

(Abstract)

Master of Library and Information Science Programme (CBCSS) in the Department of Library & Information Science, Thavakkara campus - Revised Scheme and Syllabus - Approved- implemented w.e.f. 2023 admission--Orders issued

ACADEMIC C SECTION

ACAD C/ACAD C1/22236/2023

Dated: 06.11.2023

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- Read:-1. U O No. ACAD C/ACAD C3/22373/2019 dated 12.09.2023.
2. Circular No. Acad C/ Acad C3/22373/2019 dtd.12.09.2023.
3. Minutes of the meeting of Department Council held on 14.09.2023
4. Email dated 20.10.2023 from the Head, Dept. of Library and Information Science , forwarding the Scheme and Syllabus of M.Lib. I. Sc. Programme.

ORDER

1. The revised Regulations for Post Graduate programmes Under Choice Based Credit and Semester System in the University Teaching Departments/ Schools were implemented w.e.f. 2023 admission vide paper read(1) above.
2. As per paper read 2 above, Heads of all Teaching departments were requested to submit the revised syllabus in accordance with the Regulations along with a copy of the Department council Minutes.
3. The Head, Department of Library and Information Science conducted department level workshop and prepared the Scheme and Syllabus of M. Lib. I. Sc. Programme, under Choice based credit semester system, in tune with the revised Regulation for Post Graduate programmes in the University Teaching Departments.
4. The Department Council held on 14.09.2023 vide paper read (3) above approved the Scheme & Syllabus of M. Lib. I. Sc. programme to be implemented in the Dept. of Library and Information Science, Kannur University, Thavakkara Campus w.e.f. 2023 admission.
5. As per Paper read 4 above, The Head, Department of Library and Information Science, forwarded the revised Scheme and Syllabus of M. Lib. I. Sc. Programme, under Choice based credit semester system along with Department council Minutes.
6. The Vice Chancellor after considering the matter in detail, and in exercise of the powers of the Academic Council conferred under section 11(1), Chapter III of Kannur University Act 1996, ***accorded sanction to implement the Scheme and Syllabus for M. Lib. I. Sc. Programme w.e.f. 2023 admission subject to report to the Academic Council.***
7. The revised Scheme & Syllabus of **M. Lib. I. Sc.** programme, under CBCSS implemented in the University Department/School w. e. f. 2023 admission is appended and uploaded on the University Web Site (www.Kannuruniversity.ac.in)
8. Orders are issued accordingly.

Sd/-

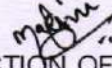
Narayanadas K
DEPUTY REGISTRAR (ACAD)

For REGISTRAR

To: 1.The Head of the Department, Department of Library and Information Science
2. Convener, Curriculum Committee.

Copy To: 1. The Examination branch (through PA to CE)
2. PS to VC/ PA to PVC/PA to R
3. DR/AR1/ARII(Acad), EXCI, EP IV/V
4. Web Manager (for uploading on the website)
5. SF/DF/FC

Forwarded / By Order


SECTION OFFICER





Outcome Based Education (OBE) Curriculum

KANNUR UNIVERSITY

MASTER OF LIBRARY AND INFORMATION SCIENCE

(M.Lib.I. Sc.) PROGRAMME

(2023 Admission Onwards)

UNDER THE CHOICE BASED CREDIT SEMESTER SYSTEM

JULY 2023

PROGRAMME OUTCOMES

- Develop trained Library and Information Service professionals with adequate knowledge in theories, principles, tools and techniques, methods and procedures, software, etc. needed for working in or managing a traditional/digital library
- Develop trained Library and Information Service professionals with adequate knowledge and skills for conducting research in Library and Information Science and allied subjects.
- Develop trained Library and Information Service professionals with adequate knowledge and skills for publishing research papers in the field of Library and Information Science and allied subjects.
- Develop trained Library and Information Service professionals with adequate knowledge and skills for presenting research reports in the field of Library and Information Science and allied subjects before invited audience.

PROGRAMME SPECIFIC OUTCOMES

PSO-1: Create conceptual idea about Libraries and Information Centres, its history and development, types, works and services, laws and legislations, role in information society and professional ethics and professional associations, differences and its role in the society.

PSO-2: Develop ability to manage any type of library using modern management theories, principles, tools, methods and techniques, works and services.

PSO-3: Develop ability to identify different kinds and types of information sources and services and its uses for meeting different information needs of the users in different types of libraries.

PSO-4: Develop ability to classify documents using DDC and UDC classification schemes with sufficient theoretical and practical knowledge in library classification.

PSO-5: Develop ability to prepare a library card catalogue/ computer catalogue using AACR2 code, SLSH and Koha software with sufficient theoretical and practical knowledge in library cataloguing and its formats.

PSO-6: Develop conceptual idea about information, its communication, related laws, marketing of information products and services and the role of libraries in knowledge management, content management and data mining.

PSO-7: Develop skills to use computer system with basic and advanced knowledge in ICT and different application software used in automated and digital libraries.

PSO-8: Develop and apply information literacy programmes for a library using necessary theories, laws and models and evaluate the role of social media and internet in information literacy development.

PSO-9: Develop research skills for doing research with adequate knowledge of necessary theories, methods, tools and techniques, do statistical analysis and prepare research reports in the form of dissertation/ thesis.

PSO-10: Develop technical skills for preparing research publications and its presentations using latest technologies.

PSO-11: Develop ability to prepare information retrieval tools (indexes) to documents using necessary theories, methods, tools and techniques in information retrieval and to evaluate IRS.

PSO-12: Develop skills for searching and retrieving information and documents available in libraries and databases.

PSO-13: Create efficiency in handling bigdata.

PSO-14: Develop practical skills on web designing, digital library creation, reference management, and data visualization.

SCHEDULE

COURSES AND CREDITS

1	2	3	4	5	6	7	8	9	10
Semester	Core (DSC) (4 C)	Elective (DSE) (3 C)	Inter-disciplinary/ Open Elective (4 C)	Core (AEC) (2 C)	Core (SEC) (2 C)	Value Added / MOOC Course (2 C)	Internship / Field Visit (2 C)	Disser tation (4 C)	Total Credits
1	4	3 (1)	-	-	-	-	-	-	19
2	3	5 (2)	1	1	-	1	-	-	24
3	3	3 (1)	1	-	1	-	2	-	25
4	3	3 (1)	-	-	-	-	-	1	19
Total	13	14 (5)	2	1	1	1	2	1	87

FIRST SEMESTER

Course Code	Course Name	Credit			Teaching Hours			Assessment		
		L/T	P/ I	Tota l	L/T	P/ I	Tota l	CE	ESE	Total
DISCIPLINE SPECIFIC COURSE (Core)										
MLLIS 01DSC 01	Foundations of Library and Information Science	4	-	4	4	1	5	40	60	100
MLLIS 01DSC 02	Library and Information Centre Management	4	-	4	4	1	5	40	60	100
MLLIS 01DSC 03	Information Sources and Services	4	-	4	4	1	5	40	60	100

MLLIS 01DSC 04	Knowledge Organisation – Theory	4	-	4	4	1	5	40	60	100
DISCIPLINE SPECIFIC COURSE (Elective) (Choose any one)										
MLLIS 01DSE 01	Public Library System	3	-	3	4	1	5	40	60	100
MLLIS 01DSE 02	Academic Library System	3	-	3	4	1	5	40	60	100
MLLIS 01DSE 03	Special Library System	3	-	3	4	1	5	40	60	100

SECOND SEMESTER

Course Code	Course Name	Credit			Teaching Hours			Assessment		
		L/ T	P/ I	Total	L/ T	P/ I	Total	CE	ES E	Total
DISCIPLINE SPECIFIC COURSE (Core)										
MLLI S02D SC05	Digital Library	4	-	4	4	1	5	40	60	100
MLLI S02D SC06	Knowledge Organization- Library Classification- Practical -DDC & UDC	-	4	4	1	4	5	40	60	100
MLLI S02D SC07	Knowledge Organization- Library Cataloguing - Practical - AACR 2	-	4	4	1	4	5	40	60	100

DISCIPLINE SPECIFIC COURSE (Elective)										
(Choose any two)										
MLLI S02D SE04	E-Resource Managem ent	3	-	3	4	1	5	40	60	100
MLLI S02D SE05	Marketing of Library and Information Products and Services	3	-	3	4	1	5	40	60	100
MLLI S02D SE06	Metric Studies	3	-	3	4	1	5	40	60	100
MLLI S02D SE07	Information, Communication and Knowledge Management	3	-	3	4	1	5	40	60	100
MLLI S02D SE08	Information Literacy	3	-	3	4	1	5	40	60	100
INTER DISCIPLINARY COURSE (Elective)										
	To be Obtained from Other Departments	2	2	4	2	3	5	40	60	100
MLLIS02ID CO1- Technical Writing –Theory and practice – Offered to other department students										
ABILITY ENHANCEMENT COURSE (Core)										
MLLI S02A EC01	Web Designing - Practical	-	2-	2	1	4	5	40	60	100
VALUE ADDED COURSE										
*MLLI S02V AC01	ICT Practical - MS Office and Libra Office Suite	-	2	2	1	4	5	40	60	100

* The credit will not be added for calculating CGPA

Course Code	Course Name	Credit			Teaching Hours			Assessment		
		L/T	P/I	Total	L/T	P/I	Total	CE	ES/E	Total
DISCIPLINE SPECIFIC COURSE (Core)										
MLLI S03D SC08	Web technologies for library and information services	4	-	4	4	1	5	40	60	100
MLLI S03D SC09	Research Methodology	4	-	4	4	1	5	40	60	100
MLLI S03D SC10	Library Automation and Digital Library software-Practical	-	4	4	1	4	5	40	60	100
DISCIPLINE SPECIFIC COURSE (Elective) (Choose any One)										
MLLI S03D SE09	Reference management software-Practical	-	3	3	1	4	5	40	60	100
MLLI S03D SE10	Scientific writing and publication	3	-	3	4	1	5	40	60	100
MLLI S03D SE11	Statistical methods	3	-	3	4	1	5	40	60	100
INTER DISCIPLINARY COURSE (Elective)										
	To be obtained from other departments	4	-	4	4	1	5	40	60	100
<i>MLLIS03IDCO2 - Library and Information search and retrieval – Offered to other department students.</i>										
SKILL ENHANCEMENT COURSE (Core)										
MLLI S03S EC01	JAMOVI-Practical	-	2	2	1	4	5	40	60	100
INTERNSHIP (Core)										
MLLI S03D SC11	Library Internship	-	2	2	1	4	5	40	60	100
FIELD VISIT (Core)										
MLLI S03D SC12	Library Visit	-	2	2	1	4	5	40	60	100

Course e\Code	Course Name	Credit			Teaching Hours			Assessment		
		L/T	P/ I	Tota I	L/T	P/ I	Tota I	CE	ES E	Tota I
DISCIPLINE SPECIFIC COURSE (Core)										
MLLI S04D SC13	Archives and Record Management	4	-	4	4	1	5	40	60	100
MLLI S04D SC14	Information processing and Retrieval	4	-	4	4	1	5	40	60	100
MLLI S04D SC15	Information Systems and Services	4	-	4	4	1	5	40	60	100
DISCIPLINE SPECIFIC COURSE (Elective) (Choose any One)										
MLLI S04D SE12	Big Data Applications in Libraries	3	-	3	4	1	5	40	60	100
MLLI S04D SE13	Content Management Systems	3	-	3	4	1	5	40	60	100
MLLI S04D SE14	Tableau Public – Practical	-	3	3	1	4	5	40	60	100
DISCIPLINE SPECIFIC COURSE (Core) (Practicum)										
MLLI S04D SC16	Project work (Dissertation)	-	4	4	1	4	5	40	60	100

FIRST SEMESTER

Course Code	Course Name	Credit			Teaching Hours			Assessment		
		L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
DISCIPLINE SPECIFIC COURSE (Core)										
MLLI S01D SC01	Foundations of Library and Information Science	4	-	4	4	1	5	40	60	100
MLLI S01D SC02	Library and Information Centre Management	4	-	4	4	1	5	40	60	100
MLLI S01D SC03	Information Sources and Services	4	-	4	4	1	5	40	60	100
MLLI S01D SC04	Knowledge Organisation – Theory	4	-	4	4	1	5	40	60	100
DISCIPLINE SPECIFIC COURSE (Elective) (Choose any one)										
MLLI S01D SE01	Public Library System	3	-	3	4	1	5	40	60	100
MLLI S01D SE02	Academic Library System	3	-	3	4	1	5	40	60	100
MLLI S01D SE03	Special Library System	3	-	3	4	1	5	40	60	100

COURSE OUTCOMES

Course Type: Discipline Specific Course (Core)

Course Code: MLLIS01DSC01

Course Name: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

On studying this course, students shall be able to:

1. Identify a library, its types, differences, functions and services
2. Analyse different works and services in information centers
3. Apply five laws of library science in all types of libraries.
4. Compare provisions in public library laws enacted in different states of India with special reference to Kerala and evaluate the role of professional associations, agencies and networks for the development of libraries and library professionals.

Course Type: Discipline Specific Course (Core)

Course Code: MLLIS01DSC02

Course Name: LIBRARY AND INFORMATION CENTRE MANAGEMENT

On studying this course, students shall be able to:

1. Analyse the concept of Management, its functions, different schools of management thoughts and the principles of scientific management by F.W. Taylor and Henry Fayol.
2. Analyse and evaluate the important works and services carried out in different sections of a large library and do various works carried out in a Computerized University Library.
3. Prepare and evaluate the important records, tools and technique as part of managing a library such as Library rules, staff manuals, annual reports and budget.
4. Analyse modern management tools used in libraries such as CPM/PERT, TQM, ISO, MBO, MIS, SERVQUAL, etc.

Course Type: Discipline Specific Course (Core)

Course Code: MLLIS01DSC03

Course Name: INFORMATION SOURCES AND SERVICES

On studying this course, students shall be able to:

1. Identify different types of information sources found in different types of libraries
2. Identify e-resources and print resources
3. Evaluate different types of information sources and services offered in different types of libraries
4. Develop user education programme suitable for different types of libraries

Course Type: Discipline Specific Course (Core)

Course Code: MLLIS01DSC04

Course Name: KNOWLEDGE ORGANISATION- THEORY

On studying this course, students shall be able to:

1. Apply classification theories for organizing subjects in helpful sequence
2. Differentiate between different types of classification scheme- DDC, UDC, CC
3. Analyse the process of subject cataloging, derive subject headings and use list of subject headings
4. Analyse the important features of different types of bibliographic formats such as ISBD, CCF and MARC.

Course Type: DISCIPLINE SPECIFIC COURSE (Elective)

Course Code: MLLIS01DSE01

Course Name: PUBLIC LIBRARY SYSTEM

On studying this course, students shall be able to:

1. Understand the nature and role of Public Libraries and Information Systems and explain the role of Government and other Agencies in the development of libraries
2. Perceive the role of Public Library in the promotion of formal and informal education and appropriate policies and legislations
3. Select, acquire, organize and manage public library collection in both print and digital media
4. Understand the requirement for resource sharing and offer extension and outreach services to different categories of users.

Course Type: DISCIPLINE SPECIFIC COURSE (Elective)

Course Code: MLLIS01DSE02

Course Name: ACADEMIC LIBRARY SYSTEM

On studying this course, students shall be able to:

1. Understand basic knowledge of academic libraries and their changing roles.
2. Aware about the key recommendations of various committees and commissions and their role in accreditation
3. Know the administrative and routine functions of the academic libraries
4. Learn about the resources sharing and consortia practices available in academic libraries

Course Type: Discipline Specific Course (Elective)

Course Code: MLLIS01DSE03

Course Name: SPECIAL LIBRARY SYSTEM

On studying this course, students shall be able to:

1. Understand the role and functions of special libraries and become well versed with the special libraries' development in the USA, UK and India
2. Know about the organizational and administrative aspects of special libraries
3. Make provisions for information services and products in special library
4. Understand the need for resource sharing and work for marketing of library and information services

SYLLABUS

Course Type: DISIPLINE SPECIFIC COURSE (Core)

Course Code: MLLIS01DSC01

Course Name: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

Course Credits: 4

Course Description

This course contains concepts related to library and information centre and its variant forms such as documentation centre, information analysis centre, Knowledge centre etc., different types of libraries, national library and state central library and their features. It also discusses about different roles of libraries in modern society, Five Laws of Library Science and its implications, library movement and Public library legislation in India and Kerala. Finally the course discusses about resource sharing and library networks, professional associations and professional ethics in LIS.

Course Objectives

1. Introduce the concept of Library and its variant names, history and development, types, functions and services and the role of library in modern society
2. Discuss the features of library movement and library legislation in India and Kerala
3. Discuss the Professional associations and professional ethics in LIS.
4. Introduce Library networks and resource sharing.

Credit			Teaching Hours			Assessment		
L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
4	-	4	4	1	5	40	60	100

Lecture/Tutorials, P/I=Practical/Internship, CE =Continuous Evaluation, ESE = End

Semester Evaluation

Course Learning Outcomes:

At the end of the Course, the Student will be able to:

1. Identify a library, its types, differences, functions and services and different works and services in information centers
2. Apply five laws of library science in all types of libraries.
3. Compare provisions in public library laws enacted in different states of India with special reference to Kerala
4. Evaluate the role of professional associations, agencies and networks for the development of libraries and library professionals.

Module 1 - Concept of Library

- 1.1 Library – History and development of the concept- variant names of library- components of library- features, objectives and functions of a library- Its components and features - Difference between Library and Information Centre
- 1.2 Types of Libraries – Public Library – Academic Library – Special library- specific objectives functions and services- Difference between Public, Academic and Special Libraries.
- 1.3 National Library – Global scenario- National Library of India, UK and USA – history and development - functions and services - State Central Library –Kerala State Central Library

- Its history, functions and services.

- 1.4 New kinds of libraries and information centers- Corporate Library – Media Library – Polimedia libraries- Its components, specific features, objectives and functions – Difference between them.

Module 2- Role of Libraries in society

- 2.1 Social center- Cultural center -Education center - Research and development center - Center for personal development.
- 2.2 Five Laws of Library Science and its implications in libraries and information centers – Extension and variants of Five laws of Library Science.
- 2.3 History and development of libraries - At international level- U.K. and U.S.A - Public library movement in India
- 2.4 Public library movement in Kerala- Role of Kerala Grandha Shala Sangham Current status of Public library system in Kerala

Module 3 – Library Legislation

- 3.1 Library legislation – International and national scenario – Library legislation in India – History and current status – Model public library bill – Role of S R Ranganathan.
- 3.2 Public Library Legislation in Kerala – History and development – Kerala Public Libraries Act 1989 – its importance and features.
- 3.3 Kerala State Library Council and its functions – District Library Council - Taluk Library Council.
- 3.4 Promoters of Library and Information Centers in India – role of UNESCO- UGC – RRRLF– Kerala State Library Council.

Module 4 – Resource Sharing and Professional Associations

- 4.1 Resource sharing - Attempts at International and National level.
- 4.2 Library networking – history and development – types – Library networks at international level – OCLC – JANET - Library networks in India – INFLIBNET – DELNET – CALIBNET .
- 4.3 Professional Associations –At international level - IFLA – ALA- CILIP – ASLIB – SLA.
- 4.4 Professional associations in India - ILA – IASLIC– IATLIS- Professional Associations in Kerala - KLA .Professional ethics.

Course work :*Prepare and Submit self-study library visit report of three libraries - one public, academic & special library of your choice.*

Suggested Readings:

1. Balasubramanian, P.(2021) Foundation of library and information science. New Delhi, Ess Ess
2. Bhola Nath.(2013) Foundation of library and information science. New Delhi, Axis Books
3. Kaushik, P.(2006)Foundation of library and information science. New Delhi, Anmol publications
4. Khanna,(1984) J.K. Fundamentals of library organization. New Delhi, ESS ESS, 1984.
5. Krishan Kumar(2010) Library organization. New Delhi, Vikas
6. Krishnan, R.K.(2013) Five laws of library science. New Delhi, Centrum Press

7. Ranganathan S R, The five laws of library science (2006) EssEss.
8. Rokade, S M (2016) Foundation of library and information science. New Delhi; Studera Press
9. Government of India. (1957, June 4). The Copyright Act, 1957. Copyright.Gov.In.
<http://copyright.gov.in/Documents/CopyrightRules1957.pdf>
10. Professional Ethics and Librarianship—YouTube. (n.d.), from
<https://www.youtube.com/watch?v=pOmstwLCDQs&feature=youtu.be>
11. Library resource sharing and networking (LIB). (2015, December 23).
<https://www.youtube.com/watch?v=ra2df6L07us&feature=youtube>.

ASSESSMENT RUBRICS

End Semester Evaluation	60%
Continuous Evaluation Test papers, Seminar, and Assignment	40%

Sample Questions to test Outcomes.

