

University of Pune

REVISED SYLLABUS FOR ONE YEAR MLISc WITH SEMESTER AND CREDIT SYSTEM

M.Lib.I.Sc. (One year course-Semester Pattern)

Syllabus
2013-2014

1. **Title of the course: Master of Library and Information Science(M.L.I.Sc.)**
2. **Duration of the Course: One year (Two Semesters credit system)**
3. **Objectives of the Course:** Master of Library and Information Science(M.L.I.Sc.) of one year duration with semester and credit system has following objectives:-
 - a) To train the students in the advanced skills of information/knowledge gathering, processing, organization and retrieval.
 - b) To inculcate managerial skills in the students for planning & management of LICs.
 - c) To develop research skills in students & enable them to carry out research in LIS.
 - d) To provide thorough understanding of IT application in information environment including network and communication systems.
4. **Introduction:** Master of Library and Information Science (M.L.I. Sc.) course is conducted in following colleges:-
 1. H.P.T. Arts and R.Y.K. Science College, Nasik
 2. Abasaheb Garware College, Pune
 3. C.T. Bora College, Shirur
 4. Tulajaram Chaturchand College, Baramati
5. **Eligibility:** A candidate who has secured B.Lib.I.Sc. degree from any Indian University with at least 50% marks
6. **External Students-** This course is not open to external students. **Only full time regular students are eligible for this course.**

7. Structure of the Course:

a) Compulsory papers:

Semester – I (Total 16 Credits)

Theory:

Paper No.	Title of the Paper	Ext.	Int.	Total
ML – 101	Information, Communication & Society	50	50	100
ML – 102	Introduction to Research Methodology & Statistical Techniques of Research	50	50	100
ML – 103	Information Retrieval	50	50	100
ML – 104	Information Technology: (Theory)	50	50	100
Total Marks				400

Semester – II (Total 16 Credits)

Theory:

Paper No.	Title of the Paper	Ext.	Int.	Total
ML – 201	Management of Libraries & Information Centres	50	50	100
ML – 202	Bibliographic Control & Information Systems	50	50	100
ML – 203	Information Technology Applications: Practical	50	50	100
ML – 204	Project			100
Total Marks				400
Grand Total				800

c) Medium of Instruction-English

d) Medium of writing examination-English & Marathi

8. University terms

For the award of Master of Library & Information Science (M.L.I.Sc.) a candidate should fulfill the following conditions:-

- i) He/She shall have kept two terms for the Degree Course in Library & Information Science conducted by the University of Pune and
- ii) He/She shall have completed the prescribed course to the satisfaction of the concerned Head of the Department.
- iii) **A student should have attended at least 75% of the total number of lectures and practicals in the said course, and shall have secured at least 40% of marks in termwork.**

A student, who does not thus obtain 40% of marks in the termwork, will have to keep fresh terms.

9. Examination:-

A) Total marks and their allocation per paper

i) Semester I –Four Theory Papers	= 400 Marks
ii) Semester II- Two Theory Papers	= 200 Marks
One Practical	= 100 Marks
Project	= 100 Marks
Total	= 800 Marks

B) Pattern of Question paper:

Theory:

1. Question paper will be of 50 marks and questions will be asked from all the units of the syllabus.
2. Question paper will consist of four questions and all the questions shall be compulsory.
3. The duration of the paper will be two hours.

Practical:

1. Question paper will be of 80 marks and question will be asked from all the units of the syllabus.
2. Question paper will consist of four questions and all the questions shall be compulsory.
3. The duration of the paper will be of two hours.

