

**JIWAJI UNIVERSITY**

**GWALIOR**



**Syllabus**

**SUBJECT**

**(One Year Course) M.Lib**

**Master of Library and Information Science  
INSTITUTE OF DISTANCE EDUCATION**

# JIWAJI UNIVERSITY GWALIOR



## Syllabus

### SUBJECT

(One Year Course)

## Master of Library and Information Science

### SUBJECT

Paper- I	Universe or Subject and Research Methodology.
Paper-II	Advanced Library Organizations and Management Academic Library System.
Paper-III	Information-Processing and Retrieval and System.
Paper-IV	Knowledge Organization and Processing (PRACTICAL UDC & UDC Classification and AACR 2)
Paper-V	Information, Communication and society.
Paper-VI	Information Source, Systems and Programmers.
Paper-VII	Information Technology: Applications.
Paper-VIII	Information institutions products and Services.
Practical-	Computer Practical
Viva voice-	Viva

### Scheme of Examination

Each theory paper marks are divided into two parts:

- Theory paper will be of 70 marks for which minimum pass marks are 21.
- Assignment will be of 30 marks for which minimum pass marks will be 12.
- In aggregate passing marks of theory and Assignment should not be less than 40% in each subject.

Paper	Max.		Min.		Total Min in Theo.& Assignment
	Theo	Ass.	Theo	Assign	
Paper I	70	30	21	12	40
Paper II	70	30	21	12	40
Paper III	70	30	21	12	40
Paper IV (Practical)	70	30	21	12	40
Paper V	70	30	21	12	40
Paper VI	70	30	21	12	40
Paper VII	70	30	21	12	40
Paper VIII	70	30	21	12	40
Viva Voice	50	-	20	-	20
Computer	50	-	20	-	20

40% and above but less than 50% in aggregate	:	Total Division
50% and above but less than 60% in aggregate	:	second Division
60% and above in aggregate	:	First Division
75% and above but in aggregate	:	First Division with distinction

NOTE:-

1. Evaluation of Assignment Work : Assignment Assessment of each paper will be evaluated jointly by the teacher concerned and Director based on written assignment.
2. Each candidate will have to undergo an internship program of thirty working days in a recognized library/ information center allotted by the university/Self selected. A certificate of completing the internship satisfactorily obtained by student from the concerned Director, otherwise the result would be withheld.
3. A candidate failing in two subjects shall be allowed to appear in (Distance mode ) supplementary examination held with next year examination.
4. Practical and Viva-Voce shall be come be jointly by the External and Internal Examiners. However, in case of difference of opinion the decision of be External examiner shall be final.

## Paper-I

### UNIVERSE OF SUBJECT AND RESEARCH METHODOLOGY

- Unit-I Various Subject having knowledge as the field of study and Interrelation Religion Philosophy and Science, their contribution to knowledge Modes of thinking Speculative Positivistic and Authority Centered mode of thinking.
- Unit-II Definition and types of research, Steps in Research Process, Research Method: Historical Survey Descriptive and Scientific with Range Nathan's Spiral of Scientific method.
- Unit-III Data Collation Technique: Documentary, Observation, Experimental Questionnaire interview, Measurement of Central Tendency. Sampling and Definition of Universe, Data Analysis and Presentation.
- Unit-VI Definition and Types of Research Doing, Meaning, Definition and Testing of Hypothesis Bibliometrics.
- Unit-V Report Writing : Organization of Report, table Presentation and Reporting, Reporting Format, Graphics in Report Presentation.

## Paper-II

### ADVANCED LIBRARY ORGANIZATIONS AND MANAGEMENT ACADEMIC LIBRARY SYSTEM

- Unit-I      Role of Academic Library in Higher Education in India. Role OF UGC and State Government in promoting Academic Library, like University. College and other Academic Institutes. Report of Committees and Commission on Higher Education.
- Unit-II      Personnel Management-Overview of Personnel management, Manpower Planning, HRD- Quality Improvement Programmers UGC Service Condition and Pay Scales Enhance the Status of the professionals.
- Unit-III     Collection Development Policy: Weeding Policy System analysis and Design: MIS, PERT/CPMS, TQM.
- Unit-IV     Personals Management and Organization Behavior : Organization Structure, Hierarchies Authority and Delegation, staffing, understanding Human behavior etc. Group Behavior MBO,MBE, Official Communication, internal and External Co-ordination, Social Responsibility of Management.
- Unit-V      Implication of INFLIBNET and resource sharing, Role of internet in Promoting OF Academic Library Services Function Capabilities of Local Library Network. UGC Information Centre for Science and Technology and Social science.

