MASTER OF LIBRARY AND INFORMATION SCIENCE (MLIS) SYLLABUS
Sessions: 2025-2026 & 2026-2027

Program Code: MLIS

Programme Objective:

The MLIS program equips students with advanced knowledge of information, communication, and ICT, develops skills in information organization and retrieval, offers practical training in digital tools, prepares them for specialized library roles, promotes research and analytical abilities, supports subject-based information and literature surveys and fosters ethical and professional use of information technology.

Programme Learning Outcomes:

Upon completing the MLIS program, students will be able to:
1. Understand information communication in various social, academic, and professional settings.
2. Organize and retrieve information using modern classification and indexing methods.
3. Use advanced ICT tools for digital content management and library automation.
4. Manage different types of libraries based on user needs and policies.
5. Conduct research using qualitative and quantitative methods.
6. Perform information and literature surveys and offer subject-specific information services.
7. Pursue lifelong learning and adapt to technological changes in the field.

SCHEME OF PAPERS

Semester-I

Course Code	Nomenclature of Papers	Lecture Credits	Tutorial Credits	Practical Credits	Total Credits
Core Papers					
MLIS01	Information Communication and Society	4	0	0	4
MLIS02	Information Storage and Retrieval	4	0	0	4
MLIS03	Media & Information Literacy	4	0	0	4
MLIS04	Information and Communication Technology: Applications in Libraries	4	2	0	6
Elective Papers					
MLIS05	Academic Library System	4	0	0	4
MLIS06	Public Library System	4	0	0	4
MLIS07	Special Library System	4	0	0	4
Total Credits					**22**

Semester-II

Paper Code	Nomenclature of Papers	Lecture Credits	Tutorial Credits	Practical Credits	Total Credits
Core Papers					
MLIS08	Research Methodology in Library and Information Science	4	0	0	4
MLIS09	E-Resources in Library and Information Centers	4	0	0	4
MLIS10	Information Analysis, Consolidation and Repackaging	4	0	0	4
MLIS11A MLIS11B	Advanced Knowledge Organization: (a) Classification Practice* (b) Cataloguing Practice*	4	0	0	4
Elective Papers (Select Any One)					
MLIS12	Information and Literature Survey in Social Sciences	4	0	2	6
MLIS13	Information and Literature Survey in Sciences	4	0	0	4
MLIS14	Information and Literature Survey in Humanities	4	0	0	4
Total Credits					**22**
TOTAL CREDITS					**44**

SCHEME OF PAPERS

Semester-I

Course Code	Nomenclature of Papers	Internal Assessment	Practical Examination	Written Examination	Total Marks
Core Papers					
MLIS01	Information Communication and Society	30	---	70	100
MLIS02	Information Storage and Retrieval	30	---	70	100
MLIS03	Media & Information Literacy	30	---	70	100
MLIS04	Information and Communication Technology : Applications in Libraries	20	20	60	100

	Elective Papers(Select Any One)				
MLIS05	Academic Library System	30	---	70	100
MLIS06	Public Library System	30	---	70	100
MLIS07	Special Library System	30	---	70	100

Semester-II					
Core Papers					
MLIS08	Research Methodology In Library and Information Science	30	-	70	100
MLIS09	E-Resources in Library and Information Centers	30	-	70	100
MLIS10	Information Analysis, Consolidation and Repackaging	30		70	100
MLIS11A MLIS11B	Advanced Knowledge Organization: (a)Classification Practice* (b) Cataloguing Practice*	14 14	—— ——	36 36	50 50
Elective Papers					
MLIS12	Information and Literature Survey in Social Sciences	20	20	60	100
MLIS13	Information and Literature Survey in Sciences	20	20	60	100
MLIS14	Information and Literature Survey in Humanities	20	20	60	100

SEMESTER-I

MLIS01: INFORMATION COMMUNICATION AND SOCIETY

Course Objective:

This course is designed to equip students with a thorough understanding of the fundamental concepts, theories, and practices pertaining to information, knowledge, and communication. It further explores the dynamics of the information and knowledge society, intellectual property rights, scholarly communication, information policies, and major digital initiatives.

Course Learning Outcomes:

After completing the course, students will be able to:
1. Grasp core concepts of information, knowledge, and communication.
2. Explain the evolution and features of the knowledge society.
3. Understand intellectual property rights in the information field.
4. Analyze processes and trends in scholarly communication.
5. Interpret national and international information policies.
6. Evaluate the impact of major digital initiatives.

Max. Marks: 100 **Internal Assessment**: 30 Mark   **Written Examination**: 70 Marks
Lectures to be delivered: 60   **Time allowed**: 3 hours   **Pass Marks**: 40%

INSTRUCTIONS TO THE PAPER SETTER: The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 12 marks each. Section C will consist of 11 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hours   **Max. Marks**: 70   **Pass Marks**: 40%
Note: 1.   Answer five questions in all, selecting at least two questions from each section A and B. All the questions in section C are compulsory.
2. Questions in sections A and B carry 12 marks each. The questions in section C carry 2 marks each.

SECTION-A

1. **Data, Information and Knowledge**: Basic Concepts; Information-Nature and Value; Information Generation and Transfer Cycle; Information Science; Information Society, Knowledge Society; Knowledge Management- Concept, Need, Purpose and Methods.

2. **Information Communication**: Definition, Components and Types; Communication Channels; Barriers in Communication.

3. **Information Policy:** Concept, Need and Purpose; Recent Developments in Information Policy at the National (NAPLIS) and International Levels.

SECTION-B

4. **Scholarly Communication**: Concept, Need and Purpose; Open Access (OA) –Meaning, Implementation Strategies and OA Publishing Models.

5. **Intellectual Property Rights (IPR) and Legal Frameworks**: Concept; Copyright, Patents ; Fair Use; Right to Information (RTI) Act; Censorship; Freedom of Information; Data Security.

6. **Digital Knowledge Initiatives**: National Digital Library of India (NDLI), Traditional Knowledge Digital Library (TKDL).

Recommended Readings:

1. Bell, D. The coming of postindustrial society: a venture in social forecasting. NY: Basic Books.
2. Best, DP, Ed. The fourth resource: information and its management. Aldershot: Aslib.
3. Buckland, M. Information and information systems. New York: Praeger, 1991.
4. Cornish, G.P. Copyright: interpreting the law for library, archive and information service. London: LA.
5. Feather, J.P. The information society. London: LA.
6. Meadows, J. Knowledge and communication. London, LA.
7. Meadows, J. Understanding information.
8. Prasher, RG. Information and its communication.
9. P.S.G. Kumar. Fundamentals of Information Science. 4th rev. ed. 4 Vols. Delhi: B.R.
10. Rodden, R. ed. Information dynamics: Aldershot: Gower.
11. Vickery, B.C. and Vickery, A. Information science: theory and practice. London: Butterworth.

MLIS02: INFORMATION STORAGE AND RETRIEVAL

Course Objective:

This course aims to provide students with a comprehensive understanding of Information Retrieval Systems (IRS), indexing systems and techniques, vocabulary control, search strategies, bibliographic formats and standards, along with the development and emerging trends in classification and cataloguing practices.

