

VELLALAR COLLEGE FOR WOMEN (AUTONOMOUS)
ERODE – 12



PG Department of Library and Information Science

**Course contents, Scheme of Examination, Credits and
Syllabus
(for students admitted during 2018-2019 and onwards)**

Question Paper Pattern-CORE PAPERS

Bloom's Taxonomy Based Assessment Pattern

Components of CIA Marks (Theory)

Tests (I & II)	Assignment / Seminar / Subject Viva	Model Examination	Total
10	5	10	25

Components of CIA Marks (Practical's)

Tests (I & II)	Record	Performance	Model Examination	Total
10	10	10	10	40

CIA

Section	Choice	Marks	Total
A	Compulsory	2 x 2 = 4	30
B	Either / Or	2 x 5 = 10	
C	Open Choice (2 out of 3)	2 x 8 = 16	

Model and End Semester Examination

Section	Choice	Marks	Total
A	Compulsory	5 x 2 = 10	75
B	Either / Or	5 x 5 = 25	
C	Open Choice (5 out of 8)	5 x 8 = 40	

PRACTICALS

Duration: 3.00 hrs

Marks -60

External Practical Examination: 60 Marks

SKILL BASED SUBJECT I

Duration: 3.00 hrs

Marks: 100

The distribution of marks is as follows

Internal: 40 Marks (Group Discussion - 10, Interview Techniques - 10, Written - 20)

External: 60 Marks (Online Examination)

VELLALAR COLLEGE FOR WOMEN(Autonomous), THINDAL, ERODE**PG & RESEARCH DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE****SYLLABUS 2018-2019****Course Content and Scheme of Examination (OBE & CBCS Pattern)**

(Applicable to students admitted during the academic year 2018-2019 onwards)

Semester – I

Study Component	Paper Code	Title of the Paper	Inst. Hrs. Week	Exam. Dur. Hrs.	Max. Marks			Credits
					CIA	ESE	Total	
Core	18MLPC101	Foundations of Library and Information Science	7	3	25	75	100	4
	18MLPC102	Management of Library and Information Centre	7	3	25	75	100	4
	18MLPC103	Knowledge Organization and Retrieval(Theory)	7	3	25	75	100	4
	18MLPC104	Information Resources	6	3	25	75	100	3
Non Major Elective	18MLPN101		3	3	25	75	100	5
			30	Total			500	20

Semester – II

Core	18MLPC205	Information and Communication	5	3	25	75	100	4
	18MLPC206	Knowledge Management	6	3	25	75	100	4
	18MLPCP01	Knowledge Organization and Retrieval-I (Practical)	6	3	40	60	100	4

	18MLPCP02	Knowledge Organization and Retrieval-II (Practical)	6	3	40	60	100	4
Elective-I	18MLPE201	Library Automation and Networking	4	3	25	75	100	3
Skill Based Subject-I	18MLPS201	Advanced Multi Skill Development Paper	3	1	40	60	100	5
Practice	18MLPC2IN01	Internship						4
			30	Total			600	28

Semester – III								
Core	18MLPC307	Information System and Services	6	3	25	75	100	3
	18MLPC308	Information Retrieval	6	3	25	75	100	3
	18MLPC309	Research Methodology	6	3	25	75	100	4
	18MLPC310	E- Library Tools and Techniques	6	3	25	75	100	4
Skill Based Subject-II	18MLPS302	Digital Libraries and Web Technology	3	3	25	75	100	5
Skill Based Subject-III	18MLPS303	Communication and Public Relations	3	3	25	75	100	5
			30	Total			600	24
Semester – IV								
Core	18MLPC411	Library System and its Applications	6	3	25	75	100	3
	18MLPC412	Informetrics	6	3	25	75	100	4
	18MLPC413	Media Libraries and Information Marketing	6	3	25	75	100	3

	18MLPCP03	Open Source Software (Practical)	6	3	40	60	100	3
	18MLPC4PV	Project	6	-	-	-	100	5
			30	Total			500	18
		Total					2200	90

NON MAJOR ELECTIVE

S. No.	Subject Code	Title of the Paper
1.	18MLPN101	INFORMATION AND COMMUNICATION TECHNOLOGY

SKILL BASED SUBJECT

S. No.	Study Component	Subject Code	Title of the Paper
1.	Skill Based Subject-I	18MLPS201	Advanced Multi Skill Development Paper
2.	Skill Based Subject -II	18MLPS302	Digital Libraries and Web Technology
3.	Skill Based Subject-III	18MLPS303	Communication and Public Relations

SELF LEARNING PAPER (Optional)

S. No.	Subject Code	Title of the Paper
1.	18MLPSL04	Information Forms and Sources

MOOCs Non-ranking Compulsory Credit Course for PG will be introduced from the Academic Year 2018 – 2019 and Onwards.

CODE	COURSE TITLE
18MLPC101	FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

Category	CIA	ESE	L	T	P	Credit
CORE	25	75	100	05	-	4

Course Outcomes

On the successful completion of the course, students will be able to know the importance of libraries and its role in the community & academic arena.

CO Number	CO Statement
CO1.	Demonstrate the role of libraries and its importance in the human civilization
CO2.	Distinguish between Public, Academic and Special Libraries and its functions
CO3.	Identify the collective role of Government and Private bodies in protecting the Library, Library Professionals and Resources
CO4.	Handle the library staff and users in the right manner
CO5.	Classify various global library networks linked through associations

Syllabus

UNIT I (25 hrs.)

Library in the Social Context

Concept of Libraries – History and development of Modern Library System: India and International Library movement – Role of libraries in contemporary society: Library as a scientific centre, Library as a community centre, Library as a transforming medium.

UNIT II (20 hrs.)

Five Laws of Library Science

Implications of Five Laws in Library and Information Activities - Types of Libraries and their functions: National, Public, Academic and special libraries - National Library of India.

UNIT III**(20 hrs.)****Library Legislation in India**

Need for Library Legislation – Essential features of Library Legislation - Model Public Library Bill of S.R. Ranganathan - Indian copyright Act – Delivery of Books and Newspapers Act.

UNIT IV**(20 hrs.)****Promotion of Library Information Sciences**

UNESCO – UGC – and RRRLF

UNIT V**(20 hrs.)****Library and Information Profession**

Librarianship as a Profession – Professional Ethics - Professional Associations and their role.

National and International Associations: IFLA – ILA – IASLIC – ALA - SLA.

Text Books

Sl. No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Ranganathan, S.R.	The Five Laws of Library Science	Sarada Ranganathan Endowment	2006
2.	Rakeshkumar Shantilal Prajapati	Foundations of Library and Information Science	Discovery Publishing House	2013, 1 st Edition
3.	Mittal, R.L. & Ranganathan, S.R.	Library Administration Theory And Practice	Ess Ess Publications	2007, 1 st Edition
4.	Bavakutty, M. Abdul Majeed, K.C. Nasirudheen, T.P.O.	Future Librarianship In Knowledge Society	Ess Ess Publications	2008, 1 st Edition
5.	Panda, B.D.	Library Administration And Management	Anmol Publications	1993, 1 st Edition
6.	Gunjal S R & Sangam S L	College Library : Problems And Prospects	Gulbarga University Publication	1987, 1 st Ed
7.	Ranganathan S R	Library Administration	Ess Ess Publications	2006

Reference Books

Sl.No	Author Name	Title of the Book	Publisher	Year and Edition
1.	Gorman, M	Our Enduring Values: Librarian Ship in the 21 st Century	American Library Association (ALA)	2000
2.	Megarry, K.J	The Changing Context of Information :An Introductory Analysis	Library Association	1993 , 2 nd Edition.
3.	Buragohain, A.	Various aspects of Librarianship and Information Science.	Ess Ess Publications	2000
4.	Route ,R.K	Library Legislation in India	Reliance Publications.	1991
5.	Sqandy Norman, E.	Copyright of Information Professional	Facet Publishing House	2001
6.	Bavakutty ,M and Etal	Organisation of Libraries and Information Centres in 21 st Century	Ess Ess Publications	2002

Pedagogy

- Lecture, PPT, Quiz, Assignment, Group Discussion, Seminar

CODE	COURSE TITLE
18MLPC102	MANAGEMENT OF LIBRARY AND INFORMATION CENTRE

Category	CIA	ESE	L	T	P	Credit
CORE	25	75	100	05	-	4

Course Outcomes

On the successful completion of the course, students will be able apply the managerial skills and manage the library and its housekeeping operations very effectively.