## Paper-III

### INFORMATION PROCESSING AND RETRIEVAL AND SYSTEM

- Unit-I Information storage and Retrieval System : Objectives of ISAR System, operation and design Compatibility of ISAR System Evaluation of ISAR System.
- Unit-II Information Retrieval : Information Retroviral Process, the process of searching, search strategies and Heuristics common Command Languages and Multiple Database Searching.
- Unit-III Index and Indexing : Definition, Indexing System. PRECIS, POPSI, Special Types of Indexing: KWIC, KWOC etc. Citation Indexing, Indexing Language Thesaurus.
- Unit-IV Networking and Networking : Concept of Network Major Networking India and Abroad NICNET, INFLIBNET, DELNET, CALIBNET, EURONET, RLIN.
- Unit-V Reprography : concept, Method, Basis of choice of Reprographic Equipments, Micrography Evolution, Types of Microforms, microforms retrieval system.

## **Paper-IV**

### **KNOWLEDGE ORGANIZATION AND PROCESSING (PRACTICAL)**

- (Part-A) Classification by UDC (Abridged Rev.English ED. 1961) Adequate Number of titles from all Disciplines. Candidate will be required to classify 10 titles in all.
- (Part-B) Cataloguing of Serials, composite books Multi-Volume sets and Non-books materials (Microforms and monographs) by AACR-2(1978). Library of Congress. List of subject heading will be followed you subjective heading. Candidate will be required to Catalogue 3 titles in all.

## **Paper-V**

### **INFORMATION, COMMUNICATION AND SOCIETY**

- Unit-I Information its Nature. Property and scope: comparative study of Data, Information and knowledge, data: Definition, types nature. Properties and scope. Information: Definition, types. nature properties and scope.
- Unit-II Information Generation and communication: communication process and media, generation of information modes and forms, information Theory, information diffusion process.
- Unit-III Knowledge Generation Cycle: Knowledge generation to Utilization: Personal knowledge and public Knowledge, Knowledge Acquisition : Learning Process, Knowledge: Structure and Development, Social Epistemology of Knowledge, Knowledge and Social Survival.
- Unit-IV Information and Society: Social implication of information, information as an Economic resources, information policy: national and international, information Society.
- Unit-V Information communication system: Definition, Elements Barriers etc.



## **Paper-VI**

### **INFORMATION SOURCE, SYSTEMS AND PROGRAMMES**

- Unit-I Physical Medium of information, Print media, Multimedia and hypertext, non print media: microform, Electronic and Optical media
- Unit-II Information Source, system and programmers, subject wise organization such as humanities, social science, science and technology.
- Unit-III Non-Disciplinary Studies. International organization, Content Analysis and its correlation to Clienteles, customized organization of information Sources.
- Unit-IV Citation analysis of information source and their use. Aid to information source, library and informational personnel.
- Unit-V Science and Technology information intermediaries. Database Designers and Managers. Media Personnel as source of information.

## Paper-VII

### INFORMATION TECHNOLOGY APPLICATIONS

- Unit-I Overview of information Technology: Computer technology, communication technology, reprographic and micrographic technology, printing and publishing technology.
- Unit-II Networking and telecommunications : Definition, types of networking (LAN,WAN) Data Transmission, communications, channels transmission media, Switching mechanism topology network.
- Unit-III Internets and its services : origin and development, resource and through internet, searching on internet (WWW,subject directories, search Engine, user of internet access in libraries), internet
- Unit-IV Library Automation: Library house keeping operation: Automated Acquisition automated serial control, automated circulation control, automated cataloguing system silent features of SOUL.
- Unit-V Computerized service: current awareness services, selective dissemination of information printed indexed, online search services, document delivery services, CD-ROM database products and services.

## **Paper-VIII**

### **INFORMATION INSTITUTION, PRODUCTS AND SERVICES**

- Unit-I Information Institution : Evolution and growth, information centre, types and their organization data centre data centers, and referral center, information analysis and consolidation centers.
- Unit-II Literature searches and bibliographies, technical enquiry service. Document delivery service, translation service.
- Unit-III Information products-information newsletter, house bulletins, in-house communication. trade and products bulletins, state of art report, technical digests,
- Unit-IV Database support services, database : types and use, database intermediaries such as searchers, editors etc. on line information systems and information networks, information standard for database design and development.
- Unit-V Study of AGRIS, INIS, DEVSIS, MEDLARS, OCLC,BLDSC.

## **COMPUTER PRACTICAL (50 MARKS)**

### **Internet search**

Operating system (windows, UNIX,)

Bibliographical data base management with special reference to practical of CDS/ISIS.

Library automation practical with special reference to SOUL Package of INFLIBNET CD-ROM data base search.