1. Differentiate between library and information centre
2. Differentiate between public library and academic library
3. Compare Special library with Academic library
4. Discuss the different types of roles played by libraries in the development of a society
5. Compare the provisions in Kerala Public Libraries (Kerala Granthasala Sangam) Act 1989 with Madras Libraries Act 1948.
6. Discuss the importance of professional ethics in libraries and information centres.

Course Type: DISCIPLINE SPECIFIC COURSE (Core)

Course Code: MLLIS01DSC02

Course Name: LIBRARY AND INFORMATION CENTRE MANAGEMENT

Course Credits: 4

Course Description

This course contains concepts related to management and schools of management thoughts. It discusses about sections, works and services, records, tools and techniques in a modern library and information center. It also discusses about modern management tools used in libraries today.

Course Objectives

1. Introduce the concept of Management and its theories, principles, functions and different thoughts.
2. Describe different sections and their works and services carried out in a modern library.
3. Introduce library records, tools and techniques in a modern library
4. Introduce modern management and quality measurement tools like SERVQUAL, LibQual, etc.

Credit			Teaching Hours			Assessment		
L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
4	-	4	4	1	5	40	60	100

Lecture/Tutorials, P/I=Practical/Internship, CE =Continuous Evaluation, ESE = End Semester Evaluation

Course Learning Outcomes:

At the end of the Course, the Student will be able to:

1. Analyse the concept of Management, it's functions, different schools of management thoughts and the principles of scientific management by F.W. Taylor and Henry Fayol.
2. Analyse and evaluate the important works and services carried out in different sections of a large library.
3. Prepare and evaluate the important records, tools and technique as part of managing a library such as Library rules, staff manuals, annual reports and budget.
4. Analyse modern management tools used in libraries such as CPM/PERT, TQM, ISO, MBO, MIS, SERVQUAL, etc.

Module 1 – Library Management

- 1.1 Concept of Management – Approaches of management – Functions of management – POSDCORB.
- 1.2 Schools of Management thoughts –Classical management thought – Scientific Management –Administrative management –Bureaucratic management.
- 1.3 Neo-Classical Management thought – Human Relations management – Behavioural school of management – Modern management thought – System theory – Contingency theory.
- 1.4 Human Relations Management – Performance appraisal.

Module 2 Sections and works

- 2.1 Sections in a library –Works carried out in Acquisition section–
- 2.2 Circulation section -Periodical section
- 2.3 Maintenance section -Maintenance work- Conservation and preservation of document - Reference section
- 2.4 Documentation section- Documentation works – Documentation services.

Module 3 Library Records

- 3.1 Library records and tools – Library rules –services- academic and special libraries - Staff manual .
- 3.2 Library statistics -Library reports
- 3.3 Budget and budgeting -PPBS – ZBB – difference between them.
- 3.4 Sources of fund in different types of libraries – fund allocation methods .

Module 4 – Modern Management Tools

- 4.1 Management tools in libraries – Critical Path Method – Programme Evaluation Review Technique – Total Quality Management – Components – Institutions for Quality – ISO – ISI – BSI
- 4.2 Management Information System – Management By Objectives

4.3 Quality measurement tools in libraries – SERVQUAL

4.4 LibQual – DigiQual – WebQual

Course work: Prepare and Submit a model library plan for a public- academic- special library.

Suggested Readings

1. Dhiman, Anil K. and Rani, Yashodha. Library management. New Delhi: Ess Ess publications
2. Jain, M.K. (2000) Library manual. Delhi, Shipra
3. Kapoor, Anil. (2017). Essentials of Library management administration. New Delhi: Ess Ess publications
4. Kumar kishan (1991) Library manual. Delhi: Vikas
5. Sharma, C.K.(2005) Library management. New Delhi, Atlantic,
6. Tripathi, Sneha and Tripathi, Aditya (2016). A textbook on quality management in libraries. New Delhi: Ess Ess publications
7. CPM-Critical Path Method|| Project Management Technique|| Operations Research|| Solved Problem. (2016). [Video]. Retrievable from <https://www.youtube.com/watch?v=vUMGvpsb8dc>
8. History of Management thought. Retrievable <http://faculty.wvu.edu/dunnc3/rprnts.historyofmanagementthought.pdf>
9. Marketing of library and Information Services VI.(2015). [video]. Retrievable from https://www.youtube.com/watch?v=0V4jEKuWb2o&list=PL_a1TI5CC9RfrCKQIXnnKljecsUrKY1B-&index=90
10. PERT Vs CPM: Difference between them with definition & Comparison Chart. (2018). [Image].Retrievablefrom<https://www.youtube.com/watch?v=dFTG3ohAcso>.
11. Principles of management. Retrievable from <http://www.saylor.org/site/textbooks/Principles%20of%20Management.pdf>

ASSESSMENT RUBRICS

End Semester Evaluation	60%
Continuous Evaluation Test papers, Seminar, and Assignment	40%

Sample Questions to test Outcomes

1. Examine the need for management theories, principles, methods and techniques in libraries and information centres.
2. Discuss the important works to be carried out on a book in a bookshop until it reaches on the hand of a user as a library book.
3. Prepare a set of library rules to be used in a school library
4. Discuss the different types of statistical data available in a library

5. Prepare a set of statements that can be used to assess expectations and perceptions of users about library services.
6. Prepare a budget for university library using any one method of budgeting

Course Type: DISCIPLINE SPECIFIC COURSE (Core)

Course Code: MLLIS01DSC03

Course Name: INFORMATION SOURCES AND SERVICES

Course Credits: 4

Course Description

This course discusses about information sources, its types, evaluation criteria, and their importance to users and libraries. It also discusses about electronic information sources, its types, open access sources and its criteria for evaluation. Finally it includes discussions on information services such as reference service, CAS, SDI, etc. and user education.

Course Objectives

1. Explain concept and meaning of information sources, its types, and its importance in libraries.
2. Discuss the features of different types of information sources and its criteria for evaluation.
3. Discuss about electronic resources, its types, importance and the criteria for evaluation.
4. Introduce different types of information services like Reference Service, CAS, SDI, etc. offered in libraries.

Credit			Teaching Hours			Assessment		
L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
4	-	4	4	1	5	40	60	100

Lecture/Tutorials, P/I=Practical/Internship, CE =Continuous Evaluation, ESE = End

Semester Evaluation

Course Learning Outcomes:

At the end of the Course, the Student will be able to:

1. Identify different types of information sources found in different types of libraries
2. Identify e-resources and print resources
3. Evaluate different types of information sources and services offered in different types of libraries
4. Develop user education programme suitable for different types of libraries

Module 1 - Basics of Information sources

- 1.1 Concept and meaning – importance to users and the library.
- 1.2 Categories of information sources – documentary sources - non-documentary sources - human sources – institutional sources.
- 1.3 Conventional sources – neo-conventional sources – non-conventional sources – meta sources -Difference between print and electronic resources.
- 1.4 Directional type reference sources – source type reference sources. Difference between the two.

Module 2 – Types of Information Sources

- 2.1 Dictionary – Encyclopedia – Directories – Yearbooks and Almanacs – Biographies
- 2.2 Bibliographies – Indexes – Abstracts – Geographical sources – Statistical sources — Sources of current events, etc.
- 2.3 Important reference sources in the field of Library and Information Science
- 2.4 Criteria for evaluating different kinds of information sources

Module 3 – Electronic Sources

- 3.1 Electronic information sources – types and importance
- 3.2 E-books – E journals – E-Databases – ETDs – E Reports – E Zines - UGC Infonet Digital Library Consortium – NLIST - IndCat – eshodh Sindhu – Shodhganga – Vidwan – ShodhGangothri
- 3.3 Swayam – Open access sources –
- 3.4 Institutional Repositories in India and Kerala – Criteria for evaluation.

Module 4 - Information Service

- 4.1 Reference service – types of reference service – difference between short range and long range reference service - Planning and management of reference section.
- 4.2 Information services in electronic era – online reference services – Current Awareness services – Selective Dissemination of Information service– Alerting services – Reprographics services
- 4.3 Translation service – Document Delivery Service
- 4.4 Modes of providing reference service

Course work :Evaluate AND Submit report on 10 print reference sources and 10 electronic reference sources available in HGCL.

Suggested Readings

1. Amjad Ali.(2004) Reference services and the digital sources of information. New Delhi, Ess Ess
2. Kumar, Krishan (1996). Reference service. Delhi: Vikas publishing
3. Singh, Madan Mohan (2013). Reference sources and services in Library science. New Delhi: Centrum Press
4. Kenchakkanavar,A.(2014).Typesofe-resourcesanditsutilitiesinlibrary.International Journal Of Information Sources And Services,1(2), 97-104.Retrieved from <http://file:///C:/Users/JP/Downloads/TYPESOFERESOURCESANDITSUTILITIESINLIBRARY9.pdf>.

5. myils504 / Almanacs, Yearbooks, and Handbooks. Myils504.pbworks.com. (2020). Retrieved from <http://myils504.pbworks.com/w/page/10032936/Almanacs%2C%20Yearbooks%2C%20and%20Handbooks#TheWorldAlmanacandBookofFacts>.
6. ReferenceSources:UseandEvaluationCriteria,e-InformationSources(LS).(2015).[video]. Retrieved From https://www.youtube.com/watch?v=nVugoflMI_s&list=PL_a1TI5CC9RrFrCKQIXnnKljecsurKY1B-&index=97
7. Sources for current Information: an overview (LIB). (2015).[Video]. Retrieved from https://www.youtube.com/watch?v=4pjTdpnA60&list=PL_a1TI5CC9RrFrCKQIXnnKljecsurKY1B-&index=105
8. Types of Information sources: non-documentary: organizations and humans (LIB).(2015). [video]. Retrieved from https://www.youtube.com/watch?v=A4CAhRI7-xk&list=PL_a1TI5CC9RrFrCKQIXnnKljecsurKY1B-&index=102

ASSESSMENT RUBRICS

End Semester Evaluation	60%
Continuous Evaluation Test papers, Seminar, and Assignment	40%

Sample Questions to test Outcomes.

1. Differentiate between documentary sources and non-documentary sources
2. Discuss the features of electronic resources over print resources.
3. Compare a dictionary with an encyclopedia
4. Discuss the importance of NLIST in higher education.
5. Compare Reference Service with Information service.
6. Prepare a plan for developing a reference section in an academic library.

Course Type: DISCIPLINE SPECIFIC COURSE (Core)

Course Code: MLLIS01DSC04

Course Name: KNOWLEDGE ORGANISATION – THEORY

Course Credits: 4

Course Description

This course is an in-depth study of Library Classification and cataloguing, its theories, principles and types. It discusses about different classification schemes and catalogues codes used in libraries. It discusses about how to prepare call number and catalogue entries to books and other documents acquired in the library. Finally, it discusses about the concept of centralized and shared cataloguing, bibliographic description formats and metadata standards.

Course Objectives

1. Introduce the concept of library classification, its theories, principles, and types.
2. Introduce the features of different types of classification schemes such as DDC, UDC and CC.
3. Introduce the concept of library catalogue, cataloguing, types of physical and

internal forms of library catalogues.

4. Discuss about AACR2R2 and CCC 5th edition, types of entries and its filing rules.

Credit			Teaching Hours			Assessment		
L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
4	-	4	4	1	5	40	60	100

Lecture/Tutorials, P/I=Practical/Internship, CE =Continuous Evaluation, ESE = End

Semester Evaluation

Course Learning Outcomes:

At the end of the Course, the Student will be able to:

1. Apply classification theories for organizing subjects in helpful sequence
2. Differentiate between different types of classification scheme- DDC, UDC, CC
3. Analyse the process of subject cataloging, derive subject headings and use list of subject headings
4. Analyse the important features of different types of bibliographic formats such as ISBD, CCF and MARC.

Module 1 – Library Classification

- 1.1 Library classification – need and purpose– history and development – types
- 1.2 Descriptive theory and Dynamic theory of library classification – Normative principles- basic laws – fundamental laws- Canons
- 1.3 Notation- types- qualities and functions- Notation used in DDC, UDC, LC and CC
- 1.4 Call number – Class number – Book number – Collection number

Module 2 - Schemes of Library Classification

- 2.1 Universe of subjects – simple, compound and complex subjects - Modes of formation of subjects
- 2.2 Facet analysis - principles Fundamental categories –Rounds and levels- Principles of facet sequence
- 2.3 Schemes of Library classification- types- differences
- 2.4 Features of DDC, UDC and CC- Web Dewey

Module 3 – Library Catalogue

- 3.1 Catalogue – types – library catalogue –history and development - objectives and functions
- 3.2 Physical forms- OPAC – Internal forms of library catalogue
- 3.3 Library catalogue codes- AACR- CCC- RDA- Entries- Format- Filing of entries
- 3.4 Subject cataloguing- problems in assigning subject headings – methods- Sears list of subject headings

Module 4 Centralized and Shared Cataloguing

- 4.1 Centralized cataloguing –importance – forms- agencies – Library of Congress
- 4.2 Cooperative cataloguing –importance – forms– agencies- OCLC- Worldcat
- 4.3 Bibliographic Description standards – ISBD – CCF
- 4.4 Metadata standards - MARC - MARC21 -UNIMARC – FRBR – Dublin core

Course work : 1. Compare two subject schedules in DDC & UDC and 2. Compare AACR2 Catalogue code with CCC and RDA

Suggested Readings

1. Biswas, Subhanhar (2017). Cataloguing in the new era. New Delhi: Ess Ess
2. Dhiman, Anil K. and Rani, Yashodha. (2005). Library classification. New Delhi: Ess Ess publications
3. Girja Kumar. (2010). Theory of cataloguing. New Delhi: Vikas
4. Husain, Shabahat.(2004). Library classification. Delhi: BR publishing
5. Kaushik, Prashant. (2006). Library classification. New Delhi: Anmol publication
6. Krishan Kumar. (2010). Theory of classification. New Delhi: Vikas publishing
7. Rokkade, S. M. (2017). Knowledge organization in Library and information science. New Delhi: Crescent publishing
8. Sharma, C. K. and Sharma, Amit K. (2007). Library classification. New Delhi: Atlantic publishers
9. Thiwari, Purushothaman (2009). Library classification. New Delhi; A P H publishing corporation.

ASSESSMENT RUBRICS

End Semester Evaluation	60%
Continuous Evaluation Test papers, Seminar, and Assignment	40%

Sample Questions to test Outcomes.

1. Discuss the need and importance of classification of books in libraries and information centres.
2. Differentiate between the notation used in UDC and CC.
3. Differentiate between Enumerative Classification scheme with Faceted Classification scheme.
4. Differentiate between Classified catalogue with Dictionary catalogue
5. Compare the features of AACR2 with CCC
6. Critically examine the provisions in RDA.

Course Type: DISCIPLINE SPECIFIC COURSE (Elective)

Course Code: MLLIS01DSE01

Course Name: PUBLIC LIBRARY SYSTEM

Course Credits: 3

Course Description: This course is intended to introduce important concepts and ideas, works, collection, services in public libraries. It also discusses about public library laws, networking and resource sharing. Finally it discusses about the important government and non-government institutions and agencies which are working for the development of public libraries in the country and the state of Kerala.

Course Objectives:

1. To offer an understanding of the working of public libraries and the various services offered by public libraries.
2. To offer an idea about the various kinds of collection and its development process in public libraries.
3. To make the students aware about the important agencies, both national and international, working for the development of public libraries in the country.
4. To introduce the administrative structure of Kerala public library system and the law existing today.

Credit			Teaching Hours			Assessment		
L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
3	-	3	4	1	5	40	60	100

Course Learning Outcomes:

On studying this course, students shall be able to:

1. Understand the nature and role of Public Libraries and Information Systems and explain the role of Government and other Agencies in the development of libraries
2. Perceive the role of Public Library in the promotion of formal and informal education and appropriate policies and legislations
3. Select, acquire, organize and manage public library collection in both print and digital media
4. Understand the requirement for resource sharing and offer extension and outreach services to different categories of users

Module 1 Public Libraries

1.1 Meaning, Importance, Objectives and Functions; Public Library Movement in India: Recommendation by S.R. Ranganathan

1.2 Agencies for Development of Public Libraries: UNESCO, IFLA; Role of Raja Ram Mohan Roy Library Foundation (RRRLF) and National Library (Kolkata), Ministry of Culture GOI.

1.3 National Missions- National Mission on Libraries, National Mission for Manuscripts, National Literacy Mission, NPTEL

1.4 Public Library System: National; Regional and State; Library Governance and Role of Public Library in lifelong learning

Module 2 Organization and Administration

2.1 Collection Development: Print, Non-print and Online Database

2.2 Manpower Development: Qualification, Requirement, Job description, Job Analysis Staff Manual

2.3 Public Libraries Finance: Source, Budgeting, Accounting and auditing; Library

2.4 Building: Planning, concept of modular building and Library Furniture

Module 3 Automation, Resources Sharing and Services

- 3.1 Library Automation: Automating the house-keeping services in various sections in the public libraries
- 3.2 Resource Sharing and Networking
- 3.3 Integrated public library system
- 3.4 Community Information Service; Library Services to Special Group of people including physically handicapped, mentally challenged, visually impaired, prisoners and children

Module 4 Policies and Legislation

- 4.1 Library & Information Policy: Library & Information Policy at National and International level in India, Advisory Committee for Libraries.
- 4.2 National Knowledge Commission, National Education Policy 2020 and Public Library
- 4.3 Library Legislation: Need, Purpose, Objectives and Model Library Act
- 4.4 Library Legislation in India: Structure and Salient Features

Course work : Visit three public libraries in your native district and submit a library visit report before to the date of first semester examination.

Suggested Readings

1. Abbott-Halpin, E., & Rankin, C. (Eds.). (2020). Public Library Governance: International Perspectives (Vol. 176). Walter de Gruyter GmbH & Co KG.
2. Barua, B P. (1992). National policy on library and information systems and services for India: Perspectives and projections. Bombay: Popular.
3. Bhatt, R K. (2004). UNESCO: Development of libraries and documentation centres in developing countries. New Delhi: K. K. Publications.
4. Cassell, K.A. (2021). Public libraries and their communities: An introduction, Rowman & Littlefield\
5. Downey, J., & LaRue, J. (2017). Public library collections in the balance: Censorship, inclusivity, and truth. California: Libraries Unlimited.
6. Goulding, A. N. N. E. (2017). Public libraries in the 21st century: defining services and debating the future. S.l. : Garland Science.
7. Hage, Christine Lind. (2004). The public library start-up guide. Chicago: American Library Association.
8. Higgins, S E. (2007). Youth services and public libraries. Oxford: Chandos Publishing.
9. Jaeger, P. T. (2019). Introduction to Public Librarianship.
10. Mckeown, A. (2016). Overcoming information poverty: investigating the role of public libraries in the twenty-first century. Chandos Publishing.
11. Neville, K. (2009). Popular, practical text on children's library services: Managing children's services in the public library. By Adele M. Fasick and Leslie E. Holt. Westport, CT: Libraries Unlimited, 2008
12. Patel, J. & Kumar, K. (2001). Libraries and librarianship in India. Westport: Greenwood Press.
13. Shaffer, G. L. (2018). Creating the sustainable public library: The triple bottom line approach. ABC-CLIO.
14. Thomas, V K. (1997). Public libraries in India: Development and finance. New Delhi: Vikas Publication.
15. Totterdell, Anne. (2005). An Introduction to library and information work. London: Facet.
16. Weingand, D. E. (2013). Administration of the small public library. New Delhi: Indiana Publishing House.

ASSESSMENT RUBRICS

End Semester Evaluation	60%
Continuous Evaluation Test papers, Seminar, and Assignment	40%

Sample Questions to test Outcomes.

1. Discuss the societal role of public libraries.
2. Discuss the relevance of public libraries in formal and informal education.
3. Critically evaluate the collection development process in a public library.
4. Explain the different outreach activities of public libraries.

Course Type: DISCIPLINE SPECIFIC COURSE (Elective)

Course Code: MLLIS01DSE02

Course Name: ACADEMIC LIBRARY SYSTEM

Course Credits: 3

Course Description

This course discusses about the concept of Academic Libraries, its importance to students, teachers and research scholars in their teaching, learning and research activities. It discusses types of academic libraries, features of its collection, works and services. It also discusses about the role of UGC and other educational agencies in the development of academic libraries, their resource sharing and networking activities.

Course Objectives:

1. To offer an understanding of the working of academic libraries and the various aspects related to managing the academic libraries.
2. To discuss the role of academic libraries in teaching, learning, research and publication process of students and teachers.
3. To make the students aware about the collection, staff and finance management process going on in academic libraries.
4. To discuss the concept of resource sharing, networking and consortia.

