Bachelor of Library & Information Science shall consist of the following papers in each semester:-

BACHELOR OF LIBRARY & INFORMATION SCIENCE
First Semester

Paper	Title	Semester Exam	Mini. Marks	Internal Marks	Min Marks	Credits
I	Foundation of Library & Information Science	60	24	40	16	4
II	Knowledge Organization Process (Theory)	60	24	40	16	4
III	Information Technology Basics and Application (Theory)	60	24	40	16	4
IV	Knowledge Organization Process (Practice Classification & Cataloguing)	60	24	40	16	4
V	Ambedkar Thoughts & Philosophies	60	24	40	16	2
	Total	300	120	200	80	18
	Internal Assessments	100	50			2
	Total	400		200		20
	Total of First Semester	600				

Note : The distribution of internal marks for per paper will be 10 Marks for Seminar, 10 marks for Assignments and 20 Marks for mid-term exam.

BACHELOR OF LIBRARY & INFORMATION SCIENCE
Second Semester

Paper	Title	Semester Exam	Mini. Marks	Internal Marks	Min Marks	Credits
VI	Information Sources, Products and Services	60	24	40	16	4
VII	Information Technology Basics and Application (Practical)	60	24	40	16	4
VIII	Management of Library & Information Centers/Institutions	60	24	40	16	4
IX	Indian Constitution & Social Change	60	24	40	16	4
X	Library Training Report - Internship	60	24	40	16	2
	Total	300	120	200	80	18
	Internal Assessments (Minimum Marks 50% in aggregate)	100	50			2
	Total	400		200		20
	Total of Second Semester	600				
	Total of First Semester	600				
	Grand Total	1200				

Note : The distribution of internal marks for per paper will be 10 Marks for Seminar, 10 marks for Assignments and 20 Marks for mid-term exam.

Special Note: Examination shall be conducted by external and internal examiners duly appointed by the University.

QUESTION PAPER (BACHELOR OF LIBRARY & INFORMATION SCIENCE

Each theory Paper carries 60 marks. Duration of the paper is 3 hours.

The pattern of question paper will be:-

First Section – 5 Objective type questions (5 Marks)

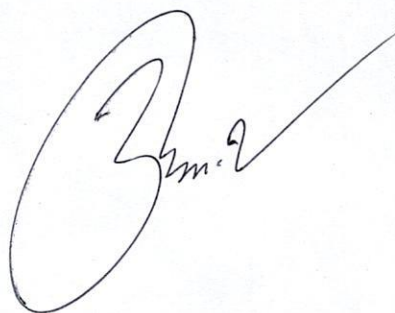Second Section – 5 Short Answer questions (10 Marks)

Third Section – 5 Long answer question with alternative options (45 Marks)

All questions of the paper should be evenly distributed within the units.

In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Those who fail in any paper of Semester I main exam may appear in Semester II main exam. The student has to pass individually in theory and internal separately. Student has to secure minimum aggregate marks. Student has to complete the course in 3 years. The student can clear his/her semester II back papers along with semester II main exam as ex-student.

BACHELOR OF LIBRARY AND INFORMATION SCIENCE
FIRST SEMESTER
PAPER – FIRST
FOUNDATION OF LIBRARY AND INFORMATION SCIENCE

Max. Marks: 60   Min. Marks: 24   Credits: 04

Unit – I   Library as a Social Institution
- Social & Historical foundations of Library
- Types & function of Libraries- Public, Academic, Special, National (National Library Calcutta, Library of Congress Washington, and British Library London).
- Role of Library in formal and informal education
- Role of Libraries in Modern Society

UNIT – II   Laws & Legislation
- Five Laws of Library Science
- Role of Library Legislation & Library Legislation in India
- Press and Registration Act and Delivery of Books Act
- Copy Right Act , IPR

UNIT – III   Information & Communication
- Information- Definition, Characteristics, Nature, value and use
- Information Science- Definition, Scope and Objectives
- Conceptual difference between Data, Information and Knowledge
- Communication of Information- Information Generation and Diffusion
- Communication Channels, Models and Barriers

UNIT – IV   Library Development & Extension Services
- Library Movement & Development in India
- Status of public Libraries in Madhya Pradesh
- Library Cooperation and Resource Sharing
- Public Relations and Extension Activities- Definition, Facets and Programmes
- Role of Professional Associations: National- ILA, IASLIC, ASLIB and International- ALA etc

UNIT – V   Promoters of Libraries and Information Services
- Library Promoters: Functions and activities
  National Promoters- CSIR, ICSSR, UGC, RRRLF, NISCAIR, INFLIBNET
  International Promoters- UNESCO, FID, IFLA
- Attributes of a Profession, Librarianship as a Profession, Professional Ethics

BACHELOR OF LIBRARY AND INFORMATION SCIENCE
FIRST SEMESTER
PAPER – SECOND
KNOWLEDGE ORGANISATION PROCESS
(Theory)

Max. Marks: 60   Min. Marks: 24   Credits: 04

Unit – I   Methods of Knowledge Organization
- Classification- Nature, Definition, Purpose and Scope
- Species of Classification schemes
- Detailed/Comparative Study of Colon Classification and Dewey Decimal Classification
- Ranganathan's Normative Principles of Classification
- Fundamentals Categories
- System ad Specials

Unit – II   Elements of Knowledge Organization
- Notation- Definition, Need, Types and Qualities of Good Notation '
- Isolates- Common & Special
- Class Number
- Phase Analysis
- Sector and Zone Analysis
- Hospitality in Array and Chain
- Devices- Definition, Need, Types and Functions
- Autonomy of Classifier

Unit – III   Bibliographical Description
- Library Catalogue- Definition, Objectives, Purpose, Function & Needs
- Physical and Inner Forms of Catalogues
- Canon, Laws and Principles of Catalogues
- Entries- Types, Function and Layout

Unit – IV   Entry Elements & Subject Headings
- Choice and Rendering of Headings- Main Entry
- Choice and Rendering of Headings- Added Entry
- List of Subject Headings- Sears List of Subject Headings
- Chain Procedure
- Indic Name
- Arrangement of Entries

Unit – V   Practices and Standards
- Selective and Simplified Cataloguing
- Cooperative Cataloguing &Centralized Cataloguing
- Union Cataloguing
- Machine Readable Catalogue- MARC-I, MARC-II and UNIMARC
- Current trends in standardization in descriptive cataloguing and exchange ISBD, CCF, etc.