Course Learning Outcomes:

Upon successful completion of this course, students will be able to:
1. Understand the structure and functioning of Information Retrieval Systems (IRS).
2. Apply various indexing systems and techniques effectively.
3. Demonstrate knowledge of vocabulary control tools such as thesauri and subject headings.
4. Develop efficient search strategies for retrieving relevant information.
5. Understand and interpret bibliographic formats and metadata standards.
6. Evaluate modern developments and practices in classification and cataloguing.

Max. Marks: 100   **Internal Assessment**: 30 Marks   **Written Examination**: 70 Marks
Lectures to be delivered: 60   **Time allowed**: 3 hours   **Pass Marks**: 40 %

INSTRUCTIONS TO THE PAPER SETTER: The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 12 marks each. Section C will consist of 11 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

Time Allowed: 3 hours   **Max. Marks**: 70

Pass Marks: 40%

Note: 1.   Answer five questions in all, selecting at least two questions from each section A and B. All the questions in section C are compulsory.

2. Questions in sections A and B carry 12 marks each. The questions in section C carry 2 marks each.

SECTION-A

1. **Information Retrieval System (IRS):** Concept, Characteristics, Purpose, Types, Components and Models; AI based ISAR System.

2. **Indexing Systems and Techniques**: Concept, Pre-Coordinate and Post-Coordinate Indexing Systems; Indexing Languages-Assigned and Derived Indexing; Concept Indexing, Term indexing, Alphabetical Indexing, Citation Indexing and Automatic Indexing; Indexing Techniques-Chain Indexing, PRECIS POPSI and Key Word Indexing- KWIC, KWAC and KWOC.

3. **Vocabulary Control**: Concept, Need, Purpose, and Methods; Vocabulary Control Tools-List of Subject Headings [Sears List of Subject Headings, Library of Congress Subject Headings (LCSH)], MeSH and Thesaurus of ERIC Descriptors.

SECTION-B

4. **Search Strategy**: Definition, Search Techniques-Simple Search (Field Search), Advanced Search (Boolean Search, Heuristic Search, Proximity Search, Phrase Search, Truncation Search and Federated Search).

5. **Bibliographic Formats and Standards**: ISBD, MARC, UNIMARC, MARC21, BIBFRAME and CCF.

6. **Development and Trends in Library Classification and Cataloguing**: DDC (23rd Ed.), Web Dewey; UDC (Medium English Edition) and UDC Online; Automatic Classification; DRTC and ISKO; RDA, FRBR; Metadata Standards for Bibliographic Information Interchange &Communication-DUBLIN CORE, Z39.50, EAD, SRU/SRW.

Recommended Readings:

1. Aitchison, Jean, Gilchrist, Alan & Bawden, David: Thesaurus construction and use: a practical manual. 4th ed. London: Taylor and Francis, 2005.
2. Austin, Derek: PRECIS: A manual of concept analysis:London: British Library.
3. Bajpai, S.K. Modern information retrieval, New Delhi: Ess Ess Pub.
4. Bates, M.J.: Understanding information retrieval systems: management, types and standards. Boca Raton, FL: CRC press, 2012.
5. Best, D.P.: The fourth resource: information and its management. Alders hot: Aslib.
6. Chowdhary, G.G.: Introduction to modern information retrieval, London: L.A, 1999.
7. Cleveland, Donald & Cleveland, Ana: Introduction to indexing and Abstracting. 4th ed. Englewood: Libraries Unlimited.

8. Cooke, A.: A guide to finding quality information on the Internet. 2nd edition. London: Facet Publishing.
9. Ellis, David: Progress and problems in information retrieval. London: LA.
10. Foskett, A.C.: The subject approach to information. 5th ed. London: LA.
11. Francson, Jonas: Efficient information searching on the web: a handbook in the art of searching for information.
12. Gallacher, Managing change in library & information services. London: Aslib.
13. Ghosh, S.B. & Satpathi, J.N. ed.: Subject indexing systems. Kolkata: IASLIC.
14. Gorman, GE. Evaluating library collections.
15. Jordan, P. Staff management in library & information work. Bombay: Jaico.
16. Jordan, P. The academic library and its users. London: Gower Publishing Limited.
17. Kemp, D.A.: Computer-based knowledge retrieval. London: Aslib.
18. Kemp, D.A: The nature of Knowledge, London Clive Bingley.
19. Kowalski, G.J. and Maybury, M.T.: Information storage and retrieval system: theory and implementation. 2nd ed. New York: Kluwer.
20. Lancaster, F.W. If you want to evaluate your library.
21. Lancaster, F.W.: Indexing and abstracting in theory and practice. 2nd ed. London: LA.
22. Latimer, Karen and Niegaard, Hellen. IFLA Library Building Guidelines: Developments & Reflections.
23. Lazinger, Susan S. Digital Preservation and Metadata: History, Practice. Colorado: Libraries Unlimited.
24. Line, Maurice B., Ed. Academic library management. London: Library Association.
25. Mason, R.O. and others, Eds: Ethics of information management. New Delhi: Sage.
26. Meadows, J.: Understanding information. Munchen: KG Saur.
27. Narayana, G.J. Library and information management. Delhi: Prentice Hall.
28. Oddy, P.: Future libraries, future catalogs. London: LA.
29. Prasher, R.G.: Index and indexing systems. New Delhi: Medallion Press.
30. Pugh, Change management in information services. London: Gower.
31. Rajan, T.N., ed.: Indexing Systems: Concepts methods and techniques Kolkata: IASLIC.

MLIS03: MEDIA & INFORMATION LITEARCY

Course Objective:

This course builds skills in Media and Information Literacy, covering its concepts, models, global standards, ethical use, the role of libraries, UNESCO's Five Laws, and key initiatives, fostering critical thinking and informed digital citizenship.

Course Learning Outcomes:

Upon completion of this course, students will be able to:
1. Define and explain the concepts of Media and Information Literacy (MIL).
2. Identify the need, purpose, types, and models of Information Literacy.
3. Understand and apply Information Literacy standards and competencies.
4. Recognize the role of libraries in promoting MIL.
5. Apply IL skills in lifelong learning and emerging learning environments.
6. Understand and interpret UNESCO's Five Laws of MIL.
7. Explain the contributions of UNESCO and IFLA in advancing MIL.
8. Analyze national and global MIL initiatives and networks.

Max. Marks: 100   **Internal Assessment**: 30 Marks   **Written Examination**: 70 Marks
Lectures to be delivered: 60 **Time allowed**: 3 hours   **Pass Marks**: 40%

INSTRUCTIONS TO THE PAPER SETTER: The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 12 marks each. Section C will consist of 11 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hours   **Max. Marks**: 70   **Pass Marks**: 40%

Note: 1. Answer five questions in all, selecting at least two questions from each section A and B. All the questions in section C are compulsory.
2. Questions in sections A and B carry 12 marks each. The questions in section C carry 2 marks each.

SECTION-A

1. **Information Literacy:** Definition, Need, Purpose, Types and Competencies.
2. **Standards and Models of Information Literacy:** Basic Concept; Different Standards and Models of Information Literacy.
3. **Life Long Learning:** Concept, Need and Purpose; Role of Information Literacy for Life Long Learning; Information Literacy for Emerging Learning Environment (Online Learning Platforms).