CO Number	CO Statement
CO1.	Demonstrate an understanding of the philosophy and principles of contemporary management theories, specifically their relevance to the management of libraries and information centers
CO2.	Develop a basic knowledge of practical implementation of management theory related to program planning, goal-setting, implementation, and evaluation; budgeting and fiscal management.
CO3.	Perceive an understanding of the effects of technology on communication and organizational structures
CO4.	Measure the importance of effective and ethical leadership and of the political ramifications of management decisions
CO5.	Describe management issues effectively and negotiate for funding and marketing library services in appropriate manner

Syllabus

UNIT I **(15 hrs.)**

Fundamentals of Management

Concept, Definition and Scope – Management school of thought – Principles of Scientific Management – Foyal’s principle - styles and approaches –Functions: POSDCORB

UNIT II **(25 hrs.)**

Human Resource Management

Human Resource Management: Organization Models - Job description and Job analysis –
Selection, Recruitment, Training and Development – Motivation

UNIT III

(25 hrs.)

Management of Library House Keeping Operations

Acquisition Section – Technical Section – Maintenance Section – Circulation – Reference -
Periodical - Digital Section - Stack Management.

UNIT IV

(20 hrs.)

Financial Management

Planning and Control Resource generation – Budget, Budgeting, - Control techniques – PPBS,
ZBBS – Cost Benefit, Cost effective Analysis and Accounting

UNIT V

(20 hrs.)

Planning and Planning Strategies

MBO – Decision making –TQM – PERT – SWOT - Planning of Library Building – Furniture,
Equipment and standards

Text Books

Sl. No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Anil K. Dhiman, Yashoda Rani	Library Management	Ess Ess Publications	2004 , 1 st Ed.
2.	Ansari, M.M.	Textbook Of Library Management	Shree Publishers & Distributors	2003, 1 st Ed.
3.	Mukesh, K. Sahu	Library Management New Trends	Shree Publishers & Distributors	2008, 1 st Ed.
4.	Ajit Singh Siwatch	Library Management	Shree Publishers & Distributors	2005, 1 st Ed.
5.	Balakrishnan, S., Paliwal, P.K.	Information Technology In Library Management	Anmol Publications	2001, 1 st Ed.

6.	Panda, B.D.	Library Administration And Management	Anmol Publications	1993, 1 st Ed.
7.	Ranganathan ,S .R	Library Administration	Ess Ess Publications	2006

Reference Books

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Koontz, H	Essential of Management :An International Perspective .	Tata Mc Graw Hill	2009
2.	Bryson ,J	Effective Library And Information Centre Management	Routledge	1993, 2 nd Ed.
3.	Kumar ,Krishna	Library Administration And Management	Vikas Pub.	1987
4.	Ranganathan ,S. R	Library Administration	Ess Ess Publications	1954
5.	Parameswaran ,Bavakutty M	Management Of Libraries In 21 st Century	Ess Ess Publications	2000

Pedagogy

- Lecture, PPT, Quiz, Assignment, Group Discussion, Seminar

CODE	COURSE TITLE
18MLPC103	KNOWLEDGE ORGANIZATION AND RETRIEVAL(THEORY)

Category	CIA	ESE	L	T	P	Credit
CORE	25	75	100	05	-	4

Course Outcomes

On the successful completion of the course, students will be able apply the classification schemes and catalogue codes for print and E-resources.

CO Number	CO Statement
CO1.	Recall disciplinary and interdisciplinary theories, concepts, principles, skills, and practices on classification and cataloguing
CO2.	Synthesize knowledge across different subjects and other experiences
CO3.	Evaluate, analyze, and integrate various disciplines using cannon, principles and facets of classification and cataloguing
CO4.	Use appropriate strategies and tools to represent, analyze, and integrate information
CO5.	Apply knowledge from core curriculum courses, discipline-based courses, and other experiences in a range of contexts to solve problems and make decisions.

Syllabus

UNIT I (25 hrs.) Theory of Library Classification

Definition - Need and purpose of library classification – General Theory of Classification

Universe of Knowledge: Universe of Subjects – Knowledge - Structure and Development of Subjects: Structure & Attributes – Modes of Formation of Subjects: Simple - Complex & Compound subjects. Normative Principles and their Applications: Canons for Idea Plane – Principles of Helpful Sequences –Types and Qualities of Notation.

UNIT II (20 hrs.) Schemes of Classification

General – Universe of Documents – Features – Mnemonics – Devices - Enumeration to Analytico-Synthetic Scheme of Classification – Comparative study. Fundamental Categories: PMEST – Zones –System & Special – Phase relation – Facet analysis. Overview & General features of major schemes – CC – DDC – UDC.

UNIT III (25 hrs.)
Library Cataloguing

Library catalogue – Purpose and Formation – Physical forms: Book form, card form and OPAC – Types of catalogue: Author Catalogue -Title Catalogue – Dictionary Catalogue - Classified Catalogue and Subject Catalogue. Subject Heading – Chain Procedure and Printed List of Subject Heading – L.C. List of Subject heading and Sears List of Subject Heading

UNIT IV (15 hrs.)
Kinds of Cataloguing

Centralized Cataloguing: Types - Advantages & Disadvantages - Co-operative Cataloguing – NPAC - Union Catalogue. Normative Principles – Cannons – Sources of Information for a Cataloguer - Kinds of Entries: CCC & AACR II - MARC 21.Vocabulary Control devices: Thesaurus – Universal Bibliographic Control - BSO.

UNIT V (20 hrs.)
Bibliographic Standards

Standards for Bibliographic description – ISBD(M) - ISBD(S) - ISBD(NBM) - CCF- MARC II – UNIMARC - MARC21 – ISBN - ISSN

Text Books

Sl. No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Ghavan, K.S., Prasad, K.N., Lalitha, S.K.	Knowledge Organization Information Systems and Other Essays	Ess Ess Publications	2006, 1 st Ed
2.	Ranganathan, S.R.	Classified Catalogue Code	Asia Publishing House	1977
3.	Satiya M P	Manual of Practical Colon Classification	Sterling Publishers	1984, 1st Ed
4.	Ranganathan, S.R.	Classified Catalogue Code	Sarada Ranganathan Endowment	2006, 5th Ed
5.	Ranganathan, S.R.	Prolegomena to Library Classification Vol - I	Sarada Ranganathan Endowment	1990,3rd Ed
6.	Aswal, R.S.	AACR2 With MARC21 Cataloguing Practice for 21st	Ess Ess Publications	2005 , 1st Ed

		Century		
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Reference Books

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Bakewell,K.	Manual of Cataloguing Practice	Elsevier	1972
2.	Kumar ,G.K	Theory of Cataloguing	Vikas Publishing House	1986 ,4 th Ed
3.	Sr, R .	Headings and Canons	Viswanathan	1955
4.	Ranganathan, S.R.	Prolegomena to Library Classification	Sarada Ranganathan Endowment	1987, 2nd Ed.
5.	Pushpa, D.	Library Classification :Theory and Practice.	Viswa Prakashan	1998

Pedagogy

- Lecture, PPT, Quiz, Assignment, Group Discussion, Seminar

CODE	COURSE TITLE
18MLPC104	INFORMATION RESOURCES

Category	CIA	ESE	L	T	P	Credit
CORE	25	75	85	5	-	3

Course Outcomes

On the successful completion of the course, students will be able to categories the information sources and their specific use in academic and special libraries.

CO Number	CO Statement
CO1.	Identifies a variety of potential sources of information
CO2.	Distinguish and can use the variety of information sources available, including: Internet, electronic library catalogs, and print materials.
CO3.	Develops efficient and effective search strategies
CO4.	Consults experts for assistance/guidance when needed
CO5.	Relate information sources and users queries

Syllabus

UNIT I (18 hrs.)

Classification of Information Sources

Types of Information Resources – Documentary and Non-documentary sources – Characteristics – Scope and Value - Human Sources of Information – Invisible colleges.

UNIT II (18 hrs.)

Reference Sources

Ready Reference Sources – Types and Value – Dictionaries – Encyclopedias – Almanacs - Biographical Sources - Handbooks and Manuals - Geographical Sources.