BACHELOR OF LIBRARY AND INFORMATION SCIENCE
FIRST SEMESTER
PAPER – THIRD
INFORMATION TECHNOLOGY BASICS AND APPLICATION (Theory)

Max. Marks: 60   Min. Marks: 24   Credits: 04

UNIT – I: Introduction to Computers
- Computers: Generations, Types, Input and Output Devices, Computer Architecture
- Data Representation and Storage
- Introduction to System Software and Application Software
- Operating Systems: Window 7/ 8 /10, Linux, Unix etc.

UNIT – II: Library Automation
- Library Automation: Planning and Implementation
- In-house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC, etc.
- Introduction to Metadata: Types of Metadata Dublin Core

UNIT – III: Database Management Systems
- Database: Concepts and Components
- Database Structures, File Organization and Physical Design
- Database Management System: Basic Functions, Potential Uses

UNIT – IV: Library Software
- Library Software Packages: Overview and House Keeping Operations Case Studies: SOUL, KOHA and Open Source Software
- Word Processing, Spreadsheets, PowerPoint Presentation

UNIT – V: Introduction to Internet
- Basics of Internet
- Search Engines and Meta Search Engines
- Internet Search Techniques
- E-resources and Online Databases

BACHELOR OF LIBRARY AND INFORMATION SCIENCE
FIRST SEMESTER
PAPER – FIFTH
Dr. B.R. AMBEDKAR THOUGHT & PHILOSOPHY

Max. Marks: 60   Min. Marks: 24   Credits: 04

UNIT-1 Society & Social Change

1- Origin, development and genesis and development of Castes in India.

2 - Untouchables and Untouchability, gradations of Society, Social Harmony, annihilation of caste

3- Agents of Social change, Political Machinery, Mass Movements, Literacy and Press, Media, Intellectual Class, Bureaucracy, Educationalists.

UNIT-2 Political Struggle & Representation

1-States and minorities, Constitution formation, Partition, Reorganization of States, Democracy, Political economy.

2-Social struggle, Upliftment of downtrodden, Temple entry, Public tanks rights on public roads, Schools, Entertainment places, Sports, Employment, and Struggle for such rights.

3- Ambedkar's thoughts on representation of weaker sections, OBCs, Tribes, Minorities, Ruling class and Minorities, Safeguards for minorities and Dalits, Constitutional democracy, Social and economic democracy.
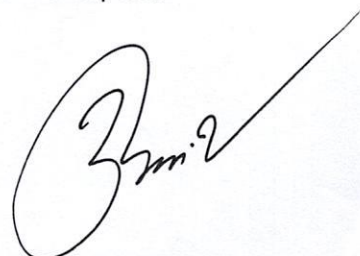
UNIT-3 Economic-

Administration and finance, Budget, Currencies, Production, Agriculture, Surplus, Saving, Industrialization.

UNIT -4 Educational

Learning open to all, Education for Dalits, Adviasis, Women, New Education policy, Theories of Education, Ambedkarian Model of Education.

UNIT -5 Religious & Philosophical

1-Buddhism and other religions, why Dr. Ambedkar embraced Buddhism, National Symbols, Indian culture, Revival movement.

2-   Buddhist Philosophy and its Revival, Schools of Buddhist Philosophy, Renaissance of Budhhism,   Mass Budhhism under Dr. Ambedkar.

3- Philosophy of saints and reformers- Mahatma Jotirao Phule, Sant Kabeer, Sant Ravidas, Sant Nandnar, Peryar Ramaswamy, Narayan Guru, Sant Chokhamela, Sant Gadge, Babu Jagjivan Ram, Manyawar Kanshiram, Guru Ghasidas, Birsa Munda, Tantya Bheel, Jhalkari Bai, Savitribai Phule, etc.

4- Dr. Ambedkar's Philosophy : Equality, Liberty, Fraternity. Dr. Ambedkar's Legacy- His Writings and speeches from Vol- I & II, through 1to 22 volumes, Education. Deptt, Govt. of Maharashtra, Mumbai Movements- social, Political and religious and Dalit diaspora.

BACHELOR OF LIBRARY AND INFORMATION SCIENCE
FIRST SEMESTER
PAPER – FOURTH
KNOWLEDGE ORGANISATION PROCESS
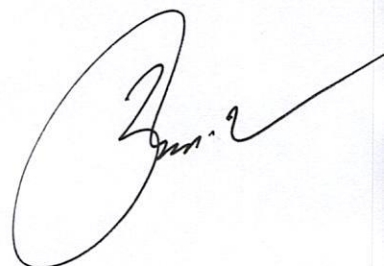## (CLASSIFICATION & CATALOGUING PRACTICE)

Max. Marks: 60   **Min. Marks: 24**   **Credits: 04**

Classification and Cataloguing of documents using CC 6th reprint edition and DDC 19th edition/CCC 5th edition with Amendments rules and AACR-IIR

- Classification of documents representing simple subject
- Classification of documents having common isolates
- Cataloguing of Simple Books under only Personal Authors by AACR-IIR

BACHELOR OF LIBRARY AND INFORMATION SCIENCE
SECOND SEMESTER
PAPER – SIXTH
INFORMATION SOURCES, PRODUCTS, AND SERVIES

Max. Marks: 60   Min. Marks: 24   Credits: 04

Unit – I   Reference Service

- Reference Service- Concept, Definition, Kinds and Trends
- Theories of Reference & Information Service
- Short Range and Long Range Reference Service
- Reference Service v/s Information Service