Credit			Teaching Hours			Assessment		
L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
3	-	3	4	1	5	40	60	100

Course Learning Outcomes:

On studying this course, students shall be able to:

1. Understand basic knowledge of academic libraries and their changing roles.
2. Aware about the key recommendations of various committees and commissions and their role in accreditation
3. Know the administrative and routine functions of the academic libraries
4. Learn about the resources sharing and consortia practices available in academic libraries

Module 1 Role of Academic Libraries

- 1.1 Concept, Need, Purpose, Functions, and Present set up of different types of Academic Libraries in India
- 1.2 Role of academic libraries in online, blended and lifelong learning
- 1.3 Role of statutory bodies/Institutions like UGC, AICTE, MCI/NMC, PCI, CoA and others in the growth and development of Academic Libraries of higher education in India; Committees and Commissions: Report of the Kothari Commission, Radhakrishnan Commission, Mudaliar Commission, Ranganathan Committee
- 1.4 Accreditation and Ranking Agencies: Accreditation: NBA, NAAC; Ranking: NIRF, QS World University Ranking, The World University Ranking and others; Finding key features of the top ranked institutional libraries

Module 2 Effective Resources Management

- 2.1 Manpower Development: Requirement, Qualifications, Recruitment, Job description, job analysis, staff manual with reference to policies of UGC, AICTE and other bodies; Skills and Competencies, Training and Development
- 2.2 Library Finance: Sources Type of Budgets, Methods of financial estimation and budget preparation; resources mobilization
- 2.3 Collection Development: Print and Non-Print including Electronic Documents, using and supporting Development of OERs and MOOCs
- 2.4 Library Buildings: Planning and Standards. Risk and disaster management guidelines, Green Library Building, Building Learning Commons/ Learning Spaces for users and local community

Module 3 Library Organization and Management

- 3.1 Library authority and leadership role
- 3.2 Centralized v/s Decentralized System: Departmental Libraries;
- 3.3 Organization of Various Sections: Acquisition, Book section, Periodical, Technical, Reference or Help desk, Circulation and Library Management Section, ICT or Digital Learning Centre
- 3.4 Library Furniture, Equipment and Stationaries, Branding and Social Media Presence

Module 4 Resource Sharing, Networking, Consortium and Policies

- 4.1 Concept, Need and Purpose of Resource Sharing, Networking and consortium
- 4.2 National Networks and Consortia: INFLIBNET, e-Shodh Sindhu,
- 4.3 Institutional Repositories (IR): Concept, Need, National and International Academic IRs/ eTDs/Digital Repositories
- 4.4 National Education Policy 2020 and Role of Libraries; Integration of the Library with the Institutional ERP like Samarth, Learning Management System (LMS), SWAYAM MOOCs, IRINS, etc.

Course work : Visit the School, College and University Library where you studied and submit a library visit report before to the date of first semester examination.

Suggested Readings

1. Dearie, T. N., Meth, M., & Westbrooks, E. L. (Eds.). (2017). Academic library management: Case studies. American Library Association.
2. Arch, X., & Gilman, I. (2020). Academic Library Services for First-generation Students. ABC-CLIO.

3. Appleton, L. (Ed.). (2021). Positioning the Academic Library within the University: Structures and Challenges. Routledge.
4. Chigwada, J. P. (2021). Examining the Impact of Industry 4.0 on Academic Libraries. N. M. Nwaohiri (Ed.). Emerald Publishing Limited.
5. Bhatt, R.K. Srivastava, G.G. and Sharma, S K., Eds. Academic Libraries. (2021). K.K. Publications.
6. Brophy, Peter. (2006). The academic library. London: Facet.
7. Budd, J. (2012). The changing academic library: Operations, culture, environments. 2nd ed. Chicago: Association of College and Research Libraries.
8. Chapman, L. (2008). Managing acquisitions in library and information services. London: Facet Pub.
9. Connor, E. (2008). An introduction to instructional services in academic libraries. New York and London: Routledge.
10. Frederick, D. E. (2016). Managing eBook metadata in academic libraries: Taming the tiger. Amsterdam :Chandos Publishing
11. Higgins, S. E., &Derakhshan, M. (2017). Managing academic libraries: Principles and practice. Amsterdam: Chandos Publishing.
12. Jordan, P. (2017). The academic library and its users. Oxon : Routledge
13. Mack, D. C., & Gibson, C. (2012). Interdisciplinarty and academic libraries. Chicago : Association of College and Research Libraries
14. Munde, G., & Marks, K. (2009). Surviving the future: Academic libraries, quality, and assessment. Oxford: Chandos.

ASSESSMENT RUBRICS

End Semester Evaluation	60%
Continuous Evaluation Test papers, Seminar, and Assignment	40%

Sample Questions to test Outcomes

1. Discuss the role of academic libraries in higher education.
2. Prepare a sample budget for a University library.
3. Explain briefly different sections in an academic library.
4. Critically evaluate the role of libraries in NEP 2020.

Course Type: DISCIPLINE SPECIFIC COURSE (Elective)

Course Code: MLLIS01DSE03

Course Name: SPECIAL LIBRARY SYSTEM

Course Credits: 3

Course Description: This course gives a thorough knowledge about the functioning of special libraries and the various specialized services offered through a special library. It gives awareness on the development of special libraries and the various associations functioning for the development of special libraries. The course discusses about the collection development and resource sharing activities in a special library.

Course Objectives

1. To offer an understanding of the working of special libraries and information centers.
2. To discuss the features of collection and its management in special libraries.
3. To discuss the features of different kinds of library and information services offered in special libraries.
4. To introduce the concept of resource sharing, networking and marketing of library and information products and services.

Credit			Teaching Hours			Assessment		
L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
3	-	3	4	1	5	40	60	100

Course Learning Outcomes:

On studying this course, students shall be able to:

1. Understand the role and functions of special libraries and become well versed with the special libraries' development in the USA, UK and India
2. Know about the organizational and administrative aspects of special libraries
3. Make provisions for information services and products in special library
4. Understand the need for resource sharing and work for marketing of library and information services

Module 1 Special Libraries

- 1.1 Concept, Role, Characteristics and Functions of Special Libraries
- 1.2 Development of special libraries in USA, UK and India
- 1.3 Role of Special Libraries Association of India, UK and USA
- 1.4 Changing Role of Special Libraries: Case Studies

Module 2 Effective Resources Management

- 2.1 Manpower Development and Recruitment: Qualifications, Job Description and Staff Manual
- 2.2 Collection Development and Management of Government Documents, Maps, Manuscripts, Newspaper Clippings, Serials, specifications (patents and standards) Technical Reports and Theses
- 2.3 Financial Management and Auditing: Sources of Finance and Budgeting Techniques, Accounting, Auditing
- 2.4 Library Building: Library Building: Principles, Planning and Features

Module 3 Information Services

- 3.1 Support for the Intelligent Organization, Self-Support Services
- 3.2 Information Services: Bibliographic, Current Awareness (CAS), Alerts, Digest, Documentary Delivery, Indexing, Abstracting, Referral, Selective Dissemination (SDI), Translations, Consultancy
- 3.3 Information and Content Analysis, Consolidation and Repackaging, Trend Reports
- 3.4 Excellence in special library services and products

Module 4 Resource Sharing and Marketing of Information

- 4.1 Resource Sharing Concept, Areas, and Factors, elements and process
- 4.2 Resources Sharing Networks: RLIN, OCLC, etc
- 4.3 Marketing of Information: Concept, marketing plan, Marketing Strategies, Social Media Strategies
- 4.4 Value of Information, User Benefits, ROI, Evidence Based Librarianship

Course work : Submit report of three special libraries in Kerala.

Suggested Readings

1. Burton, P. F. and Patie J. H. (1991). Information Management Technology: A Librarian's Guide. London: Chapman and Hall.
2. Clapp, V. W. (2010). Features of the research library. Urbana: University of Illinois.
3. Dhawan, K.S.(1997). Multi-media Library. New Delhi: Commonwealth Publishers.
4. Matarazzo, J. M., & Connolly, S. D. (2016). Knowledge and special libraries. London: Routledge.
5. Mount, E, Ed. (2019). Creative Planning of Special Library Facilities. United Kingdom: Taylor & Francis.
6. Mount, E. Serving End-Users in Sci-Tech Libraries. (2019). United Kingdom: Taylor & Francis.
7. Robertson, G. (2020). Disaster Planning for Special Libraries. United Kingdom: Elsevier Science.
8. Scammell, A. (2008). Handbook of special librarianship and information work. London: Routledge.
9. Semertzaki, E. (2011). Special libraries as knowledge management centres. Oxford: Chandos Publishing.
10. Wilkie, Chris. (2009). Managing film and video collections. London: Aslib
11. Yap, J. M., et al. (2016). Special library administration, standardization and technological integration. Hershey, PA: Information Science Reference

ASSESSMENT RUBRICS

End Semester Evaluation	60%
Continuous Evaluation Test papers, Seminar, and Assignment	40%

Sample Questions to test Outcomes.

1. Discuss the development of special library system in India.
2. What is a special library? Discuss about the specific activities and services of a special library.
3. Explain briefly about the collection building procedures in a special library?
4. Briefly explain the resource sharing in special library.

SECOND SEMESTER

Course Code	Course Name	Credit			Teaching Hours			Assessment		
		L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
DISCIPLINE SPECIFIC COURSE (Core)										
MLLI S02D SC05	Digital Library	4	-	4	4	1	5	40	60	100
MLLI S02D SC06	Knowledge Organization-Library Classification- Practical -DDC & UDC	-	4	4	1	4	5	40	60	100
MLLI S02D SC07	Knowledge Organization-Library Cataloguing - Practical - AACR 2	-	4	4	1	4	5	40	60	100
DISCIPLINE SPECIFIC COURSE (Elective)										
(Choose any two)										
MLLI S02D SE04	E-Resource Management	3	-	3	4	1	5	40	60	100
MLLI S02D SE05	Marketing of Library and Information Products and Services	3	-	3	4	1	5	40	60	100
MLLI S02D SE06	Metric Studies	3	-	3	4	1	5	40	60	100
MLLI S02D SE07	Information, Communication and Knowledge Management	3	-	3	4	1	5	40	60	100
MLLI S02D SE08	Information Literacy	3	-	3	4	1	5	40	60	100
INTER DISCIPLINARY COURSE										
	To be obtained from other departments	2	2	4	2	3	5	40	60	100
<i>MLLIS02ID C01 Technical Writing – Theory and Practice offered to other department students</i>										
ABILITY ENHANCEMENT COURSE (Core)										

MLLI S02A EC01	Web Designing - Practical	-	2	2	1	4	5	40	60	100
VALUE ADDED COURSE										
*MLLI S02V AC01	ICT Practical - MS Office and Libra Office Suite	-	2	2	1	4	5	40	60	100

*The credit will not be added for calculating CGPA

COURSE OUTCOMES

Course Type: DISCIPLINE SPECIFIC COURSE (Core)

Course Code: MLLIS02DSC05

**Course Name: DIGITAL
LIBRARY**

On studying this course, students shall be able to:

1. Plan the requirements for developing a digital library.
2. Able to decide the hardware and software needed for digitization.
3. Able to avoid legal issues related to digitization.
4. Evaluate digital library software.

Course Type: DISCIPLINE SPECIFIC COURSE (Core)

Course Code: MLLIS02DSC06

**Course Name: KNOWLEDGE ORGANISATION - LIBRARY
CLASSIFICATION- PRACTICAL- DDC & UDC**

On studying this course, students shall be able to:

1. Construct class numbers for Simple subject using DDC 23rd edition and UDC Standard edition
2. Construct class numbers for Compound subject using DDC 23rd edition and UDC Standard edition
3. Construct class numbers for Complex subject using DDC 23rd edition and UDC Standard edition
4. Compare DDC class number with UDC class number

Course Type: DISCIPLINE SPECIFIC COURSE (Core)

Course Code: MLLIS02DSC07

**Course Name: KNOWLEDGE ORGANISATION- LIBRARY CATALOGUING-
PRACTICAL- AACR 2**

At the end of the Course, the Student will be able to:

1. Analyse AACR2(2004 Revision) Catalogue Code.
2. Prepare Main entry, Added entries and Reference entries of Printed books and Periodicals according to AACR2 (2004 Revision) Code.
3. Prepare Main entry, Added entries and Reference entries of Non- Book materials according to AACR2 (2004 Revision) Code.

4. Analyse Sears List of Subject headings (22nd edn.) and derive Subject headings for subject added entries prepared.

Course Type: DISCIPLINE SPECIFIC COURSE (Elective)

Course Code: MLLIS02DSE04

Course Name: E-RESOURCE MANAGEMENT

On studying this course, students shall be able to:

1. Understand the basic concept, types, and process of collection building of e-Resources
2. Grasp the issues related to licensing, negotiation, access and use of e-resources
3. Promote to work in collaborative environment for better resources access and delivery with examples from leading consortia in India
4. Understand the user requirements and offering user-centric services and further analyzing for meeting and satisfying these demands

Course Type: DISCIPLINE SPECIFIC COURSE (Elective)

Course Code: MLLIS02DSE05

Course Name: MARKETING OF LIBRARY AND INFORMATION PRODUCTS AND SERVICES

On studying this course, students shall be able to:

1. Understand the principles of Library marketing
2. Develop effective marketing strategies
3. Utilize digital tools for technologies for library marketing
4. Evaluate marketing impact and improve services

Course Type: DISCIPLINE SPECIFIC COURSE (Elective)

Course Code: MLLIS02DSE06

Course Name: METRIC STUDIES

On studying this course, students shall be able to:

1. Understand the concept of Bibliometrics and its development.
2. Identify important laws in it.
3. Understand the concept of Citation analysis, bibliographic coupling, impact factor, etc.
4. Recognize different kinds indexes measuring the quality of academic output and software suitable for citation analysis.

Course Type: DISCIPLINE SPECIFIC COURSE (Elective)

Course Code: MLLIS02DSE07

Course Name: INFORMATION, COMMUNICATION AND KNOWLEDGE MANAGEMENT

On studying this course, students shall be able to:

1. Identify different types of communications and models used in a society
2. Use copyright and IPR laws in libraries

3. Identify different types of information products and services that can be developed in a modern library.
4. Analyze the role of libraries in knowledge management, content management and data mining

Course Type: DISCIPLINE SPECIFIC COURSE (Elective)

Course Code: MLLIS02DSE08

Course Name: INFORMATION LITERACY

On studying this course, students shall be able to:

1. Identify information literacy and its types and competencies required.
2. Analyse IPR Act 2014, Right to information Act 2005 and Information Technology Act 2000.
3. Design information literacy programme using Big 6 Model.
4. Analyse the role of social media and internet in information literacy development.

Course Type: INTER DISCIPLINARY COURSE

Course Code: MLLIS02IDC01

Course Name: TECHNICAL WRITING – THEORY & PRACTICE

On studying this course, students shall be able to:

1. Use technical writing skills in dissertation, journal article, library visit report and internship report prepared.
2. Design text page, prepare text, foot notes and end notes using suitable style sheets.
3. Prepare and add tables, diagrams, pictures, photos, etc in different documents prepared.
4. Use different software for text making, reference management, plagiarism checking and slide preparations.

Course Type: ABILITY ENHANCEMENT COURSE

Course Code: MLLIS02AEC01

Course Name: WEB DESIGNING - PRACTICAL

On successful completion of this course the students shall be able to:

1. Create a website using HTML
2. Create a website using open source software WordPress
3. Create a website using open source software Weebly
4. Create a website using open source software Google Sites

Course Type: VALUE ADDITION COURSE (Core)

Course Code: MLLIS02VAC01

Course Name: ICT PRACTICAL- MS OFFICE AND LIBRA OFFICE SUITE

On successful completion of this course the students shall be able to:

1. Create a file using MS Word and Libre Office tools
2. Able to create and format files
3. Able to manage and analyse data
4. Able to present data in various formats

SYLLABUS

Course Type: DISCIPLINE SPECIFIC COURSE (Core)

Course Code: MLLIS02DSC05

Course Name: DIGITAL LIBRARY

Course Credits: 4

Course Description

This course discusses about the concept of Digital library, its evolution, characteristics, components, services and impact on traditional library and society. It also discusses about digitization, its requirements, steps involved and preservation and conservation of digitized resources. Additionally it discusses about important protocols such as HTTP, Z39.50 etc., standards like OAI-PMH, OAI- ORE and digital rights management issues. Finally, it discusses about important digital library software such as Greenstone, DSpace etc. and national and international digital library initiatives.

Course Objectives

1. Introduce the concept of digital library, its components and services
2. Discuss about digitization, hardware and software requirements and steps involved in digitization.
3. Discuss about the protocols, standards, legal issues in the context of digital library.
4. Introduce important digital library software and discuss about national and international digital library initiatives.

Credit			Teaching Hours			Assessment		
L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
4	-	4	4	1	5	40	60	100

Lecture/Tutorials, P/I=Practical/Internship, CE =Continuous Evaluation, ESE = End Semester Evaluation

Course Learning Outcomes:

At the end of the Course, the Student will be able to:

1. Plan the requirements for developing a digital library.
2. Able to decide the hardware and software needed for digitization.
3. Able to avoid legal issues related to digitization.
4. Evaluate digital library software.

Module 1- Introduction to Digital Library

- 1.1 Concept- definition- scope- characteristics- History- Evolution and Impact of Digital Libraries
- 1.2 Components- Digital collection- human resources- infrastructure

- 1.3 Digital library Planning- Collection Development, Project plan, Financial Planning
 1.4 Digital library services- E-mail alerts- web feeds- Ask-an-expert- Electronic Document Delivery Services, Web based user education- digital reference services

Module 2 – Digitisation and Preservation

- 2.1 Digitization- Definition- Advantages- disadvantages- Determination of library materials to be digitized
 2.2 Technical requirement-Scanners and scanner types; scanning, OCRing and conversion to PDF
 2.3 Steps in digitisation- Scanning, indexing, store, retrieve
 2.4 Digital preservation and conservation- features, preservation strategies, PREMIS

Module 3 - Digital library Protocols and Standards

- 3.1 Protocols- IP, TCP, FTP, Z39.50, SIP2, HTTP
 3.2 Interoperability standards- OAI-PMH- OAI-ORE
 3.3 Legal issues- IPR, Copyright, Licensing
 3.4 Digital Rights Management and Access control- Technologies for Access Control and Access Tracking

Module 4 – Digital Library Software

- 4.1 Digital Library Software- Open source software
 4.2 Features, architecture and comparison of DSpace, GSDL, E-prints and Fedora
 4.3 Digital library case studies- DSpace
 4.4 Digital library initiatives- National- Digital Library of India- National Mission for manuscripts- Kalasampada- TKDL- Vidhyanidhi- Shodhganga and International- DLF- Google books library project- Million book project- World digital library- ICDL

Suggested Readings

1. Chaudary,G.G and Chowdary Sudatta(2003)Introduction to digital libraries.London;Facet publications
2. Rajshekharan, K et. Al. (2010). Digital library basics: A practical manual, New Delhi: Ess Ess Publications
3. Raman Nair, R. (1992). Computer application to Library and information services. New Delhi: Ess Ess publications.
4. Asari, K. Ravindran. (2009). IT for librarians. I.K. International publishing house.
5. Tedd, LucyA. And Large, Andrew. (2005). Digital libraries: Principles and practiceina global environment. Munchen, Gernany: K.G.Saur.
6. William,Arms.(2005).Digital libraries.NewDelhi:Anne.
7. Witten,IanH.and Bainbridge,David.(2005).How to build a digital library.Amsterdam: Morgan Kaufman.

ASSESSMENT RUBRICS

End Semester Evaluation	60%
Continuous Evaluation Test papers, Seminar, and Assignment	40%

Sample Questions to test Outcomes.

1. Prepare a plan for developing a digital library.
2. Discuss the important hardware and software required for developing a digital library.
3. Discuss the important laws to be considered while planning for digitization in a university library.
4. Suggest a suitable digital library software for a special library.
5. Discuss the important steps involved in digitization.

DISCIPLINE SPECIFIC COURSE (Core)**Course Code: MLLIS02DSC06****Course Name: KNOWLEDGE ORGANISATION - LIBRARY
CLASSIFICATION- PRACTICAL- DDC & UDC****Course Credits: 4****Course Description**

This is a practical oriented course that contains study about DDC and UDC Classification schemes, its structure, features, notation, symbols used, organization of subjects, citation order, schedules and tables included etc. It contains practical training to construct class number for simple, compound and complex subjects using DDC Scheme (23rd edition) and UDC Scheme (standard edition).

Course Objectives

1. Train to construct class number of simple, compound and complex subjects using DDC
2. Train to construct class number of simple, compound and complex subjects using UDC
3. Train to construct class number of simple, compound and complex subjects using DDC schedule and common auxiliary tables (Standard edition)
4. Train to construct class number of simple, compound and complex subjects using UDC schedule and common auxiliary tables (Standard edition)

Credit			Teaching Hours			Assessment		
L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
-	4	4	1	4	5	40	60	100

Lecture/Tutorials, P/I=Practical/Internship, CE =Continuous Evaluation, ESE = End Semester Evaluation

Course Learning Outcomes:

At the end of the Course, the Student will be able to:

1. Construct class numbers for Simple subject using DDC 23rd edition and UDC standard edition.

2. Construct class numbers for Compound subject using DDC 23rd edition and UDC standard edition.
3. Construct class numbers for Complex subject using DDC 23rd edition and UDC standard edition.
4. Compare class numbers with DDC class number with UDC number.

