



**Syllabus of
Master of Library and Information Science
(MLIS)**

Core Courses

Paper 1 – Information, Communication and Society
Paper 2 – Information Sources, Systems and Services
Paper 3 – Information Processing and Retrieval (Theory)
Paper 4 – Information Institutions, Products and Services
Paper 5 – Management of library and Information Centres
Paper 6 – Information Technology : Application
Paper 7 – Dissertation

Elective Paper (Any two) :

E₁ : Preservation and Conservation of Library Materials

E₂ : Research Methodology

E₃ : Academic Library System

Paper 1 : INFORMATION, COMMUNICATION AND SOCIETY

Module-1 : Information : Its Nature, Property and Scope

Unit-1: Comparative Study of data, information and knowledge
Unit-2: Data: Definition, Types, Nature, Properties & Scope
Unit-3: Information: Definition, Types, Nature, Properties & Scope
Unit-4: Information Science as a discipline

Module-2 : Information Generation and Communication

Unit-5: Evolution of human communication and Media
Unit-6: Generation of information: Models and Forms
Unit-7: Information Theory : Shannon & Weaver, Entropy
Unit-8: Communication process & media

Module-3 : Knowledge Generation Cycle

Unit-9: Structure and Development of Knowledge
Unit-10: Knowledge Generation to Utilization
Unit-11: Knowledge and Societal Survival

Module-4 : Information and Society

Unit-12: Social Implications of information
Unit-13: Information as an economic Resource
Unit-14: Information Policies : National & International
Unit-15: Information Society

Paper 2 : INFORMATION SOURCES, SYSTEMS AND SERVICES

Module-1 : Multimedia

Unit -1: Physical Media of Information
Unit - 2 Print - media, Multimedia (Hypermedia) & Hypertext
Unit - 3 Non - print media: Microform, Electronic and Optical media

Module - 2 : Information Sources. Systems and Services Subject - Wise Organised

- Unit - 4: Humanities
- Unit - 5: Social Sciences
- Unit - 6: Science and Technology
- Unit - 7: Non - disciplinary Subjects
- Unit - 8: International Organisations

Module - 3 : Information Sources for Users

- Unit - 9: Content analysis and its correlation to clientele
- Unit -10: Customised Organisation of Information Sources
- Unit - 11 : Aids to Information Sources

Module- 4 : Information Services

- Unit -12 : Information Services: concepts, definitions, need and trends
- Unit -13 : Evaluation of Alerting Services (CAS, SDI), Bibliographic, Referral, Document Delivery and Translation Services
- Unit -14 : Study of National and International Information Systems and Services

Paper 3 : INFORMATION PROCESSING AND RETRIEVAL(THEORY)

Module-1 : Intellectual Organisation of Information

- Unit-1 Intellectual Organisation : an Overview
- Unit-2 Classification Systems : General Systems
- Unit-3 Classification Systems : Special Systems
- Unit-4 Thesaurus : Structure and Functions

Module-2 : Bibliographic Description and Subject Indexing

- Unit-5 Bibliographic description: an overview
- Unit-6 Standards for Bibliographic Record Format
- Unit-7 Bibliographic description of non-print media
- Unit-8 Metadata
- Unit-9 Indexing in theory and practice

Module-3 : Indexing Languages and Vocabulary Control

- Unit-10 Indexing Languages : Types and Characteristics
- Unit-11 Vocabulary Control, Tools of Vocabulary Control
- Unit-12 Structure and Construction of an IR Thesaurus
- Unit-13 Trends in Automatic Indexing

Module-4 : Information Retrieval

- Unit-14 IR Models, Search Strategies, Feedback
- Unit-15 Evaluation of IR Systems
- Unit-16 Information Retrieval Techniques
- Unit-16 Trends in IR Models

Paper 4 : INFORMATION INSTITUTIONS, PRODUCTS AND SERVICES

Module-1 : Information Institutions

- Unit-1 Information Institutions : Evolution and Growth

- Unit-2 Information Centres : Types and their Organisations
- Unit-3 Data Centres and Referral Centres
- Unit-4 Information Analysis and Consolidation Centres

Module-2 : Information Services

- Unit-5 Literature Searches and Bibliographies
- Unit-6 Document Delivery Service
- Unit-7 Translation Services

Module-3 : Information Products

- Unit-8 Information Newsletters, House Bulletins, In-house Communications
- Unit-9 Trade and Product Bulletins
- Unit-10 State-of the-art Report and Trend Reports
- Unit-11 Technical Digest

Module-4 : Data-base Support Services

- Unit-12 Data-bases : types and uses
- Unit-13 Data-base Intermediaries such as Searchers, Editors, etc.
- Unit-14 On-line Information Systems and Information Networks