Unit – II   Reference and Information Sources

- Documentary Sources of Information- Print, Non-print Including Electronic
- Non-documentary Information Sources: Human and Institutional- Nature, Characteristics, Utility & Types
- Categories of Information Sources- Primary, Secondary and Tertiary
- Internet as a Source of Information

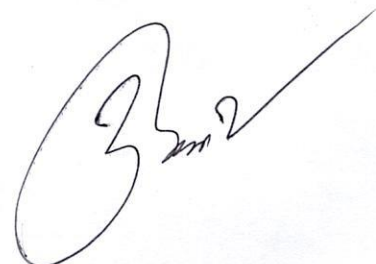### Unit – III   Study of Reference and Information Sources

- Need and Criteria for Evaluation of Reference & Information Sources
- Evaluation of selected Reference & Information Sources: Dictionary, Encyclopedia, Directory, Year Book ,Biographical Sources, Geographical Sources
- Bibliography- Definition, Needs, Types and Study of INB & BNB

Unit – IV   Information Service and Products
- Information Service- Concepts, Definition, Need and Trends
- Information Products- Nature, Types, Development and Marketing
- Techniques and Evaluation of alerting Services (CAS and SDI)
- Bibliographic, Referral, Document delivery and Translation Service
- Trends of Information Analysis, Consolidation and Repacking Including Electronic Content Creation

Unit – V   Information System & Services
- Study of Information Systems and Services
  National- NISSAT etc
  International- INIS, AGRIS, MEDILARS etc
  Commercial- OCLC, DIALOG etc
- User Education- Goals and Objectives, Levels, Techniques and Methods
- Evaluation of users Educational Programmes
- Categories of Information Users
- Role of Reference & Information Officer & His Qualities

BACHELOR OF LIBRARY AND INFORMATION SCIENCE
SECOND SEMESTER
PAPER – SEVENTH

INFORMATION TECHNOLOGY: BASICS AND APPLICATION (Practice)

Max. Marks: 60   Min. Marks: 24   Credits: 04

- Computer Fundamentals
- Operating System-Window Introduction
- Word Processor- MS Office 2000 and MS office XP
- Library Automation Software- SOUL, KOHA
- Internet searching

BACHELOR OF LIBRARY AND INFORMATION SCIENCE
SECOND SEMESTER
PAPER – Eighth
MANAGEMENT OF LIBRARIES AND INFORMATION CENTERS/INSTITUTIONS

Max. Marks: 60   **Min. Marks: 24**   **Credits: 04**

Unit – I   Fundamentals of Management
- Management- Concept, Definition, Scope, Style and Approaches
- Management School of Thought
- Function and Principles of Scientific Management
- Planning- Concept, Definition, Need and Purpose; Types, Policies and Procedure, MBO
- Total Quality Management- Definition, Concept and Elements
- Library Committee

UNIT – II   Financial Management
- Resource Mobilisation
- Budgeting techniques and Methods, PPBS, Zero based budgeting
- Budgetary control
- Cost Effectiveness, Cost benefit analysis and Cost accounting

UNIT – III   Human Resource Management
- Organisational structure
- Job Analysis and Description- Job enrichment, Job evaluation Inter-personnel relation
- Recruitment procedure
- Motivation, Group dynamic
- raining and Development
- Disciplines and grievances
- Performance appraisal

UNIT- IV   Structural management and Reporting

- Library Building- Planning and Designing, Location, Lighting and Ventilation
- Role of Librarian and Architecture in Designing of Building
- Equipment's and Furniture, ISI Standard
- Report- Types, Compilation, Contents and Style
- Library Statistics

UNIT – V   Library House Keeping Operations
- Different Sections of Library and Information Centers and their Functions
- Book Ordering, Acquisition and Technical Processing
- Serial Control, Circulation Control,
- Archiving- Conservation, Presentation, Restoration including Print, Non Print and Electronic Materials
- Stock Verification- Policies and Procedure

(Examination will be conducted by External and Internal Examiners dul
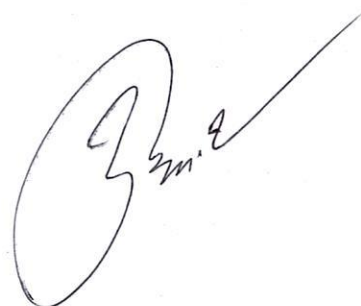appointed by College Authorities)

Dr. B.R. Ambedkar University of Social Sciences
Dr. Ambedkar Nagar, Mhow (M.P.)

Master of Library & Information Science shall consist of the following papers in each semester:-

MASTER OF LIBRARY & INFORMATION SCIENCE
First Semester

Paper	Title	Max. Marks Semester Exam	Mini. Pass Marks Written Paper (40% in each paper)	Max. Marks Sess.	Mini. Pass Marks Sess.	Credits
I	Research Methods and Statistical Techniques	60	24	40	20	4
II	Advance in Knowledge Organization Process (Theory)	60	24	40	20	4
III	Information Storage & Retrieval	60	24	40	20	4
IV	Information and Communication Technology Applications in LIS (Theory)	60	24	40	20	4
V	Advanced in Knowledge Organization Process (Cataloguing & Classification Practice)	60	24	40	20	4
	Total	300	120 (50% in aggregate)	200	100 (50% in aggregate)	20

MASTER OF LIBRARY & INFORMATION SCIENCE
Second Semester

Paper	Title	Max. Marks Semester Exam	Mini. Pass Marks Written Paper (40% in each paper)	Max. Marks Sess.	Mini. Pass Marks Sess.	Credits
VI	Management of Library System (A) : Public Library System Optional (B): Academic Library System	60	24	40	20	4
-VII	Information Systems	60	24	40	20	4
VIII	Information and Communication Technology Applications in LIS (Practice)	60	24	40	20	4
IX	Ambedkar Thoughts & Philosophy	60	24	40	20	4
X	Indian Constitution & Social Change	60	24	40	20	4
	Total	300	120 (50% in aggregate)	200	100 (50% in aggregate)	20
	Total Marks of First Semester	300	120 (50% in aggregate)	200	100 (50% in aggregate)	
	Grand Total	600	240	400	200	

* Student has to select one option for VI th paper.