10. Subject wise detailed syllabus: (enclosed herewith)

11. Recommended books: (list attached)

B) Standard of Passing:-

C) ATKT Rules: -

D) Award of Class:-

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Syllabus
2013-2014
Semester – I (Total 16 Credits)

Theory:

Paper No. Title of the Paper	Ext. Int. Total
ML – 101 Information, Communication & Society	50 + 50 = 100
ML – 102 Introduction to Research Methodology & Statistical Techniques of Research	50 + 50 = 100
ML – 103 Information Retrieval	50 + 50 = 100
ML – 104 Information Technology: (Theory)	50 + 50 = 100
Total marks	= 400

Semester – II (Total 16 Credits)

Theory:

Paper No. Title of the Paper	Ext. Int. Total
ML – 201 Management of Libraries & Information Centres	50 + 50 = 100
ML – 202 Bibliographic Control & Information Systems	50 + 50 = 100
ML – 203 Information Technology Applications: Practical	50 + 50 = 100
ML – 204 Project	100
Total marks	= 400
Grand Total marks	= 800

ML – 101 INFORMATION, COMMUNICATION AND SOCIETY

Objectives:-

- 1. To introduce to the students the concept of Information & its Communication in Knowledge Society.**
- 2. To familiarize the students with professionalism & LIS Education**
- 3. To introduce students with the concept of Economics of Information and Information Industry & Knowledge Management.**

	TOTAL NO. OF CREDITS = 4
UNIT 1 1 CREDIT	Information , Communication & Knowledge Society 1.1 Information: Characteristics & Properties of Information, Use of Information in R & D, Business and Industry, Planning & Policy making, Management and Decision Making 1.2 Information & its communication: meaning, forms and channels of communication, formal and Informal communication, models of communication, scientific communication, barriers of communication, library as a channel of communication. 1.3 Knowledge Society and the Library : Knowledge Society: Genesis, Characteristics and Implication & Changing Role of LIC& professionals in Knowledge Society
UNIT 2 1 CREDIT	Unit 2 Library and Information Science Education & Professionalism 2.1 Library and Information Science Education: definition of professional education, components of professional education, LIS as a discipline, levels & curriculum of LIS Education in UK, USA and India, methods of teaching and evaluation in LIS Education ,Accreditation of LIS Education in India, UK,& USA 2.2 Professionalism: definition of profession & its characteristics, definition of Librarianship & changing role of library profession, role of professional associations in promoting librarianship, professional ethics(definition, concept, need & purpose)
UNIT 3 1 CREDIT	Information and Knowledge Management 3.1 Information Management : concept & methods 3.2 Knowledge Management : definition, objectives, methods & tools
UNIT 4 1 CREDIT	Economics of Information 4.1 Concept, and Substance of Economics, Economics of information 4.2 Economic Characteristics of Information as a commodity 4.3 Information & Knowledge Industry -definition & kinds of knowledge industry (to be listed only) Information Industry Components: Generators, providers & intermediaries of Information

ML-102 INTRODUCTION TO RESEARCH METHODOLOGY & STATISTICAL TECHNIQUES OF RESEARCH

Objectives:-

1. To introduce application of Research Methodology in LIS and inculcate research skills among the students.
2. To understand the use of various data collection tools & statistical techniques for research
3. To give exposure to current trends of Research in LIS.

TOTAL NO. OF CREDITS = 4	
UNIT 1 1 CREDIT	<p>Research & Research Design</p> <p>1.1 Research: definition, characteristics, objectives, types of research-Pure, Applied research including interdisciplinary and multidisciplinary research & ethical aspects of research</p> <p>1.2 Research Design: definition, steps in research, identification of problem, literature search, hypothesis, designing research proposal</p>
UNIT 2 1 CREDIT	<p>Research Methods, Research techniques and Tools</p> <p>2.1 Research Methods: ,historical method, descriptive method, survey method, experimental method, case study method, future research, Bibliometrics-concept, definition, laws,methods:content analysis, citation analysis evaluation research, comparative Librarianship, Introduction to Webometrics,Informetrics, Scientometrics, Librametry, Sociometry</p> <p>2.2 Research techniques and Tools : Questionnaire, Interview, Observation, Scales and Check lists, Sampling techniques :definition, purpose, types (probability & non-probability)</p>
UNIT 3 1 CREDIT	<p>Data Analysis and Interpretation</p> <p>3.1 Preliminary Analysis-data editing, classification, tabulation, graphic presentation</p> <p>3.2 Statistical Analysis-concept, Descriptive Statistics (measures of central tendency; dispersion-range, variance, standard deviation; correlation), Inferential Statistics (regression-linear & non-linear, Z-T test, chi-square test), Statistical Packages- SPSS</p>
UNIT 4 1 CREDIT	<p>Research Reporting,</p> <p>4.1 Research Reporting: structure, style & contents, style manual-Chicago, MLA, APA, citations of print and electronic sources</p> <p>4.2 Current trends in LIS research</p>