SECTION-B

4. **Media and Information Literacy:** Concept, Importance, Objectives, and Components; Role of Libraries in Promoting Media and Information Literacy; Critical Thinking; Combating Fake News, Misinformation and Disinformation.
5. **Media and Information Literacy:** Five Laws of MIL adopted by UNESCO, UNAOC-UNESCO MILID University Network, MILUNI and MIL Click.
6. **Media and Information Literacy Initiatives:** Media and Information Literacy Initiatives at National and Global Levels-Role of UNESCO and IFLA in promoting Media and Information Literacy.

Recommended Readings:
   1. Andretta, S. Ways of experiencing information literacy: Making the case for a relational approach. Oxford: Chandos.
   2. Association of College and Research Libraries (ACRL). Information Literacy Competency Standards for Higher Education. Chicago: American Library Association.
   3. Bruce, Christine. The Seven Faces of Information Literacy. Adelaide: Auslib Press.
   4. Council of Australian University Librarians. Information Literacy Standards. Canberra: Council of Australian University Librarians.
   5. Godwin, P. & Parker, J. Information literacy meets library 2.0. Santa Barbara: Facet.

6. Kenix, Linda Jean. Alternative and Mainstream Media. Bloomsbury Academic, 2011.Link:http://www.bloomsburyacademic.com/view/AlternativeMainstreamMedia_9781849665421/book-ba-9781849665421.xml
7. Mackey, TP & Jacobson, TE. Teaching information literacy online. London: Neal-Schuman.
8. Mahiri, Jabari. Digital Tools in Urban Schools: Mediating a Remix of Learning. Ann Arbor: University of Michigan Press, 2011.Link: http://dx.doi.org/10.3998/toi.10329379.0001.001
9. Martin White. Making search work: implementing web, intranet and enterprise search. New York: Facet publishing.
10. Media and Information Literacy for knowledge society. Moscow: UNESCO.
11. Neuman, W. Russell, Ed. Media, Technology, and Society: Theories of Media Evolution.
12. Overview of Information Literacy Resources Worldwide. Paris: UNESCO.
13. American Library Association. Presidential Committee on Information Literacy, Final Report. Chicago: American Library Association, 1989. Link: http://www.ala.org/ala/acrl/acrlpubs/whitepapers/presidential.htm

MLIS04: INFORMATION AND COMMUNICATION TECHNOLOGY:
APPLICATIONS IN LIBRARIES

Course Objective:

This course aims to equip students with practical knowledge of library automation, including the use of software like SOUL and KOHA, automation of housekeeping operations, and web technologies. It also covers web-based resources, databases, repositories, social media tools, and scholarly search.

Course Learning Outcomes:

After completing this course, students will be able to:
1. Understand how to plan and implement library automation.
2. Automate core library functions like acquisition, cataloguing, circulation, serials control, and OPAC.
3. Use library software such as SOUL and KOHA.
4. Evaluate various web-based resources and their benefits.
5. Understand bibliographic and full-text databases.
6. Identify the roles of repositories like ArXiv, e-LiS, and RePEc.
7. Explore institutional repositories like NDL, ShodhGanga, and e-Gyankosh.
8. Apply social media and scholarly search tools in library services.

EXAMINATION INSTRUCTIONS

PART- I: THEORY (**Max. Marks**: 60)
PART-II: PRACTICAL (**Max. Marks**: 20)

INSTRUCTIONS TO THE PAPER SETTER: the question paper will consist of 3 sections: A, B, and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 10 marks each. Section C will consist of 10 short answer type questions which will cover the entire syllabus uniformly and will carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hours
Max. Marks: 60
Pass Marks: 40%

Note: 1. Answer five questions in all, selecting at least two questions from each section A and B. All the questions in section C are compulsory.
2. Questions in sections A and B carry 10 marks each. The questions in section C carry 2 marks each.

SECTION-A

1. **Library Automation:** Concept, Planning and Implementation; Automation of House Keeping Operations- Acquisition, Cataloguing, Circulation, Serials control, OPAC and Library Management.
2. **Integrated Library Management System (ILMS):** Concept, Proprietary and Open-Source Library Software; Features and Modules of SOUL and KOHA.
3. **Web based-Resources and Services**: Definition, Features, Types, Evaluation, Advantages and Challenges; Scholarly Web Searching-Concept, Need, Purpose and Tools- Google Scholar, Semantic Search and Research Gate.

SECTION – B

4. **Disciplinary& Institutional Repositories and Discussion Lists:** Basic Concepts; E-prints- ArXiv and e-LiS; Institutional Repositories- NISCAIR Online Periodicals Repository, Shodh Ganga, e-Gyankosh and National Digital Library of India; Discussion Lists-LIS-Forum (India.
5. **Social Media**: Concept, Types and Application of different Social Media in Library and Information Centers.
6. **Latest Trends in ICT:** Smart Libraries, Artificial Intelligence, Internet of Things, Big Data, Robotics, Data Analytics, Block Chain, Semantic and Linked Data, etc.

PART – II (PRACTICAL) (20 Marks)

1. All Modules of SOUL:(10 Marks)
2. All Modules of KOHA: (10 Marks)

Recommended Readings:
1. Ackermann, Ernest. Learning to use the Internet: An introduction with examples and experiences. BPB.

2. Bharihoke, Deepak. Fundamentals of IT. 2nd ed. Excel Books. New Delhi.
3. Bradley, P. World Wide web: how to design and construct web pages. 2nd ed. London: Aslib IMI.
4. Cady, Glee Harrah and McGregor, Pat. Mastering the INTERNET. BPB. New Delhi.
5. Cox, Ingemar, J. Digital Watermarking.
6. Deegan, M. and Simon Tanner. Digital futures. London. LA.
7. Digital Libraries and Multimedia. Boston: Kluwer, Academic Publishers.
8. Digital Libraries and use. Cambridge: MIT Press.
9. Digital Libraries from technology to culture. New Delhi: Kanishka Publications.
10. Digital Libraries: Policy, planning and practice. Hants: Ashgate.
11. DSpace Manual, Release 1.6.2. http://www.dspace.org/1_6_2Documentation/DSpace-Manual.pdf
12. Falk, Bennett. The Internet basic reference from A to Z.
13. Gopal Krishnan. Digital Libraries in electronic information era. Delhi: Authors press.
14. Greenstone Home page. http://www.greenstone.org/greenstone3-home
15. Greenstone Manual.
16. Hughes, Lorna M. Digitizing collection: strategic issues for the information manager.

MLIS05: ACADEMIC LIBRARY SYSTEM

Course Objective:

This course offers a comprehensive understanding of planning and managing academic libraries especially college and university libraries, with a focus on open and distance education. It covers resource sharing, HRM, leadership, financial and quality management, and digitization, preparing students to manage academic libraries in a digital and evolving educational environment.

Course Learning Outcomes:

After completing this course, students will be able to:
1. Understand the role of academic libraries in open and distance education.
2. Explain the historical development of libraries in India and the role of UGC and key committees.
3. Use planning tools like SWOT analysis and decision trees in library management.
4. Assess the importance and challenges of resource sharing and networking.
5. Apply HRM principles, including staff evaluation, in libraries.
6. Identify key leadership skills for library professionals.
7. Manage library finances using budgeting and funding strategies.
8. Understand preservation and digitization of library resources.
9. Implement change and quality management in academic library environment.