** Examination shall be conducted by external and internal examiners duly appointed by the University.

QUESTION PAPER MASTER OF LIBRARY & INFORMATION SCIENCE

Each theory Paper carries 60 marks. Duration of the paper is 3 hours. There should be 11 questions in all, out of which the student be asked to attempt 6 questions in all, selecting one question from each unit. The first question shall be Multiple Choice Question (MCQ) type, containing 10 questions spread over the whole syllabus. It shall carry 10 marks @ 1 mark for each MCQ and shall be compulsory question. Rest of the paper shall contain 5 units. Each unit shall have 2 questions and the students shall be given internal choice i.e. the student shall attempt one question from each unit. The questions should be evenly distributed within the units. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Those who fail in any paper of Semester I main exam may appear in Semester II main exam. The student has to pass individually in theory and internal separately. Student has to secure minimum aggregate marks. Student has to complete the course in 2 years. The student can clear his/her semester II back papers along with semester II main exam as ex-student.

MASTER OF LIBRARY AND INFORMATION SCIENCE
FIRST SEMESTER
PAPER- FIRST
RESEARCH METHODS AND STATISTICAL TECHNIQUES

Max. Marks: 60   Min. Marks 24   Credits: 04

Unit 1 Research & Research design
- Concept and process of research
- Types of research – fundamental and applied including interdisciplinary and multidisciplinary approach
- Ethical aspects of research
- Identification and formulation of problem
- Literature search- print, non-print and electronic
- Hypothesis: nominal and operational definition
- Designing research proposal

Unit 2. Research methods & Research techniques
- Historical method, Descriptive method
- Survey method and case study method
- Questionnaire, Schedule, Interview, Observation
- Scales and check lists
- Library records and reports
- Sampling techniques

Unit 3. Data analysis and interpretation
- Descriptive statistics – measure of central tendency: mean, mode and median
- Tabulation and generalization
- Measure of dispersion, variance and covariance, standard deviation
- Graphical presentation of data- bar chart, pie chart
- Z-T test, correlation, Regression, Chi Square test

Unit 4. Bibliometrics, Scientometrics, and Informetrics
- Bibliometric Laws – Bradford, Zipf, Lotka
- Citation analysis, impact factor , h-index
- Webometrics
- Informatics, content analysis
- Scientometrics - concepts

Unit 5. Research reporting
- Structure, style and contents
- Style Manuals – Chicago, MLA, APA
- e-citation

MASTER OF LIBRARY AND INFORMATION SCIENCE
FIRST SEMESTER
PAPER – SECOND
ADVANCE IN KNOWLEDGE ORGANISATION PROCESS (THEORY)

Max. Marks: 60   **Min. Marks: 24**   **Credits: 04**

UNIT-I   Universe of knowledge
- Universe of knowledge- Meaning, Nature, Attributes and needs for Study
- Contribution and Interrelation of Religion, Philosophy, Science and Library Science
- Universe of Knowledge as mapped in different schemes of Classification
- Modes of formation of Subjects
- Positivistic, Speculative and Authority Centered mode of Thinking

UNIT-II   Methods of Knowledge Organisation
- Normative Principles of Bliss, Brown, Richardson, Sayers and Ranganatha with a Comparative study
- Study of Categories- Different Categories postulated by differe Classificationist
- Concept of Five Fundamental Categories, Round and Levels
- Isolates- Common, Special, Device, Quasi and Environmental Isolates

UNIT-III   Elements of Classification
- Notational System- Definition, Qualities, Hospitality and Canon
- Mnemonics- Types and Canon
- Indicator Digits
- Telescoping, Sector and Zone Analysis Sector Notation
- Standard for the elements needed in the design of Classification Schemes
- Design of Depth Classification Scheme
- Analytico-Synthesis Classification

Unit-IV   Study of Different Classification Schemes
- Universal & Special Scheme of Classification
- Abstract Classification and Bond Strength
- Critical and Systematic Study of CC and UDC
- Theoretical basis of UDC- Its Origin, Development, Notational System an Revision Policy
- Choice of Scheme of Classification

Unit-V   Recent Trends & Developments
- Latest development in the field of Library Classification
- Role of DRTC, CRG and FID
- Contribution of International Conferences Towards Classification Research
- BSO- Salient Features

MASTER OF LIBRARY AND INFORMATION SCIENCE
FIRST SEMESTER
PAPER – THIRD

NFORMATION STORAGE & RETRIVAL

Max. Marks: 60 **Min. Marks: 24** **Credits: 04**

Unit – I Information Storage and Retrieval Systems

- Assigned and Derived Indexing. Assigned Subject Headings : Library of Congress Subject Headings, Sears
- List of Subject Headings and Medical Subject Headings. Principles of Subject Indexing.

Unit – II Pre and Post-Coordinate Indexing Systems

- Chain Indexing, PRECIS, POPSI. Key Word Indexing: KWIC, KWAC, KWOC. Citation Indexing.
- Automatic Indexing.

Unit – III Vocabulary Control

- Need, Purpose, Functions and Problems. Types and characteristics. Vocabulary Control and its Tools:
- Thesaurus of ERIC description, Thesauro-facet, Structure and Construction of an IR Thesaurus. Trends in Vocabulary Control.

Unit – IV Information Retrieval Models and Evaluation

- Online searching. Search Strategies: Manual/Machine. Feedback Management. Evaluation of an Information Retrieval System: Recall, Precision and Relevance. Information Retrieval Projects. Trends in IR models.

UNIT-V Abstracting

- Abstracting- Types and Guidelines in preparing Abstract
- Normative Principles of Abstracting
- Content Analysis
- Repacking, Formatting and Consolidation
- Trends in Information Analysis, Repacking, Formatting and Consolidation including Electronic Content Creation

MASTER OF LIBRARY AND INFORMATION SCIENCE
FIRST SEMESTER
PAPER – FOURTH
INFORMATION AND COMMUNICATION TECHNOLOGY APPLICATIONS IN LIS (THEORY)

Max. Marks: 60   Min. Marks: 24   Credits: 04

UNIT–I: Web Technologies in Libraries

- Implication of WWW on Library Websites, Web OPACs
- Web 2.0 and Web 3.0: Features and Functions
- Web Directories, Subject Gateways, Library Portals, etc.
- Weblogs (blogs), Podcasts, Instant Messaging, Wikis, Flickr, etc.