ML-103 INFORMATION RETRIEVAL

Objectives:-

1. To understand use of indexing techniques, vocabulary control & search strategies for Information Storage & Retrieval.
2. To familiarize students with Information retrieval models and develop skills in designing thesaurus.
3. To introduce Consolidation & Repackaging of Information into Information Products.

	TOTAL NO. OF CREDITS = 4
UNIT 1 1 CREDIT	Information Storage and Retrieval 1.1 definition, purpose, components and types of information retrieval system 1.2 Role of Indexing in Information Retrieval Types of Indexing- pre-coordinate(Dr.S.R.Ranganathan's Chain indexing, PPSI, PRECIS, SLIC), post coordinate (UNITERM) and automatic Indexing (KWIC, KWAC, KWOC) 1.3 Indexing languages and vocabulary control: definition, purpose & tools Thesaurus- Structure , thesaural relationships & construction
UNIT 2 1 CREDIT	Retrieval of Information 2.1 Models for information retrieval: Input- Output Models and Theoretical Models. 2.2 Information search and search strategy : type of search- keyword search, Phrase search, keyword and subject search, truncation search, range search. Boolean logic and Venn Diagram. 2.3 Searching the web
UNIT 3 1 CREDIT	Evaluation of Information Storage and retrieval system. 3.1 Evaluation- need, types and criteria with example e.g. Cranfield Study and MEDLAR Test. 3.2 Current Trends in Information Retrieval: searching the web, open access repository and its creation, Portal- vortal, Datamining, Automatic text summarizing, Information standards and protocols.
UNIT 4 1 CREDIT	Information Repackaging and Products. 4.1 Information analysis, repackaging and consolidation: Concept, definition, packaging and repackaging. Information consolidation activities, need, steps in information consolidation and repackaging process and advantages. 4.2 Information Products: concept , types, design and development of information products. 4.3 Marketing of information products and services: concept, need, market research, price, marketing mix, factors influencing the market. 4.4 Trends in Information Analysis, Repackaging & Consolidation including electronic content creation & document delivery

ML - 104 INFORMATION TECHNOLOGY: BASICS

Objectives:-

1. To introduce the concept & use of ICT and its application in Libraries and Information Centres.
2. Development of skills in planning and implementation of library automation
3. Study of digital library, use of e-documents & current trends in the use of ICT

	TOTAL NO. OF CREDITS = 4
UNIT 1 1 CREDIT	Information & Communication Technology: Basics & Library Automation and Library Software 1.1 Information & Communication Technology: Basics of Communication technology, Components, transmission media (bounded , unbounded), transmission Mode (Simplex, half – duplex, full duplex, Multiplex), bandwidth (voice band, medium band, broadband)
UNIT 2 1 CREDIT	Networks & Internet 2.1 Networks: definition, media (Optical fiber, Ethernet, Network Interface Card, Hubs, Routers), switching techniques (Packet switching, circuit switching, cell switching),networks architecture (Peer to peer, client – server),OSI model 2.2 Internet : Brief History, Components ,connectivity (dial up, leased lines, ISDN – broadband, cable-internet, wireless , Internet over satellite), internet protocols(TCP/IP, HTTP, FTP),browsers & search engines :concept, types, examples, network based information services, Internet Security ,Intranet, Extranet
UNIT 3 1 CREDIT	Digital Library & Electronic Documents 3.1 Digital Library: genesis, definition, characteristics, objectives ,digitization-devices (Scanners, Cameras) software, Data Warehousing & data mining :concept, application in libraries,Metadata-Brief history, standards-Dublin Core Virtual Library-concept, hybrid library, electronic library DOAJ-concept Institutional repository-concept Content management-concept 3.2 Electronic Documents Multimedia-concept, elements, impact of multimedia on library services E journals-Nature, Acquisition, Evaluation criteria Databases-Definition, types (bibliographic, full text, statistical), e.g. Databanks-Evaluation criteria, e.g.
UNIT 4 1 CREDIT	Current Trends in ICT .Blogs, Wi-Fi, RFID, Subject Gateways, Portals, RSS Feeds, Twitter, Face book, Web 2.0, Web 3.0, Biometric Technology for library security, Open Source Software, Folksonomy, forums.