Paper 5 : MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

Module-1 : Management Perspectives

- Unit-1 Principles of Management
- Unit-2 Management Functions
- Unit-3 Managerial Quality and Leadership
- Unit-4 Schools of Management Thought

Module-2: System Analysis and Control

- Unit-5 Library as a System
- Unit-6 Project Management, PERT\CPM
- Unit-7 Decision Tables
- Unit-8 Performance Evaluation, Standards, MIS
- Unit-9 Work Flow and Organisation Routines

Module-3 : Personnel Management

- Unit-10 Overview of Personnel Management
- Unit-11 Manpower Planning
- Unit-12 HRD-Quality Improvement Programmes
- Unit-13 Performance Appraisal
- Unit-14 Total Quality Management

Module-4 : Financial Management

- Unit-15 Budgeting and Types
- Unit-16 Budgetary Control System
- Unit-17 Costing Techniques

- Unit-18 Cost Effectiveness and Cost Benefit Analysis
Unit-19 Outsourcing

Paper 6 : INFORMATION TECHNOLOGY : APPLICATIONS

Module-1 : Library Automation

- Unit-1 Planning and Implementation of Library Automation
Unit-2 Computer-based Acquisition Control
Unit-3 Computer-based Cataloguing
Gist & Unicode standard, ASCII, ISCII
Unit-4 Computer-based Serials Control
Unit-5 Retro-Conversion, Bar-coding

Module-2 : Database Management System

- Unit-6 Database Models
Unit-7 Software System
Libsys, TLMS, VTLS, CDS/ISIS, Oracle/Postgras, SQM/MSSQL
Unit-8 OPAC Systems
Unit-9 Database Structure, Organisation and Search

Module-3 : Operating Systems and Programming

- Unit-10 Single User Operating System - MS Windows
Unit-11 Multiuser Operating System LINUX, UNIX, Windows NT
Unit-12 Programming Languages; Algorithms
Unit-13 Flowcharting
Unit-14 Search and Sorting Algorithm and Data Structure

Module-4 : Networking

- Unit-15 Resource Sharing through Networks
Unit-16 Networks and their Classification
Unit-17 Network Architecture and Services
Unit-18 Bibliographic Information Networks

Elective Courses

E1 : PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS

Module-1 : Concept of Preservation and Conservation of Library Materials

- Unit-1 Need for Preservation
Unit-2 Evolution of Writing Materials

Module-2 : Library Materials

- Unit-3 Palm Leaves : Their Nature and Preservation
Unit-4 Manuscripts, Books, Periodicals, Newspapers, etc.
Unit-5 Non-Book Materials
Unit-6 Micro-documents

Module-3 : Enemies of Library Materials

- Unit-7 Physical Agents
- Unit-8 Chemical Agents
- Unit-9 Biological Agents
- Unit-10 Digital Preservation

Module-4 : Control of Deterioration

- Unit-11 Environment Control
- Unit-12 Control of Micro-biological Agents
- Unit-13 Rehabilitation of Documents
- Unit-14 Repair and Restoration
- Unit-15 Conservation of Non-book Materials

Module-5 : Binding

- Unit-16 Different types of Binding for Library Materials
- Unit-17 Binding Materials and their varieties
- Unit-18 Binding Process
- Unit-19 Standards for Binding

E₂ : RESEARCH METHODOLOGY**Module-1 : Introduction to Research Methodology**

- Unit-1 Basic Concept of Research
- Unit-2 Research Problems and Process of Research
- Unit-3 Ethical Consideration in Research
- Unit-4 Evaluation of Completed Research

Module-2 : Research Design

- Unit-5 Definition and Types of Research Design
- Unit-6 Observations, Descriptive, Diagnostic, Exploratory and Experimental Formulation
- Unit-7 Survey Analysis, Content Analysis, Sociometric Techniques
- Unit-8 Constructive Typology, Projective Techniques and Statistical Study
- Unit-9 Case Study and Evaluation Study

Module-3 : Methods of Research

- Unit-10 Experimental Research in Librarianship
- Unit-11 Survey Research in Librarianship
- Unit-12 Historical Research in Librarianship
- Unit-13 Operations Research in Librarianship
- Unit-14 Additional Research Methods in Librarianship

Module-4 : Testing of Hypothesis

- Unit-15 Definition and Delimiting of the Problem

Unit-16	Measures of Central Tendency, Measures of Association, Correlation Coefficient and other Contingencies
Unit-17	Regression Analysis and Time Series Analysis
Unit-18	Analysis and Inference
Unit-19	Writing the Research Proposal
Unit-20	Writing Research Report