UNIT–II: Integrated Library Automation and Networking Software

- Open Source Library Software and Applications
- Web based Library Management Software
- Library Software Security Parameters
- Virtual Library

UNIT–III: Digital Library and Institutional Repositories

- Digital Library- Genesis, Definition, Objectives and Scope
- Digitization Process
- Data ware housing, Data mining, and Meta data concepts
- Institutional Repositories
- Digital Library Software: Greenstone Digital Library, D space, and E-prints etc.

UNIT–IV: Introduction of Networks

- Types of Networks: Network Components, Categories, LAN Standards and Inter-Network
- Wireless Networking and Emerging Networking Technologies
- Data Networks: Integrated Services Digital Network (ISDN), Digital Subscribers Line (DSL), etc. Network Software: Network Operating Systems, Domain Name System and Network Management Systems, etc.
- OSI Network Model and TCP/IP Reference Model

UNIT–V: Emerging Technologies in Libraries

- RSS Feeds Technology and Libraries
- Library Security Technology: RFID, Barcode, Smart Card and CCTV, etc.
- Video Conferencing and Audio Conferencing
- Social Networks: Concept, Application in Libraries

MASTER OF LIBRARY AND INFORMATION SCIENCE
FIRST SEMESTER
PAPER – FIFTH

ADVANCE IN KNOWLEDGE ORGANISATION PROCESS

(Practice)

Max. Marks: 60   **Min. Marks: 24**   **Credits: 04**

PART -I

Classification of documents by UDC (ten out of fifteen)   40 Marks

PART -II

Cataloguing of only Periodicals publication by CCC 5th edition with Amendments rules and AACR-IIR (Two titles out of four)   40 Marks

MASTER OF LIBRARY AND INFORMATION SCIENCE
SECOND SEMESTER
PAPER – SIXTH
MANAGEMENT OF LIBRARY SYSTEMS

Public Library System

Max. Marks: 60   **Min. Marks: 24**   **Credits: 04**

Unit – I   Public Libraries
- Meaning, importance, functions
- Role of Public Library in literacy and mass education.
- Public Library Movement in India
- Recommendation by S.R. Ranganathan, Advisory Committee for India, UNESCO manifesto
- Role of Raja Ram Mohun Roy Library Foundation (RRRLF) and National Library (Kolkata).
- Organisation of Public Library System : National, Regional and State, Library governance.

Unit – II   Public Library Legislation in India
- Study of salient features of existing library acts in Indian states
- Library and Information Policy : Library and Information Policy at National and International level in India.

Unit – III   Organisation of a Public Library
- Manpower Development: Qualifications, recruitment, job description, job analysis, staff manual. Library
- Finance: Sources, budgeting, accounting and auditing.

Unit-IV   Infrastructural Management
- Library Building and Equipment : Planning,
- Concept of Modular Equipment Building. Library Furniture and Equipment. Collection Development; Polices
- Print, Non Print (including Electronic documents. Organisation of various sections : Periodical, Technical,
Reference, Circulation and Maintenance Section.

Unit – IV   Resource Sharing and Automation
- Networking, Integrated public library system
- Library Automation: Automating the house-keeping services in various sections in the public libraries
- Library services to special groups of people including Differently abled person, mentally challenged, Visually impaired, Prisoners and Children

MASTER OF LIBRARY AND INFORMATION SCIENCE
SECOND SEMESTER
PAPER – SIXTH
MANAGEMENT OF LIBRARY SYSTEMS

Academic Library System

Max. Marks: 60   Min. Marks: 24   Credits: 04

Unit – I   Development of Academic Library System with Special Reference to India
- Role of Library in an academic institution, i.e., Schools, Colleges and Universities
- Development of university and college libraries with special reference to India
- Role of UGC
- Study of the recommendations of various committees with regard to academic libraries in India
- Role of academic libraries in open and distance education/learning

Unit – II   Planning and Organization of an Academic Library System
- Library as a System: Environmental influences and responses.
- Planning : Need and importance of planning, Types of plan
- SWOT analysis, System's Approach, planning tools-MBO, decision trees,
- brain storming etc;

Unit-III   Infrastructural Management
- Library Building and Equipment : Planning,
- Concept of Modular Equipment Building. Library Furniture and Equipment. Collection Development :
- Print, Non Print (including Electronic documents.
- Organisation of various sections : Periodical, Technical, Reference, Circulation and Maintenance Section

Unit – IV   Human Resources Management and Financial Managements in an Academic Library System
- Human Resources Management : Staffing - Job definitions, recruitment, training and development
- Motivation, job enrichment, appraisal of library staff
- Leadership and Communication : Effective leadership in libraries
- Interpersonal communication
- Financial Management; source of funds; different type of budgets; accounting and auditing; costing and cost analysis of library services.

Unit – V   Collection Development, Marketing and Library Automation of an Academic Library System
- Academic library collections and service development, evaluation and measuring its effectiveness.
- Marketing: Identification of market for libraries; Market segmentation, Information as a marketable
- Commodity; Marketing library services and products; Marketing and promotion techniques.
- Control: Control techniques-Budgetary and non-budgetary devices, Management Information System. Change and quality management with special reference to library automation and networking.

