 6.**   Marketing in digital age, Electronic content creation
10   **Unit 7.**   Marketing Research & Market Research
05   **Unit 8.**   Corporate Identity & Corporate Image
05   **Unit 9.**   Marketing Plan

LISc403A1P   Marketing of Libraries & Information Centres (Practical)   (Credit 2)

10   **Unit 1.**   Product development
10   **Unit 2.**   Promoting Product
15   **Unit 3.**   Segmenting Market
15   **Unit 4.**   Market Research
10   **Unit 5.**   Web Market Research

Recommended Books:

1. Corrall, S., & Brewerton, A. (1999). *The new professional's handbook: Your guide to information services management.* London: Library Association.
2. De Aze, E. E. (2002). Marketing concepts for libraries and information services. London: Library
3. Association.   <http://www.envisionit.com.au/Docs/gandhi.htm>, Accessed on: 4-12-2006.
4. Kotler, P. (1983). *Marketing for non-profit organizations.* 2nd ed, New Delhi: Prentice – Hall of India.
5. Kotler, P. (1999). *Marketing management: Analysis, planning, implementation, and control.* 8th ed.,London: Prentice Hall.
6. Kemp. D.A. (1976). *The nature of knowledge: An introduction for librarians.* London: Clive Bingley.
7. Luck, D.J., et al. (1981). *Marketing research.* Prentice Hall of India, New Delhi.
8. Lemkan, H. L., Burrows, S., & LaAugust, R. (1985). Marketing information services outside the medical
9. center, In: M. Sandra Wood, ed. *Cost analysis cost recovery marketing and fee-based services.* New York Haworth: 143-157.
10. Narayan, G.J. (1991). *Library and information management.* New Delhi: Prentice Hall.
11. Raina, R. (1998). Information marketing. *DESIDOC Bulletin of Information Technology 18:*3 pp. 3-5.
12. Rowley, J. (2001). *Information marketing.* Aldershot: Ashgate.
13. Seetharama, S. (1998). *Libraries and information centers as profit making institutions.* New Delhi: Ess Publishers.
14. Vishwa Mohan, V., Shrinivas, V., & Shashikala, E. (1996). Information marketing. In: H.S. Chopra, ed

LISc403A2T   Rural and Community Information Systems (Theory)   (Credit 4)

No. of Lectures/ Unit

10   **Unit 1.** Community Information
Concept, Definition, Areas, Functions, Need, Architecture

10   **Unit 2.** Community Education
Information Literacy, Indian Intiatives—Gyan Vahini, Akshya, Gyandoot, Setu, e-Seva, Bhoomi, etc.

20   **Unit 3.** Information needs of Rural/ Urban community

20   **Unit 4.** Areas of Community Information Services
- Health
- Education
- Employment
- Agriculture
- Village Industries
- Utilisation of Local Resources
- Transport
- Daily necessities
- Sources of Finance
- Redressal of grieveances of villagers
- Govt. Welfare Schemes
- Consumer Services
- Housing etc.

20   **Unit 5.** Role of IT in Providing Community Information

LISc403A2P   Rural and Community Information Systems (Practical)   (Credit 2)

60 **Unit 1.** Designing Web enhanced Community Information System

Recommended Books:

1. Joan Begg, Margaret Mylrea,(1982) LOCOM community information system: guidelines for collecting, processing and retrieving information in a community information service. Part 1. Manual
2. HAROLD D. (2008) RISK MANAGEMENT AND INSURANCE: PERSPECTIVES IN A GLOBAL ECONOMY
3. Narayan Singh Rao (2002) Rural Economy and Society - Study of South-Eastern Rajasthan During the Eighteenth Century
4. M.Koteswara Rao (2000) Rural Employment - The Non-Farm Sector
5. G.B.Kashyap & J.P.Garg (Eds.) (2008) Rural India - Vision and Action (Vol.22) : Trade and Commerce
6. Labour Bureau, Ministry of Labour, Govt. of India (2005) Rural Labour Enquiry - Report on Consumption Expenditure of Rural Labour Households 1999-2000 (55th Round of NSS)
7. Buse. R.C. and James. D.L. , Rural Information Systems, Iowa State University Press, 1992

8. Rowley Thomas D. Rural Development Research : A foundation for Policy Greenwood Publishing Group, 1996

LISc403A3T   Health Information System (Theory)
(Credit 4)

No. of Lectures/ Unit
10   **Unit 1.** Concept, Definition
15   **Unit 2.** Planning of Information System
15   **Unit 3.** International and National Systems.
20   **Unit 4.** Database Design: Creation & Development
20   **Unit 5.** Evaluation of Information System