Module 1 -Dewey Decimal Classification 23rd edition - Schedule

- 1.1 DDC Schedule 000-599 - Construct class number using Schedule number
- 1.2 Construct class number using Schedule number added with another schedule number
- 1.3 DDC Schedule 600 – 999 - Construct class number using Schedule number
- 1.4 Construct class number using Schedule number added with another schedule number

Module 2 - Dewey Decimal Classification 23rd edition - Tables

- 2.1 DDC Table 1 to table 6
- 2.2 Construct class number using Schedule number added with table number
- 2.3 Construct class number using Schedule number added with schedule number and table number
- 2.4 Construct class number using Schedule number added with schedule number, table number and table number

Module 3 – Universal Decimal Classification - Schedule

- 3.1 UDC Schedule 0 to 5
- 3.2 Construct class number using Schedule number
- 3.3 UDC Schedule 6 to 9
- 3.4 Construct class number using Schedule number added with another schedule number

Module 4 – Universal Decimal Classification - Auxiliary tables

- 4.1 UDC common auxiliary tables
- 4.2 Construct class number using Schedule number added with table number
- 4.3 Construct class number using Schedule number added with schedule number and table number
- 4.4 Construct class number using Schedule number added with schedule number, table number and table number

Course work: *Classify 25 titles of newly acquired documents in HGCL discussing complex subjects using DDC and UDC (Standard edition).*

Suggested Readings

1. Satija, M. P. (2004). Dewey Decimal Classification. New Delhi: Ess Ess
2. Sharma, C. K. (2014). Practical handbook of Dewey Decimal Classification. New Delhi: Atlantic.
3. https://shodhganga.inflibnet.ac.in/bitstream/10603/152617/11/09_chapter%204.pdf
4. Kumbar, Mallinath. (2018). Universal Decimal Classification. New Delhi: Ess Ess
5. Raju, A.A.N. (2007). Universal Decimal Classification- Theory and Practice. New Delhi: Ess Ess
6. Satyanarayan, V.V.V. (1998). Universal Decimal Classification. New Delhi: Ess Ess

ASSESSMENT RUBRICS

End Semester Evaluation	60%
Continuous Evaluation Test papers, Seminar, and Assignment	40%

Sample Questions to test Outcomes

1. Construct class numbers for simple subjects using DDC 23rd edition
2. Construct class numbers for compound subjects using DDC 23rd edition
3. Construct class numbers for complex subjects using DDC 23rd edition.
4. Construct class numbers for simple subjects using UDC Standard edition
5. Construct class numbers for compound subjects using UDC Standard edition
6. Construct class numbers for complex subjects using UDC Standard edition.

DISCIPLINE SPECIFIC COURSE (Core)

Course Code: MLLIS02DSC07

Course Name: **KNOWLEDGE ORGANISATION-LIBRARY CATALOGUING - PRACTICAL-AACR 2**

Course Credits: 4

Course Description

This is a practical course on library cataloguing which contains discussion about AACR2 catalogue code and different types of entries and its formats that are to be prepared for a document. It trains the students to prepare main entry, added entries and reference entries according to AACR2 catalogue code for books, periodicals and non-book materials. As part of preparing subject added entries Sears List of Subject Headings 22nd edition is introduced and train to use it for deriving subject headings required.

Course Objectives

1. Understand the basic concept of cataloguing using AACR 2.
2. Introduce various entries and format of catalogue cards.
3. Prepare the students to to create catalogue cards following AACR 2.
4. Prepare students to create Catalogue cards for books, serials and non book materials.

Credit			Teaching Hours			Assessment		
L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
-	4	4	1	4	5	40	60	100

Lecture/Tutorials, P/I=Practical/Internship, CE =Continuous Evaluation, ESE = End Semester Evaluation

Course Learning Outcomes:

At the end of the Course, the Student will be able to:

1. Analyse AACR2(2004 Revision) Catalogue Code.
2. Prepare Main entry, Added entries and Reference entries of Printed books and Serials according to AACR2 (2004 Revision) Code.
3. Prepare Main entry, Added entries and Reference entries of Non- Book materials according to AACR2 (2004 Revision) Code.
4. Analyse Sears List of Subject headings (22nd edn.) and derive Subject headings for subject added entries prepared.

Module 1 – Personal Author

- 1.1 Introduction to AACR2R – catalogue entry format – description – heading
- 1.2 Rules for choice – rules for rendering – preparing sample catalogue entries – main entry – added entries – reference entries.
- 1.3 Cataloguing of books authored by personal authors – single personal author – two or three personal authors – more than three personal authors – pseudonymous works - edited works
- 1.4 Multivolume works.

Module 2 – Corporate Body as Author

- 2.1 Cataloguing of books authored by corporate bodies
- 2.2 Government – Agencies of government
- 2.3 Institutions – Agencies of institutions – Societies – Agencies of societies – Associations – Agencies of Associations
- 2.4 Conferences – named and numbered conferences/seminars/congresses/ symposiums/workshops – Agencies of conferences etc.

Module 3 Serials

- 3.1 Cataloguing of Serials
- 3.2 Catalogue entry format and structure – description – heading – preparing sample entry – main entry – added entries – reference entries.
- 3.3 Name of serials without name of sponsoring body – name of serials with name of sponsoring body
- 3.4 Serials published with additional information.

Module 4 Non-Book Materials

- 4.1 Cataloguing of Non-Book materials - catalogue entry format – description – heading
- 4.2 Cartographic materials – Computer files
- 4.3 Audio/Video recordings – Sound Recordings
- 4.4 Motion Pictures – CDs and DVDs.

Course work : *Prepare and submit catalogue entries of 25 documents in organized manner (Books, Periodicals and Non book materials) available in HGCL.*

Suggested Readings

1. Husain, Mohd. Sabir and Siddiqui, Jamal Ahmad. (2018). Practical Cataloguing with AACR-II. New Delhi: Ess Ess publications
2. Husain, Mohd. Sabir. (2018). Practical cataloguing with AACR-II. New Delhi: Ess Ess
3. Kumar, Krishan. (1986). An introduction to cataloguing practice. Vikas publishing House, Noida

4. Lal, C. and Kumar, C. (2006). Practical cataloguing. New Delhi: Ess ess publications
5. Seghal, R.L. (2005). Cataloguing manual. New Delhi Ess Ess publications

ASSESSMENT RUBRICS

End Semester Evaluation	60%
Continuous Evaluation Test papers, Seminar, and Assignment	40%

Sample Questions to test Outcomes

1. Prepare catalogue entries for a dictionary catalogue according to AACR2 catalogue code for the books authored by personal authors.
2. Prepare catalogue entries for a dictionary catalogue according to AACR2 catalogue code for the books authored by corporate bodies
3. Prepare catalogue entries for a dictionary catalogue according to AACR2 catalogue code for serials
4. Prepare catalogue entries for a dictionary catalogue according to AACR2 catalogue code for the non-book materials.

DISCIPLINE SPECIFIC COURSE (Elective)

Course Code: MLLIS02DSE04

Course Name: E-Resource Management

Course Credits: 3

Course Description

This course gives information about e-resources and its collection building. The course also gives in depth information related to the legal aspects, access and use of e-resources in a library. It provides information about consortia and e resources. This course gives information on the usage of e -resources.

Course Objectives

1. Create awareness on various e resources and its collection management
2. Understanding on e resource negotiation, licensing and access
3. Understand the various consortia
4. Create knowledge on the usage of electronic resources

Credit			Teaching Hours			Assessment		
L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
3	-	3	4	1	5	40	60	100

Lecture/Tutorials, P/I=Practical/Internship, CE =Continuous Evaluation, ESE = End Semester Evaluation

Course Learning Outcomes:

On studying this course, students shall be able to:

1. Understand the basic concept, types, and process of collection building of e-resources

2. Grasp the issues related to licensing, negotiation, access and use of e-resources
3. Promote to work in collaborative environment for better resources access and delivery with examples from leading consortia in India
4. Understand the user requirements and offering user-centric services and further analyzing for meeting and satisfying these demands

Module I: Electronic Resources Collection Development

- 1.1 Concept, Need, Characteristics, Benefits and Drawbacks of e-resources
- 1.2 Types of e-Resources: E-databases, E-journals, E-books, Linking Technologies, etc. Preservation of e-Resources
- 1.3 Collection Building Process - Formulating Policy
- 1.4 Budgeting, Pricing, Licensing, Ordering and Receiving, Evaluation of e-Resources

Module 2: E-Resources: Negotiations, Licensing, and Access

- 2.1 Model Licenses and Guidelines for Collection Building
- 2.2 Negotiation –Concept and Need
- 2.3 Copyright in the Digital Environment and User Training
- 2.4 Delivery of e-Resources & Access Management and Authentication

Module 3: Consortia

- 3.1 Concept, Need and Purpose of Consortia
- 3.2 Growth and development of Consortia and steps followed in formation a Consortia
- 3.3 Collection Building of e-Resources through Consortia
- 3.4 National and International Consortia: E-ShodhSindhu, IIMs, CSIR and OCLC.

ETDs: Shodhganga

Module 4: Usage of Electronic Resources

- 4.1 Management of Information Needs: with alert, document delivery, ask-a-librarian services
- 4.2 Usage Statistics, e-Resource Usage Analysis
- 4.3 Standards and Guidelines (COUNTER); Processing, Analysis and Presentation of Data
- 4.4 Discovery based services

Suggested Readings

1. W Pattie, L. Y., Cox, B. J. (2020). *Electronic Resources: Selection and Bibliographic Control*. United States: CRC Press.
2. Patra, N. K. (2017). *Digital Disruption and Electronic Resource Management in Libraries*. United Kingdom: Elsevier Science.
3. Halaychik, C. S., Reagan, B. (2018). *Licensing Electronic Resources in Academic Libraries: A Practical Handbook*. United Kingdom: Elsevier Science.
4. Stachokas, G. (2019). *The Role of the Electronic Resources Librarian*. United Kingdom: Elsevier Science.
5. Lal, J., Tripathi, A. (2016). *Library Consortia: Practical Guide for Library Managers*. Netherlands: Elsevier Science.
6. Talbott, H., Zmau, A. (2018). *Electronic Resources Librarianship: A Practical Guide for Librarians*. United States: Rowman & Littlefield Publishers.
7. Conger, J. E. (2004). *Collaborative Electronic Resource Management: From Acquisitions to Assessment*. Westport: Libraries Unlimited.
8. Curtis, D., & Scheschy, V. M. (2005). *E-journals: A how-to-do-it manual for building, managing, and supporting electronic journal collections*. New York: Neal-Schuman Publishers.
9. Fenner, A. (2014). *Managing digital resources in libraries*. New York: Routledge.
10. Fowler, D. C. (2004). *E-serials collection management: Transitions, trends, atechinicalities*. New York: Haworth Information Press.

ASSESSMENT RUBRICS

End Semester Evaluation	60%
Continuous Evaluation Test papers, Seminar, and Assignment	40%

Sample Questions :

1. Briefly explain different types of e-resources.
2. Discuss the collection building process of e-resources in a special library.
3. Write about various e-resource consortia available in India.
4. Discuss about different e-resource access methods.

DISCIPLINE SPECIFIC COURSE (Elective)**Course Code: MLLIS02DSE05****Course Name: Marketing of Library and Information Products and Services****Course Credits: 3****Course Description**

This course will give basic knowledge about the fundamentals of marketing and marketing strategies. It will equip the students with knowledge of the role of marketing in libraries and information centers. It will also cover the digital tools and technologies used for marketing in libraries and information centers.

Course Objectives

1. Understand the basic concepts of marketing.
2. Understand the various strategies and technologies used in marketing/
3. Evaluate the various channels of marketing that can be applied in libraries and information centers. .
4. Analyse different marketing strategies applied in academic libraries.

Credit			Teaching Hours			Assessment		
L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
3	-	3	4	1	5	40	60	100

Lecture/Tutorials, P/I=Practical/Internship, CE =Continuous Evaluation, ESE = End Semester Evaluation

Course Learning Outcomes:

On studying this course, students shall be able to:

1. Understand the principles of Library marketing
2. Develop effective marketing strategies
3. Utilize digital tools for technologies for library marketing
4. Evaluate marketing impact and improve services

Module 1: Fundamental Concepts of Marketing

- 1.1 Needs, Objectives and Philosophy
- 1.2 Marketing Environment: Producer, Consumer – Buyer Behaviour
- 1.3 Marketing Information System
- 1.4 Market Segmentation and Marketing Mix

Module 2: Strategies and Techniques

- 2.1 Strategic Planning
- 2.2 Marketing Research
- 2.3 Marketing Process

2.4 Marketing Techniques

Module 3: Promotion of LIS Products and Services

- 3.1 LIS Products and Services as a Marketable Commodity
- 3.2 Pricing, Distribution Channels and Communication Strategies
- 3.3 Advertising, Sales Promotion
- 3.4 Public Relations and E-Marketing

Module 4: Digital tools and techniques for library marketing

- 4.1 Role of digital marketing in libraries
- 4.2 Digital marketing channels
- 4.3 Content creation and management
- 4.4 Search engine optimization

Recommended Books

1. Bakewell, K. G. (1997). *Managing user-centred libraries and information services* (2nd ed.). Maxwell.
2. Butcher, H. (1998). *Meeting manager's information needs*. ASLIB.
3. Carpenter, J., & Davies, R. (1992). *Quantification of the overseas consulting market for professional consultancy services in librarianship and information science and information management*. Research and Development, British Library.
4. Coote, H., & Batchelor, B. (1997). *How to market your library services effectively* (2nd ed.). Aslib.
5. Gupta, D. K., et al. (2006). *Marketing library and information services: International perspectives*. K.G. Saur.
6. Helinsky, Z. (2008). *A short-cut to marketing the library*. Chandos Publishing.
7. Jain, A. K., et al. (1999). *Marketing information products and services: A primer for libraries and information professionals*. Tata McGraw-Hill.
8. Kotler, P. (2002). *Marketing management* (12th ed.). Prentice Hall.
9. Kotler, P., & Armstrong, G. (1996). *Principles of marketing* (7th ed.). Prentice-Hall of India.
10. Rowley, J. (2001). *Information marketing*. Ashgate.

ASSESSMENT RUBRICS

End Semester Evaluation	60%
Continuous Evaluation Test papers, Seminar, and Assignment	40%

Sample Questions to test Outcomes

1. Discuss the role of marketing in libraries.
2. Prepare a marketing strategy for a college library.
3. Analyse social media marketing strategies used in University libraries.
4. Discuss about marketing mix and its application in libraries.

DISCIPLINE SPECIFIC COURSE (Elective)**Course Code:****MLLIS02DSE06****Course Name: Metric Studies****Course Credits: 3****Course Description**

This course is aimed to discuss various concepts in bibliometrics. It will contain discussion about bibliometrics and other kinds of metrics, bibliometric laws, citation analysis, and different types indexes to measure the quality of academic output.

Course Objectives

1. Discuss the concept of bibliometrics and its variant forms
2. Introduce bibliometrics laws and its importance in Library and Information Science
3. Discuss the concept of Citation analysis
4. Discuss about impact factor and different types of indexes to measure the quality of academic output.

Credit			Teaching Hours			Assessment		
L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
3	-	3	4	1	5	40	60	100

Lecture/Tutorials, P/I=Practical/Internship, CE =Continuous Evaluation, ESE = End Semester Evaluation

Course Learning Outcomes:

At the end of the Course, the Student will be able to:

1. Understand the concept of Bibliometrics and its development.
2. Identify important laws in it.
3. Understand the concept of Citation analysis, bibliographic coupling, impact factor, etc.
4. Recognize different kinds indexes measuring the quality academic output and software suitable for citation analysis.

Module 1 – Bibliometrics

- 1.1 Meaning-Basic concepts- Scope
- 1.2 Genesis of Bibliometrics
- 1.3 Bibliometrics applications
- 1.4 Uses of bibliometrics in Library and Information Science

Modules 2 – Bibliometric Laws

- 2.1 Bibliometric Laws
- 2.2 Bradford's Law
- 2.3 Zipf's Law
- 2.4 Lotka's Law.

Module 3 – Basics of Metric Studies

- 3.1 Use and Relevance of metric studies in Library and Information Centres - Librametrics
- 3.2 Scientometrics
- 3.3 Webometrics
- 3.4 Altmetrics and Techno metrics

Module 4 – Citation Analysis and Different Indexes

- 4.1 Citation Analysis-Basics, Bibliographic Coupling, Co-citation analysis
- 4.2 Impact Factors- Journals, Authors and Institutions
- 4.3 Different indexes- h-index, g-index, i-10 index
- 4.4 Software tools for bibliometric and related metrics analysis.

Suggested Readings

1. Egghe, L. C. J. (2000). Lectures on Informetrics and Scientometrics. Sarada Ranganathan Endowment for Library Science.
2. Egghe, L., & Rousseau, R. (1990). Introduction to informetrics: Quantitative methods in library, documentation and information science. Elsevier Science Publishers.
3. Elkana, Y. (1976). Sociology of Science-Theoretical and Empirical Investigations-Merton, Rk.
4. Tiwari, A. (2006). Bibliometrics, Informetrics and Scientometrics: Opening new vistas of information science. RBSA Publishers.
5. Vinkler, P. (2010). The valuation of research by scientometric indicators. Elsevier.
6. Zuckerman, H. (1977). Scientific elite: Nobel laureates in the United States. Transaction Publishers.
7. Nicholas D. and Ritchie, M. (1979). Literature and Bibliometrics. London: Clive Bingley.
8. Garfield, E. (1979). Citation Indexing: Its theory and application in Science and Technology and Humanities. New York: John Wiley.
9. Ball, R., & Tunger, D. (2006). Bibliometric analysis-a new business area for information professionals in libraries? support for scientific research by perception and trend analysis. *Scientometrics*, 66(3), 561-577.

ASSESSMENT RUBRICS

End Semester Evaluation	60%
Continuous Evaluation Test papers, Seminar, and Assignment	40%

Sample Questions to test Outcomes.

1. Differentiate between Bradford's Law with Lotka's law.
2. Differentiate between bibliometrics, informetrics and webometrics.
3. Discuss the importance of citation analysis in academic writings.
4. Discuss about H index, I index and other indices in detail.

DISCIPLINE SPECIFIC COURSE (Elective)

Course Code: MLLIS02DSE07

Course Name: Information, Communication and Knowledge Management

Course Credits: 3

Course Description

This course provides fundamental concepts of Data and Communication, its types, models, and the role of libraries and information centres in communication. It discusses about information society, laws for protection of information, economics of information, marketing of information products and services and international and national information policies and programmes. The course also discusses about knowledge management, content management, data mining and digital content resources.

Course Objectives

1. Introduce the concept of information and its variant forms, communication and its models, and the role of libraries and information centres in communication.
2. Introduce the concept of information society, laws for protection of information, and information policies and programmes.
3. Discuss the economics of information, information audit, and marketing of information products and services.
4. Introduce the concept of knowledge management, content management, data mining and digital content resources.

Credit			Teaching Hours			Assessment		
L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
3	-	3	4	1	5	40	60	100

Lecture/Tutorials, P/I=Practical/Internship, CE =Continuous Evaluation, ESE = End Semester Evaluation

Course Learning Outcomes:

At the end of the Course, the Student will be able to:

1. Identify different types of communications and models used in a society
2. Use copyright and IPR laws in libraries
3. Identify different types of information products and services that can be developed in a modern library.
4. Analyze the role of libraries in knowledge management, content management and data mining

Module 1 – Information and Communication

- 1.1 Data – information – knowledge – wisdom
- 1.2 Communication - types of communication – non-verbal communication – verbal communication - communication cycle – communication process
- 1.3 Models of communication – Shannon and weaver model – barriers to communication
- 1.4 Invisible college – technological gate keepers – role of libraries and information centers in communication.

Module 2 – Information Society

- 2.1 Information society - information industry– information products – information generators – information providers – information users – information intermediaries.
- 2.2 Protection of information – censorship – copyright – IPR – data security – fair use – plagiarism .
- 2.3 International and national information policies and programmes – Role of Unesco, IFLA and FID – NAPLIS
- 2.4 Freedom of Information Act 2002 – Information technology action plan - UAP – UBC – Open access movement – role of social media in information society.

Module 3 – Economics of Information

- 3.1 Economics of information – information as a resource
- 3.2 Economic analysis of information
- 3.3 Cost analysis-Library and information products and services
- 3.4 Information audit.