Max. Marks: 100   **Internal Assessment:** 30 Marks   **Written Examination:** 70 Marks
Lectures to be delivered: 60   **Time allowed:** 3 hours   **Pass Marks:** 40%

INSTRUCTIONS TO THE PAPER SETTER: The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 12 marks each. Section C will consist of 11 short answer type questions which

will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hours   **Max. Marks:** 70

                                        Pass Marks: 40%

Note: 1. Answer five questions in all, selecting at least two questions from each section A and B. All the questions in section C are compulsory.

2. Questions in sections A and B carry 12 marks each. The questions in section C carry 2 marks each.

SECTION –A

1. **Academic Library:** Definition, Need and Purpose; Role of College and University Libraries in Open and Distance Education.
2. **Development of College and University Libraries in India**: Role of UGC and other different Committees and Commissions.
3. **Planning:** Definition, Need, Purpose and Importance of Planning; Types of Plans; Steps , SWOT Analysis, Decision Tree, Brain Storming; Disaster Management.
4. **Human Resource Management:** Definition, Need, Purpose, Appraisal of Library Staff and TQM.

SECTION-B

5. **Leadership**: Basic Concept; Effective Leadership in Libraries-Functions and Activities of Leadership.
6. **Financial Management**: Concept, Budget and Budgeting Techniques; Sources of Funds.
7. **Preservation, Conservation and Digitization:** Basic Concepts, Preservation, Conservation and Digitization of Library Material in College and University Libraries.
8. **Change and Quality Management**: Basic Concepts, Change and Quality Management with Special Reference to College and University Libraries.

Recommended Readings:
1. Baker, David, Ed. Resource management in academic libraries. London: Library Association, 1997.
2. Brophy, P. Quality management for information and library managers. London: Aslib, 1996.
3. Brophy, P. The academic library. London: Library Association, 2000.
4. Budd, J. M. The academic library: the context, its purpose and its operation. London: Libraries Unlimited, 1988.
5. Chapman, Liz. Managing acquisitions in library and information services London: Library Association, 2001.
6. Clayton, P. and Gorman, G.E. Managing information resources in libraries. London: LA, 2001.

7. Clayton, P. Managing information resources in library and information services: principles and procedures, 1997.
8. Corral, S. Strategic management of information services: a planning handbook. London: Aslib, 2000.
9. Crawford, J. Evaluation of library and information services. 2nd ed. 2000.
10. Dowler, L. Ed. Gateways to knowledge: the role of academic libraries in teaching, learning and research. London: The MIT Press, 1998.
11. Evans, G.E. Management techniques for librarians.

MLIS06: PUBLIC LIBRARY SYSTEM

Course Objective:

To keep students aware of the latest trends and developments in various aspects of Public Library Systems with particular reference of India.

Course Learning Outcomes:

This paper will help students to understand various aspects of public library system and enable them to manage public libraries effectively.

Max. Marks: 100   **Internal Assessment**: 30 Marks   **Written Examination**: 70 Marks
Lectures to be delivered: 60   **Time allowed:** 3 hours   **Pass Marks:** 40%

INSTRUCTIONS TO THE PAPER SETTER: The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 12 marks each. Section C will consist of 11 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hours   **Max. Marks:** 70
Pass Marks: 40%

Note: 1. Answer five questions in all, selecting at least two questions from each section A and B. All the questions in section C are compulsory.
2. Questions in sections A and B carry 12 marks each. The questions in section C carry 2 marks each.

SECTION–A

1. Role of Public Library in Information Society.
2. Development of Public Libraries with Special Reference to India; Role of RRRLF, National Library (Kolkata) in development of Public Libraries.
3. Role of Public Libraries in Literacy, Open and Distance Education/Learning.
4. **Library as a System**: Environmental Influences and Responses.

5. **Planning**: Need &Importance of Planning; Types of Plans-Short Term, Long Term, Strategic; Steps and Components of Planning- Time Involved, Money Involved, Areas of Planning, SWOT Analysis, Systems Approach, Planning Tools(MBO), Decision Trees, Brain Storming, etc.; Planning of Library Building and its Interior.
6. **Organizing**: Purpose & Need for Organize- Organizational Structure (Line & Staff Functions, (Departmentalization, and Organizational Charts); Authority & its De centralization; Quality Circles & Matrix Structures; Functional Organization of Libraries.

SECTION-B

7. **Human Resources Management:** Staffing- Job Definitions, Recruitment, Training and Development Motivation, Job Enrichment and Appraisal of Library Staff.
8. **Leadership & Communication:** Effective Leadership in Libraries; Functions Activities & Qualities of Library Managers; Creativity and Innovation; Entrepreneurship; Interpersonal Communication.
9. **Financial Management:** Source of Funds; Different Type of Budgets, Accounting& Auditing, Costing and Cost Analysis of Library Services.
10. **Public Library**: Collections and Services Development, Evaluation and Effectiveness.
11. **Marketing:** Concept, Identification of Market for Libraries; Market as a Marketable Commodity; Marketing Library Services and Products; Marketing &Promotion Techniques.
12. **Control:** Control Techniques-Budgetary and Non-Budgetary Devices; Management Information System.
13. **Change &Quality Management:** Concept, Need and Purpose; Change & Quality Management with special reference to Public Library System.

MLIS07: SPECIAL LIBRARY SYSTEM

Course Objective:

To keep students aware of the latest trends and developments in various aspects of Special Library Systems with particular reference of India.

Course Outcomes:

This paper will help students to understand various aspects of special library system and enable them to manage special libraries in business and industry effectively.

Max. Marks: 100   **Internal Assessment:** 30 Marks **Written Examination:** 70 Marks
Lectures to be delivered: 60   **Time allowed:** 3 hours   **Pass Marks:** 40 %

INSTRUCTIONS TO THE PAPER SETTER: The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 12 marks each. Section C will consist of 11 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly

spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hours   **Max. Marks:** 70
                                             Pass Marks: 40%

Note: 1.   Answer five questions in all, selecting at least two questions from each section A and B. All the questions in section C are compulsory.
2. Questions in sections A and B carry 12 marks each. The questions in section C carry 2 marks each.

SECTION –A

1. Role of Special Libraries in R&D in Information Society.
2. Development of Special Libraries with Special reference to India, Role of CSIR, ICAR and ICSSR in Development of Special Libraries in India.
3. **Library as a System:** Environmental Influences and Responses.
4. **Planning:**   Need & Importance of Planning; Types of Plans-Short Term, Long Term, Strategic; Steps and Components of Planning- Time Involved, Money Involved, Areas of Planning, SWOT Analysis, Systems .
5. **Organizing:** Purpose &Need for Organize- Organizational Structure (Line & Staff Functions, Departmentalization and Organizational Charts).
6. **Human Resources Management:** Staffing- Job Definitions, Recruitment, Training and Development Motivation, Job Enrichment and Appraisal of Library Staff.

SECTION-B

7. **Leadership & Communication:** Effective Leadership in Libraries; Functions Activities & Qualities of Library Managers; Creativity and Innovation; Entrepreneurship Interpersonal Communication.
8. **Financial Management**: Source of Funds; Different Type of Budgets; Accounting & Auditing, Costing and Cost Analysis of Library Services.
9. **Special Library:** Collections and Services Development, Evaluation and Effectiveness.
10. **Marketing:** Identification of Market for Libraries; Market Segmentation, Information as a Marketable Commodity; Marketing Library Services and Products; Marketing & Promotion Techniques.
11. **Change & Quality Management:** Concept, Need and Purpose; Change & Quality Management with special reference to Special Library System.