UNIT III**(18 hrs.)****Bibliographical Sources**

Bibliographical sources – Bibliography and its Types, List of Serials; Union Catalogues –
Indexing and Abstracting sources - News summaries - Digest

UNIT IV**(18 hrs.)****Online Resources**

Internet as a Source of Information - Web Resources – Open Sources -Subject Gateways -
Evaluation of Information Sources.

UNIT V**(18 hrs.)****Preservation and Conservation**

Preservation and Conservation – Meaning, Need and Importance – Types of Preservation –
Restoration, Lamination, Binding

Text Books

Sl. No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Anil K. Dhiman and Yashoda Rani	Learn Information and Reference Sources And Services	Ess Ess Publications	2005, 1st Ed.
2.	Upadhaya, J.L.	Information Resources In Modern Libraries	Shree Publishers & Distributors	2004 ,4 th Ed
3.	Anjad Ali	References Services and the Digital Sources of Information	Ess Ess Publications	2004,1 st Ed.
4.	Jagdish Saran Sharma, Grover, D.R.	Reference Services And Sources of Information	Ess Ess Publications	2004 , 1 st Ed.
5.	Savita Mittal	Digital Library Resources	Ess Ess Publications	2005, 1st Ed.
6.	Anil K. Dhiman, Yashoda Rani	Learn Information And Reference Sources And Services	Ess Ess Publications	2005, 1st Ed.

Reference Books

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Krishna Kumar	Reference Service	Vikas	2003, 3 rd Ed.
2.	Kumar PSG	Indian Encyclopedia of Library and Information Science	S.Chand and Co	2001, 1 st Ed
3.	Chou, G G	Searching CD-Rom and Outline Information Sources	Facet Publishing	2001
4.	Alan Poutler and Others	A Library And Information Professionals Guide To Www	Facet Publishing	1991
5.	Sharma J S	References Services And Sources Of Information	Ess Ess Publications	2001

Pedagogy

- Lecture, PPT, Quiz, Assignment, Group Discussion, Seminar

CODE	COURSE TITLE
18MLPN101	INFORMATION AND COMMUNICATION TECHNOLOGY

Category	CIA	ESE	L	T	P	Credit
NON MAJOR	25	75	40	5	-	5

Course Outcomes

On the successful completion of the course, students will be able apply the tools and techniques to retrieve information through web.

Syllabus

UNIT I (9 hrs.)

Information Technology: Components – Impact of IT on society – Application of IT in libraries and information centers-computer technology: Input, output and storage devices.

UNIT II (9 hrs.)

Communication Technology: Tele communication – Transmission media: Switching, Bandwidth multiplexing, modulation protocols – wireless communication.

UNIT III (9 hrs.)

Communication Tools and Techniques: Fax, Tele conferencing, video conferencing, Teletext, video text and bulletin board services

UNIT IV (9 hrs.)

Networking: Concepts, Topologies – Types: LAN, WAN and MAN, Internet, Intranet

UNIT V (9 hrs.)

Web Technology: Web browser, Search engine, Hypertext, Hyper media and Multimedia Integrated services: Digital Network (ISDN) – Open System Inter connection (OSI)

Text Books

Sl. No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Suriya, M, Uma Devi, L.N., Vijayarumugam, R, Ganaesh, V,	ICT and Library Services	APH Publication Corporation	2011, 1 st Ed.

	Parthasarathy, V.			
2.	Seema Shah	Information Technology for Future	Shree Publishers & Distributors	2008, 1 st Ed.
3.	Deepak Tyagi	Internet for Library and Information Services	Random Publications	2013, 1 st Ed.
4.	Jeanne Froidevaux Muller	Librarians Guide to The Internet	Chandos Publishing	2005, 1 st Ed.
5.	Rajaraman, V. And Neeharika Adabala	Fundamentals of Computers	Phi Learning Private Limited	2015, 6th Ed.
6.	Anil K. Dhiman, Yashoda Rani	Learn Computer Basics and its Application in Libraries	Ess Ess Publications	2005, 1 st Ed.

Reference Books

Sl. No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Chen CC and Breassler,D.	Microcomputers in Libraries	Neil Sejuman	1982
2.	K.B	Computers Today	BPB publications	1998
3.	Mller ,W.J	Computers for Everybody	BPB publications	1985
4.	Sanjay .K,B	Hardware and Software of Personal Computers	Wiley Eastern	1991
5.	Subramianan, N	Introduction to Computer Science	Tata Mc –Graw Hill	2001

Pedagogy

- Lecture, PPT, Quiz, Assignment, Group Discussion, Seminar

CODE	COURSE TITLE
18MLPC205	INFORMATION AND COMMUNICATION

Category	CIA	ESE	L	T	P	Credit
CORE	25	75	70	5	-	4

Course Outcomes

On the successful completion of the course, students will be able to communicate well and address various issues and challenges on information transmission.

CO Number	CO Statement
CO1.	Determines accuracy, relevance and comprehensiveness of information
CO2.	Assesses the reliability and filters large amount of information
CO3.	Thinks critically about the content of information
CO4.	Understands the process of knowledge generation and publication patterns in appropriate disciplines/fields
CO5.	Familiarized with the role of vendors and hybrid information

Syllabus

UNIT I (10 hrs.)

Basics of Information

Information – concept and characteristics of published information – information growth scattering and obsolesce.

UNIT II (20 hrs.)

Models of Communication

Communication Models: Shannon weaver model, Berlo's model, Lasswells model, Gestner model etc. – Channels of Communication – Formal and Informal communication – Patterns of Communication - Barriers of Communication.

UNIT III (20 hrs.)

Database : Importance – Types – Source of reference, textual, bibliographic and statistical sources, Referral sources

UNIT IV (10 hrs.)

Online Information

Online Information distribution – Role of Vendors: STN – HYBRID – information.

UNIT V (15 hrs.)

Information Intermediaters

Information Intermediaters – Information consultants – Technological gatekeepers – information Brokers – Information Vendor

Text Books

Sl. No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Chandra	Information Literacy And Seeking Behaviour	Willey	2004
2.	Karen E. Fisher, Sanda Erdelez	Theories Of Information Behavior	Ess Ess Publications	2008, 1 st Ed.
3.	Mukherjee	Information Communication And Society	Ess Ess Publications	2009
4.	Kaplowitz	Information Literacy Instruction Theroy	TMH	2005
5.	Salampure	Information Seeking Behavior	Springer	2004

Reference Books

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Uma Narula,	Communication Models	Atlantic Publishers	2006
2.	Ingrid Pillar	Inter Cultural Communication	Edinburgh	2011
3.	Manuac Castells	Communication Power	Oxpord University Press	2009
4.	James William Brown	Technological Gate Keeper	Springerlinic	2005
5.	Klusck, M(Ecl)	Intelligent Information Agent	Springer	2003

Pedagogy

- Lecture, PPT, Quiz, Assignment, Group Discussion, Seminar
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CODE	COURSE TITLE
18MLPCP01	KNOWLEDGE ORGANIZATION AND RETRIEVAL-I(PRACTICAL)

Category	CIA	ESE	L	T	P	Credit
CORE	40	60	-	-	75	4

Course Outcomes

On the successful completion of the course, students will be able to apply standard classification tools in the effective organization of collection holdings.

CO Number	CO Statement
CO1.	Identify the discipline to which an information package belongs
CO2.	Demonstrate the nature of library documents and its subject
CO3.	Classify the documents according to the facets and postulates of the classification schemes
CO4.	Develop the skills of classifying and organizing the materials in the respective places
CO5.	Handle the non book materials and micro documents in the in the systematic manner

Syllabus

EXERCISE (25 hrs.)

Colon Classification

Classification of books and periodicals according to CC(6th Edition).

Dewey Decimal Classification (25 hrs.)

Classification of books and periodicals according to Dewey Decimal Classification (23rd Edition).

Universal Decimal Classification (25 hrs.)