Module 4 – Knowledge Management

- 4.1 Knowledge management –knowledge management technologies – knowledge management systems – knowledge discovery - role of libraries in knowledge management
- 4.2 Content management – content management system – role of library professionals in content management
- 4.3 Data mining – techniques – importance in libraries and information centres.
- 4.4 Digital content resources – qualities of good digital content – open educational resources – Swayam – MOOC

Suggested Readings

1. Augustine, C A.(2021) Information science :information knowledge communication and libraries New Delhi: Ess Ess publications.
2. Dhiman,Anil Kumar and Sharma,Hemant(2009) Knowledge management for librarians. New Delhi; Ess Ess publications
3. Data, information and knowledge (LIB). (2015). [Video]. Retrievable From https://www.youtube.com/watch?v=nLdw725hsRc&list=PL_a1TI5CC9RrFrCKQIXnnKljecsurKY1B-&index=17.
4. KnowledgeManagement-Tutorialspoint.Tutorialspoint.com.(2020).Retrievablefrom https://www.tutorialspoint.com/management_concepts/knowledge_management.htm.
5. Knowledge management (LIB). (2015). [Video]. Retrievable from https://www.youtube.com/watch?v=yHi-5EbjA4&list=PL_a1TI5CC9RrFrCKQIXnnKljecsurKY1B-&index=11.
6. Theories and models of communication. Retrievable from https://epgp.inflibnet.ac.in/epgpdata/uploads/epgp_content/library_and_information_science/knowledge_society/05_theories_and_models_of_communication/et/4305_et_et.pdf.
7. Marketing of library and Information Services V1.(2015). [video]. Retrievable from https://www.youtube.com/Tec?v=0V4jEKuWb2o&list=PL_a1TI5CC9RrFrCKQIXnnKljecsurKY1B-&index=90

ASSESSMENT RUBRICS

End Semester Evaluation	60%
Continuous Evaluation Test papers, Seminar, and Assignment	40%

Sample Questions to test Outcomes.

1. Differentiate between Data, Information, Knowledge and Wisdom
2. Discuss important copyright and IPR laws to be followed in libraries.
3. Discuss the role of library and information centre in knowledge management.
4. Discuss the importance of SWAYAM in life long learning programmes.

DISCIPLINE SPECIFIC COURSE (Elective)**Course Code: MLLIS02DSE08****Course Name: INFORMATION LITERACY****Course Credits: 3****Course Description**

This course introduces the concept of Information literacy, its types, standards and models, digital divide, e-governance and laws related to intellectual property. It discusses about the steps in designing and implementing information literacy programme in libraries. It also discusses about web-based information literacy programmes, role of social media and internet in information literacy development and life-long learning.

Course Objectives

1. Introduce the concept of information literacy, types, models, etc.
2. Introduce the concept of digital divide and the laws related to intellectual property.
3. Discuss how an information literacy programme can be designed and implemented in libraries.
4. Discuss the role of social media and internet in information literacy development.

Credit			Teaching Hours			Assessment		
L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
3	-	3	4	1	5	40	60	100

Lecture/Tutorials, P/I=Practical/Internship, CE =Continuous Evaluation, ESE = End Semester Evaluation

Course Learning Outcomes:

At the end of the Course, the Student will be able to:

1. Identify information literacy and its types and competencies required.
2. Analyse IPR Act 2014, Right to information Act 2005 and Information Technology Act 2000.
3. Design information literacy programme using Big 6 Model.
4. Analyse the role of social media and internet in information literacy development.

Module 1 – Information Literacy

- 1.1 Concept – meaning – definition – history and development – types of information literacy – media literacy – computer literacy – information literacy – library literacy – cultural literacy – critical literacy.
- 1.2 Presidential committee on information literacy – national forum on information literacy – contributions of international agencies on information literacy – IFLA – International Alliance for Information Literacy (IAIL) – UNESCO media and information literacy.
- 1.3 Information literacy standard – role of institutions in information literacy – information literacy skills - research skills - critical thinking skills - computer technology skills - communication skills
- 1.4 Information literacy competencies – information literacy models – SCONUL’s seven pillars of information literacy model - Big six information literacy skill model – Doyle’s attributes of information literate person.

Module 2 – Digital Divide

- 2.1 Concept – meaning – reasons for digital divide – programmes for overcoming the problem of digital divide
- 2.2 Intellectual Property Act 2014 - National intellectual property rights policy 2016 – Right to information Act 2005 – Information Technology Act 2000
- 2.3 Concept of freedom – Freedom of Information Act 2002 – censorship – data security – data security issues – data security council of India - fair use – fair use factors – difference between copyright and fair use
- 2.4 E-governance – e-governance portal of India –government to citizen – government to employees – government to government – government to business – national e-governance plan.

Module 3 Designing Information Literacy Programme

- 3.1 Scope and coverage of information literacy - designing information literacy programme using big 6 model
- 3.2 Stage 1 - task definition – stage 2 – information seeking strategies – stage 3 – location and access – stage 4 – use of information – stage 5 – synthesis – stage 6 – evaluation
- 3.3 Implementation of information literacy programme – Sarva Siksha Abhayan (SSA) – National Literacy mission
- 3.4 International literacy programmes – role of UNESCO – IFLA.

Module 4 - Information literacy programme in Library and Information centers

- 4.1 Web based information literacy system – web based information literacy tutorials - web-based instructions – web-based information literacy courses
- 4.2 Role of social media – connectivism – challenge of authenticity - role of mobile technology in information literacy .
- 4.3 Use of mobile for internet search and retrieval – searching information using mobile – problems in searching and retrieving information using mobile
- 4.4 Life long learning – concept – meaning – definition – history and development – contexts of life-long learning – technologies for life long learning – four pillars of learning – methods of life long learning.

Course work : Prepare and submit an information literacy programme for Public/ Academic/ Special library

Suggested Readings

1. Alewine, Michael C. and Canada, Mark. (2017). Introduction to information literacy for students. West Sussex, UK: Wiley
2. Eisenberg, Michael V. (2004). Information literacy. London: Libraries unlimited
3. Walton, Geoff. Information literacy 2006. Oxford: Sanjos publishing.
4. Agosto, D. E. (Ed.). (2018). Information literacy and libraries in the age of fake news. ABC-CLIO.
5. Leaning, M. (2017). Media and information literacy: An integrated approach for the 21st century. Chandos Publishing.
6. Neely, T. Y. (2006). Information Literacy Assessment: Standards-Based Tools and Assignments. Chicago: American Library Association.

ASSESSMENT RUBRICS

End Semester Evaluation	60%
Continuous Evaluation Test papers, Seminar, and Assignment	40%

Sample Questions to test Outcomes.

1. Differentiate between Information literacy and Library literacy.
2. Differentiate between Right to Information Act and Copyright act.
3. Prepare an information literacy programme to be offered in a school library.
4. Discuss the role of Social media in information literacy.
5. Discuss how digital divide can be solved with the support of libraries.

INTER DISCIPLINARY COURSE (Elective)**Course Code: MLLIS02IDC01****Course Name: TECHNICAL WRITING –THEORY AND PRACTICE****Course Credits: 4****Course Description**

This course is very important for students and researchers who want to publish their research results in peer reviewed journals and conference volumes. It discusses about the concept about technical writing, its purposes, types, characteristics, tools and standards used. It includes discussion on problems in technical writing, developing style sheets and graphical representations. It also discusses about the structure and format of different kinds of documents such as journal articles, conference papers, research proposals, dissertations and theses etc. It also discusses about different software for preparing research documents.

Course Objectives

1. Introduce various aspects related to technical writing and its standards and specifications used.
2. Discuss the common problems in technical writing.
3. Discuss the format and structure of different kinds of documents that can be prepared.
4. Introduce different types of software used in document preparation, reference management, plagiarism checking and preparing slides.

Credit			Teaching Hours			Assessment		
L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
2	2	4	2	3	5	40	60	100

Lecture/Tutorials, P/I=Practical/Internship, CE =Continuous Evaluation, ESE = End Semester Evaluation

Course Learning Outcomes:

At the end of the Course, the Student will be able to:

1. Use technical writing skills in dissertation, journal article, library visit report and internship report prepared.
2. Design text page, prepare text, foot notes and end notes using suitable style sheets.
3. Prepare and add tables, diagrams, pictures, photos, etc. in different documents prepared.
4. Use different software for text making, reference management, plagiarism checking and slide preparations.

MODULE 1: TECHNICAL WRITING

- 1.1 Definition- Overview-Purposes-Types-Characteristics – Functions
- 1.2 Planning- Drafting- Editing-Finishing -Producing a Document
- 1.3 Use of Editorial Tools – Dictionaries- Style Manuals (APA, MLA & Chicago Manual of Style)
- 1.4 Standards and specifications.

MODULE 2: MECHANICS OF TECHNICAL WRITING

- 2.1 Common Problems in Spelling – Grammar- Usage and Punctuation- Semantics -Diction- Sentence, Structure, Readability and Aberrations
- 2.2 Designing Pages- Elements of Page Design - Basic Design Guidelines- Defining, Describing, and Providing Set of Instructions – Including Footnotes and End notes- Summarizing.
- 2.3 Developing a Style Sheet
- 2.4 Use of Visual aids - Tables- Line Graphs - Bar Graphs - Pie Charts-Charts-Illustrations

MODULE 3: STRUCTURE AND FORMAT OF DOCUMENTS

- 3.1 Journal Articles- Seminar/ Conference Papers
- 3.2 Review Articles and Technical Reports
- 3.3 Research Proposals- Monographs
- 3.4 Dissertations-Theses

MODULE 4: SOFTWARE PACKAGES FOR TECHNICAL WRITING

- 4.1 Software for Document Preparation- Page Maker - MS-Office
- 4.2 Use of Grammarly
- 4.3 Software for Reference Management - Mendeley and Zotero
- 4.4 Software for *Plagiarism Checking-* , Turnitin

Course Work: Prepare a journal article on a topic in Library and Information Science.

Suggested Readings

1. Rocco, T. S., & Hatcher, T. G. (2011). The handbook of scholarly writing and publishing.
 2. Shannon, S. L. (2011). A guide to academic and scholarly writing. ed: Oveido, FL: Baldwin Book Publishing.
 3. Huff, A. S. (1999). Writing for scholarly publication. Sage.
 4. Casanave, C. P., & Vandrick, S. (Eds.). (2003). Writing for scholarly publication: Behind the scenes in language education. Routledge.
 5. Bammer, A., & Joeres, R. E. B. (Eds.). (2015). The future of scholarly writing: Critical interventions. New York: Palgrave Macmillan.
 6. Giltrow, J., Gooding, R., & Burgoyne, D. (2021). Academic writing: An introduction. Broadview Press.
 7. Kinkead, J. (2015). Researching writing: An introduction to research methods. University Press of Colorado.
 8. Gregory, A. T., & Denniss, A. R. (2018). An introduction to writing narrative and systematic reviews—Tasks, tips and traps for aspiring authors. Heart, Lung and Circulation, 27(7), 893-898.
 9. Mills, G. H., & Walter, J. A. (2018). Technical writing. Holt Rinehart and Winston.
 10. Blake, G., & Bly, R. W. (1993). The elements of technical writing (p. 173). New York, NY: Macmillan.
 11. Rubens, P. (2002). Science and technical writing: A manual of style. Routledge.
- Pfeiffer, W. S. (1996). Technical writing a practical approach. Prentice-Hall, Inc..

ASSESSMENT RUBRICS

End Semester Evaluation	60%
Continuous Evaluation Test papers, Seminar, and Assignment	40%

Sample Questions to test Outcomes.

1. Discuss about the features of technical writing.
2. Prepare a model proposal for a seminar.
3. Prepare a technical report.
4. Discuss about the features of Grammarly.

ABILITY ENHACEMENT COURSE

Course Code: MLLIS02AEC01

Course Name: Web Designing- Practical

Course Credits: 2

Course Description

This course provides a comprehensive introduction to web designing. It also equip the students with knowledge in HTML. The course also gives practical knowledge in designing websites using open source software like WordPress, Weebly and Google sites.

Course Objectives

1. Introduce basics of web designing
2. Train to create a website using HTML

3. Introduce Open source software for web designing- WordPress, Weebly and Google sites
4. Train to create a website using open source software

Credit			Teaching Hours			Assessment		
L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
-	2	2	1	4	5	40	60	100

Lecture/Tutorials, P/I=Practical/Internship, CE =Continuous Evaluation, ESE = End Semester Evaluation

Course Learning Outcomes:

At the end of the Course, the Student will be able to:

1. Create a website using HTML
2. Create a website using open source software WordPress
3. Create a website using open source software Weebly
4. Create a website using open source software Google Sites

Module 1 : Introduction to Website Designing using HTML

Module 2: Introduction to Website Designing using Open Source Software
WordPress

Module 3: Introduction to Website Designing using Open Source Software Weebly

Module 4: Introduction to Website Designing using Open Source Software Google Site.

Course Work: Create a model website for University library.

Suggested Readings

1. Musciano, C., & Kennedy, B. (2002). HTML & XHTML: The Definitive Guide: The Definitive Guide. " O'Reilly Media, Inc."
2. Graham, I. S. (1995). The HTML sourcebook. John Wiley & Sons, Inc..
3. Duckett, J. (2011). HTML & CSS: design and build websites (Vol. 15). Indianapolis, IN, USA:: Wiley.
4. Castro, E. (2003). HTML for the world wide web. Peachpit Press.
5. Goodman, D. (2002). Dynamic HTML: The definitive reference: A comprehensive resource for HTML, CSS, DOM & JavaScript. " O'Reilly Media, Inc."
6. Robbins, J. N. (2012). Learning web design: A beginner's guide to HTML, CSS, JavaScript, and web graphics. " O'Reilly Media, Inc."
7. Castro, E. (2006). HTML, XHTML, and CSS: Visual QuickStart Guide. Pearson Education.
8. Arafin, M. S., & Jiang, Y. (2017). Developing a dynamic website using the online website builder Weebly for Viking Fortune Oy.
9. Bayraktar, D. M., & Bayram, S. (2018). Teachers' Website Design Experiences and Usability Test: The Case of Weebly. Com. World Journal on Educational Technology: Current Issues, 10(4), 37-51.
10. Williams, B., Damstra, D., & Stern, H. (2015). Professional WordPress: design and development. John Wiley & Sons.

ASSESSMENT RUBRICS

End Semester Evaluation	60%
Continuous Evaluation Test papers, Seminar, and Assignment	40%

Sample Questions to test Outcomes.

1. Design a web site for a college library using HTML.
2. Design a web site for University library using WordPress
3. Design a web site for a college library using Weebly
4. Design a web site for a college library using Google Sites

Course Type: VALUE ADDED COURSE

Course Code: MLLIS02VAC01

Course Title: ICT Practical - MS Office and Libre Office Suite

Course Credits: 2

Course Description

This course provides a comprehensive introduction to two of the most widely used office productivity software suites: Microsoft Office and LibreOffice. Students will gain practical skills in word processing, spreadsheet management, presentation design, and data organization. The course is designed to equip students with the essential tools and proficiency required for effective communication, document management, and data analysis in professional and academic settings.

Course Objectives

1. Navigate and Utilize MS Office and LibreOffice Tools.
2. Create and Format Documents
3. Manage and Analyze Data
4. Design presentation, graphical and tabular data.

Credit			Teaching Hours			Assessment		
L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
-	2	2	1	4	5	40	60	100

Lecture/Tutorials, P/I=Practical/Internship, CE =Continuous Evaluation, ESE = End

Semester Evaluation

Course Learning Outcomes:

On studying this course, students shall be able to:

1. Create a file using MS Word and Libre Office tools
2. Able to create and format files
3. Able to manage and analyse data
4. Able to present data in various formats

Module 1: MS Office -Navigate and Utilize MS Office tools

- 1.1 Create files using MS Word
- 1.2 Create files using MS Excel
- 1.3 Create files using PowerPoint
- 1.4 Create files using Access

Module 2: Libre Office -Navigate and Utilize Libre Office Tools

- 2.1 Create files using Libre Office Writer
- 2.2 Create files using Libre Office Calc
- 2.3 Create files using Libre Office Impress
- 2.4 Create files using Libre Office Base

Module 3 : Create, Format Documents, Data Analysis and Visualization using MS Office tools

- 3.1 Create, format, and edit documents, reports, and academic papers with precision and efficiency.
- 3.2 Utilize formatting features for text, paragraphs, and page layout to enhance document appearance and readability.
- 3.3 Re-organization of notes using alternative formats - Organization of contents
- 3.4 Use of charts and diagrams.

Module 4: Create, Format Documents, Data Analysis and Visualization using Libre Office Tools

- 4.1 Create, format, and edit documents, reports, and academic papers with precision and efficiency.
- 4.2 Utilize formatting features for text, paragraphs, and page layout to enhance document appearance and readability.
- 4.3 Re-organization of notes using alternative formats - Organization of contents
- 4.4 Use of charts and diagrams.

Course work : Prepare a presentation using MS Powerpoint or Libre Office Impress

Suggested Readings

1. Beskeen, D. W., Cram, C. L., Duffy, J. M., Friedrichsen, L., Reding, E. F., & Wermers, L. M. (2019). Microsoft Office 365 & Office 2019 Introductory. Cengage Learning.
2. The Document Foundation. (2020). LibreOffice 6.4 Getting Started Guide. The Document Foundation.

ASSESSMENT RUBRICS

End Semester Evaluation	60%
Continuous Evaluation Test papers, Seminar, and Assignment	40%

Sample Questions to test Outcomes.

1. Prepare a file using MS Office.
2. Prepare a file using Libre Office tools

THIRD SEMESTER

Course Code	Course Name	Credit			Teaching Hours			Assessment		
		L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
DISCIPLINE SPECIFIC COURSE (Core)										
MLLI S03D SC08	Web technologies for library and information services	4	-	4	4	1	5	40	60	100
MLLI S03D SC09	Research Methodology	4	-	4	4	1	5	40	60	100
MLLI S03D SC10	Library Automation and Digital Library software-Practical	-	4	4	1	4	5	40	60	100
DISCIPLINE SPECIFIC COURSE (Elective)										
MLLI S03D SE09	Reference management software-Practical	-	3	3	1	4	5	40	60	100
MLLI S03D SE10	Scientific writing and publication	3	-	3	4	1	5	40	60	100
MLLI S03D SE11	Statistical methods	3	-	3	4	1	5	40	60	100
INTER DISCIPLINARY COURSE (Elective)										
	To be obtained from other Departments	4	-	4	4	1	5	40	60	100
MLLIS03IDCO2 Library and information search and retrieval										
SKILL ENHANCEMENT COURSE (Core)										
MLLI S03S EC01	JAMOVI -Practical	-	2	2	1	4	5	40	60	100
INTERNSHIP (Core)										
MLLI S03D SC11	Library Internship	-	2	2	1	4	5	40	60	100
FIELD VISIT (Core)										
MLLI S03D SC12	Library Visit	-	2	2	1	4	5	40	60	100

COURSE OUTCOMES

Course Type: DISCIPLINE SPECIFIC COURSE (Core)
Course Code: MLLIS03DSC08
Course Name: WEB TECHNOLOGIES FOR LIBRARY AND INFORMATION SERVICES

At the end of the Course, the Student will be able to:

1. Identify different types of data bases and data base management software.
2. Analyse artificial intelligence applications used in library and information services.
3. Evaluate library websites using given criteria.
4. Identify Content Management process and the content management software used.

Course Type: Discipline Specific Course (Core)
Course Code: MLLIS03DSC09
Course Name: RESEARCH METHODOLOGY

On studying this course, students shall be able to:

1. Prepare research proposal/ synopsis.
2. Formulate a research problem and identify suitable research data collection tool for a minor research study to be conducted.
3. Identify suitable statistical analysis tools needed for analysing research data
4. Identify suitable format for a project report/ dissertation to be prepared

Course Type: Discipline Specific Course (Core)
Course Code: MLLIS03DSC10
Course Name: LIBRARY AUTOMATION AND DIGITAL LIBRARY SOFTWARE-PRACTICAL

At the end of the Course, the Student will be able to:

1. Download and install Koha
2. Cataloguing the library items
3. Charging and discharging the library items
4. Download, install and use D-space for digital library development and services

Course Type: Discipline Specific Course (Elective)
Course Code: MLLIS03DSE09
Course Name: REFERENCE MANAGEMENT SOFTWARE-PRACTICAL

At the end of the Course, the Student will be able to:

1. Install Mendeley/Zotero
2. Creating a library in Mendeley/Zotero
3. Citing an article by using Mendeley/Zotero
4. Creating bibliography for the cited references

Course Type: Discipline Specific Course (Elective)
Course Code: MLLIS03DSE10
Course Name: SCIENTIFIC WRITING AND PUBLICATION

At the end of the Course, the Student will be able to:

1. Understand the principle of scientific writing
2. Develop clear scientific writing skill

3. Understand the ethical principles of scientific writing
4. Develop the critical skill for evaluating the scientific writing

Course Type: Discipline Specific Course (Elective)

Course Code: MLLIS03DSE11

Course Name: STATISTICAL METHODS

At the end of the Course, the Student will be able to:

1. Understand the basics of Statistics and its scope.
2. Identify different types of measures
3. Use different types of measures for analysis of library data
4. Use it in Library and Information Science

Course Type: Inter Disciplinary Course (Elective)

Course Code: MLLIS03IDCO2

Course Name: LIBRARY AND INFORMATION SEARCH AND RETRIEVAL

At the end of the Course, the Student will be able to:

1. Get a good Idea about Library and Information centre and source of Information.
2. Get an awareness about Research metrics such as Journal level Metrics and Author level Metrics
3. Get an awareness about publication ethics and publication misconducts
4. Use Reference Management software and Open Access Resources

Course Type: Skill Enhancement Course

(Core) Course Code: MLLIS03SEC01

Course Name: JAMOVI -Practical

At the end of the Course, the Student will be able to:

1. Download and install Jamovi
2. Carrying out statistical tests
3. Creating graphs and diagrams
4. Interpreting the results

Course Type: Internship

Course Code:

MLLIS03DSC11 Course Name:

Library Internship

At the end of the Course, the Student will be able to:

1. Become familiar with the different sections and their operations in library
2. Getting aquatinted with major automation and digitalization software in the library
3. To manage the entire operations in a library effectively.
4. Work in school/college/university/public/special library

Course Type: Field Visit Course

(Core) Course Code: MLLIS03DSC12

Course Name: Library Visit

At the end of the Course, the Student will be able to:

1. Become familiar with the different sections and their operations in library
2. Identify the range of information source types available (such as peer-reviewed

- journals, newspaper articles, books, reference sources, etc.), their distinguishing characteristics in the library.
3. Become familiar with the classification and cataloguing system used in the library
 4. Understanding the demographic and geographical characteristics of the users of the library.

