

## DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

### SVU COLLEGE OF ARTS

#### TIRUPATI

Program Outcomes (POs): It represent the knowledge, skills and attitudes the students should have at the end of a course completion of their respective Library and Information Science program.

□ Program Specific Outcomes (PSOs): These are statements that defines outcomes of a program which makes students realize the fact that the knowledge and techniques learnt in this course has direct implication for the betterment of society and its sustainability

□ Course Outcomes (COs): It gives the resultant knowledge and skills the student acquires at the end of each course. It defines the cognitive processes a course provides.

#### PROGRAM OUTCOMES

PO 1	Preparing the learners to acquire professional Skills, Information and Communication Technology Skills to get Job opportunities as teaching faculty in Library and Information Science departments and as Librarians in different types of libraries.
PO 2	Making the learners to identify, formulate, review research literature and analyse different problems to reach conclusions using principles of library management
PO 3	Enabling the learners to design solutions for complex library problems in order to satisfy the various approaches of the users
PO 4	Motivating the learners to conduct investigations of multifaceted problems by applying research-based knowledge and different types of research methods including conducting of user studies and case studies in libraries, analysis and interpretation of data and synthesis of the information to get right solutions to the problems
PO 5	Inspiring the learners to learn ICT skills, Retrieval of various Electronic Resources, Library Software

PO 6	Making the learners to understand role of libraries and librarians in the society by conducting extension programs
PO 7	Enabling the learners to understand the impact of libraries on society by conducting webinars on reading habit and its advantages for School children
PO 8	Motivating the learners by applying ethical principles to maintain ethics in library profession
PO 9	Making the learners as team members and leaders in discussion groups to discuss on various topics in the curriculum
PO 10	Enabling the learners to communicate with teaching faculty in LIS departments and librarians of various Academic Libraries, Public and Special libraries, by conducting online guest lectures to understand and write effective reports, make effective presentations and receive clear instructions on how to maintain the libraries etc.
PO 11	Motivating the learners to conduct user studies and case studies in libraries and users for their dissertations and projects in multidisciplinary environments
PO 12	Inspiring the learners to cultivate reading habit and enable them to increase their skills, Re-Skills and Upskills to become lifelong learners

#### Program Specific Outcomes

PS 01	Get the skills and knowledge on Competitive exams, National and State level eligibility tests and other equivalent competitive examinations in the field of Library and Information Science.
PS 02	Ability of getting employment as Librarian, Information Officer, Knowledge Manager, Digital Archivist, Trainer on ICT, Information Managers, and many more positions in Government, Inter Government, Private and Corporate Administration.
PS 03	Attain the complete professional skills and abilities for organizing information systems and services.

**SRI VENKATESWARA UNIVERSITY**

**Department of Library and information Science**

**SEMESTER - I**

**LIS 101: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE**

Sl.No.	Name of the Course  Objectives and Outcomes	Course Code	Internal Marks
			External Marks  Credits
1.	<b>Foundations of Library and Information Science</b>  <b>Objectives</b>  1. To introduce social functions of the library, Role of library in modern society 2. To acquaint with Five laws of library science and legislation in India 3. To explain LIS education in India and various library associations in India  <b>Outcomes:</b>  1. Know the various types of libraries and their role in the society 2. Learn the Professional ethics and library Legislation in India 3. Understand LIS education in India and various library associations in India	101	20
			80
			4

**UNIT -I** : Library as a social institution.

- Social functions of the library.
- Role of library in formal and informal education
- Library in modern society
- Different types of libraries - their distinguishing features and functions.
- Public libraries.
- Academic libraries – School , College and University libraries
- Special libraries.
- National libraries : India

**UNIT- II:** Laws of Library Science

- Five laws of library science
- Implications of Five laws in Library and Information activities.

**UNIT III:** Library Development and Acts relating to Libraries.

- Development of libraries with special reference to India
- Library legislation – need and essential features.
- Library legislation in India: Detailed study of Andhra Pradesh Public Libraries Act.
- Press and registration Act and Delivery of Books(Public Library)
- Copyright Act.

**UNIT IV:** Library and Information Profession, Public relations and extension activities

- Librarianship as a profession.
- Professional ethics.
- Library and Information Science education in India.
- Public relations and extension activities.

**UNIT V:** Library and Information Science professional Associations and organizations.

- National, Associations / organizations - Objectives, Structure and activities ILA, IASLIC, IATLIS, RRRLF.
- International associations, organizations - Objectives, structure and activities, UNESCO, IFLA, CLIP, ALA, SLA.

**RECOMMENDED BOOKS**

1. Shera, J.H. The foundation of education for librarianship . New york , 1972 .
2. Mc. Clovin . L.R. public library extension . Paris. Uneso, 1950
3. Kannna , J. K. Library and society , Kuruseshetra, 1987.
4. Ranganathan, S.R. five laws of Library Science . Delhi 1957
5. Ekbo te, Gopal Rao . Public Library system . Hyderabad , 1987
6. Sharma, Pandey , S.K. Development of public libraies in India .New Delhi.