Classification of books and periodicals according to Universal Decimal Classification (Standard Edition)

Reference Books

Sl. No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Melvil Dewey	Dewey Decimal Classification And Relative Index Vol- I	OCLC Online Computer Library	2011,23 rd Ed

		Manual Tables	Center	
2.	Melvil Dewey	Dewey Decimal Classification And Relative Index Vol- Ii, Schedules 000-599	Oclc Online Computer Library Center	2011, 23 rd Ed
3.	Melvil Dewey	Dewey Decimal Classification And Relative Index Vol- Iii, Schedules 600-999	Oclc Online Computer Library Center	2011, 23 rd Ed
4.	Melvil Dewey	Dewey Decimal Classification And Relative Index Vol- Iv, Index	Oclc Online Computer Library Center	2011, 23 rd Ed
5.	Shegal, R.L.	Cataloguing Practice CCC	Ess Ess Publications	2003, 2 st Ed
6.	Ranganathan ,S.R.	Colon Classification	Ess Ess Publications	2005, 6 st Ed.
7.	Husain, M.	Universal Decimal Classification (Ime-1993)	Ess Ess Publications	2007 ,1 st Ed
8.	Satiya Mp	Manual Of Practical Colon Classification	Sterling Publishers	1984, 1 st Ed.

Pedagogy

- Lecture, PPT, Quiz, Assignment, Group Discussion, Seminar

CODE	COURSE TITLE
18MLPCP02	KNOWLEDGE ORGANIZATION AND RETRIEVAL-II(PRACTICAL)

Category	CIA	ESE	L	T	P	Credit
CORE	40	60	-	-	90	4

Course Outcomes

On the successful completion of the course, students will be able apply the knowledge of current cataloguing rules and standards through the forming of bibliographic records.

CO Number	CO Statement
CO1.	Identify what part of an information package has the "best" information to prepare catalogs
CO2.	Understand the pros and cons of controlled vocabularies and keywords and demonstrate the proper MARC coding for various types of fields
CO3.	Demonstrate the structure and use of two standard subject headings lists, Library of Congress Subject Headings (LCSH) and Sears List of Subject Headings
CO4.	Distinguish between shared cataloguing through the cooperation and networking among libraries to provide patrons with access to as much information as possible quickly and inexpensively.
CO5.	Produce Machine readable Cataloguing records, inventory records, database records, etc.

Syllabus

EXERCISE

Classified Catalogue Code(CCC) (50 hrs.)

Cataloguing of books and serials according to CCC(6th Edition).

Anglo American Cataloguing Rules II (AACR II) (40 hrs.)

Cataloguing of books, periodicals and Non-book materials according to AACR II (22nd Edition)

Reference Books

Sl. No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Ranganathan ,S.R.	Cataloguing Practice	Sarada Ranganathan Endowment	1989, 1 st Ed.
2.	Sanjay K. Kaushik	DDC 22 : A Practical Approach	Ess Ess Publications	2004
3.	Ranganathan ,S.R.	Cataloguing Practice	Sarada Ranganathan Endowment	1989
4.	Lal, C., Kumar, K.	Practical Cataloguing	Ess Ess Publications	2006, 1 st Ed.

		AACR-2		
5.	Lal, C., Kumar, K.	Practical Cataloguing Ccc	Ess Ess Publications	2003,1 st Ed.
6.	Aswal, R.S.	AACR2 With MARC21 Cataloguing Practice For 21st Century	Ess Ess Publications	2005, 1 st Ed

Pedagogy

- Lecture, PPT, Quiz, Assignment, Group Discussion, Seminar

CODE	COURSE TITLE
18MLPC206	KNOWLEDGE MANAGEMENT

Category	CIA	ESE	L	T	P	Credit
CORE	25	75	85	5	-	4

Course Outcomes

On the successful completion of the course, students will be able to demonstrate a thorough understanding of different types of knowledge assets in an organisation and would be able to design and implement successful strategies for leveraging them

CO Number	CO Statement
CO1.	Define the nature and topology of knowledge and knowledge management within an organization
CO2.	Identify knowledge creation models that are most useful for capturing/acquiring, organizing, distributing, and sharing knowledge within an enterprise
CO3.	Explain how to formulate a knowledge management strategy, identify major requirements and issues for designing enterprise knowledge architecture and implementing knowledge management projects
CO4.	Build capabilities to manage knowledge within and across organizational boundaries through mapping
CO5.	Discuss issues related to knowledge workers and could solve their ethical and legal issues

Syllabus

UNIT I (20 hrs.)

Understanding Knowledge

Definitions – Data – Information - Knowledge – Types of knowledge - Benefits of knowledge- KM system – Aims of Knowledge Management - Challenges.

UNIT II (15 hrs.)

Knowledge Creation

Km models: SECI(Nonaka) model, OODA model, Oinnas Kukkonen model and Trilogy model – knowledge Architecture: People core – Technical core – Layers of Architecture.

UNIT III**(20 hrs.)****Knowledge Codification**

Definition – purpose, Modes of knowledge conversion- codification procedure: knowledge maps – decision tables – decision trees.

UNIT IV**(20 hrs.)****Knowledge Dissemination**

Km tools: Data ware house, data mining, OLAP, Search engines, Portals.
Km techniques: Storytelling, Brain storming, black boarding.

UNIT V**(15 hrs.)****Knowledge Workers**

Knowledge worker: characteristics & skills. Ethics – Legal issues

Text Books

Sl. No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Michael, E.D. Koenig, Kanti Srikantaiah	Knowledge Management Lessons Learned	Ess Ess Publications	2008, 1 st Ed.
2.	Kanti Srikantaiah, T. Koenig, E.D.	Knowledge Management in Practice	Ess Ess Publications	2008, 1 st Ed.
3.	Purushotham Tiwari	Knowledge Management in Libraries	A.P.H. Publishing Corporation	2013, 1 st Ed.
4.	Dinesh Kumar, Arjun	Knowledge Management in Digital Libraries	Kalpaz Publication	2012, 1 st Ed.
5.	Shelda Debowski	Knowledge Management	Wiley	2014, 1 st Ed.
6.	Sanjay Mohapatra	Knowledge Management	Mac Millan Publishers India Ltd	2012, 1 st Ed.

Reference Books

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Amit	Knowledge Management Tool Kit	Prentice Hall	2000
2.	Awad	Knowledge Management Building Expert Systems	West Publishing	1996

3.	Francer, H	Managing Knowledge Workers	The Free Press	1999
4.	Horibe, Francer	Managing Knowledge Workers	John Willey Incorporation	1997
5.	Peter Michael	Competitive Advantage	The Free Press	1985

Pedagogy

- Lecture, PPT, Quiz, Assignment, Group Discussion, Seminar

CODE	COURSE TITLE
18MLPE201	LIBRARY AUTOMATION AND NETWORKING

Category	CIA	ESE	L	T	P	Credit
ELECTIVE	25	75	50	5	5	3

Course Outcomes

On the successful completion of the course, students will be able apply technology and verbalize problems

CO Number	CO Statement
CO1.	Demonstrate awareness of technologies used in a library setting
CO2.	Describe and critique the various computer based systems for acquisitions, cataloging, document delivery, circulation, serials control and other library processes by developing professional tools and criteria to the system selection, evaluation, management and use
CO3.	Adapt managerial, training, and maintenance aspects of automation
CO4.	Discover the changing role of librarians and libraries, including the concepts of the library information networks and Internet
CO5.	Design Library Networks: internal and external networks; network functions and digital library.

Syllabus

UNIT I (10 hrs.)

Basics of Computer and Operating System

Fundamentals of Computer – Definition – Characteristics – Types – Functional Organization – Memory – I/O devices – Configuration: Software & Hardware – Operating System: Windows – LINUX – UNIX - Working with Windows.

UNIT II (15 hrs.)

File Organization and Database Management System

File Organization – Office Management: Word Processors – Spread Sheet –Presentation, Software – Databases: MS Access – Database Management – Characteristics – types – Bibliographic databases

UNIT III**(15 hrs.)****Library Automation**

Concept and need for library Automation – Areas of Automation –software: Commercial and Open Sources. – Standards for Bibliographic Description: CCF, ISO 2709, Z39.50, Meta data, Dublin Core (DC).

UNIT IV**(10 hrs.)****Types of Networking**

Networking: Concepts – Topologies – Types: LAN, WAN and MAN – Internet – Intranet - Integrated Services Digital Network(ISDN)

UNIT V**(15 hrs.)****Library Network and Resource Sharing**

Current Development Information Transfer – Fax – Teleconference –Video Conferencing – Teletext – Videotext – Bulletin Board Services – Email

Text Books

Sl. No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Aswal, R.S.	Library Automation For 21st Century	Ess Ess Publications	2006 , 1 st Ed.
2.	Bansal, S.K.	Library Automation	A.P.H. Publishing Corporation	2016, 1 st Ed.
3.	Raghunath Pandey, & Velayudhan Pillai, M.N.	Library Automation and Networking	Jnanada Prakashan	2014, 1 st Ed.
4.	Rajaraman, V. and Neeharika Adabala	Fundamentals of Computers	Phi Learning Private Limited	2015 , 6 th Ed.
5.	Ajaykumar Raval	Academic Library Automation	Discovery Publishing House	2013, 1st Ed.