MLIS08: RESEARCH METHODOLOGY IN LIBRARY AND INFOPRMATION SCIENCE

Course Objective:

This course introduces the principles and practices of research in Library and Information Science, covering research concepts, methods, design, literature review, hypothesis formulation, reporting in APA style, and ethical issues like plagiarism prevention.

Course Outcomes:

After completing this course, students will be able to:
1. Understand the concept, need, and types of research in LIS.
2. Formulate research problems, hypotheses, and design frameworks.
3. Apply research tools (questionnaires, interviews, observations) and conduct literature reviews.
4. Use scientific, historical, and comparative, survey, and case study methods appropriately.
5. Prepare research reports in APA style and follow research ethics, including plagiarism prevention.

INSTRUCTIONS TO THE PAPER SETTER: The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 12 marks each. Section C will consist of 11 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hours   **Max. Marks:** 70
                                                        Pass Marks: 40%

Note: 1.   Answer five questions in all, selecting at least two questions from each section A and B. All the questions in section C are compulsory.
2. Questions in sections A and B carry 12 marks each. The questions in section C carry 2 marks each.

SECTION –A

1. **Research:** Concept, Definition, Need, Purpose, Types and Process.
2. **Research Methodology and Data Collection Tools**: Research Methodology and Research Methods; Data Collection Tools- Questionnaire, Interview and Observation Method.
3. **Hypothesis:** Definition, Need, Purposes, Types and Functions.
4. **Research Design**: Meaning, Need, Purpose and Functions; Types of Research Design; Steps in the Preparation of Research Design.
5. **Sampling Design**: Concept and Types of Sampling Design.

6. **Scientific Methods of Research**: Definition, Features and Limitations; Application of Scientific Research in the field of LIS.
7. **Comparative Method:** Definition, Steps and Limitations; Use of Comparative Method of Research in the field of LIS.
8. **Survey and Case study:** Definition, Steps and Limitations; Applicability of Survey and Case Study in the field of LIS.
9. **Research Reporting**: Structure and Contents; Reference Style Manual-APA.
10. **Plagiarism and Ethics:** Meaning, Prevention of Plagiarism in Research Writing; Ethics in Research.

Recommended Readings:
1. Bailey, Kenneth: Methods of social research. Ed.2.
2. Bajpai, S.R.: Methods of social survey and research.
3. Busha, Charles H and Harter, S.P.: Research Methods in Librarianship.
4. Carpenter, R.L.: Statistical Methods for librarians.
5. Charles, H. and others: Research Methods in librarianship: Techniques and Interpretations.
6. Fastinger, Leon and Katz, Denial: Research methods in behavioral sciences, New York: Amerind.
7. Ghosh, B.N.: Scientific methods and social research. Ed.2.
8. Kerlinger, F.N.: Foundations of behavioral research. Ed 2.
9. Kothari, C.R. Research Methodology: Methods and Techniques. New Delhi: New Age.
10. Krishan Kumar: Research Methods in Library and Information Science, New Delhi: Vikas Publishing House.
11. Misra, K.P.: Research methodology: A handbook.
12. Neelameghan, A.: Presentation of ideas in technical writings.
13. Pickard, Alison Jane: Research methods in information.
14. Powell, Ronald R. Basic Research Methods for Librarians.
15. Ranjit Kumar: Research Methodology: A Step-by-Step Guide for Beginners, New Delhi: Sage.
16. Ravi Chandra Rao, I. K.: Quantitative methods in Library and Information Science. New Delhi: Wiley Eastern Limited.
17. Saravanavel, P.: Research and Report Writing.
18. Sardana, J.L. and Sehgal, R.L.: Statistical methods for librarians.
19. Sharma, Ram Dutt. Research methods in social science.
20. Simpson, I.S.: Basic statistics for librarians, Ed 3.
21. Stevens, R.F.: Research methods in librarianship: Historical and Bibliographical methods in library research.
22. Young, P.V. Scientific social survey and research, Ed 4. Englewood Cliffs, N.J.: Prentice Hall.

MLIS09: E-RESOURCES IN LIBRARY AND INFORMATION CENTRES

Course Objective:

This course provides an understanding of electronic resources, their types, characteristics, and management, covering collection development, licensing, consortia, access, preservation, evaluation, and usage analysis with tools like TERMS, COUNTER, and SUSHI for effective digital content management in libraries.

Course Learning Outcomes:

After completing this course, students will be able to:
1. Understand the concept, types, and evaluation of electronic resources.
2. Apply collection development, budgeting, licensing, and subscription models.
3. Explain the role of consortia (e.g., e-ShodhSindhu, CeRA, DeLCON) and preservation strategies.
4. Organize and manage e-resources using metadata, authentication, and access control.
5. Analyze usage and economic aspects through standards like COUNTER and SUSHI.
6. Evaluate web-based and open access resources.
7. Manage the life cycle of e-resources using ERM techniques such as TERMS.

Max. Marks: 100   **Internal Assessment:** 30 Marks   **Written Examination**: 70 Marks
Lectures to be delivered: 60   **Time allowed**: 3 hours   **Pass Marks**: 40 %

INSTRUCTIONS TO THE PAPER SETTER: The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 12 marks each. Section C will consist of 11 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hours   **Max. Marks**: 70**Pass Marks:** 40%

Note: 1.   Answer five questions in all, selecting at least two questions from each section A and B. All the questions in section C are compulsory.
2. Questions in sections A and B carry 12 marks each. The questions in section C carry 2 marks each.

SECTION-A

1. **Electronic Resources**: Concept, Need, Characteristics, Benefits and Challenges.
2. **Types of E-Resources**: Types and Evaluation of E-Resources.
3. **Collection Development Process**: Concept, Formulating Policy and Budgeting; Subscription Models- Licenses and Negotiation; Economics of E-Resources-List Price, Cost per Article, Cost Recovery and Cost Avoidance.
4. **Consortia:** Concept, Need, Purpose and Limitations; E- Shodhsindhu, CeRA and DeLCON Consortium.

5. **Preservation of E-Resources**: Concept, Need, Purpose and Methods; Perpetual Access and Remote Access.

SECTION-B

6. **Metadata:** Basic Concepts, Role of Metadata in Organization and Description of E-Resources.
7. **Access Management of E-resources**: Channels, Authentication and Authorization.
8. **Usage Statistics of E-resources:** Standards and Guidelines (COUNTER and SUSHI).
9. **E-Resource Life Cycle:** Concept and Stages; Managing using Techniques for Electronic Resource Management (TERMS).
10. **Web-based Resources:** Definition, Types, Advantages and Challenges; Open Access Web-Resources; Evaluation of Web Resources.