E₃ : ACADEMIC LIBRARY SYSTEM

Module-1: Academic Library

Unit-1	Nature and Characteristics
Unit-2	Role of Library in Academic Support System
Unit-3	Librarian and Teacher, Coordinated academic Team
Unit-4	Library as Learning Support
Unit-5	Library and Higher Education

Module-2 : Kinds of Academic Library

Unit-6	Academic Institutions and their Libraries
Unit-7	Users' Groups and their Needs
Unit-8	Library Services and Users' Support within and beyond the Library
Unit-9	Role of Library in different kinds of Academic Institutions
Unit-10	Integration of Classroom teaching and Library Support

Module-3 : Organization and Management of Library Services

Unit-11	Departmentalization and Coordination of Library Services
Unit-12	Library Committee and their Functions, Library Authority
Unit-13	Curriculum Development and Collection Development
Unit-14	Reference Services, Information Services and Referral Services
Unit-15	Users' Services

Module-4 : Collection Development

Unit-16	Collection Development : Policies and Procedures
Unit-17	Problems of Collection Development
Unit-18	Library Collection—Books,Serials, etc.
Unit-19	Cooperative Collection Management
Unit-20	Infra-structural Facilities, Library Planning, Library Building, Equipment, etc.

List of Reference Books

Paper I	McGarry, Kevin : The changing Context of Information : An Introductory analysis. 2nd ed., Library Association, 1993.
Paper I	Debons, A.ed : Information Science : a search for identity. Dekker, 1974.
Paper I	Vickery, B. C. and Vickery, A : Infromation science in theory and practice. Butterworths 1990.
Paper I	Budd, John M : Library and its users, Greenwood press, 1992

- Paper I Nonaka, I and Takeuchi, H : The Knowledge Creating Company. O.U.P., 1995
- Paper I Feather and Sturges : International Encyclopaedia of library and information Science, Routledge, 1997
- Paper II Atherton, Pauline : Handbook for information systems and services, Unesco, 1977.
- Paper II Gupta, B. M. ed : Handbook of libraries, archives and information centres in India. Vol 9, Aditya Prakashan, 1991
- Paper III Mahapatra, P. K. and Chakrabarti, B : Knowledge Management in Libraries, Ess Ess., 2002
- Paper III Taylor, Arlene G : The organization of information, Libraries Unlimited, 1999.
- Paper III Chakraborty, A. R. and Chakrabarti, B. : Indexing : principles, processes and products, World Press, 1984.
- Paper III Foskett, A. C. : The Subject approach to information. 5th ed. Library Association, 1996.
- Paper III Wynar Bohdan S : Introduction to cataloging and classification. 8th ed. by Arlene G. Taylor, Libraries unlimited, 1992
- Paper IV Evans, Edward. G. & Zarnosky, M. R. : Developing library and information Center Collection. Libraries Unlimited, 2004.
- Paper IV Saracevic. Tefko and Wood, J : Consditation of information : A handbook of evaluation, restructuring and repackaging of scientific and technical information, Unesco, 1981.
- Paper V Narayana, G. J : Library and Information management, Prentia-Hall, 1991
- Paper V Drucker, Peter F : Management Challenges for the 21st Century. Harper Business, 1999
- Paper VI Lancaster, F. W. and Sandore, B : Technology and Management in library and information services. LA. 1997.
- Paper VI Wright, Keith C : Computer-related technologies in library operations, Gower, 1995
- Paper VI L. J. Haravu : Library automation : design, principles and practice. Allied, 2004
- Paper VI Cooper, M. D. : Design of library automation system : file structure, data structure and tool gohse wiley, 1996.
- E₁ Mahapatra, P. K. and Chakrabarti, B : Preservation in libraries : perspectives, principles and practice, Ess Ess, 2003.
- E₁ Kathpalia, Y. P. : Conservation and restoration of archive materials. Unesco., 1973.
- E₁ Chakrabarti, B. and Mahapatra, P. K. : Library Collection : sclection and preservation, world Press.
- E₂ Ghosh, B. N. Scientific method & Social research. Sterling Publishers, 1982
- E₂ Slater, M. ed. Research methods in library and information studies. Lbrary Asociation Publications 1990.
- E₂ Busha, Charles H and Harter, Stephen P : Research methods in librarianship : techniques and interpretation. Academic Press, 1980.
- E₃ Davinson, Donald : Academic and legal deposit libraries : An examination guidebook. Clive Bingley, 1969.
- E₃ Mcdonald, J & Micikon, B : Academic libraries : The dimensions of their effectiveness, Greenwood Press, 1994.