Reference Books

Sl. No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Alan ,B	E Learning And Teaching In Library And Information Science	Facet Publications	2002
2.	Brophy , P.	The Library in the 21 st Century: New Services for the Information Age	Facet Publications	2000 , 2 nd Ed
	G .G, C.	Introduction to Digital Libraries	Facet Pub.	2003

4.	Riaz, M	Library Automation	Atlantic Publishers	1992
5.	S,R,C.R	Information Technology	Sarata	1985
6.	J.J	Multimedia in Practice	Phi Pub.	1990

Pedagogy

- Lecture, PPT, Quiz, Assignment, Group Discussion, Seminar

CODE	COURSE TITLE
18MLPS201	ADVANCED MULTISKILL DEVELOPMENT PAPER

Category	CIA	ESE	L	T	P	Credit
SKILL BASED	40	60	35	5	5	5

Aim: To equip the students with knowledge on all topics as desirable from the point of view of brilliant success in the competitive examinations.

Objective: To familiarize the students with various types of tests that are employed by the diverse examining bodies.

UNIT I

9 Hrs.

Communication: Question tag – Gerund and Infinitives – Spotting the errors – Vocabulary – Synonyms – Antonyms - Prepositions – Articles – One word substitution – Sentence completion.

UNIT II

9 Hrs.

Numerical Aptitude : Problems on numbers - Problems on Ages – Percentage - Profit and loss - Ratio & Proportion - Time & Work - Time & Distance - *Simple Interest* - Compound Interest.

UNIT III

9 Hrs.

Critical Reasoning : Logical Inference Questions and Syllogism.

Analytical Reasoning : Arrangement problems – Family / Blood Relation Qualms – Sense of Directions – Age Doubts.

Verbal Reasoning : Verbal Analogy (Letter series and number series only) – Coding and Decoding.

UNIT IV

9 Hrs.

Self Introduction - Presentation Skills - Presentation through PowerPoint

Soft Skills – Interpersonal Skills – Employability Skills – Soft Skills Training – Resume Preparation – Interview Tips and Questions.

UNIT V

9 Hrs.

Group Discussion – Importance – Types of GD – GD Skills – GD Etiquette(do's and don'ts) – Essential Elements of a GD – Movements and Gestures to be avoided in a GD -

Online Services –Reservation –Banking –Purchases –Passport application.

Text Books

Sl. No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Shalini R. Lihitkar	Information Systems and Networks in India	Today and Tomorrow	2012 , 1 st Ed.
2.	Anil, K. Dhiman, Yashoda Rani	Resource Sharing and Library & Information Networks	Ess Ess Publications	2007,1 st Ed
3.	Bavakutty, M., Veeran, M.C.K., Muhammed Salih, K.	Organisation of Libraries And Information Centres In 21st Century	Ess Ess Publications	2002 ,1 st Ed.
4.	Jagdish Saran Sharma, Grover, D.R.	Reference Services and Sources Of Information	Ess Ess Publications	2004 ,1 st Ed.
5.	Rajiv Rameshchandra Paithankar	Information System in Digital Libraries	Ancient Publishing House	2012, 1 st Ed.
6.	Amjad Ali	References Services and The Digital Sources of Information	Ess Ess Publications	2004,1 st Ed.
7.	Sandhya Aggarwal, Mehla, R, D.	Library Services	Ess Ess Publications	2012, 1 st Ed.
8.	Kirby Porter	Setting up a New Library and Information Service	Chandos Publishing	2005 ,1 st Ed.

Reference Books

Sl. No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Bopp	Reference And Information Services	Allied Pub	2005
2.	Broptty	The Library Us The First Century :New Services For The Information Age	Allied Pub	2001
3.	Correl	Stragetie Planning For Library And Information Service	Allied Pub	1994
4.	Egghe	Elemementary Statistics For Effective Library And Information Science	Allied Pub	2001
5.	Gorman	Digital Feature In Information & Service	Allied Pub	2002

Pedagogy

- Lecture, PPT, Quiz, Assignment, Group Discussion, Seminar

CODE	COURSE TITLE
18MLPC2IN01	INTERNSHIP

Category	CIA	ESE	L	T	P	Credit
Practice	-	-	-	-	120	5

Objectives:

1. To enable the students to have firsthand experience by working in various libraries and information centres.
2. To enable the students to gain enough competence and leadership qualities.
3. To enable the students to develop inter-personal relationship and communication skills.

Mode :

1. The leading libraries and information centre in and around Tamilnadu are to be identified.
2. The students are grouped based on the number of available libraries, which can give training to the students.
3. The group will go to various libraries and could learn and observe the practices of all libraries.

Duration:

Field work is given in the second semester holidays; the students will spend 120 hours in any one of the selected libraries in the second semester for field work.

Evaluation Criteria:

Submission of observation record

Evaluation by the libraries

Experience Certificate from the respective libraries should be submitted to the department

CODE	COURSE TITLE
18MLPC307	INFORMATION SYSTEM AND SERVICES

Category	CIA	ESE	L	T	P	Credit
CORE	25	75	80	10	-	4

Course Outcomes

On the successful completion of the course, students will be able to

CO Number	CO Statement
CO6.	Identify the need for information systems
CO7.	Demonstrate the existing information system and services and its types.
CO8.	Distinguish the role of Information Centers and Documentation Centres
CO9.	Familiarize various International Information Industries
CO10.	Elaborate the functions of National Library consortium and networks

Syllabus

UNIT I : Information System and Services

(25 hrs.)

Concept –Importance of Information System – Types of Information Systems.
Types of Information Service: CAS– SDI - Bibliographic Service - Translation Service -
Reprographic Service - Referral Service – Abstracting Service – Indexing Service.

UNIT II : Documentation Centres

(15 hrs.)

Organization and Functions of Documentation Centres – NISCAIR – NASSDOC – DESIDOC – SENDOC

UNIT III : Information Centres

(15 hrs.)

International Information Centres: UNISIST – AGRIS – INIS – MEDLARS – INSPEC – BIOSIS – CAS

UNIT IV: Information Industry**(15 hrs.)**

Elsevier – JSTOR – American Chemical Society (ACS) - Oxford University Press (OUP) – Cambridge University Press (CUP) – SAGE- Springer – American Institute of Physics (AIP) – Chemical Abstract Services (CAS)

UNIT V: Library Consortia**(20 hrs.)**

Concept of Library Consortia - Resource Sharing and Networking – Networks in India: NICNET – CALIBNET – DELNET – ERNET - JANET – INFLIBNET - N-LIST – UGC - INFONET .

Note : Distribution of marks 20% Theory and 80% Problems

Text Books				
Sl. No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Bopp	Reference and information services	Allied Publications	2005
2.	Broptty	The library is the first century: New services for the information age.	Allied Publications	2001
3.	Gurudev Singh	Information Source, Services and System	Prentice Hall India	2013
4.	C. Lal and K. Kumar	Understanding Basics of Library and Information Science	Ess Ess Publications, New Delhi	2005
5.	Aditya Tripathi, Jawahar Lal	Library Consortia: Practical Guide for Library Managers	Chandos Publishing	2016
Reference Books				
Sl. No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Egghe	Elementary statistics for effective Library and Information Service	Allied Publications	2001
2.	Gorman	Digital Feature in Information & Library Services	Allied Publications	2002
3.	Thomas R. Kohtanek and Joseph R. Mathews	Library Information Systems: From Library Automation to Distributed Information Access Solutions	Libraries unlimited	2002

Websites

1. www.lisbnet.com

Pedagogy

- Lecture, PPT, Quiz, Assignment, Group Discussion, Seminar

CODE	COURSE TITLE
18MLPC308	INFORMATION RETRIEVAL

Category	CIA	ESE	L	T	P	Credit
CORE	25	75	75	10	05	4

Course Outcomes

On the successful completion of the course, students will be able to:

CO Number	CO Statement
CO1.	Define the objectives, components, functions, tools and techniques of Information Retrieval System.
CO2.	Demonstrate types of indexes, indexing, characteristics and its types.
CO3.	Elaborate citation, keyword indexing and subject indexing languages.
CO4.	Interpret the criteria, steps and evaluation of Information Retrieval System.
CO5.	Discuss the trends in Web Based Information Retrieval

Syllabus

UNIT I

Information Retrieval System

(15 hrs.)