LISc403A3P   Health Information System (Theory)
(Credit 2)

60   **Unit 1.** Creation and Development of Database

Recommended Books:

1. Central Bureau of Health, Ministry of Health & Family Welfare, Govt. of India (2006) HEALTH Information of India 2005
2. Ajay Mahal, Bibek Debroy (2010) India Health Report 2010
3. Joseph Tan, (2005) E-Health Care Information Systems: An Introduction for Students and Professionals
4. Sue Bowman (Sue Prophet) RHIA, (2007) Health Information Management Compliance: Guidelines for Preventing Fraud and Abuse, 4th Edition

LISc404T   Electives / Cafeteria
LISc404A1T   Web Page Design (Theory)
(Credit 4)

No. of Lectures/ Unit
15   **Unit 1.** Internet concepts – Origin, Developments, Features of Internet, Network Protocols, Types of Websites.
15   **Unit 2.** Discovery phase: Goals, Project Plan, Technical Brief of the Website
15   **Unit 3.** Definition of Structure: Content outline & Screen view etc.
15   **Unit 4.** Prototype: Review of Technical Goals. Templates - HTML & Frontpage
20   **Unit 5.** Building and Hosting the Website

LISc404A1P   Web Page Design (Practical)
(Credit 2)

No. of Lectures/ Unit
40   **Unit 1.** Design & creation of Webpages
20   **Unit 2.** Hosting the Website

Recommended Books:

1. Louis Rosenfeld and Peter Morville ( ). Information Architecture for the World Wide Web.
2. Jennifer Niederst Robbins Web Design in a Nutshell U.K.
3. Ann Navarro (Feb 1998) *Effective Web Design*
4. William Tait & Stephen W. Sagman (1997) *Official Microsoft Image Composer Book: An Example Packed Guide to Designing and Enhancing Graphics Using Microsoft Image Composer 1.5*
5. Joe Farace (1998) *Plug-in Smart: How to Choose and Use Photoshop Plug-ins*
6. Daniel Donnelly (1998) *Cutting Edge Web Design: The Next Generation*
7. Talitha Harper & Sara Booth (Eds.) (1997) *Step-by-Step Electronic Design Techniques*

LISc404A2T Intellectual Property Rights (Theory)
(Credit 4)

No. of Lectures/ Unit

10 **Unit 1.** Definition, Nature & Scope
25 **Unit 2.** Patent Information
25 **Unit 3.** Right to Information
20 **Unit 4.** Copyright Act

LISc404A2P Intellectual Property Rights (Theory)
(Credit 2)

No. of Lectures/ Unit

20 **Unit 1.** Product Patent
20 **Unit 2.** Procedure Patent
20 **Unit 3.** Maintenance of records as per Right to Information Act

Recommended Books:

1. S V Satarkar ( ) Intellectual Property Rights & Copyright.
2. Maskus, Keith E. (2000). Intellectual property rights in the global economy
3. Ganguli, Prabuddha (2001). Intellectual property rights : unleashing the knowledge economy Tata McGraw-Hill Publishing 2001 485
4. Halpern, Sheldon; Shipley, David E. B. & Abrams, Howard (1992). Copyright : cases and materials West Publishing, Minn.
5. Libecap, Gary D. (1993). Contracting for property rights Cambridge University Press.
6. Narayan, P.S. (2001). Intellectual property law in India Gogia Law Agency, Hyderab.

LISc404A3T   Thesaurus Construction (Theory)

(Credit 4)

No. of Lectures/ Unit

05   **Unit 1.** Definition, Purpose, History

05   **Unit 2.** Thesaurus and other Vocabulary Control devices

15   **Unit 3.** Thesaurus construction methodologies, Thesauri relationships, Display methods

10   **Unit 4.** Selection of Subject, Study of Subject

15   **Unit 5.** Construction of Subject thesaurus, Testing of thesaurus

LISc404A3P   Thesaurus Construction (Practical)

(Credit 2)

60   **Unit 1.** Construction of any Individual subject thesaurus

Recommended Books:

1. Krooks, D.A. and Lancaster, F.W. (1993) The evolution of guideline for thesaurus contraction Libr.
2. Lancaster, F.W. (1985) Thesaurus construction and use a condsed course Paris UNESCO
3. Lancaster F.W. (1972) Vocabulary control for information retrieval Washington information Resources Press.
4. Miller U. (2001) Thesaurus construction, problem and their.
5. Lu, X. (1990) Document retrieval in structural approach information processing and management.
6. Parekh, Harsha 1975 the UNESCO IBE education seminar Bangalore DRTC Bangalore
7. Pettee, J. (1946) subject headings New York: H.W. Wilson co.