Recommended Readings:
1. Brynjolfsson, Eric and Kahin, Brian, Ed. Understanding the digital economy: data, tools and research. Massachusetts: MIT Press.
2. Cole, Jim and others. E-serials Collection Management: Transition, Trends and Technicalities. London, CRC Pres.
3. Conger, Joan E. Collaborative electronic resource management: From acquisitions to Assessment. Westport, Libraries Unlimited.
4. Curtis, Donnelyn. E-journals: How to do it Manual for Building, Managing and Supporting Electronic. Journal Collection. London, Facet Publishing.
5. Fecko, Mary Beth. Electronic Resources: Access and Issues. London: Bowker-Saur.
6. Hanson, Ardis and Levin, B.L. Building a Virtual Library. Hershey, P.A.: Information Science Publishing.
7. Jones, Wayne, ed. E-Journal Access and Management. New York, Routledge. 2009.
8. Katz, Linda S. Collection Development Policies: New Dimension for Changing Collections. London, Roultedge Kegan Paul. 2003.
9. Kemp, Rebecca. E-resource Evaluation and Usage Statistics: Selector's Choices. Saarbrücken, VDM Verlag.
10. Kumbar, T.S. and Karisiddappa, C. R. Electronic Journals. *In: Information Technology Application in Libraries: a text book for beginners.* Edited by M. Mahapatra and D.B. Ramesh. Bhubaneswar, Reproprint.
11. Lee, Stuart D. and Boyle, Frances. Building an Electronic Resource Collection: A Practical Guide (2nd ed). London, Facet Publishing.
12. Lee, Sul H. Electronic Resources and Collection Development. London, Routlege Kegan Paul.
13. Mitchell, Anne M. and Surrat, Brain E. Cataloguing and Organizing Digital Resources: A How to do it. Manual for Librarians. London, Facet Publishing. 2005.

MLIS10: INFORMATION ANALYSIS, CONSOLIDATION AND REPACKAGING

Course Objective:

This course equips students with skills in information analysis, consolidation, and repackaging (IACR), covering its strategies, processes, and products such as abstracting and content analysis.

It also introduces content management, marketing, ethical issues, and emerging tools and technologies like AI, ML, and specialized software.

Course Learning Outcomes:

After completing this course, students will be able to:
1. Explain the need, purpose, and process of Information Analysis, Consolidation, and Repackaging (IACR).
2. Identify and develop different IACR products, including abstracts and content analyses.
3. Apply qualitative and quantitative approaches using textual and multimedia formats.
4. Understand content management processes and functions of IACR units.
5. Acquire professional skills, marketing strategies, and knowledge of ethical issues.
6. Explore emerging tools and trends in IACR, including AI, ML, and software applications.

Max. Marks: 100   **Internal Assessment**: 30Marks   **Written Examination**: 70 Marks
Lectures to be delivered: 60   **Time allowed**: 3 hours   **Pass Marks**: 40 %

INSTRUCTIONS TO THE PAPER SETTER: the question paper will consist of 3 sections: A, B, and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 12 marks each. Section C will consist of 11 short answer type questions which will cover the entire syllabus uniformly and will carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hours.   **Max. Marks:** 70   **Pass Marks:** 40%

Note: 1.   Answer five questions in all, selecting at least two questions from each section A and B. All the questions in section C are compulsory.
 2.   Questions in sections A and B carry 12 marks each. The questions in section C carry 2 marks each.

SECTION-A

1. **IACR:** Definition, Need, Purpose, Importance and Strategies; IACR Service –Concept, Need and Purpose; Process of IACR Service.
2. **IACR Products:** Concept; Types of IACR Products-Trend-related Publications, Condensing Publications, Trade and Industry-related Publications, Organizational Publications and Media-related Publications.
3. **Abstract:** Definition, Need, Purpose, Characteristics and Types; Qualities of Good Abstract; Guidelines for Preparing Abstract; Design and Development of Abstract.
4. **Presentation of Content and Technical Writing:** Presentation of Content- (Textual and Non-textual), Digital and Multimedia Presentations; Guiding Principles for Presenting Ideas; Technical Writing.

SECTION-B

5. **IACR Units or Centers**: Definition, Functions, Planning and Management; Knowledge and Skills for IACR Professionals.

6. **Marketing of Information Products and Services:** Concept, Need and Purpose; Planning and Strategies for Marketing of Information Products (5Ps of Marketing); Challenges and Opportunities for Libraries and Information Centers.
7. **Content Management:** Concept, Processes of Content Management; Content Management Tools (WordPress, Drupal).
8. **Current Trends in IACR:** Recent Trends, Latest Tools and Technologies used for IACR-AI, Software for Content Analysis (NVivo, Atlas.ti).

Recommended Readings:

1. Atherton, P.: Handbook of information systems and services. Paris: UNESCO, 1977.
2. Bhatt, R. K: UNESCO: Development of libraries & Documentation centres in developing countries, 2004.
3. Chatterjee, Amitabha: Elements of information analysis, consolidation and repackaging (IACR). Kolkata: Prova Prakashani, 2013.
4. Kumar, P.S.G.: Information Analysis, Repackaging consolidation & Information retrieval (Paper X and XI of UGC Model Curriculum). Delhi: B.R. Pub.
5. Kumar, P.S.G.: Library and Users: theory and Practice (Paper VIII of UGC Model Curriculum) Delhi: B.R. Pub.
6. Rowley, J.E: Abstracting and Indexing. London, Clive Bingley.
7. Saracevic, T. and Wood, J.S.: Consolidation of information: a handbook of evaluation, restructuring and repackaging of scientific and technical information. Paris: UNESCO.
8. Seetharama, S. Information Consolidation and Repacking: Framework, Methodology, Planning. New Delhi: Ess Ess Pub.
9. Seetharama, S. Modes of Presentation of Information in Information Consolidation Products. Library Science with a Slant to Document, 22.
10. Sewa Singh. Information analysis, consolidation and repackaging. New Delhi: Atlantic.

MLIS11A: ADVANCED KNOWLEDGE ORGANIZATION

(a) CLASSIFICATION PRACTICE

Course Objective:

The aim of this paper is to train students in the techniques of classifying titles of documents according to the UDC (abridged 3rd revised English edition,1961).

Course Learning Outcomes:

After the completion of this course the students will be able to:
1. Have comprehensive understanding of the structure, principles, and organization of the Universal Decimal Classification (UDC) system, with specific reference to the abridged 3rd revised English edition (1961).
2. Classify library resources and bibliographic materials using the UDC system.
3. Classification of adequate number of titles from all disciplines by the UDC (abridged 3rd revised English edition, 1961).

Max. Marks: 50   **Internal Assessment**: 14 Marks   **Written Examination**: 36 Marks

Lectures to be delivered: 30   **Time Allowed**: 1 ½ hours   **Pass Marks**: 40%

INSTRUCTION TO THE PAPER SETTER: The question paper will consist of two parts: Part-I and Part II. Part I should include 6 simple titles carrying 4 Marks each and the Part II should include 8 complex titles carrying 6 Marks each. Candidates should be asked to classify any 3 titles from Part I and any 4 from Part II respectively. The question paper should be set strictly according to the instructions given above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 1 ½ hours   **Max. Marks**: 36   **Pass Marks**: 40%

Note: 1. Classify Seven titles in all selecting any three titles from Part-I and any four titles from Part-II.
2. Copies of the UDC (Abridged 3rd revised English edition, 1961) and a Dictionary are available for use.