SYLLABUS

Course Type: DISCIPLINE SPECIFIC COURSE (Core)

Course Code: MLLIS03DSC08

Course Name: WEB TECHNOLOGIES FOR LIBRARY AND INFORMATION SERVICES

Course Credits: 4

Course Description

This course discusses about the concept of database, database management system, World Wide Web, artificial intelligence and expert systems. It also discusses about content management systems and various content management software such as Joomla, Drupal etc. Finally, it discusses about various web tools such as web 2.0, blogs, subject gateways, portals, social media networks etc. and web technology.

Course Objectives

1. Introduce the concept of database, database management systems, websites and search engines.
2. Introduce the concept of artificial intelligence and applications in Library and Information Science.
3. Introduce content management systems and the content management software used.
4. Discuss various web tools and its applications in library and information centres.

2. Credit			Teaching Hours			Assessment		
L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
4	-	4	4	1	5	40	60	100

Lecture/Tutorials, P/I=Practical/Internship, CE =Continuous Evaluation, ESE = End Semester Evaluation

Course Learning Outcomes:

At the end of the Course, the Student will be able to:

1. Identify different types of data bases and data base management software.
2. Analyse artificial intelligence applications used in library and information services.
3. Evaluate library websites using given criteria.
4. Identify Content Management process and the content management software used.

Module 1 – Web Technology

- 1.1 WWW – history and development – website – criteria for evaluating websites -HTML – CSS – JavaScript –RoR- web pages – web browser – cookies
- 1.2 Search engines – history and development – types of search engines – directories – hybrid search engines – meta search engines – specialty search engines
- 1.3 Web tools and applications in LIS – Web 2.0, RSS feeds , Blogs , Wikis, Social Media Networks
- 1.4 Web 3.0- Ontology- RDF

Module 2 – Artificial Intelligence and Multimedia

- 2.1 Artificial intelligence and expert systems – genesis and development – goals of- approaches

- 2.2 Types of artificial intelligence - reactive machines, limited memory, theory of mind - self- awareness - application of artificial intelligence and expert system in different fields.
- 2.3 Application of AI in library and information services – library expert system – information retrieval – challenges of artificial intelligence and expert systems
- 2.4 Hyper media — history and development – difference between multimedia and hypermedia - hypertext — history and development – forms of hypertexts – use of hypermedia today

Module 3 – Content Management System

- 3.1 Content management - - common features- process - types of content management – social media content management – web content management – mobile content management
- 3.2 Content manager skills
- 3.3 Roles of other related technologies: XML, DBMS, Portals, Data Mining, Agent technologies
- 3.4 JOOMLA -Drupal –of Wordpress – features of Moodle – other tools

Module 4 - Web based technologies in libraries

- 4.1 Subject Gateways- Portals
- 4.2 IoT- Cloud-Big data- API- Web OPAC services
- 4.3 Federated search- alert service
- 4.4 Remote access- OpenAthens- Single sign-on log-in system- Knimbus, MyLoft, Shibboleth

Course work : Prepare and submit an evaluation report of a library website.

Suggested Readings

1. Chaurasya, Neeraj (2014) Emerging technologies for library management and services. New Delhi; Ess Ess.
2. Poulter, Alan et.al (1999) The library and information professionals guide to the world wide web .London ;Library Association Publication.
3. Mahapatra Piyush Kanti and Chakrabarti, Bhuvaneshwar (2000) Book bytes and beyond- library without walls. New Delhi, EssEss.
4. Fay, Robin M. (2012). Semantic web technologies and social searching for librarians. London: Facet publishing.
5. Singh, Ajay Prathap and Moorthi, T.A. (2005) Library without walls. New Delhi; Ess Ess.
6. Gosselin, Don et al. Web Warrior Guide to Web Design Technologies. New Delhi: Cengage learning India Pvt. Ltd. 2013.

ASSESSMENT RUBRICS

End Semester Evaluation	60%
Continuous Evaluation Test papers, Seminar, and Assignment	40%

Sample Questions to test Outcomes.

1. Discuss the important uses of AI in libraries and information centres.
2. Discuss the criteria for evaluating a library website.
3. Discuss the important skills required for content management.
4. Discuss how an index to journal articles published in a journal can be prepared.

Course Type: DISCIPLINE SPECIFIC COURSE (Core)

Course Code: MLLIS03DSC09

Course Name: RESEARCH METHODOLOGY

Course Credits: 4

Course Description

It is a course very important in PG programmes. It gives basic knowledge and understanding about research, types of research, research process and its importance in Library and Information Centres. It discusses about research synopsis and its format, research designs, hypothesis and various sources of information used in research. It also includes discussion about research methods, population and sample, data collection tools and format of a research report like dissertation and thesis. It also contains discussion about statistical tools and techniques that are to be used for research data analysis and interpretations.

Course Objectives

1. Introduce the concept of research, its types, scope and coverage and the research process involved.
2. Discuss different types of research design, format of research synopsis, hypotheses and its types and the sources of information available for research.
3. Discuss different types of research methods, population and sample, data collection tools and the format of a good research report.
4. Discuss statistical tools and techniques available for researchers both in science and social science.

Credit			Teaching Hours			Assessment		
L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
4	-	4	4	1	5	40	60	100

Lecture/Tutorials, P/I=Practical/Internship, CE =Continuous Evaluation, ESE = End Semester Evaluation

Course Learning Outcomes:

At the end of the Course, the Student will be able to:

1. Prepare research proposal/ synopsis suitable for a minor research study using suitable research method.
2. Identify suitable research data collection tool for the minor research study to be conducted.
3. Identify different types of information sources suitable for conducting a research study.
4. Identify suitable statistical tools for analysing research data, and a format for a project report/ dissertation to be prepared

Module 1 – Research

- 1.1 Need and purpose – steps involved – spiral of scientific method.
- 1.2 Types of research – pure research – applied research – inter-disciplinary research – multi- disciplinary research – descriptive research – historical research – qualitative research – quantitative research – analytical research – action research - experimental research.
- 1.3 Research ethics.
- 1.4 Research problem – current research problems in Library and Information Science.

Module 2 - Research design

- 2.1 Need and purpose – types-Planning of research design.

- 2.2 Hypotheses – need and purpose – functions and types- testing of hypotheses
- 2.3 Literature search – importance of literature search – literature review
- 2.4 Plagiarism

Module 3 – Research methods

- 3.1 Research methods
- 3.2 Population and sample – sampling techniques.
- 3.3 Data collection methods – questionnaire – interview – observation.
- 3.4 Factors to be considered while preparing a data collection tool of research report – components and qualities of a good research report –evaluation criteria used

Module 4 – Data Management and Presentation

- 4.1 Types of data – qualitative data – quantitative data – categorical data – data validation – data editing – data coding
- 4.2 Preparation of Tables
- 4.3 Preparation of diagrams
- 4.4 Format and Structure of a research report

Course work : Prepare and submit a research proposal on a topic from LIS field.

Suggested Readings

1. Goyal, Vivek(2012) Research methodology in library and information science.New Delhi;Ess Ess.
2. Singh, Gurudev(2018) Research methods for library science professionals.New Delhi; Ess Ess.
3. Powel, Ronald R and Connaway, Lynncsilipighi.(2004)Basic research methods for librarian.
4. Sehgal,R L.(1998)Statistical techniques for library.New Delhi Ess Ess.
5. Connaway,L.S.,& Powell, R.R.(2010).Basic research methods for librarians.ABC-CLIO.2.
6. Kothari,C.R.(2011).Research Methodology: Methods and Techniques. NewDelhi: NewAge International Publication.
7. KrishanKumar(1999). Research methods in Library and Information Science.NewDelhi: Har-An and Publications

ASSESSMENT RUBRICS

End Semester Evaluation	60%
Continuous Evaluation Test papers, Seminar, and Assignment	40%

Sample Questions to test Outcomes.

1. Prepare a research proposal for conducting a minor research study in LIS.
2. Prepare a questionnaire for collecting data in a minor research study in LIS.
3. Discuss the important sources of information to be used while conducting a research study in LIS
4. Discuss the format of a thesis to be prepared at the end of a research study.

Course Type: DISCIPLINE SPECIFIC COURSE (Core)

Course Code: MLLIS03DSC10

Course Name: LIBRARY AUTOMATION AND DIGITAL LIBRARY SOFTWARE-PRACTICAL

Course Credits: 4

Course Description

Library automation involves the computerization of library activities which would help to attain efficiency and effectiveness of the library operations, staffs and patrons. It contains practical session on working with different modules of Koha including downloading and installing Koha, creating patrons, managing the circulations and serials, calculating and collecting the library dues, setting up the library catalogue, generating library reports etc. This core course also involves the digitization of the library records by using DSpace.

Course Objectives

1. Introduce the concept of library automation and digitization
2. Learn how to download and install Koha and DSpace
3. Learn how to create patrons and web OPAC
4. Learn how to digitize the library items

Credit			Teaching Hours			Assessment		
L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
-	4	4	1	4	5	40	60	100

Lecture/Tutorials, P/I=Practical/Internship, CE =Continuous Evaluation, ESE = End Semester Evaluation

Course Learning Outcomes:

At the end of the Course, the Student will be able to:

1. Download and install Koha
2. Cataloguing the library items
3. Charging and discharging the library items
4. Download, install and use D-space for digital library development and services

Module 1 –Koha

- 1.1 Download-install-- Creating a new Library -Patron creation
- 1.2 Acquisition –Currencies and Exchange rates-budgets -funds.
- 1.3 Circulation-Check in –Check out-Renew-Transfer-Set library-Offline circulation-Circulation reports
- 1.4 Cataloguing –MARC management-Export/Import-Duplicate records

Module 2 – Koha serial management and report generation

- 2.1 Serial-Adding new subscription-Manage frequencies-
- 2.2 Manage numbering patterns-OPAC creation
- 2.3 Barcode generation
- 2.4 Library report generation-Backup

Module 3 – D Space

- 3.1 Download and install D Space

- 3.2 Manually creating e-people-Automatically generating groups within DSpace-
Manually generating groups within DSpace-Registering e-person as an administrator
- 3.3 Structuring DSpace according to communities and collection-Creating collection
Set up the item template (with pre-filled out metadata)-Workflow-Full text indexing-
Search a specific item-Withdrawal of items
- 3.4 Authorization of policies-Manage a collection of policies-DSpace discovery

Module 4 – DSpace directories

- 4.1 Source directory layout-Installed directory layout
- 4.2 Add name of institution-Change the value in input form-Change the image-
Change the text using message properties-
- 4.3 Edit default news-Change submit order
- 4.4 Backup and restore

Course work : *Prepare and submit a report on installing and customizing Koha and DSpace.*

Suggested Readings

1. Vinod Kumar Mishra. Basics of library automation. KOHA library management software and data migration. New Delhi: Ess Ess Publication, 2016
2. Chidrupananda, Swami. (2006). Making Sense of Library Automation: A Hands on Guide. Kolkata : Meteor
3. Gopal, Krishan. (2005). Modern Library Automation. New Delhi : Authors Press
4. Haravu (L J). Library automation design, principles and practice. 2004. Allied Publishers, New Delhi
5. Boss, R. W. (1990). The library manager's guide to automation. GK Hall & Co..
6. Yakkaldevi, A., & Ghante, P. (2014). Library Automation. Lulu. com.

ASSESSMENT RUBRICS

End Semester Evaluation	60%
Continuous Evaluation Test papers, Seminar, and Assignment	40%

Sample Questions to test Outcomes.

1. Demonstrate how to download and install Koha
2. Demonstrate how to set up a new library and adding different categories of patrons
3. Demonstrate how to catalogue a library item in Koha
4. Demonstrate how to add a new serial subscription in Koha
5. Generate a library report using Koha
6. Create an intuitional repository/Digital library by using DSpace
7. Create communities in DSpace

Course Type: DISCIPLINE SPECIFIC COURSE (Elective)

Course Code: MLLIS03DSE09

Course Name: REFERENCE MANAGEMENT SOFTWARE-PRACTICAL

Course Credits: 3

Course Description

This course is aimed to make the students acquaintance with the open source reference management software. The students would be giving hands on training on downloading and

installing prime reference management software Mendeley and Zotero. It mainly covers creating a library in the RMS, uploading the documents into the library, searching for literature through RMS and adding the documents, managing the metadata of the searched items. It also covers inserting different styles of referencing and managing the in-text and end-text citations.

Course Objectives

1. Introduce the concept of reference and bibliography
2. Introduce the concept of in-text and end-text citations
3. Discuss about various kinds of referencing styles
4. Managing the bibliography
5. Customize a new style

Credit			Teaching Hours			Assessment		
L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
-	3	3	1	4	5	40	60	100

Lecture/Tutorials, P/I=Practical/Internship, CE =Continuous Evaluation, ESE = End Semester Evaluation

Course Learning Outcomes:

At the end of the Course, the Student will be able to:

1. Install Mendeley/Zotero
2. Creating a library in Mendeley/Zotero
3. Citing an article by using Mendeley/Zotero
4. Creating bibliography for the cited references

Module 1 – Mendeley

- 1.1 Search-download-install Mendeley
- 1.2 Create Scopus account and Connecting with Elsevier account
- 1.3 Adding word and web plug in with Mendeley
- 1.4 Create a library- Literature search-Save the searched items into library-Editing the metadata-Adding literature pieces in PDF format-Extracting the metadata-Adding metadata manually

Modules 2 – Citing different sources & generating bibliography

- 2.1 Citing journal article-book –Thesis- Web page
- 2.2 Insert in-text and end-text citations
- 2.3 Inserting references/bibliography
- 2.4 Creating a new referencing style-Publishing the style

Module 3 – Zotero

- 3.1 Search-download-install Zotero
- 3.2 Adding web plug in with Zotero
- 3.3 Create a library-Organize the library
- 3.4 Literature search-Save the searched items into library-Editing the metadata

Modules 4 – Citing different sources & generating bibliography

- 4.1 Manually adding references-Adding reference with an identifier-Adding references using browser plugin

- 4.2 Citing journal article-book –Thesis- Web page
- 4.3 Insert in-text and end-text citations
- 4.4 Inserting references/bibliography

Course work : Prepare and Submit a report on customizing a new referencing style for a journal

Suggested Readings

1. Henning, V., & Reichelt, J. (2008, December). Mendeley-a last. fm for research?. In 2008 IEEE fourth international conference on eScience (pp. 327-328). IEEE.
2. Hicks, A. (2011). "Mendeley": a review. *Collaborative Librarianship*, 3(2), 10.
3. Mueen Ahmed, K. K., & Dhubaib, B. E. A. (2011). Zotero: A bibliographic assistant to researcher. *Journal of Pharmacology and Pharmacotherapeutics*, 2(4), 304-305.
4. MacMillan, D. (2012). Mendeley: teaching scholarly communication and collaboration through social networking. *Library Management*, 33(8/9), 561-569.
5. Bar-Ilan, J. (2016). Ebooks and ebook chapters on Mendeley: Work in progress. In *Altmetrics16 workshop*. Retrieved from http://altmetrics.org/wpcontent/uploads/2016/09/altmetrics16_paper_9.pdf.
6. Morenikeji, O. O. (2017). Using referencing software: Mendeley. *Nigerian Journal of Technological Research*, 12(1), 48-51.
7. Vlčková, K., Lojdová, K., & Mareš, J. (2013). Organizing Scientific Information with Mendeley© software. <https://is.muni.cz/publication/1113494/en/Organizing-Scientific-Information-with-Mendeley-c-software/Katerina-Vlckova-Lojdova-Jan-Mares>
8. Trinoskey, J., Brahmī, F. A., & Gall, C. (2009). Zotero: A product review. *Journal of Electronic Resources in Medical Libraries*, 6(3), 224-229.
9. Puckett, J. (2011). Zotero: A guide for librarians, researchers, and educators. *Assoc of Cllge & Rsrch Libr.*

ASSESSMENT RUBRICS

End Semester Evaluation	60%
Continuous Evaluation Test papers, Seminar, and Assignment	40%

Sample Questions to test Outcomes.

1. Demonstrate how to install Mendeley/Zotero
2. Demonstrate how to search for an article in Mendeley/Zotero
3. Demonstrate how to add the article into Mendeley/Zotero library
4. Demonstrate how to cite the item as per APA style
5. Customize a new style.

Course Type: DISCIPLINE SPECIFIC COURSE (Elective)
Course Code: MLLIS03DSE10
Course Name: SCIENTIFIC WRITING AND PUBLICATION
Course Credits: 3

Course Description

This course is designed to develop students' abilities and skills to write effectively in the scientific community. It will focus on the elements of good scientific writing, including structure, style, citation and ethical issues.

Course Objectives

1. Introduce the concept and principles of scientific writing
2. Develop clear and concise scientific writing skills
3. Use effective citation techniques
4. Understand and apply the ethical principles of scientific writing

Credit			Teaching Hours			Assessment		
L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
3	-	3	4	1	5	40	60	100

Lecture/Tutorials, P/I=Practical/Internship, CE =Continuous Evaluation, ESE = End Semester Evaluation

Course Learning Outcomes:

At the end of the Course, the Student will be able to:

1. Understand the concept and principles of scientific writing
2. Understand how to critically evaluate the scientific literature
3. Identifying and differentiating between genuine and predatory journals
4. How to avoid plagiarism

Module 1 – Introduction to scientific writing

- 1.1 Meaning-Characteristics –Importance
- 1.2 Principles of scientific writing - Elements/components of scientific writing
- 1.3 Skills needed for scientific writing
- 1.4 Types of scientific writing-Proposal, Journals-Thesis-chapters -others

Modules 2 – Journal selection techniques and tools

- 2.1 Finding appropriate journals from major databases-WoS-Scopus-Dimensions
- 2.2 Research metrics-Traditional metrics-Altmetrics
- 2.3 Finding journals for publications using journal finders- JANE, Elsevier Journal Finder, Springer Journal Suggester, etc
- 2.4 Finding predatory/bogus/cloned publishers and journals

Module 3 – Open access publications

- 3.1 Type of OA-Gold-Green-Hybrid-Black-Platinum
- 3.2 Open access publications and initiatives-Academic social networking sites
- 3.3 SHERPA/RoMEO online resource to check publisher copyright & self-archiving policies
- 3.4 Software tool to identify predatory publications developed by SPPU: UGC-CARE list of journals- Research data repositories

Module 4 –Research and publication ethics

- 4.1 Publication ethics- Best practices/standards setting initiatives and guidelines: COPE, WAME
- 4.2 Violation of publication ethics, authorship and contributorship
- 4.3 Scientific misconducts: Falsification, Fabrication and Plagiarism (FFP)
- 4.4 Publication misconduct: Definition, concept, problems that lead to unethical behavior and vice versa

Coursework: *Draft a scientific paper suitable for publishing in LIS journal.*

Suggested Readings

1. Rocco, T. S., & Hatcher, T. G. (2011). The handbook of scholarly writing and publishing.
2. Shannon, S. L. (2011). A guide to academic and scholarly writing. ed: Oveido, FL: Baldwin Book Publishing.
3. Huff, A. S. (1999). Writing for scholarly publication. Sage.
4. Casanave, C. P., & Vandrick, S. (Eds.). (2003). Writing for scholarly publication: Behind the scenes in language education. Routledge.
5. Bammer, A., & Joeres, R. E. B. (Eds.). (2015). The future of scholarly writing: Critical interventions. New York: Palgrave Macmillan.
6. Giltrow, J., Gooding, R., & Burgoyne, D. (2021). Academic writing: An introduction. Broadview Press.
7. Kinkead, J. (2015). Researching writing: An introduction to research methods. University Press of Colorado.
8. Gregory, A. T., & Denniss, A. R. (2018). An introduction to writing narrative and systematic reviews—Tasks, tips and traps for aspiring authors. Heart, Lung and Circulation, 27(7), 893-898.