Basic concepts – Definition – Objectives - Components and Functions - Tools and Techniques : Boolean, Fuzzy, Probabilistic, Vector Space Model

UNIT II

Indexing and Indexing languages

(25 hrs.)

Index – Definition – Types of Indexes

Indexing – Definition – Characteristics - Types — Pre-Coordinate Indexing – Post Coordinate Indexing - PRECIS – POPSI

Types of Indexing

(15 hrs.)

Keyword Indexing – KWIC –KWOC- KWWC – KWAC – WADEX - Uniterm Indexing – Chain Procedure - Subject Indexing Language - Citation Indexing : Science Citation Index , Social Sciences Citation Index, Arts and Humanities Citation Index.

UNIT IV

IRS Evaluation

(20 hrs.)

Levels of Evaluation: System Effectiveness – Cost Effectiveness – Cost Benefit Effectiveness

Evaluation Methodology: Criteria and Steps in Evaluation: Recall and Precision

UNIT V

(15 hrs.)

Web Based Information Retrieval

World Wide Web: Document Model, Naming – Difference Between Classic IR and WBIR – Search Engines: Types, Feature, Applications – Web Directories – Ontology – Semantic Search

Union Catalogue: INDCAT, WORLDCAT

Note : Distribution of marks 20% Theory and 80% Problems

Text Books

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Lancaster , F.W	Information retrieval system, characteristics testing and evaluation	John Wiley & Sons	1979
2.	Chowdry GG	Introduction to modern information retrieval	London:Facet publishing.	2003 Ed2
3.	Fosket A.C	Subject approach to information	Library association publication	1996 Ed 5
4.	Rajendra Kumbhar	Information Retrieval Thesaurus	Ess Ess Publication	2006
5.	Upadhaya, J.L	Information Retrieval and Digital Library	Shree Publishers and Distributors	2004

Reference Books

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Jennofer E Rowley	Organizing Knowledge: An Introduction to Information Retrieval	Gower Pub	1950
2.	Chowthry GG	Information Retrieval System	IASLIC	1994
3.	Khan MTM	Information: Organization and Communication	Ess Ess Publication	1997
4.	Chernyi	A Introduction to Information Retrieval Theory	Aslib	1973
5.	Lancaster , F.W	Indexing and Abstracting in Theory and Practice	Facet publications	2003

Pedagogy

- Lecture, PPT, Quiz, Assignment, Group Discussion, Seminar.

CODE		COURSE TITLE				
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18MLPC309	RESEARCH METHODOLOGY					
Category	CIA	ESE	L	T	P	Credit

CODE	COURSE TITLE
18MLPC309	RESEARCH METHODOLOGY

Category	CIA	ESE	L	T	P	Credit
CORE	25	75	75	10	5	4

Course Outcomes

On the successful completion of the course, students will be able to

CO Number	CO Statement
CO1.	List the need and types of research and illustrate the concept and spiral of scientific method.
CO2.	Construct the steps in research design, hypothesis and research proposal.
CO3.	Summarize the methods of research.
CO4.	Interpret various data collection tools and techniques.
CO5.	Adopt Satisfied tools and techniques for Data Analysis and Interpretation.

Syllabus

UNIT I

(10 Hrs)

Types of Research

Meaning, Definition, Need , Criteria and Types of Research: Action, Applied - Concept of Scientific Method – Spiral of Scientific method

UNIT II**(20 Hrs)****Research Design**

Steps in Research Design - Literature Search - Selection of Research Problem - Formulation of Hypothesis - Writing of Research proposal

UNIT III**(15 Hrs)****Methods of Research**

Historical - Case Study - Survey - Experimental - Delphi method.

UNIT IV**(15 Hrs)****Data Collection**

Sampling Techniques - Tools and techniques of Data Collection – Questionnaire – Interview – Observation - checklist

UNIT V**(30 Hrs)****Data Analysis and Interpretation**

Data Analysis and Interpretation – Statistical Tools and Techniques – Measure of Central Tendency, Frequency, Distribution, Chi-Square test: Report Writing – Style and Structure of Presentation of data.

Practices: Statistical Tools: SPSS package, Excel – Reference Management Software- Mendeley, Zotero

Text Books

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Krishnan Kumar	Research Methods in Library and Information Science	Har-Anand	1992
2.	Kothari C.R	Research Methodology	New age international	1985
3.	Nageswara Rao G	Research Methodology and Quantitative Methods	BS Publication	2016
4.	Deepak Chawla and Neena Sondhi	Research Methodology Concepts and Cases	Vikas Publishing House	2001
5.	Negaswara Rao G.	Research Methodology and Quantitative Methods	B.S. Publications	2016

Reference Books

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Gopal M.H	An introduction to research procedure in social sciences	Asia publication	1964
2.	Thakkur Dewendar	Research Methodology in social sciences	Deep and deep publications	2009
3.	Kroshnasamy O.R	Methodology of research in social sciences	Bombay Himalaya publication	1993
4.	Bhattacharyya D.K	Research Methodology	Excel Books	2003
5.	Saravanel. P	Research Methodology	Kithab Mahal Publication	2011
6.	Jagdishchandra P. Gondalia	Research Design and Methodology in Library Science	Cyber Tech Publications	2015

Websites

<https://www.mendeley.com/>

<https://www.zotero.org/>

Pedagogy

- Lecture, PPT, Quiz, Assignment, Group Discussion, Seminar

CODE	COURSE TITLE
18MLPC310	E-LIBRARY TOOLS AND TECHNIQUES

Category	CIA	ESE	L	T	P	Credit
CORE	25	75	70	10	10	4

Course Outcomes

On the successful completion of the course, students will be able to

CO Number	CO Statement
CO1.	Identify the various E-resources and its importance in education.
CO2.	Demonstrate the E-tools and techniques necessary to manage the E-resources.
CO3.	Summarize E-publishing Technology, Database Standards and Designs for print.
CO4.	Explain software for Multimedia design to create content
CO5.	Select the appropriate search strategy methods and apply for information retrieval.

Syllabus

UNIT I 15 Hrs. **E-Resources**

E-resources: E-journals - E-books – E-Thesis and Dissertations - E-magazines - E-Newspapers – Bulletin board

UNIT II 15 Hrs.

E-tools – Web browser - Search Engine – Hypertext - Hyper media - Multimedia Integrated services: Digital Network (ISDN) – Open System Inter connection (OSI)

UNIT III 20 Hrs.

Technology for E-publishing: DTP – Page description languages – Text Databases – Standards

Designs for Print – Type design – Graphic Design – Composition Products – Separation – Technology for Presenting Static and Dynamic Content on the Internet.

UNIT IV

20 Hrs.

Interactive Software – Multimedia databases – Intelligent Systems – Visualization – Virtual Reality – Multimedia Designs – Macromedia Dreamweaver 8. 0 – Adobe Photoshop 7 (Practices)

UNIT V

20 Hrs.

Search Strategy – Boolean Retrieval – Fuzzy Retrieval

Access to E-resources through DELNET – N-List- UGC INFONET- NDLI

Text Books

Sl. No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Fecko, M. P	Electronic Resources: Access and Issues	Bowker and Co	1997
2.	Kreshan, G	Digital Libraries in Electronic Information Era	Authors Press	2000
3.	Lancaster, F	Technology and Management in /library and Information Sciences	The Library Association	1997

Reference Books

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Rising, D	Best in self publishing and print on demand: Plus marketing your book on the Internet	Reality Publishing ink Morganton	2006 Ed. 3
2.	Strauch, K. A	Books, Journals and Libraries in 20 th century	Wiley Publications	2001
3.	Strong, W. S	Copy right in the new world of electronic publishing: II. Workshop on Electronic publishing issues: II	Associationof american university press	1994
4.	Ali Luke	Publishing E-Books For Dummies 1st Edition	Galgotia Publications	2012
5.	Lesna Snider	Photoshop CC: The Missing Manual	O'Reilly Media	2013
6.	Khristine Annwn Page	Macromedia Dreamweaver 8: Training from the Source	Prentice Hall Professional	2006

Pedagogy

- Lecture, PPT, Quiz, Assignment, Group Discussion, Seminar

CODE	COURSE TITLE
18MLPS302	DIGITAL LIBRARIES AND WEB TECHNOLOGY

Category	CIA	ESE	L	T	P	Credit
SKILL BASED SUBJECT II	25	75	35	10		5

Syllabus

UNIT I (9 hrs.)