PART-I

Classify any Three of the following six titles.   12 Marks

PART-II

Classify any Four of the following eight titles.   24 Marks

List of Requirements in the Examination Hall

1. **U.D.C** (As per the strength of the Students)
2. **Dictionaries:**(2 Copies)

The above books are to be collected by the Superintendent, Examination Centre from the Department of Library and Information Science, Punjabi University, Patiala.

Text Books:
   1. FOSKET (A C): Universal Decimal Classification (1973) Clive Bingley, London.
   2. McLLWAINE (I C)**:** The Universal Decimal Classification: a guide to its use (2007) UDC
   3. U.D.C. (Abridged 3rd revised English Edition 19961).

MLIS 11B: ADVANCED KNOWLEDGE ORGANIZATION
(b) ADVANCED CATALOGUING: PRACTICE

Course Objective:

The aim of this paper is to give practice to students in the techniques of cataloguing of non-book materials. Cataloguing Practice of non-book material by AACR II, 2nd ed. 1988 Revision, supplemented by Sears List of Subject Headings, 12th ed., 1982.

Course Learning Outcomes:

After completing this course, students will be able to:

1. Understand the principles and structure of AACR II (1988 Revised Edition) for cataloguing non-book materials.
2. Apply cataloguing rules to various types of non-book materials such as maps, sound recordings, videos, microforms, and electronic resources.
3. Use appropriate bibliographic description and access points for non-print media.
4. Assign subject headings using the Sears List of Subject Headings (12th Edition).
5. Develop skills in creating accurate and standardized catalogue entries for effective retrieval of non-book materials.

Max. Marks: 50   **Internal Assessment:** 15 Marks   **Written Examination:** 35 Marks
Lectures to be delivered: 30 **Time allowed:** 1 ½ hours   **Pass Marks:** 40%

INSTRUCTIONS FOR THE PAPER SETTER: The question paper will consist of 3 sections: A, B and C. Sections A and B will have two titles each from respective sections of the syllabus and carry 12 marks each. Section C will consist of two titles and carry 11 marks each. The student will catalogue fully three titles in all, selecting one from each Section. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

SECTION-A

* Microforms.
* Motion Pictures and Video Recordings.

SECTION-B

* Sound Recordings.
* Computer Files.

SECTION-C

* Cartographic material: Map, Atlas and Globe

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time allowed: 1 ½ hours   **Max. Marks:** 50
                                                        Pass Marks: 40%

The following books are to be provided to the candidates:
1. Sears List of Subject Headings. Ed 12. (6 copies)
2. Language dictionary. (2 copies)

Text Books:
1. Anglo-American Cataloguing Rules. Ed. 2. 1988. Revision.
2. Sears List of Subject Headings. Ed 12. 1982.

MLIS12: INFORMATION AND LITERATURE SURVEY IN SOCIAL SCIENCES

Course Objective:

This course introduces the structure, scope, and research trends of major social science disciplines, highlights the role of primary, secondary, and tertiary sources, and familiarizes students with digital resources, institutional repositories, and the contributions of Indian research institutions in advancing social science research.

Course Learning Outcomes:

After completing this course, students will be able to:
1. Understand the structure, scope, and trends in social sciences.
2. Differentiate and use primary, secondary, and tertiary sources.
3. Evaluate key secondary and tertiary information resources.
4. Access and use networked and distributed databases.
5. Utilize internet-based information resources in social sciences.
6. Recognize major research institutions and professional bodies in India.
7. Understand and use institutional repositories like INFLIBNET, DELNET, and NDLI.

EXAMINATION INSTRUCTIONS

Max. Marks: 100**Internal Assessment**: 30Marks**Written Examination**: 70 Marks
Lectures to be delivered: 60 **Time allowed**:   3 hours   **Pass Marks**: 40%

INSTRUCTIONS TO THE PAPER SETTER: the question paper will consist of 3 sections: A, B, and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 12 marks each. Section C will consist of 11 short answer type questions which will cover the entire syllabus uniformly and will carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

Time Allowed: 3 hours   **Max. Marks:** 70
                                                                                                    Pass Marks: 40%

Note: 1. Answer five questions in all, selecting at least two questions from each section A and B. All the questions in section C are compulsory.
2. Questions in sections A and B carry 12 marks each. The questions in section C carry 2 marks each.

SECTION-A

1. **Social Science Discipline:** Definition, Scope, Development and Research Trends of the Major Subjects- Political Science, Sociology, Economics and History.
2. **Information sources:** Role of Primary, Secondary and Tertiary Sources in the Growth and Development of Social Sciences.
3. **Evaluation of Information Sources:** Evaluation of important Secondary and Tertiary Sources of Information in Social Sciences including Distributed Networked Resources.

4. **Networked and Distributed Databases:** Networked and Distributed Databases in Social Sciences; Web-based Resources and Institutional Repositories in Social Sciences.
5. **Research Activities:** Brief Survey of the Activities of the Research Institutions and Professional Organizations in the Growth and Development of Social Science Discipline with Particular Reference to India.
6. **Disciplinary and Institutional Repositories:** Concept, SOSIG and SSRN, INFLIBNET.

Recommended Readings:
1. Bhatt, R.K. & Manish Kumar, Ed. Development of social sciences: A librarian's companion. New Delhi: KK.
2. Brock, C.: The Literature of Political science: a guide for students, libraries and teachers.
3. Herron, Nancy, Ed. Social Sciences: A Cross disciplinary guide to selected sources. Libraries Unlimited.
4. Holler, F.L.: The information sources of political sciences. Ed 3.
5. Hoselitz, Bert F.: Reader's guide to the social sciences, Rev.ed.
6. Hunt, Elgin F. and Colander, David L.: Social sciences: An Introduction to the study of society. Ed.9. Allyn.
7. Knowledge divides (2010) World Social Science Report. Paris: Unesco.
8. Lewis, P.R.: The literature of the social sciences: an introductory survey and guide.
9. Li, Tze Chung: Social science reference sources: A Practical guide. Rev and enlarged ed 2. Greenwood.
10. Mackanzie, Wom: Study of political science today.
11. Malnyk, P. Economics: bibliographic guide to reference books and information sources.
12. Maltby, A.: Economics and commerce: the sources of information and their organization.
13. Mc Innis, Raymond G. and James, W.S.: Social science research handbook.
14. Sheehy, E. P.: Guide to reference books.Latest ed.
15. Unesco: Main trends of research in the social and human science.
16. Vyas, S. D. Social science information in India: Efforts toward bibliographic control. New Delhi: Concept.
17. Walford, A. J.,Ed.: Guide to reference material.
18. Webb, W. H. Ed.: Sources of information in the social science. Ed 3.

NOTE: A list of important information sources is given in Appendix**.**

MLIS13: INFORMATION AND LITERATURE SURVEY IN SCIENCES

Course Objective:

To acquaint students with information sources in science disciplines.

Course Learning Outcomes:

This paper will help students in better understanding of science literature, contributors, research institutions and their activities.