ASSESSMENT RUBRICS

End Semester Evaluation	60%
Continuous Evaluation Test papers, Seminar, and Assignment	40%

Sample Questions to test Outcomes.

1. Discuss the principles of scholarly writing
2. How to find out a predatory journal
3. Discuss various types of academic plagiarism
4. Discuss the structure and format of a scientific papers

Course Type: DISCIPLINE SPECIFIC COURSE (Elective)

Course Code: MLLIS03DSE11

Course Name: STATISTICAL METHODS

Course Credits: 3

Course Description

This course is aimed to discuss various concepts in Statistics It will contain discussion about statistics, its scope, different types of measures and its importance in Library and Information Science. It will discuss measures of central tendency, dispersion, skewness and kurtosis, correlation and regression.

Course Objectives

1. Introduce the concept of Statistics and its scope

2. Discuss about various kinds of measures available in Statistics.
3. Discuss the uses of statistics in the field of Library and Information Science
4. Analyse the different types of measures used in library studies

Credit			Teaching Hours			Assessment		
L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
3	-	3	4	1	5	40	60	100

Lecture/Tutorials, P/I=Practical/Internship, CE =Continuous Evaluation, ESE = End Semester Evaluation

Course Learning Outcomes:

At the end of the Course, the Student will be able to:

1. Understand the basics of Statistics and its scope.
2. Identify different types of measures
3. Use different types of measures for analysis of library data
4. Use it in and its uses in Library and Information Science

Module 1 – Basics of Statistics

- 1.5 Meaning-Basic concepts-Scope - Statistics in Library and Information Science.
- 1.6 Measures of Central Tendency-Mean
- 1.7 Median
- 1.8 Mode

Modules 2 – Measures of Dispersion

- 2.1 Measures of Dispersion –Range
- 2.2 Quartile Deviation
- 2.3 Mean Deviation
- 2.4 Standard Deviation

Module 3 – Correlation

- 3.1 Karl Pearson's Coefficient of Correlation
- 3.2 Concept of Rank Correlation
- 3.3 Spearman's Rank Correlation Coefficient.
- 3.4 Skewness

Module 4 – Regression

- 2.1 Simple Regression-Properties and Uses
- 2.2 T-Test
- 2.3 Chi Square Test
- 2.4 F Test and ANOVA

Course work: Prepare a sample statistical report using sample data collected.

Suggested Readings

1. Vaughan, Liwen (2009) Statistical methods information professional. New Delhi :Ess Ess.
2. Sehgal,R L(1998) Statistical techniques for library.New Delhi Ess Ess.
3. Agarwal, B.L. (2009). Basic statistics. New Delhi: New Age International Publishers.
4. Gupta, C.B.and Gupta,V.(2014).An Introduction to statistical methods. NewDelhi: Vikas Publishing House.

5. Gupta, K. R. (2012). Practical statistics. New Delhi: Atlantic Publishers.
6. Gupta, S.C. (2013). Fundamentals of statistics. Mumbai: Himalaya Publishing House.
7. Gupta, Santhosh. (2010). Research methodology and statistical techniques. New Delhi: Deep & Deep Publications.

ASSESSMENT RUBRICS

End Semester Evaluation	60%
Continuous Evaluation Test papers, Seminar, and Assignment	40%

Sample Questions to test Outcomes.

1. Find out the Mean
2. Find out the Median
3. Find out the Mode for the data given.
4. Find out the standard deviation score for the data given.

Course Type: INTER DISCIPLINARY COURSE (Elective)

Course Code: MLLIS03IDCO2

Course Name: LIBRARY AND INFORMATION SEARCH AND RETRIEVAL

Course Credits: 4

Course Description

This course discusses the concept of Library, Information sources and E- resources. It also discusses research metrics, publication ethics and publication misconduct. It introduces reference management softwares and provides a brief introduction about open access resources.

Course Objectives

1. Introduce the concept of Library and Information centres and Information sources.
2. Discuss about the methods to measure the quality and productivity of Journals and authors.
3. Discuss about Publication ethics and Publication misconduct
4. Identify Reference Management software and Open access resources.

Credit			Teaching Hours			Assessment		
L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
4	-	4	4	1	5	40	60	100

Lecture/Tutorials, P/I=Practical/Internship, CE =Continuous Evaluation, ESE = End Semester Evaluation

Course Learning Outcomes:

At the end of the Course, the Student will be able to:

1. Get a good idea about Library and Information centre and source of information.
2. Students will get an awareness about Research metrics such as Journal level Metrics and Author level Metrics
3. Get an awareness about publication ethics and publication misconducts

4. Students will be able to use reference management software and open access resources

Module 1 – Library & Information Sources

- 1.1 Library- Information Centre- Documentation centre- Information Systems
 1.2 Types of Library
 1.3 Information Sources- Categorization of Information Sources- Documentary sources- Non Documentary Sources.
 1.4 Primary- Secondary- Tertiary sources

Module 2- E- Resources & Open Access Resources

- 2.1 E- Resources- Databases- Bibliographic Databases- Full text Databases
 2.2 Open Access- concept- Green OA, Gold OA, Gratis OA
 2.3 Channels of Open access- Open Access Journals- DOAJ -Open Access Repositories- ASNS
 2.4 Types of Repositories- Disciplinary Repository- Institutional Repository- Format Repository- Governmental Repository- Aggregating Repository-Scholarly communication

Module 3 – Research Metrics

- 3.1 Journal Level Metrics
 3.2 Journal Citation Report- Impact Factor- Science Citation Index Expanded- Social Science citation Index- Emerging source citation Index- Art & Humanities Citation Index
 3.3 Scopus- Citescore- SJR- SNIP
 3.4 Author Metrics- H- Index- G- Index- I-10 Index- Author Impact Beamplot

Module 4- Publication Ethics & Publication Misconduct

- 4.1 Publication Ethics- Basic concept
 4.2 Plagiarism- Types of Plagiarism- Plagiarism softwares- Methods to avoid plagiarism
 4.3 Mirror Journals- Predatory Journals- How to Identify Predatory Journals
 4.4 Reference Management software- Mendeley, Zotero, Reference Style Manual

Course work : Prepare a reference list of books/journals/web resources in a Reference Management Software

Suggested Readings

1. Choudhary, Nimit and Hussain, Sarah (2021). Handbook of Research and Publication Ethics. New Delhi: Bharti Publications.
2. Research Intelligence (2019). Research Metrics Guidebook. Newyork: Elsevier
3. Kumar, Krishan (1996). Reference Service. NewDelhi: Vikas Publishing
4. Suber, P. (2012). Open Access. Boston, MA: MIT Press.
5. Xia, Jingfeng (2022). Predatory Publishing. NewYork: Routledge.

ASSESSMENT RUBRICS

End Semester Evaluation	60%
Continuous Evaluation	40%
Test papers, Seminar, and Assignment	

Sample Questions to test Outcomes.

1. Differentiate between documentation centre and information Centre
2. Discuss about the categorization of information sources
3. Briefly describe channels of open access
4. How to measure the quality and productivity of Journals
5. What is a predatory journal? How can identify predatory journals
6. Write a note on bibliographic databases

Course Type: SKILL ENHANCEMENT COURSE (Core)**Course Code: MLLIS03SEC01****Course Name: JAMOVI-Practical****Course Credits: 2****Course Description**

This course is aimed to discuss about JAMOVI software. It will contain discussion about provisions available in JAMOVI, its installation, application and uses for statistical analysis, tabulation and preparing diagrams and charts.

Course Objectives

1. Introduce JAMOVI software.
2. Discuss about the provisions available with JAMOVI software
3. Use it for statistical analysis
4. Use it for making tables, diagrams and charts.

Credit			Teaching Hours			Assessment		
L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
-	2	2	1	4	5	40	60	100

Lecture/Tutorials, P/I=Practical/Internship, CE =Continuous Evaluation, ESE = End Semester Evaluation

Course Learning Outcomes:

At the end of the Course, the Student will be able to:

1. Identify JAMOVI software.
2. Install the JAMOVI software
3. Use JAMOVI software for statistical analysis
4. Use JAMOVI software for making tables, diagrams, and charts.

Module 1 – JAMOVI – Basic features

Module 2 – Installing JAMOVI

Module 3 – Statistical analysis using JAMOVI

Module 4 – Report generation

Course work : Submit a report on installing and conducting various statistical tests using JAMOVI

Suggested Readings

1. Bryman, A., & Cramer, D. (2009). Quantitative data analysis with 14, 15 & 16: A guide for social scientists. Routledge/Taylor & Francis Group.
2. Brace, N., Kemp, R., & Snelgar, R. (2006). for psychologists: A guide to data analysis using for Windows. Lawrence Erlbaum Associates Publishers.
3. Morgan, G. A., Leech, N. L., Gloeckner, G. W., & Barrett, K. C. (2004). for introductory statistics: Use and interpretation. Psychology Press.
4. Pallant, J. (2020). survival manual: A step by step guide to data analysis using IBM . McGraw-hill education (UK).
5. Pallant, J. (2020). survival manual: A step by step guide to data analysis using IBM . McGraw-hill education (UK).
6. Hinton, P. R., McMurray, I., & Brownlow, C. (2014). explained. Routledge.
7. Strunk, K. K., & Mwavita, M. (2021). Design and Analysis in Educational Research Using Jamovi: ANOVA Designs. Routledge.
8. Navarro, D., & Foxcroft, D. (2019). Learning statistics with jamovi: A tutorial for psychology students and other beginners (Version 0.70). Tillgänglig online: <http://learnstatswithjamovi.com> [Hämtad 14 december].

ASSESSMENT RUBRICS

End Semester Evaluation	60%
Continuous Evaluation Test papers, Seminar, and Assignment	40%

Sample Questions to test Outcomes

1. How to download and install JAMOVI
2. How to export Excel file into JAMOVI
3. How to change the variable categories in JAMOVI
4. How to carry out descriptive statistic test using JAMOVI
5. How to export the test results

Course Type: INTERNSHIP COURSE

Course Code: MLLIS03DSC11

Course Name: LIBRARY INTERNSHIP

Course Credits: 2

Course Description

This course covers the hands on training to the students to make them library professionals. As part of the course students are supposed to work in a full-fledged library for a period of 30 working days. The students have to work in all sections in the library and do the work under the supervision of the staff in-charge of the section. At the end of the course, the students have to prepare and submit the internship report describing all the works done in each sections of the library to the chief librarian.

Course Objectives

1. To introduce the various sections of a full-fledged library
2. To show the different works carried out in a library

3. To give hands-on training on various works carried out in a library
4. To make the students library professionals.

Credit			Teaching Hours			Assessment		
L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
-	2	2	1	4	5	40	60	100

Lecture/Tutorials, P/I=Practical/Internship, CE =Continuous Evaluation, ESE = End Semester Evaluation

Course Learning Outcomes:

At the end of the Course, the Student will be able to:

1. Identify different works carried out in each sections of a library
2. Do different works carried out in each sections of a library with confidence
3. Use computer in library works and services
4. Manage a library properly

Module 1 – Sections and works in a library

Module 2 – Library works

Module 3 – Library services

Module 4 – Use of computer in library works and services

Course work : *Prepare and submit a library internship report to the chief librarian of the library where the internship is carried out.*

ASSESSMENT RUBRICS

End Semester Evaluation	60%
Continuous Evaluation Test papers, Seminar, and Assignment	40%

Course Type: FIELD VISIT COURSE

Course Code: MLLIS03DSC12

Course Name: LIBRARY

VISIT Course Credits: 2

Course Description

This course contains visit to reputed libraries in India. It will contain visit to reputed public library, college and university library and special library in India. At least two libraries of each category has to be included in the list of libraries to be visited. At the end of the semester, students shall submit a library visit report to the faculty in-charge of library visit.

Course Objectives

1. To physically visit important types of libraries and observe how its functions are going on.

2. To observe the features of physical facilities, collection, services and technology used in libraries visited.
3. To collect the basic information about the libraries visited
4. To evaluate the performance of the libraries visited.

Credit			Teaching Hours			Assessment		
L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
-	2	2	1	4	5	40	60	100

Lecture/Tutorials, P/I=Practical/Internship, CE =Continuous Evaluation, ESE = End Semester Evaluation

Course Learning Outcomes:

At the end of the Course, the Student will be able to:

1. Identify the different types of libraries.
2. Differentiate between different types of libraries.
3. Collect data about the library visited.
4. Prepare report on libraries visited.

Module 1 – Understanding the features of different types of libraries to be visited

Module 2 – Decision about the kinds of data to be collected

Module 3 – Identifying the libraries to be visited

Module 4 – Visiting the library, collecting data and preparing report

Course work : *Submit library visit report before to the End Semester Examination*

ASSESSMENT RUBRICS

End Semester Evaluation	60%
Continuous Evaluation Test papers, Seminar, and Assignment	40%

FOURTH SEMESTER

Course Code	Course Name	Credit			Teaching Hours			Assessment		
		L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
DISCIPLINE SPECIFIC COURSE (Core)										
MLLI S04D SC13	Archives and Record Management	4	-	4	4	1	5	40	60	100
MLLI S04D SC14	Information processing and Retrieval	4	-	4	4	1	5	40	60	100
MLLI S04D SC15	Information Systems and Services	4	-	4	4	1	5	40	60	100
DISCIPLINE SPECIFIC COURSE (Elective) (Choose One)										
MLLI S04D SE12	Big Data Applications in Libraries	3	-	3	4	1	5	40	60	100
MLLI S04D SE13	Content Management Systems	3	-	3	4	1	5	40	60	100
MLLI S04D SE14	Tableau Public – Practical	-	3	3	1	4	5	40	60	100
DISCIPLINE SPECIFIC COURSE (Core) (Practicum)										
MLLI S04D SC16	Project work (Dissertation)	-	4	4	1	4	5	40	60	100

COURSE OUTCOMES

Course Type: DISCIPLINE SPECIFIC COURSE (Core)**Course Code: MLLIS04DSC13****Course Name: Archives and Record Management**

At the end of the Course, the Student will be able to:

1. The Archives and Records Management (ARM) specialization will train the students to select, arrange, and preserve records of enduring value to researchers.
2. Provides an Introduction to Archival Theory, Principles and Practices
3. Analyze data preservation techniques
4. Explores fundamentals of data curation

Course Type: DISCIPLINE SPECIFIC COURSE (Core)**Course Code: MLLIS04DSC14****Course Name: INFORMATION PROCESSING AND RETRIEVAL**

At the end of the Course, the Student will be able to:

1. Analyse Information Retrieval process, different approaches, information retrieval tools and techniques used.
2. Identify different Vocabulary Control devices such as thesaurus, List of subject headings, etc. and use it in information retrieval.
3. Analyse Indexing systems, its types and differences and prepare a book index or index to journal articles published in a subject during a particular period.
4. Identify important criteria used for evaluating information retrieval systems.

Course Type: DISCIPLINE SPECIFIC COURSE (Core)**Course Code: MLLIS04DSC15****Course Name: INFORMATION SYSTEMS AND SERVICES**

At the end of the Course, the Student will be able to:

1. Identify different types of information systems, its functions, components and services.
2. Identify the users, their approaches to information, study them and educate them how to use information system.
3. Understand various documentation centers and information systems functioning at national and international level.
4. Identify different library and information networks and consortia at national and international level.

Course Type: DISCIPLINE SPECIFIC COURSE**(Elective) Course Code: MLLIS04DSE12****Course Name: BIG DATA APPLICATIONS IN LIBRARIES**

At the end of the Course, the Student will be able to:

1. Understand the basics of big data.
2. Understand applications of big data in libraries
3. Acquaintance with data carpentry and extraction software
4. Analyze the data for making decisions regarding library operations

Course Type: DISCIPLINE SPECIFIC COURSE**(Elective) Course Code: MLLIS04DSE13****Course Name: CONTENT MANAGEMENT SYSTEMS**

4	-	4	4	1	5	40	60	100
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Lecture/Tutorials, P/I=Practical/Internship, CE =Continuous Evaluation, ESE = End Semester Evaluation

Course Learning Outcomes:

At the end of the Course, the Student will be able to:

1. The Archives and Records Management (ARM) specialization will train the students to select, arrange, and preserve records of enduring value to researchers.
2. Provides an Introduction to Archival Theory, Principles and Practices
3. Analyze data preservation techniques
4. Explores fundamentals of data curation

Module 1 – Archival Theory and Practice

- 1.1 Archives- Archivist- records- Difference between Libraries and Archives- Different types of archives
- 1.2 Archival concepts- provenance, original order and respect des fonds
- 1.3 Archival Profession and Education in India
- 1.4 Different types of Archival Institutions

Module 2- Archival Appraisal and Management

- 2.1 Appraisal-Values of records- archival theory and strategies
- 2.2 Acquisition & policy development- - types of acquisition, collection policy, and gift agreement
- 2.3 Arrangement- Steps in accessioning- Steps in wokplane- Level of processing
- 2.4 Description- tools of archival description- Elements of finding aid- MARC bibliographic Records-Reference and access-Components of archival reference service-Reference interview-Intellectual legal and physical aspects of access-Elements of access policies

Module 3 – Digital Preservation

- 3.1 Analog records and Digital records- Types of Digital records
- 3.2 Digitization and its significance in Archiving field
- 3.3 Digital Preservation- Brief history- Definition and minimum requirements
- 3.4 Digital Preservation practices- copyright, legal, and administrative issues

Module 4 – Digital Curation

- 4.1 Digital Curation- Basic concept & Need
- 4.2 DCC Curation life cycle Model- Full Life cycle Action- Sequential Action- Occasional Action
- 4.3 Tools used for Digital Curation
- 4.4 Digital Curation Activities- Ingest, Appraisal, Processing and Review, Access, Preservation

Course work : Prepare and submit a report after visiting Museaum/ Archives/ Manuscript Library

Suggested Readings

1. Millar,Laura A (2017)Archives, Second Edition: Principles and Practices. USA:ALA Neal-Schuman

2. Ricardo L. Punzalan, "Dear Students: Becoming an Archivist in a Time of Uncertainty and Unrest," *The Library Quarterly* 87:4 (2017), p. 303-305
3. Barbara, Santa (2017) *Currents of Archival Thinking*. California : Libraries Unlimited/ABC-CLIO
4. DCC (2019), "What is digital curation?", available at: www.dcc.ac.uk/digital-curation/what-digital-curation
5. Digital preservation Coalition (2019), "Digital preservation handbook", available at: www.dpconline.org/handbook/technical-solutions-and-tools/persistent-identifiers
6. Randall C. Jimerson, "Archives and Manuscripts: Deciding What to Save" *OCLC Systems and Services*, 19:4 (2003), p. 135-140
7. Myntti, Jeemy; Zoom, Jessalyn and Core (2019) *Digital Preservation in Libraries: Preparing for a Sustainable Future*, USA: ALA

ASSESSMENT RUBRICS

End Semester Evaluation	60%
Continuous Evaluation Test papers, Seminar, and Assignment	40%

Sample Questions to test Outcomes.

1. Describe some of the reasons why records are collected
2. Identify differences between libraries and archives
3. Describe when archivists appraise records
4. Discuss about Digital Curation Activities
5. Explain the types of acquisitions in an archives
6. Define the terms acquisition, collection policy, and gift agreement
7. Explain the essential issues of digital preservation practice

Course Type: DISCIPLINE SPECIFIC COURSE (Core)

Course Code: MLLIS04DSC14

Course Name: INFORMATION PROCESSING and RETRIEVAL

Course Credits: 4

Course Description

This course is intended to discuss about the concept of information retrieval and its various approaches and different kinds of information retrieval systems such as OPAC, digital libraries, search engines etc. It discusses the concept of subject indexing, indexing languages, indexing systems and pre-coordinate indexing systems namely list of subject headings, chain indexing, PRECIS and POPSI. It also discusses about keyword indexing, citation indexing and full text indexing systems. Finally, it discusses about information retrieval models and evaluation studies of information retrieval systems.

Course Objectives

1. Introduce the concept of information retrieval and information retrieval systems.
2. Discuss indexing as a tool for information retrieval.
3. Discuss thesaurus as a tool for vocabulary control.
4. Discuss the important types of information retrieval models and the criteria for evaluating information retrieval systems.