MASTER OF LIBRARY AND INFORMATION SCIENCE
SECOND SEMESTER
PAPER – SEVENTH

INFORMATION SYSTEMS

Max. Marks: 60   Min. Marks: 24   Credits: 04

UNIT-I   Information organisation as a system
- Components of Information Systems such as Libraries,
- Documentation and Information Centers, Data Banks,
- Information Analysis Centers, Referral Centers, Clearing House,
- Reprographic Centers, Archives, Extension Centers, Publishing House etc – Types, Structure, Function and Services

UNIT-II   Organisation of Information Sources and Programmes

- International & National Organisation of Information Sources and Programmes: Humanities, Social Sciences. Science & Technology, Non-Disciplinary Subject

UNIT-III   Database Support & Services

- Database Types and Users
- Database intermediaries such as Searchers, Editors etc.
- Online Information System and information Networks
- International Standard for Database Design and Developments

UNIT-IV   Resource Sharing and Networks

- Resource Sharing: Definition, Needs and Purpose etc.
- Resource Sharing through Networks
- Networks and their Classification, Architecture and Services
- Bibliographic Information Networks

UNIT-V   INTERNET based sources and Services

- INTERNET based sources and Services

MASTER OF LIBRARY AND INFORMATION SCIENCE
SECOND SEMESTER
PAPER – EIGHT

INFORMATION AND COMMUNICATION TECHNOLOGY APPLICATIONS IN LIS
(PRACTICE)

Max. Marks: 60   **Min. Marks: 24**   **Credits: 04**

- Operating Systems- MS Windows, Linux, UIX, WINFT
- Word Processor-, MS OFFICE 2007/ 2010 / 2013
- Library Automation Software- SOUL, KOHA
- Digital Library
- Search Techniques

(Examination will be conducted by External and Internal Examiners duly appointed by University)

MASTER OF LIBRARY AND INFORMATION SCIENCE
SECOND SEMESTER
PAPER – NINTH

Dr. B.R. AMBEDKAR THOUGHT & PHILOSOPHY

Max. Marks: 60   Min. Marks: 24   Credits: 04

UNIT-1 Society & Social Change

1- Origin, development and genesis and development of Castes in India.

2 - Untouchables and Untouchability, gradations of Society, Social Harmony, annihilation of caste

3- Agents of Social change, Political Machinery, Mass Movements, Literacy and Press, Media, Intellectual Class, Bureaucracy, Educationalists.

UNIT-2 Political Struggle & Representation

1-States and minorities, Constitution formation, Partition, Reorganization of States, Democracy, Political economy.

2-Social struggle, Upliftment of downtrodden, Temple entry, Public tanks rights on public roads, Schools, Entertainment places, Sports, Employment, and Struggle for such rights.

3- Ambedkar's thoughts on representation of weaker sections, OBCs, Tribes, Minorities, Ruling class and Minorities, Safeguards for minorities and Dalits, Constitutional democracy, Social and economic democracy.
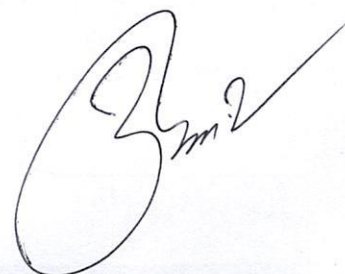
UNIT-3 Economic-

Administration and finance, Budget, Currencies, Production, Agriculture, Surplus, Saving, Industrialization.

UNIT -4 Educational

Learning open to all, Education for Dalits, Adviasis, Women, New Education policy, Theories of Education, Ambedkarian Model of Education.

UNIT -5 Religious & Philosophical

1-Buddhism and other religions, why Dr. Ambedkar embraced Buddhism, National Symbols, Indian culture, Revival movement.

2- Buddhist Philosophy and its Revival, Schools of Buddhist Philosophy, Renaissance of Budhhism,   Mass Budhhism under Dr. Ambedkar.

3- Philosophy of saints and reformers- Mahatma Jotirao Phule, Sant Kabeer, Sant Ravidas, Sant Nandnar, Peryar Ramaswamy, Narayan Guru, Sant Chokhamela, Sant Gadge, Babu Jagjivan Ram, Manyawar Kanshiram, Guru Ghasidas, Birsa Munda, Tantya Bheel, Jhalkari Bai, Savitribai Phule, etc.

4- Dr. Ambedkar's Philosophy : Equality, Liberty, Fraternity. Dr. Ambedkar's Legacy- His Writings and speeches from Vol- I & II, through 1to 22 volumes, Education. Deptt, Govt. of Maharashtra, Mumbai Movements- social, Political and religious and Dalit diaspora.

MASTER OF LIBRARY AND INFORMATION SCIENCE
SECOND SEMESTER
PAPER – TENTH
INDIAN CONSTITUTION & SOCIAL CHANGE

Max. Marks: 60   **Min. Marks: 24**   **Credits: 04**

Unit – I

Constitutional History of India, Accad change and Indian Constitution Dr. B.R. Ambedkar's Vision & Contribution in making of Constitution of India Salient features of Constitution and Social Change in India.

Unit - II

Preamble of Constitution of India.
Constitutional Values for Justice, Equality, Liberty & Fraternity
Fundamental Rights ensuring change lowards egalitarian Society.

Unit – III

Directive Principals of State Policy
Fundamentals Duties
Amendments to the Constitution for Planned Social Change.

Unit – IV

The Scheduled & tribal Areas, Panchayats and Social Change
Special Provisions relating to Certain Sections ensuring social emancipation, economic empowerment, educational attainments and participation of SCs, STs & OBCs.

Unit – V

Social Legislations including PCR Act, Domestic Violence, Prevention of Child Abuse, Bonded Labor, Manual Scavenging, Human Trafficking and Other Laws. Acts enforcing planned social change in India.

Scheme of Examination
MASTER OF PHILOSOPHY
(LIBRARY AND INFORMATION SCIENCE)

Apart from the given syllabus the other conditions will be fulfilled in accordance to the University's ordinance No. -/-2.