EXAMINATION INSTRUCTIONS

Max. Marks: 100   **Internal Assessment: 20 Marks**

Part-I: Theory (**Max. Marks**: 60)
Part-II: Practical (**Max. Marks**: 20)

INSTRUCTIONS TO THE PAPER SETTER: the question paper will consist of 3 sections: A, B, and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 10 marks each. Section C will consist of 10 short answer type questions which will cover the entire syllabus uniformly and will carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

PART-I (THEORY)

INSTRUCTIONS TO THE PAPER SETTER: the question paper will consist of 3 sections: A, B, and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 10 marks each. Section C will consist of 10 short answer type questions which will cover the entire syllabus uniformly and will carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

Time Allowed: 3 hours   **Max. Marks:** 60
                                               Pass Marks: 40%

Note: 1. Answer five questions in all, selecting at least two questions from each section A and B. All the questions in section C are compulsory.
2. Questions in sections A and B carry 10 marks each. The questions in section C carry 2 marks each.

SECTION–A

1. **Science Disciplines**: Scope of the Major Subjects-Mathematics, Physics, Chemistry, Botany, Zoology, Brief Survey of the Contributions Made by Prominent Authors in these fields.
2. **Science Disciplines:** Developments, Problems and Research Trades.
3. **Information Sources:** Role of different Types of Primary, Secondary and Tertiary Documents in the Growth and Development of Sciences.

SECTION-B

4. **Information Sources:** Evaluations of important Secondary and Tertiary Sources of Information in Sciences including Distributed and Networked Sources.
5. **Databases:** Networked and Distributed Databases in Sciences.
6. **Internet-based Resources and Services:** A brief Introduction in the Context of Sciences.

7. **Research Activities**: Brief survey of the activities of the Research Institutions and Professional Organizations in the Growth and Development of Science Disciplines with particular reference to India, U.K. and U.S.A.

MLIS14: INFORMATION AND LITERATURE SURVEY IN HUMANITIES

Course Objective:

To acquaint students with the contributions research activities and information sources in humanities disciplines.

Course Learning Outcomes:

This paper will help students in better understanding of humanities literature, contributors, research institutions and their activities.

EXAMINATION INSTRUCTIONS

Max. Marks: 100   Internal Assessment: 30 Marks

Part-I: Theory (**Max. Marks**: 60)
Part-II: Practical (**Max. Marks**: 20)

INSTRUCTIONS TO THE PAPER SETTER: the question paper will consist of 3 sections: A, B, and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 10 marks each. Section C will consist of 10 short answer type questions which will cover the entire syllabus uniformly and will carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

PART-I (THEORY)

INSTRUCTIONS TO THE PAPER SETTER: the question paper will consist of 3 sections: A, B, and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 10 marks each. Section C will consist of 10 short answer type questions which will cover the entire syllabus uniformly and will carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

Time Allowed: 3 hours   **Max. Marks:** 60
                                                             Pass Marks: 40%

Note: 1. Answer five questions in all, selecting at least two questions from each section A and B. All the questions in section C are compulsory.
2. Questions in Sections A and B carry 10 marks each. The questions in Section C carry 2 marks each.

SECTION-A

1. **Humanities Disciplines**: Scope of the Major Subjects-Religion, Philosophy, Fine Arts, Literature; Brief Survey of the Contributions made by Prominent Authors in these Fields.
2. **Humanities Disciplines:** Developments, Problems and Research Trends.
3. **Information Sources:** Role of Primary, Secondary and Tertiary Documents in the Growth and Development of Humanities.

SECTION-B

4. **Information Sources:** Evaluation of Important Secondary and Tertiary Sources of Information in Humanities including Distributed and Networked Sources.
5. **Databases:** Networked and Distributed Databases in Social Sciences.
6. **Internal-based Resources and Services:** A Brief Introduction in the Context of Humanities.
7. **Research Activities:** Brief Survey of the Activities of the Research Institutions and Professional Organizations in the Growth and Development of Humanities Disciplines with particular reference to India, U.K. And U.S.A.

NOTE: A list of important information sources is given in Appendix

APPENDIX

Social Sciences:
1. Bibliography of Doctoral dissertation: Social Sciences: AIU.
2. Social Science Citation Index.
3. London Bibliography of the Social Sciences.
4. World List of Social Sciences Periodicals.
5. International Bibliography of Social Sciences: Economics, Political Science, Social & Cultural Anthropology, Sociology.
6. World Bibliography of Bibliographies.
7. Bibliographic Index.
8. Public Affairs International Service.
9. Current Contents: Social & Behavioral Sciences.
10. Index India.
11. Index Translationum.
12. Social Science Abstracts.
13. India: A Reference Annual.
14. Encyclopaedia of the Social Sciences.
15. International Encyclopaedia of the Social Sciences.
16. Dissertation Abstracts International
17. ICSSR Research Abstracts.

Political Science:

1. Brock (Clifton) The Literature of political science.
2. Wynar (LR) Guide to Reference Materials in Political science
3. Holler (FL) Information sources of Political Science
4. Bibliography of Asian Studies
5. International Political Science Abstracts
6. Dunner (Joseph), Ed: Dictionary of Political science
7. Yearbook of the United Nations.

History:
1. Guide to Historical Literature.
2. International Bibliography of Historical Sciences
3. Historical Abstracts.
4. English Historical Review
5. Adams (James Truslow), Ed: Dictionary of American History
6. Economic History Review
7. South Asia Bibliography and Documentation.

Economics:
1. Maltby (Arthur): Economic and Commerce: the sources of information and their organization
2. Fletcher(J): The use of Economic literature
3. Key to Economic Science. (Formerly Economic Abstracts)
4. Economic Titles Abstracts.
5. Journal of Economic Literature (Formerly Journal of Economic Abstracts)
6. Business Periodical Index
7. American Economic Review.
8. World Economic Survey

Sociology:
1. Lovtamore (B) Sociology: A guide to problems and literature
2. Clarke (Jack Alden) Research Material in the social science
3. Eldridge (Hope T) : The Materials of demography: A selected and annotated bibliography
4. Population Index
5. Sociological Abstracts
6. Current Sociology
7. Demographic yearbook
8. American Journal of Sociology
9. Duncan (Mitchell C) Dictionary of sociology
10. D'Corness (Peter J): Encyclopaedia of sociology

Organizations
National:

1. Indian Council of Special Science Research, New Delhi
2. National Social Science Documentation Centre. New Delhi
3. Indian Institute of Public Administration, New Delhi
4. Indian Council of Economic Affairs, Calcutta
5. Indian Council of Historical Research, New Delhi
6. Tata Institute of Social Sciences, Mumbai
7. Institute of Economic Growth, New Delhi
8. The Institute of social and Economic Change
9. National Council of Applied Economic Research
10. Centre for Research in Rural and Industrial Development, Chandigarh.

International and Foreign:

11. International Committee for Social Science Information and Documentation
12. UNESCO.
13. International Social Science Council.
14 Social Science Research Council.
15 Economic and Social Research Council.

Social Sciences Databases/Networks:
1. SOSIG (Social Science Information Gateway)
2. SSRN (Social Science Research Network)
3. APINESS (Asia-Pacific Information Network in Social Sciences)
4. ERIC (Education Resources Information Center) Database
5. ICSSR Data Service
6. ICSSR-NASSDOC Database
7. INFLIBNET (Information and Library Network)
8. Infotrieve-Article Finder
9. NDLI (National Digital Library of India)
10. NDLTD
11. Socio Site (Social Science Information System)
12. SOSIG (Social Science Information Gateway)
13. SSRN (Social Science Research Network)