Digital libraries

Definition, fundamentals and theoretical aspects: Characteristics of digital libraries and nature of digital library collection – Major digital library initiatives - Open Archives Initiative (OAI) and similar developments

UNIT II (9 hrs.)

Design and organization of Digital Libraries

Architecture- Interoperability- Protocols and Standards - User Interfaces

UNIT III (9 hrs.)

Digital content creation

Electronic documents: Types of files & formats - conversion to PDF

UNIT IV (9 hrs.)

Digital Resource Management

Access to and use of digital libraries: Storage, Archiving and processing digital collection.

Digital Collections: Green stone digital library software – DSPACE – MOODLE

UNIT V (9 hrs.)

Web Designing Tools

Web Design: An overview - Web Browsers and Search Engines – Mark-Up Languages – HTML – XML –

Web Sites: Tools and techniques.-BLOGS, RSS, SOCIAL NETWORKING

Text Books

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	C.Xavier	World wide web design with HTML	New Delhi TMH	2000
2.	Cooper, Michael D	Design of library automation systems : File structure, data structure and tools	John Willey	1996
3.	Sampath Kumar G.K.	Digital Library Creation	Adhayayan Publishers and Distributors	2011
4.	Nazeer Badhusha K.	Digital Library Architecture	ANE Books Pvt. Ltd.	2008

Reference Books

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Chowthury G.G	Introduction to digital libraries	Facet publishing	2003
2.	Kausik Bose	Information Networks in India: Problems and prospects	ESS Ess publications	1994
3.	SathyanarayanaN.R	A manual of computerization of libraries	Viswaprakasan	1995
4.	Reynolds, Dennis	Library automation issues and applications	Bowker	1985
5.	John M Cohn	Planning for library automation: A Practical Handbook	Facet Publishing	1998

Pedagogy

- Lecture, PPT, Quiz, Assignment, Group Discussion, Seminar

CODE	COURSE TITLE
18MLPS303	COMMUNICATION AND PUBLIC RELATIONS

Category	CIA	ESE	L	T	P	Credit
SKILL BASED SUBJECT III	25	75	35	10	-	5

Syllabus

UNIT I (9 hrs.)

Personality Development

Understanding personal strength and weakness- Work and Organizational Psychology – Stress Management- Time Management

UNIT II (9 hrs.)

Communication Skills

Effective Speaking- Elements: Interpersonal Communication, Group Communication, Mass Communication – Types: Formal and Informal

UNIT III (9 hrs.)

Verbal COMMUNICATION

Writing skills- Principles - Presentation of Ideas-Techniques- Skills and Tools for Effective Writing- Preparation of a project proposal

UNIT IV (9 hrs.)

Non-Verbal Communication

Non-verbal communication -Body Language - Leadership and Working in Team - Working Collaboratively

UNIT V (9 hrs.)

Managerial Skills

Public Relations– Meeting: Different Types of Meetings - Negotiation Skills – Strategies

Text Books

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Nirmal Bhatnagar	Public relations an emerging professionals	Deep and deep: New Delhi	2004
2.	Sharma, Diwahaar	Public Relations	Deep and deep	2004
3.	Pethani, N.M. and Vibha K. Vyas	Personality Development	Paridex Publications	2015

Reference Books

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Shah, Vimal.P	Development communications and change impact study	Prentice Hall	2006
2.	Mcgrath EH	Basic managerial skill for all	Prentice Hall	1996
3.	Parvathi.M	Text book of public relations and corporate communications	dominant publishers	2005

Pedagogy

- Lecture, PPT, Quiz, Assignment, Group Discussion, Seminar

CODE	COURSE TITLE
18MLPC411	LIBRARY SYSTEM AND ITS APPLICATIONS

Category	CIA	ESE	L	T	P	Credit
CORE PAPER	25	75	80	10		4

Course Outcomes

On the successful completion of the course, students will be able to

CO Number	CO Statement
CO1.	Distinguish the role of libraries in academic and higher education institutions and their agencies.
CO2.	Assess the types, functions and services of special libraries.
CO3.	Interpret the nature and functions in managing corporate libraries.
CO4.	Summarize the activities, resources and agencies for health education.
CO5.	Evaluate the user studies and user education programmes.

Syllabus

UNIT I

(15 hrs.)

Academic Library System

Primary- Higher Education –Research Institutions- Institutions of National Importance – NAAC – NBA – AICTE- NCERT

UNIT II

(15 hrs.)

Special Library System

Definition – Types – Functions – Services -

Research Libraries: CECRI – CLRI – CSIR – CIFPR- DRTC – CIEFL

UNIT III

(20 hrs.)

Corporate Libraries

Nature – Objectives- Functions- Condensation and Consolidation- Tools for Record Management- Licensing : E- Environment

UNIT IV

(15 hrs.)

Health Information System

Organizations & Institutions providing Health Education & its Activities – Print Resources – Electronic Resources : E-Journals, Databases, E-Books - Websites – Digital Sources –Agencies: MCI, PCI ,Indian Nursing Council(INC) –NLM

UNIT V

(25 hrs.)

User Studies and User Education

User Education: Need – Purpose – Methods – Online User Education – Evaluation of User Education Programmes – Proforma method – Record Analysis Method.

User Studies: Concept – Definition – Need – Purpose – Types – Techniques.

Information Seeking Behaviour – Information Models – Information Needs

Text Books

Sl. No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Kumar, PSG	Use and User studies Publication	BR Publication	2006
2.	Sridhar, MS	Library use and user research	Concept Publishing Company	2002
3.	Ranganathan, S. R	Five Laws of Library Science	Saradha Ranganathan Endowment for Library Science	1996
4.	Usha Devi S.P.	University and College Libraries	Ess Ess Publications	1999
5.	Surech C. Sinha and Anil k. Dhiman	Special Libraries	Ess Ess Publications	2002

Reference Books

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Deverajan	User studies	Allied publishers	1987
2.	Kumar, PSG	A student's Manual of Library and Information Science	BR Publication	2002
3.	Kumar, PSG	Library and Users: Theory and Practice	BR Publication	2004
4.	Mittal, RL	Library Administration	Allied Publications	1964
5.	Shri Nath Sahai	Academic Library System	Ess Ess Publications	2009 Ed 2

Websites

<http://portal.unesco.org/edu>

<http://www.ifla.org>

Pedagogy

- Lecture, PPT, Quiz, Assignment, Group Discussion, Seminar

CODE	COURSE TITLE
18MLPC412	INFORMETRICS

Category	CIA	ESE	L	T	P	Credit
CORE PAPER	25	75	70	10	10	4

Course Outcomes

On the successful completion of the course, students will be able to

COs	CO Statement
CO1.	Examine the scope of Informetrics in relation to metric studies.
CO2.	Analyze research trends and growth of knowledge using bibliometric laws.
CO3.	Determine the appropriate technique's for data analysis.
CO4.	Measure citations indexes using the citation tools.
CO5.	Apply data analytics concept for measuring utility of the libraries.

Syllabus

UNIT I (15 hrs.)
Informetrics - Bibliometrics – Scientometrics – Webometrics – Librametrics

UNIT II (20 hrs.)

Theory and Laws of Bibliometrics – Zipf's Law – Lotka's Law - Bradford's Law – Applications of Bibliometric Laws

Tools and Techniques : BibEXCEL, Publish or Perish, Histcite

UNIT III (20 hrs.)
Quantitative and Qualitative techniques – Multidimensional Scaling – Cluster Analysis- Correspondence analysis – Co-Word Analysis – Media and Audience Analysis

UNIT IV (20 hrs.)
Citation Theory and Analysis - Theory of citing – Different forms of Citations: APA, MLA, Chicago –

Citation Counts – Self-Citation – Citation Index - Impact Factor – h – Index – g-index - i-10 index.

UNIT V

(15 hrs.)