The semester's examination will consists of the following Papers

First Semester

Paper	Title	Credit Marks Theory	Mini. Pass Marks	Credits
I	Research Methodology	100	45	4
II	Review of published research in the relevant field	100	45	4
III	Computer Applications	100	45	4
IV (A)	Advance in Library Management	100	45	4
Optional				
(B)	Knowledge Management in Libraries	100	45	4
V	Synopsis submission	100	45	4
VI	Comprehensive Viva-Voce	100	45	4
Total		**600**	**270**	**24**

Second Semester

Paper	Title	Credit Theory	Mini. Pass Marks	Credits
I	Seminar	100	45	4
II	Term paper/Assignment	100	45	4
III	Final Dissertation/Project Presentation	100	45	12
IV	Comprehensive Viva-Voce	100	45	
Total		**400**	**180**	**20**
Total Marks of First Semester		**600**	**270**	**24**
Grand Total		**1,000**	**450**	**44**

Examination shall be conducted by external and internal examiners duly appointed by the ~~College~~/University authorities.

SESSIONAL WORKS

- The teachers in the department will assign the marks of 'Seminars'.
- TheHead of Department will send the 'Internal Assessment Marks' to the University through the Principal at end of session.
- No student will be eligible for admission to M. Phil. Examination unless he/she attended seventy five percent of the lectures, Seminars, tutorials etc during the session.

MASTER OF PHILOSOPHY
(LIBRARY AND INFORMATION SCIENCE)
First Semester
Paper – First
Research Methodology

Max. Marks 100　　　**Min. Marks 45**　　　**Credits: 04**

UNIT-I　　　**Research**
- Research- Concept, Meaning, Need, Problems and Process of Research
- Types of Research- Pure, Applied & Action Research
- Kinds of Research- Diagnostic, Descriptive, Exploratory
- Research Ethics
  ### Typology for Literature Search
- Typology for Literature Search
- Scientific Methods- Components of Scientific Methods
- Spiral Scientific Method
- Formulation of Research Problems

UNIT-II　　　**Research Design & Research Methods**
- Type of Research Design- Historical and Descriptive Design
- Formation of Hypothesis
- Designing of Research proposal (Synopsis Writing)
  ### Research Methods
- Brief Review of Research Methods
- Research Methods in LIS
- Survey Methods and Case-study Methods
- Experiment Methods and Delphi Methods

UNIT-III　　　**Data Collection Techniques and Research Reporting**

- Sampling, Interview, Observation, Questionnaire, Bibliometrics, Webometrics, Scientometrics
  ### Data Analysis and Interpretation
- Geographical & Graphic presentation of Data
- Statistical analysis (Measures of Central Tendency, Measures of dispersion regression and correlation, chi-square test)
- Research Reporting- Structure, Style and Contents, Style Manual (Chicago, APA, MLA)
- Guidelines for Research Reporting, Citation Style- Footnote, Reference, e-Citation and Methods of Research Evaluation

MASTER OF PHILOSOPHY
(LIBRARY AND INFORMATION SCIENCE)
First Semester
Paper – Second

Max. Marks 100   Min. Marks 45   Credits: 04

Review of Published Research in Relevant Field.

- **In this Paper the student will submit his/her literature review according to APA or MLA or Chicago Style Manual.**

MASTER OF PHILOSOPHY
(LIBRARY AND INFORMATION SCIENCE)
First Semester
Paper – Third
Computer Applications

Max. Marks 100   **Min. Marks 45**   **Credits: 04**

UNIT-I Fundamentals of Computers-
- Introduction & Characteristics of Computers
- Concepts of Hardware and Software
- Operating system: Using Menu and Menu – Selection running and Application, Viewing of Files, Folders and Directories, Creating and Running of Files and folders. Opening and closing of different windows

UNIT-II Application of Computer-
- MS Office : Word Processing; Table handing ; Spell check, Language Setting, Basics of Spreadsheet; Formulas & Functions
- PDF, PPL & DTP.
- Definition of Information and Data basic, Data Types, Storage of Data/Information as Files & Data Processing.

UNIT-III Internet and WWW
- Basic of Computer Networks; LAN, MAN, Concepts of Internet, Communication using the Internet & Connecting to Internet, Application of Internet & Connectivity.
- Www and Web Browsers: Search Engines; URL; Domain Name; IP Address
- Using E- Governance Websites
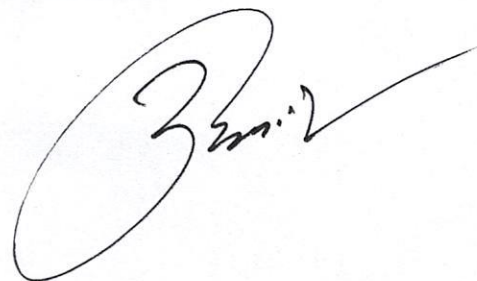
UNIT-IV E-Resources and Presentation
- Communication and Collaboration: Basics of Electronic Mail; Getting an Email account; Sending and Receiving Emails
- Basics of Presentation Software; Creating Presentation, Preparation and Presentation of Slides.
- Slide Show; Taking Printouts of presentation / Handouts

UNIT-V Application of Computer & Internet for Research in Social Sciences
- Data Processing & Analysis using Computers
- Statistical Software & Packages
- SPSS
- Practical

MASTER OF PHILOSOPHY
(LIBRARY AND INFORMATION SCIENCE)
First Semester
Paper – Forth
(Optional Paper A)

Advance in Library Management

Max. Marks 100   Min. Marks 45   Credits: 04

UNIT-I   Schools of Management
- Principles of Scientific Management
- Comparative analysis of Recent Managerial, Philosophical and Practice of Human Resource Management
- Human Relation
- Communication and Managerial Skills
- Crisis and Time Management

UNIT-II   Financial Management
- Space Planning, Strategies and Approaches
- Planning and Methods
- Planning and Budgeting
- Methods of Budgeting
- Cost effective and Cost benefit analysis

UNIT-III   Performance Evaluation and Measurement
- Techniques and Methods
- Evaluation of Library Services and Products
- SWOT Analysis
- Re-Engineering of Library Services
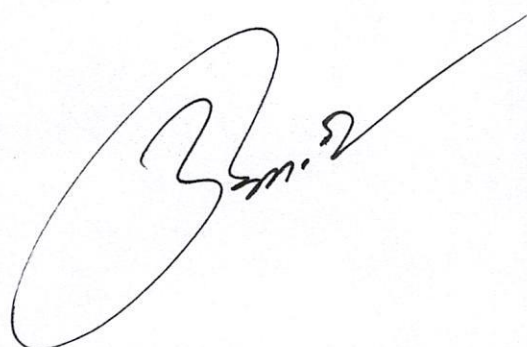
UNIT-IV   Knowledge Management
- Technology Management
- Marketing Skill and Techniques
- Collection Development Policies and Procedure (By taking individual Libraries i.e. needs base development)
- TQM