2. Credit	Teaching Hours	Assessment
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L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
4	-	4	4	1	5	40	60	100

Lecture/Tutorials, P/I=Practical/Internship, CE =Continuous Evaluation, ESE = End Semester Evaluation

Course Learning Outcomes:

At the end of the Course, the Student will be able to:

1. Analyse Information Retrieval process, different approaches, information retrieval tools and techniques used.
2. Identify different Vocabulary Control devices such as thesaurus, List of subject headings, etc. and use it in information retrieval.
3. Analyse Indexing systems, its types and differences and prepare a book index or index to journal articles published in a subject during a particular period.
4. Identify important criteria used for evaluating information retrieval systems.

Module 1 – Information Retrieval

- 1.1 History and development functions and components of information retrieval systems – Lancaster's diagram
- 1.2 Approaches to information retrieval - Difference between data retrieval and information retrieval
- 1.3 Kinds of information retrieval systems
- 1.4 Search engines as information retrieval tools – web search engines - meta search engines – features of Google - Search techniques

Module 2 – Subject Indexing

- 2.1 Subject indexing – problems in subject indexing – indexing languages –types
- 2.2 Indexing techniques -history and development
- 2.3 Types of indexing systems – per-coordinate indexing systems and post-coordinate indexing systems
- 2.4 List of subject headings – chain indexing – PRECIS – POPSI

Module 3 – Coordinate Indexing Systems

- 3.1 Title based indexing systems – Key word indexing- Uni-term indexing.
- 3.2 Citation indexing – SCI - SSCI
- 3.3 Full text indexing – STAIRS – LEXIS-NEXIS -Automatic indexing – COMPASS
- 3.4 Vocabulary control - Thesaurus – types – constructing a thesaurus –Controlled vocabularies

Module 4 – Information Retrieval Models

- 4.1 Concept of ranking – term weight – document frequency – inverse document frequency
- 4.2 Types of information retrieval models
- 4.3 Evaluation of information retrieval systems
- 4.4 Major evaluation studies – ASLIB/Cranfield project – MEDLARS project – Text Retrieval Conference (TREC) – SMART – STAIR project.
- 4.5 Course work :*Prepare and submit index entries of 25 subject books using chain indexing/ PRECIS/ POPSI/ KWIC system.*

Suggested Readings

1. Cleveland, Donald B. (2005). Introduction to indexing and abstracting. Colorado:

Libraries unlimited

2. Satyanarayana. (). An introduction to information processing and retrieval. New Delhi: Ess Ess publications
3. Sukula, Shiva. (2014). Information Retrieval. New Delhi: Ess Ess publications.
4. Bajpai, S.K (1999). Modern Information Retrieval. New Delhi: Ess Ess.
5. Baeza-Yates, Ricardo and Ribeiro-Neto (2011). Modern Information Retrieval – Concept and technology behind search. England: Pearson Education Ltd.
6. Dhawan, K.S (1997). Principles of Information Retrieval. New Delhi: Commonwealth publisher.

ASSESSMENT RUBRICS

End Semester Evaluation	60%
Continuous Evaluation Test papers, Seminar, and Assignment	40%

Sample Questions to test Outcomes.

1. Discuss the important information retrieval tools used in modern libraries and information centres.
2. Discuss importance of thesaurus in information retrieval process.
3. Differentiate between PRECIS and POPSI indexing systems.
4. Discuss how an index to journal articles published in a journal can be prepared.
5. Discuss the important criteria to be used for evaluating an information retrieval system.

Course Type: DISCIPLINE SPECIFIC COURSE (Core)

Course Code: MLLIS04DSC15

Course Name: INFORMATION SYSTEMS AND SERVICES

Course Credits: 4

Course Description

This course discusses about the basic concept about information system, its objectives, functions and services. It also discusses about the users, their approach to information, user study and user education. Additionally, the course discusses about information systems and documentation centres at international and national level. It ends with the discussion on library and information networks and consortia at international and national level.

Course Objectives

1. Introduce the concept of Information System, its objectives, functions and services.
2. Study about users, their information seeking behaviour and how to give user education.
3. Discuss important documentation and information systems and services at national and international level.
4. Discuss important library and information networks and consortia at national and international level.

Credit			Teaching Hours			Assessment		
L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
4	-	4	4	1	5	40	60	100

Lecture/Tutorials, P/I=Practical/Internship, CE =Continuous Evaluation, ESE = End Semester Evaluation

Course Learning Outcomes:

At the end of the Course, the Student will be able to:

1. Identify different types of information systems, its functions, components and services.
2. Identify the users, their approaches to information, study them and educate them how to use information system.
3. Understand various documentation centers and information systems functioning at national and international level.
4. Identify different library and information networks and consortia at national and international level.

Module 1 – Basic concepts of Information Systems

- 1.1 Meaning, Basic concepts, Objectives, Functions of Information Systems
- 1.2 Components of Information Systems
- 1.3 Structure, Functions and Services of Information Systems
- 1.4 Libraries, Documentation Centres, Information centres, Data centres, Information Analysis Centres, Clearing Houses, Data Banks, Data Curation Centres, Museums, Archives, Open Archives , Institutional Repositories, , Referral, Translation Centres, and Publishing Houses.

Module 2 – Understanding the User

- 2.1 Understanding the user communities-Identification of user communities
- 2.2 Introduction to the user centered approach to Information seeking behavior.
- 2.3 User Education - methods and techniques.
- 2.4 User studies.

Module 3 – International documentation centres, Information systems and Programmes

- 3.1 Study of International Information Systems- CAS, INSPEC, AGRIS, BIOSIS, INIS
- 3.2 MEDLARS, ASINFO, COMPENDEX, PUBMED, ERIC
- 3.3 Information policies and programmes.
- 3.4 Planning, Design and Evaluation of Information systems.

Module 4 – National documentation centers, Networks and Consortia

- 4.1 National Documentation Centres- Activities and Services- NISCAIR, DESIDOC, NASSDOC, NIIST, NISSAT, DRTC
- 4.2 International and national networks and consortia for e-resources – CSIR E-journal consortium – CeRA consortium for e-resources in Agriculture – INDEST – FORSA – HELINET – SPACENET – ICMR
- 4.3 National Science Library, India
- 4.4 Role of national documentation centers and information systems in Library and Information Centers.

Course work: Prepare and submit an evaluative report on an international/national information system.

Suggested Readings

1. Chaudary, Aparna S and Bherwan (2020) Modern libraries. New Delhi ;Swasthik Publications.
2. Khanna J K.(2000) Documentation and information services system and techniques. Agra; Y K Publications.
3. Sudha Rani, Y (2015). Handbook of library and information science. New Delhi; SBW publication.
4. Lihitkar, Shalini R. (2013) Information landscapes: A current scenario. New Delhi, Ess Ess.
5. Kashyap, Madhanmohan(2006) Computer based library information system : designing techniques.New Delhi; Ess Ess
6. Khanna, J.K.(2000). Documentation and Information : services, systems and techniques. Agra: YK.
7. Sahu Sada Bihari (2014). Modern library information systems and services. New Delhi: Avon.
8. Faruqi, Khali K (2005). Library information system and ejournal archiving. New Delhi: Autherspress.
9. Devarajan, G and Joseph Kurian P (2011). Information access, tools, services and systems. New Delhi: Ess Ess.

ASSESSMENT RUBRICS

End Semester Evaluation	60%
Continuous Evaluation	40%
Test papers, Seminar, and Assignment	

Sample Questions to test Outcomes.

1. Discuss the important functions of an information system.
2. Discuss the important factors to be included in a user education programme.
3. Discuss the important functions of DESIDOC.
4. Discuss the functions of INFLIBNET
5. Discuss library as an information system.

Course Type: DISCIPLINE SPECIFIC COURSE (Elective)

Course Code: MLLIS04DSE12

Course Name: BIG DATA APPLICATION IN LIBRARIES

Course Credits: 3

Course Description

This course is aimed to discuss various concepts and applications of big data in libraries. This course is developed in such a way to make students aware about big data analysis and its applications viz. data carpentry, data scrapping, data extractions and sentiment analysis in libraries.

Course Objectives

1. Introduce the concept of big data and big data analytics
2. Discuss the applications of big data in libraries
3. Get introduced with data carpentry tools and software.

4. Analyzing the data for making decisions regarding various operations in libraries

Credit			Teaching Hours			Assessment		
L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
3	-	3	4	1	5	40	60	100

Lecture/Tutorials, P/I=Practical/Internship, CE =Continuous Evaluation, ESE = End Semester Evaluation

Course Learning Outcomes:

At the end of the Course, the student will be able to:

1. Understand the basics of big data.
2. Understand applications of big data in libraries
3. Acquaintance with data carpentry and extraction software
4. Analyze the data for making decisions regarding library operations

Module 1 – Big data

- 1.1 Meaning-Basic concepts – Features- Advantages-Disadvantages
- 1.2 Key areas of big data –Potentials of big data- Problems of big data
- 1.3 Big data analytics-Applications of big data analytics in libraries
- 1.4 Data scrapping-extraction-tools-techniques

Modules 2 – Data carpentry

- 2.1 Introduction to data carpentry- concepts
- 2.2 Data carpentry–tools and rules
- 2.3 Installation and configuration of OpenRefine-Citation data fetching
- 2.4 GoodReads comment analysis

Module 3 – Data extraction

- 3.1 Introduction to data extraction-Types-Tools -Techniques
- 3.2 Installation and configuration of Webometric Analyst
- 3.3 Altmetric data extraction from Altmetric.com-Mendeley readership extraction.
- 3.4 Twitter sentiment analysis

Module 4 – Big data analytics

- 4.1 Introduction to data carpentry-concepts –tools
- 4.2 Installation and configuration of Mozdeh
- 4.3 Data collection using Mozdeh
- 4.4 YouTube comment analysis using Mozdeh

Course work: Prepare and submit a report on the installation and data extraction procedures in Webometric Analyst

Suggested Readings

1. Fasel, D., & Meier, A. (2014). Big data. Springer Vieweg.
2. Hurwitz, J. S., Nugent, A., Halper, F., & Kaufman, M. (2013). Big data for dummies. John Wiley & Sons.

3. Bollier, D., & Firestone, C. M. (2010). The promise and peril of big data (pp. 1-66). Washington, DC: Aspen Institute, Communications and Society Program.
4. Davenport, T. (2014). Big data at work: dispelling the myths, uncovering the opportunities. Harvard Business Review Press.
5. Schmarzo, B. (2013). Big Data: Understanding how data powers big business. John Wiley & Sons.
6. Mohanty, H., Bhuyan, P., & Chenthati, D. (Eds.). (2015). Big data: A primer (Vol. 11, p. 183). Berlin: Springer.
7. Ohlhorst, F. J. (2012). Big data analytics: turning big data into big money (Vol. 65). John Wiley & Sons.
8. Erl, T., Khattak, W., & Buhler, P. (2016). Big data fundamentals: concepts, drivers & techniques. Prentice Hall Press.
9. Olendorf, R., & Wang, Y. (2017). Big data in libraries. In Big Data and visual analytics (pp. 191-202). Springer International Publishing.
10. Panda, S. (2021). usefulness and Impact of Big Data in Libraries: An opportunity to Implement embedded Librarianship. Technological Innovations & Environmental Changes in Modern Libraries, 45-60.
11. Karau, H., Konwinski, A., Wendell, P., & Zaharia, M. (2015). Learning spark: lightning-fast big data analysis. " O'Reilly Media, Inc."

ASSESSMENT RUBRICS

End Semester Evaluation	60%
Continuous Evaluation	40%
Test papers, Seminar, and Assignment	

Sample Questions to test Outcomes.

1. Discuss about big data and its application in libraries.
2. Discuss about data carpentry.
3. Demonstrate the installation process of Webometric Analyst.
4. Demonstrate how to extract Mendley readership data.

DISCIPLINE SPECIFIC COURSE (Elective)

Course Code: MLLIS04DSE13

Course Name: CONTENT MANAGEMENT SYSTEMS

Course Credits: 3

Course Description

This course is aimed to discuss various concepts about Content Management Systems. The course also discuss about various types of content management systems, content authoring, content retrieval and content development. It also introduces portals and subject gateways and provide an awareness about content management software and learning management software.

Course Objectives

1. Discuss the concept of content management system
2. Introduce types of CMS and its various features
3. Discuss the concept of portals and subject gateways

4. Understand CMS software and LMS software.

Credit			Teaching Hours			Assessment		
L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
3	-	3	4	1	5	40	60	100

Lecture/Tutorials, P/I=Practical/Internship, CE =Continuous Evaluation, ESE = End Semester Evaluation

Course Learning Outcomes:

At the end of the Course, the Student will be able to:

1. Understand the concept of Content Management System
2. Aware about various features of CMS
3. Differentiate portals and subject gateways
4. Evaluate various CMS software and LMS software

Module 1: Introduction to CMS

- 1.1 Introduction to CMS,-Benefits-Challenges
- 1.2 Types of content: Document management, Records management
- 1.3 Content Development: Content authoring, content review, content migration
- 1.4 Retrieval in CMS: search development, metadata tagging

Module 2: Integration in CMS

- 2.1 System and data integration in CMS
- 2.2 CMS Applications
- 2.3 CMS and Community Information Systems
- 2.4 CMS : Conceptual Framework, Purpose, Technologies

Module 3: Portals and Subject Gateways

- 3.1 Portals
- 3.2. Exploring Portals and Searching techniques
- 3.3 Subject Gateways
- 3.4 Exploring Gateways and Searching Techniques

Module 4 : CMS Software and Learning Management Systems

- 4.1 Introduction to CMS software
- 4.2 Drupal, Joomla, Wordpress
- 4.3 introduction to Learning Management Systems
- 4.4 MOOCs using Moodle

Suggested Readings

1. Boiko, Bob. (2004). Content Management Bible, 2nd Edition, Wiley, Indiana.
2. Blokdyk, G. (2021). Enterprise Content Management System A Complete Guide, 5StarCooks.
3. Blokdyk, G. (2020). Records Management System A Complete Guide, 5StartCooks.
4. Diamond, D. (2016). Metadata for Content Management: Designing taxonomy,

- metadata, policy and workflow to make digital content systems better for users, CreteSpace.
5. Mauthe, A. U. and Thomas, P. (2004). Professional Content Management Systems: Handling Digital Media Assets, John Wiley Sons, United States.
 6. Rockley, A. (2012). Managing Enterprise Content: A Unified Content Strategy (Voices That Matter), 2nd Edition, New Riders.
 7. Yapa, S. (2019). Getting Started with Dynamics 365 Portals: Best Practices and Solutions for Enterprises, Apress, Australia

ASSESSMENT RUBRICS

End Semester Evaluation	60%
Continuous Evaluation	40%
Test papers, Seminar, and Assignment	

Sample Questions to test Outcomes.

1. Discuss about Content Management System.
2. Differentiate subject gateways and portals.
3. Discuss about the conceptual framework of a CMS.
4. Briefly describe about CMS softwares

DISCIPLINE SPECIFIC COURSE (Elective)

Course Code: MLLIS04DSE14

Course Name: TABLEAU PUBLIC - PRACTICAL

Course Credits: 3

Course Description

This course is aimed to discuss Tableau Public software. It will contain discussion about provisions available in Tableau Public, its installation, application and its uses for statistical analysis, tabulation and preparing Tables, Maps, diagrams, Graphs and charts.

Course Objectives

1. Introduce Tableau Public
2. Navigate the user interface
3. Analyze any data – even multiple sources
4. Data visualization using Tableau Public

Credit			Teaching Hours			Assessment		
L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
-	3	3	1	4	5	40	60	100

Lecture/Tutorials, P/I=Practical/Internship, CE =Continuous Evaluation, ESE = End Semester Evaluation

Course Learning Outcomes:

At the end of the Course, the Student will be able to:

1. Install the Tableau Public
2. Use Tableau Public for statistical analysis
3. Use Tableau Public for Data Visualization
4. All about data connections and ways to choose a data source

Module 1 - Installation of Tableau Public

- 1.1 Tableau Public- Introduction
- 1.2 Install Tableau Public
- 1.3 Register with Tableau
- 1.4 Connecting Excel with Tableau

Module 2- Formatting and uploading data

- 2.1 Importing data to Tableau
- 2.2 Adjusting the sheets of- Tableau Public
- 2.3 Activating the worksheet
- 2.4 Grouping variables in Tableau Public.

Modules 3– Data Visualization

- 2.1 Creating maps by using show me- creating Text tables- Heat maps- Highlight maps, Symbol maps- Geographical maps
- 2.2 Creation of Pie charts- Horizontal bar charts- Stacked bars- Side-by-side bars- Tree maps- Circle views, Side-by-side circles,
- 2.3 Creation of Line graph (continues)- Dual lines- Area chart- Dual combination charts- Scatter plots- Histogram- Packed bubbles chart-
- 2.4 Changing the color of the graph- Size of the graph- inserting labels into the graphs- Inserting the title of the graph- sorting the graphs ascending and descending- changing the views of the diagram

Module 4 – Create and share interactive Dashboard

- 4.1 Creating an extra worksheet
- 4.2 Creating Dashboard
- 4.3 Saving the results in to Tableau Public
- 4.4 Downloading and saving the graph

Course Work: Prepare a map showing the location of public libraries in Kerala

Suggested Readings

1. Sleeper, Ryan (2018). Practical Tableau 100 tips, tutorials, and strategies from a Tableau zen master, USA: O' Reilly Media
2. Monsey, Molly and Sochan, Paul (2015). Tableau for Dummies, Noida: Wiley India.
3. Peck , George(2020). TABLEAU 9 : THE OFFICIAL GUIDE, Noida: Mc Gaw Hill India
4. Baldwin, David (2016). Mastering Tableau: Smart Business Intelligence techniques to get maximum insights from your data, UK: Packt Publishing
5. <https://public.tableau.com/app/discover/viz-of-the-day>

ASSESSMENT RUBRICS

End Semester Evaluation	60%
Continuous Evaluation Test papers, Seminar, and Assignment	40%

Sample Questions to test Outcomes.

1. Install Tableau Public.
2. Do statistical analysis using Tableau Public
3. Generate tables, Maps
5. Generate diagrams, Graphs and charts.
6. Create Interactive Dashboard

Course Type: DISCIPLINE SPECIFIC COURSE (Core)

Course Code: MLLIS04DSC16

Course Name: PROJECT WORK (Dissertation)

Course Credits: 4

Course Description

This course is intended to discuss the various steps involved in doing a project work/dissertation work such as identify a research problem, prepare a project proposal/ research synopsis, developing a data collection tool, conducting of data collection, analysis of research data collected, deriving results, testing hypotheses if any, preparing the report in the form of a dissertation.

Course Objectives

1. Introduce the structure and format of a research proposal
2. Introduce the structure and format of a dissertation
3. Train to conduct a minor research study scientifically
4. Prepare a dissertation based on the minor research study conducted.

Credit			Teaching Hours			Assessment		
L/T	P/I	Total	L/T	P/I	Total	CE	ESE	Total
-	4	4	1	4	5	40	60	100

Lecture/Tutorials, P/I=Practical/Internship, CE =Continuous Evaluation, ESE = End Semester Evaluation

Course Learning Outcomes:

On studying this course, students shall be able to:

1. Formulate a research problem and prepare its objectives and hypotheses
2. Identify suitable research methods
3. Conduct a minor research study on a topic.
4. Prepare a Project report/ Dissertation based on the minor research study conducted.

Module 1- Preliminary Work

- 1.1 Dissertation work
- 1.2 Selection of topic
- 1.3 Review of literature
- 1.4 Synopsis preparation – presentation of the synopsis – finalizing the topic

Module 2 – Data Collection tool development

- 2.1 Deciding types of tools needed for data collection
- 2.2 Development of data collection tools
- 2.3 Conducting pilot study
- 2.4 Finalize the data collection tool.

Module 3- Collection and Analysis of data

- 3.1 Conducting survey
- 3.2 Collecting data
- 3.3 Analysis of data
- 3.4 Preparing tables and diagrams – Interpretation of data

Module 4 – Preparation of Dissertation

- 4.1 Writing of chapters – chapter 1 introduction – chapter 2 – review of literature – chapter 3 – research methodology – chapter 4 – analysis – chapter 5 findings and conclusions
- 4.2 Preparing bibliography
- 4.3 Preparing Annexure
- 4.4 Editing and printing - Submission of the dissertation (soft copy and hard copy).

Course work : Prepare and submit a dissertation on a topic selected from LIS field.

Suggested Readings

1. John C Almack (2006). Research and Thesis writing. New Delhi: Cosmo.
2. Satendra Kumar (2018). Essential tips for writing quality research papers. Jaipur: Yking Books.
3. Singh, Gurudev (2018) Research methods for library science professionals. New Delhi; Ess Ess.
4. Goyal, Vivek (2012) Research methodology in library and information science. New Delhi; Ess Ess.
5. Danavandan, S (2017) Research in library and information science. New Delhi; Studera Press.

ASSESSMENT RUBRICS

End Semester Evaluation	60%
Continuous Evaluation	40%
Discussion and Plagiarism check	

Sample Questions to test Outcomes.

1. Prepare a dissertation based on the minor research study conducted in LIS.