Data Analytics – IoT(Internet of Things) – Hyper Personalisation – Artificial Intelligence (AI) – Machine Intelligence (MI) - Behavioural Analytics – Graph Analytics – Journey Sciences.

Statistical Tool for Analysis: ‘R’

Text Books

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Egghe, L., & Rousseau, R	Introduction to Informetrics: Quantitative Methods in Library Documentation and Information Science	Elsevier	1990
2.	Nicola	Bibliometrics and Citation Analysis	The Scarecrow Press	2009
3.	Glänzel, W	Bibliometrics as a research field: A course on theory and application of bibliometric indicators	PHI	2003
4.	Robert Keane	Data Analytics: Master the techniques for data science, Big data and data analytics	CreateSpace Independent Publishing Platform	2017
5.	Seema Acharya	Data Analytics using ‘R’	MCGraw Hill	Ed 1, 2018.

Reference Books

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Leydesdorff, L. A	The challenge of Scientometric (Egghe & Rousseau, 1990)	DSWO press	1995
2.	Leydesdorff	Scientometrics: The development, measurement, and self-organization of scientific communications	Universal Publishers	2011
3.	Noyons, E. C. M	Bibliometric mapping as a science policy and research management tool	DSWO Press	1999
4.	Anil Maheshwari	Data Analytics	MCGraw Hill	2017
5.	Hwaiyu Geng	Internet of things and Data Analytics : Handbook	Wiley	2018
6.	Sudhier K.G.	Informetrics Studies	B.R. Publishing Corporation	2017

Pedagogy

- Lecture, PPT, Quiz, Assignment, Group Discussion, Seminar

CODE	COURSE TITLE
18MLPC413	MEDIA LIBRARIES AND INFORMATION MARKETING

Category	CIA	ESE	L	T	P	Credit
CORE PAPER	25	75	65	10	15	3

Course Outcomes

On the successful completion of the course, students will be able to

CO Number	CO Statement
CO1.	Explain strategies, approaches and methods of marketing of information.
CO2.	Discuss the scope and functions of media libraries and cyber laws.
CO3.	Examine the role of social media in society and library.
CO4.	Elaborate media research methods and its functions.
CO5.	Apply software for indexing procedures

Syllabus

UNIT I

(15 hrs.)

Information Marketing

Marketing : Concepts - History – Scope – Approaches – Methods

Marketing Mix - Designing – Communication – Product Mix Strategy – Kotler’s Four C’s and– McCarthy’s Four P’s & 7 P’s – Competition Analysis and Methods- Pricing Information

UNIT II

(15 hrs.)

Media Libraries

Nature, Scope, Functions of Media Libraries – Print Media: Newspaper & Magazines - Audio :AIR, FM , Community Radio - Visual Media: Television, Cinema

Information Ethics : Cyber Laws and Ethics

UNIT III

(15 hrs.)

Social Media

Role of Social Media in Society and Library – Social Media Platforms: Facebook, Twitter, LinkedIn, Academia, Google+, YouTube, Pinterest, Instagram, Snapchat, WhatsApp, Viber

UNIT IV

(20 hrs.)

Mass Media: Origin, Definition, Types, Influence , Role of Mass Media in Society

Media Research – Definition - Roles and Functions – Methods and Practices

Indexing : Image, Audio and Video – Converging Technology – Media Convergence and Information Research

UNIT V

(25 hrs.)

Indexing Software and its tools - Metadata- *Dublin core*

Practices: Indexing Software: CDS /ISIS – WINSYS - Dspace

Text Books

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Keval J. Kumar	Mass Communication in India	Jaico Publications, Mumbai	2012; 4 th Ed.
2.	John V. Vilanilam	Growth and Development of Mass Communication in India	National Book Trust India, New Delhi	2003
3.	John V. Vilanilam	Mass Communication in India: A Sociological Perspective	Sage Publications, New Delhi	2005
4.	Manna V.	Mass Media and Related Laws in India	Academia Publishers, Kolkata	2006

Reference Books

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Bakewell, K.G	Industrial Libraries throughout the world	Oxford: Pergaman Press	1969
2.	Houghton (Bernard)	Technical information sources	Clive Bingley	1972
3.	Jackson (EB) and Jackson (RL)	Industrial Information System: A manual for higher management and the information officers	Academic Press	1978

Websites

1. <https://www.anzsi.org/resources/reading-lists/indexing-software/>
2. <https://press.rebus.community/mscy/>

Pedagogy

- Lecture, PPT, Quiz, Assignment, Group Discussion, Seminar

CODE	COURSE TITLE
18MLPCP03	OPEN SOURCE SOFTWARE

Category	CIA	ESE	L	T	P	Credit
CORE PRACTICAL	25	75	20	10	60	4

Course Outcomes

On the successful completion of the course, students will be able to

CO Number	CO Statement
CO1.	Illustrate open access software and its movement in India.
CO2.	Demonstrate installation, customization and creation of databases.
CO3.	Create a database for library using KOHA.
CO4.	Design a content using Content Management Software Drupal , Wordpress and E-Prints.
CO5.	Build a digital library using digital library software Dspace and GSDL.

Syllabus

UNIT I

Open Source Software

Introduction – Concept – Development of Open Access Movement in India - List of Open Access Software

UNIT II

Installation Procedures

Understanding of the software – Hardware and Software requirements – Technical Information

UNIT III

Library Automation Software

Library Automation Software: KOHA – NewGenLib

UNIT IV

Content Management Software

Content Management Software: DRUPAL – WORDPRESS – E-Prints

UNIT V

Digital Library Software

Digital Library Software: DSPACE – GSDL

Text Books

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Andrew, M	Understanding Open Source and Free Software Licensing	London: O'Reilly Publishers	2004
2.	Kristen Pol	DRUPAL 7 Multilingual sites	Packt Publishing Ltd.	2012

Reference Books

Sl. No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Nicole Engard	Practical Open Source Software for Libraries	Elsevier	2010
2.	Art Rhyno	Using Open Source System for Digital Libraries	Libraries Unlimited	2004
3.	Sandeep Koranne	Handbook of Open Source Tools	Springer Science and Business Media	2010
4.	Anil Kumar, Hanumappa, Malligarjun Dora	Open Source Solutions in Indian Libraries	Emerald Group Publishing Ltd.	2014

5.	Savithra Sirohi and Amit Gupta	KOHA 3: Library Management System	Packt Publishing Ltd	2010
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Websites

1. <http://www.koha.org/>
2. www.verussolutions.biz/
3. <https://www.drupal.org/>
4. <https://www.drupal.org/docs/7/installing-drupal-7/step-4-run-the-installation-script>
5. <https://wordpress.com/>
6. www.eprints.org/
7. www.dspace.org/
8. www.greenstone.org/

Pedagogy

- Lecture, PPT, Quiz, Assignment, Group Discussion, Seminar

SEMESTER IV

PROJECT

Subject Code: 18MLPC4PV

Credits : 5

Project :

The students will prepare a project report in any one of the fields in Library and Information Science. Their project will be evaluated for 100 marks.

SELF LEARNING PAPER: INFORMATION FORMS & SOURCES

Sub. Code: 18MLPSL01

Max Marks: ESE-100

Credits : 5

Objectives:

- a. To enable the students to understand various forms of Information and its Sources.
- b. To understand the role of information technology in retrieving information sources

UNIT I: Forms of Information – concept and importance - Types: Primary, Secondary and Tertiary Sources

UNIT II : Conventional and Non Conventional Forms: Oral Form, Information in Sign Language, Hand-written Form, Pictorial Form, Printed Form, Digitized Form, Condensed Form, Coded Form, Simplified Form

UNIT III: Information Sources and Information Resources: Information Sources by Categories, Information Sources by Type

UNIT IV: Information Sources by Content - Information Sources by Media

UNIT V: Impact of Information Technology on Information Generation

Texts & References:

1. Belkin, N. J. (1978). *Information Concepts for Information Science*. Journal of Documentation. 34, 55-85.
2. Bell, Daniel (1974). *The Information Society: The Social Framework of the Information Society*. In Dertouzos, M. L. and Moses (Eds). *The Computer Age: A Twenty Years View*. Cambridge, Mass: MIT Press.
3. Brookes, B. C. (1980). *The Foundations of Information Science*. 4 parts. Journal of Information Science. 2 (3).
4. Buckland, Michael (1991). *Information as a Thing*. Journal of American Society for Information Science. 42(5), 351-60.