Recent Management Techniques
- Out sourcing
- Six Sigma
- Brain Storming
- Mind Mapping and Other recent technique

MASTER OF PHILOSOPHY
(LIBRARY AND INFORMATION SCIENCE)
First Semester
Paper – Forth
(Optional Paper B)

Knowledge Management in Libraries

Max. Marks 100   Min. Marks 45   Credits: 04

UNIT - I
- Knowledge Management: Concept, Definition and Need
- Knowledge Management: Origin, Development and Types
- Knowledge Management in Libraries

UNIT - II
- Knowledge Creation and Capturing
- Knowledge Creation Model
- Capturing Tacit Knowledge
- Knowledge Codification and Organization- Knowledge base, Knowledge Mapping, decision trees, Decision tables a frames etc

UNIT - III
- Knowledge Transfer and Sharing – Steps in Knowledge Transfer, Knowledge In e-World, role of internet e-business, e-Commerce

UNIT - IV
- Tools for Knowledge Management
- Neural Networks
- Data Mining
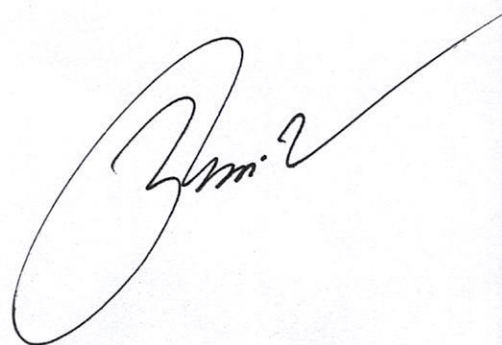- Legal and Ethical issues in Knowledge Management.

UNIT - V
Digital Libraries
- Concept, Need, Characteristics
- Infra-structural facilities & digitization software (D-Space, Greenstone etc.)
- Planning of Digitization ,Content creation for DL,Intellectual Property Right Issue (IPR)
- Digital Collection (e-books, e-journals)
- Collection Development
- Organization and Preservation
  Services of Digital Libraries
- Consortia (J-gate, Info net, Indest, Jstor)
- Portal and Gateways

MASTER OF PHILOSOPHY
(LIBRARY AND INFORMATION SCIENCE)
First Semester
Paper – Fifth

Max. Marks 100   **Min. Marks 45**   **Credits: 04**

Submission of Synopsis

- In this semester the student will submit his/her synopsis for the dissertation, submission will be submitted as per the guidelines of the university.

MASTER OF PHILOSOPHY
(LIBRARY AND INFORMATION SCIENCE)
First Semester
Paper – Fourth

Max. Marks 100   **Min. Marks 45**   **Credits: 04**

Comprehensive Viva-Voce

MASTER OF PHILOSOPHY
(LIBRARY AND INFORMATION SCIENCE)
Second Semester
Paper – First

Max. Marks 100(50 marks for each seminar)   Min. Marks 45   Credits: 04

Seminar

- There will be TWO SEMINAR AND COMPULSORY. Student has to present paper on the topic assigned to him/her and relevant to his dissertation topic.

MASTER OF PHILOSOPHY
(LIBRARY AND INFORMATION SCIENCE)
Second Semester
Paper – Second

Max. Marks 100   Min. Marks 45   Credits: 04

Term Paper/Assignment
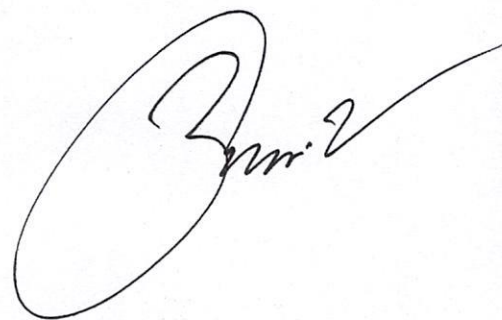
MASTER OF PHILOSOPHY
Second Semester
Paper – Third
(LIBRARY AND INFORMATION SCIENCE)

Max. Marks 100   Min. Marks 45   Credits: 12

Final Dissertation on Current Topic in Library & Information Science/Project Presentation

MASTER OF PHILOSOPHY
Second Semester
Paper – Forth

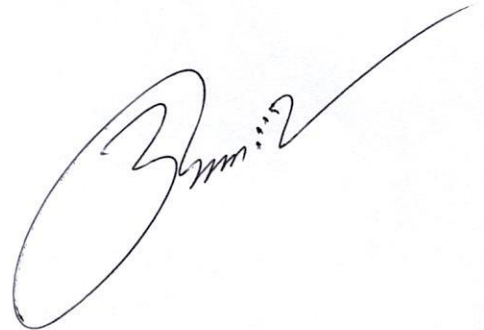## (LIBRARY AND INFORMATION SCIENCE)

Max. Marks   100   **Min. Marks 45**   **Credits: 04**

Comprehensive Viva-Voce

- A candidate will be required to submit three-typed copy of his/her dissertation by the end of semester. The date for the submission of dissertation will be announced in the college/university examination time-table.
- The Department shall be finalized the topic and other details of the Dissertation for each candidate.
- The dissertation shall be submitted only when the supervisor concerned is/are satisfied that the dissertation is worthy of consideration in part fulfillment of the M.Phil. Degree, provide that the application for submission of dissertation shall also be countersigned by Head of the Department.
- The dissertation may include result of original research, a fresh interpretation of existing facts and data, or a review articles nature, or may take such other form as may be determined by the Head of the Department.
- An internal and an external examiner shall value the dissertation and a report will be submitted after viva-voce. The supervisor will be the internal examiner.