M.L.I.SC-SEMESTER II

MI-201 MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES

Objectives:-

1. To study the functions of management & their application to librarianship.
2. To familiarize students with the concept of System Analysis, Management of Change , TQM & Marketing of LIS services.

	TOTAL NO. OF CREDITS = 4
UNIT 1 1 CREDIT	<p>Management & its functions</p> <p>1.1 Schools of management & approaches to management</p> <p>1.2 Planning & Organizing</p> <p style="padding-left: 20px;">1.2.1 Planning: definition, need, types, principles, steps, policies & procedures, decision making, MBO, Building and Space management in LICs, Risk & Contingency management</p> <p style="padding-left: 20px;">1.2.2 Organization-structures, authority & its characteristics, delegation of Authority: modes, principles</p> <p>1.3 Human Resource Management: concept, job analysis, job description & job specification, recruitment & hiring procedures, training & development, discipline & grievances, performance appraisal, motivation & leadership theories</p>
UNIT 2 1 CREDIT	<p>Financial Management</p> <p>2.1 Budgeting techniques & methods -PPBS, ZBB</p> <p>2.2 Budgetary control systems: cost-effectiveness & cost- benefit analysis</p> <p>2.3 Outsourcing-concept, need, benefits, limitations, library services to be outsourced</p>
UNIT 3 1 CREDIT	<p>System Analysis & Design</p> <p>3.1 Library as a system, system analysis & design</p> <p>3.2 Monitoring & Control techniques: Management Information System, Network techniques- PERT/CPM</p> <p>3.3 Performance Measurement & Evaluation Technique</p> <p style="padding-left: 20px;">3.3.1 Performance Measurement – concept, need, Performance Measurement in LICs, Time & Motion Study</p> <p style="padding-left: 20px;">3.3.2 Performance Evaluation of libraries- meaning, objectives, stages, areas, method, evaluation of library performance, SWOT analysis</p>
UNIT 4 1 CREDIT	<p>Total Quality Management, Change Management, Marketing of Library & Information Services</p> <p>4.1 Total Quality Management: Concept, objectives, elements, techniques, quality audit, TQM for LICs</p> <p>4.2 Change Management: Concept, forces of change, changes in procedure, types, steps, techniques, problems, Change Management in LICs Re-engineering- concept, steps, sources, Re-engineering in libraries</p> <p>4.3 Marketing of Library & Information Services: Concept, need, market analysis, market segmentation, marketing mix, marketing audit, marketing of library products & services, promotion techniques including electronic media</p>

ML-202 BIBLIOGRAPHIC CONTROL AND INFORMATION SYSTEMS

Objectives:-

1. To familiarize students with the meaning and tools for Bibliographical Control of Information.
2. To provide knowledge about the information systems and understand the rationale behind internationalization in information systems.

	TOTAL NO. OF CREDITS = 4
UNIT 1 1 CREDIT	Bibliographic control Concept, definition, aim, need. 1.1 UBC: concept and definition, needs and prerequisite to UBC at national and international level. 1.2 UAP: Historical background and IFLA's role, Objectives and scope. Book acquisition at National level, Inter Library Loan, International Agreement on Book exchange.
UNIT 2 1 CREDIT	Bibliographic organization in India 2.1 Government initiative- Delivery of book act, National Library- INB, RRRLF, (ISBN). 2.2 Bibliographic services in India- 2.3 Library Networks and Consortia: definition, need, objectives, use, activities, services & examples (national & international) 2.4 Information and Documentation Centre in India: role, objective, scope, services & products- NISCAIR, NASSDOC, DESIDOC, SENDOC, DSIR, NCSI & IASLIC.
UNIT 3 1 CREDIT	Information policy 3.1 Information policy- Meaning, need, importance, process of formulation, guidelines 3.2 International Policy Issues -UNESCO, IFLA, FID, ICSU/AB 3.3 Indian Initiatives- National Information Policy 1986, Right to Information Act, National Knowledge Commission 2008. 3.4 Intellectual Property Rights, Copyright Act -salient features, Copyright Act & Fair Use, plagiarism
UNIT 4 1 CREDIT	Information Systems: definition, objectives, need, importance and types. 4.1 UNISIST (Global Information system)-rationale, objectives, impact of UNISIST 4.2 NISSAT- history, structure, objectives, Activities, of NISSAT, Sectoral Centers- their field, scope and contribution. 4.3 International Information Systems. Subject scope, input-output processing, services & products e.g. INIS, AGRIS, IFIS, ASFIS, TITUS, DEVSIS, ASTINFO, BIOSIS, INSPEC, VINITI, INFOTERA, POPIN International etc. Commercial / Private Information systems- CAS, MEDLARS

ML – 203 Information Technology – Applications**100 Marks****Objective:-**

- 1. To provide students with hands-on-experience in the use of Library Software, CD and Internet Search.**
- 2. To develop skills in web page designing.**

	TOTAL NO. OF CREDITS = 4
UNIT 1 1 CREDIT	Using Library Software SOUL or any locally available library software. Creation & maintenance of bibliographic database of minimum 50 documents using SOUL or any locally available library software
UNIT 2 1 CREDIT	a.CD search :Study of minimum 5 CDs(text, graphic) b.Digitization of documents (scanning, OCR etc.)
UNIT 3 1 CREDIT	a.Web Search :Searching information on two subjects using various search strategies-Basic, Advanced, truncation, wild card, pearl citation,google scholar, N-list etc. b. Content management software
UNIT 4 1 CREDIT	Web Page Designing Open a Page, Create a New Page, and Give Pages a Consistent Look (eg.-themes), Add Page Elements (eg. Page Banner), Create Hyperlinks

ML-204 Project**Guided project****100 marks****Objective:**

- 1. To develop skills using research methods, techniques and tools.**

(80 marks for project and 20 marks for viva)

Internal and external examiners shall each assign marks out of 40 for project and 10 for viva which shall then be cumulated together.

Important Note:

1. Practical exam and viva for ML-203, ML-204 will be conducted in both semesters and examination will be conducted in Second Semester only.

M.L.I.Sc. Workload

Semester I

1. Theory Papers

Four lectures of 60 minutes per theory paper per week

No. of theory papers=4

No. of lectures per paper per week=4

Workload of theory papers=4x4=16 lectures

2. Seminar & Tutorial

Four lectures each i.e. 1x4=4 lectures

Total Workload for Sem I=16 lectures + 4 lectures = 20 lectures per week

Semester II

1. Theory Papers

Four lectures of 60 minutes per theory paper per week

No. of theory papers=2

No. of lectures per paper per week=4

Workload of theory papers=2x4=8 lectures

2. Seminar & Tutorial

Four lectures each i.e. 1x2=2 lectures

3. Practical Papers

Four lectures Practical of 60 minutes per practical paper per week

(Note:For Practical papers each batch shall have 12 students.)

(1 paper x 4 lectures x 2 batches =8 lectures)

Workload of practical papers=2x4=8 lectures

4. Project

Four lectures each i.e. 1x4=4 lectures

Total Workload for Sem II=8 lectures + 2 lectures + 8 lectures + 4 lectures = 22 lectures per week

Total Workload for Sem I & Sem II = 20 lectures+ 22 lectures = 42 clock hours

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