## LIS 102: KNOWLEDGE ORGANISATION: CLASSIFICATION THEORY

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
2	<p><b>Knowledge Organisation: Classification Theory</b></p> <p><b>Objectives:</b></p> <ol style="list-style-type: none"> <li>1.To impart knowledge on the basic concepts in classification</li> <li>2. To get an idea on features of classification Schemes</li> <li>3. to introduce the trends and developments in classification</li> </ol> <p><b>Outcomes:</b></p> <ol style="list-style-type: none"> <li>1.. Understand the definition, need and purpose of classification</li> <li>2. Learn the Fundamental Categories, Facet Analysis, types of Isolates in all schemes of classification</li> <li>3. Understand the Notation, trends and developments in Classification</li> </ol>	102	<p>20</p> <p>80</p> <p>4</p>

**UNIT I:** Knowledge Classification and Library Classification.

- Classification : Nature , purpose and definition

**UNIT II:** Notational system.

- Call Number: Class Number, Book number and Collection Number.
- Notation: Need, types and qualities.
- Hospitality in array and chain.

**UNIT III:** General theory of library classification.

- Canons.
- Postulates.
- Principles.
- Fundamental categories.
- Facet analysis.
- Phase analysis.
- Zone analysis.
- Systems and specials.

**UNIT IV:** Devices and Mnemonics.

- Devices.
- Mnemonics.

**UNIT V:** Isolates and planes of work and Species of Classification Schemes.

- Isolates: Common and Special.
- Planes of work: Idea plane, verbal plane and notational plane.
- Species of Classification Schemes: Enumerative, Almost Enumerative, Faceted Schemes etc.
- Recent trends in classification, UDC, Webdewey
- Comparative study of CC & DDC

**RECOMMENDED BOOKS**

1. Agarwal. DS. Lectures in Universe of knowledge . Delhi : Academic publishers. 1985
2. Krishna Kumar . Theory of Classification . Delhi: Vikas. 1991
3. Raju, AAN. . Universal Decimal Classification and Colon Classification .
4. Ranganathan, SR. Descriptive account of Colon Classification .Bombay. Asia publishing House . 1967
5. Ranganathan , S.R. Elementary Library Classification . 3<sup>RD</sup> ED. Bangalore. Sarada Ranganathan Endowment Trust , 1992
6. Rangandhan , SR. Prolegomena to library Classification . Bombay : Asia publishing House , 1965
7. Sayers, WCB . Manual of Classification for librarians . Rev. by Arthur Maltby. London : Andre Deutsch, 1967.

**LIS 103: KNOWLEDGE ORGANISATION: CLASSIFICATION PRACTICE**

(Dewey Decimal classification (22nd Edition))

Sl.No.	Name of the Course  Objectives and Outcomes	Course Code	Internal Marks
			External Marks
			Credits
3	Knowledge Organisation: Classification practice  <b>Objectives:</b>  1.To impart practical knowledge in classification 2. To get an idea on how to assign class numbers  3. To provide knowledge on tables and schedules	103	20
			80
			4

	<p><b>Outcomes</b></p> <p>1.Learn the Dewey Decimal Classification Scheme</p> <p>2. Get the skill regarding assigning the class numbers</p> <p>3.Have knowledge on Tables and Schedules of DDC</p>		
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**UNIT I:** Main Classes: Divisions, Sections, subsections etc.

**UNIT II:** Synthesis devices, Add, instructions, signs and auxiliary Tables;  
Use of schedules and relative index.

**UNIT III:** Classification of Electronic reading devices

**UNIT IV:** Classification of Network based materials

**UNIT V:** Advanced classification

## RECOMMENDED BOOKS

1. Ranganathan, SR. Colon Classification . 6<sup>th</sup> ed. Banglore: Sarada. Ranganathan Endowment for library Science , 1994.
2. Dewey, Melvil. Dewey Decimal Classification . 3 vols. 18<sup>th</sup> ed. New York: Lake placid , 1978.
3. Raju, AAN . Dewey Decimal Classification : Theory and practice . Madras : TR , 1995.
4. Stija, MP. Manual of practical Colon Classification . New Delhi, Sterling, 1984.
5. Batty, CD. An introduction to 20<sup>th</sup> edition of DDC . London : Clive Bingely.
6. Uppal, OP . Practical Procedure of Classification according to CC and DDC. Patiala : Madaan.

**LIS: 104 KNOWLEDGE MANAGEMENT**

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
4	<p>Knowledge Management</p> <p><b>Objectives:</b></p> <p>1.To provide the basic concepts of knowledge management</p> <p>2. To impart ideas on knowledge creation models, knowledge transfer in E-world</p> <p>3. To give an idea on neural network and datamining</p> <p><b>Outcomes</b></p> <p>1.Get an idea on the concepts of knowledge management, types of knowledge</p> <p>2.Understand the knowledge creation models, knowledge transfer in E-World</p> <p>3.know the tools for knowledge management and neural network and datamining</p>	104	20 80 4

**UNIT I :** Knowledge Management: Concept and definitions

- Need for Knowledge Management in the emerging and changing business environment
- Understanding knowledge; Types of knowledge -explicit and tacit knowledge
- Knowledge works changing role of Library and Information professionals.

**UNIT II:** Knowledge creation and capturing Knowledge

- Creation model
- Capturing tacit Knowledge

**UNIT III :** Knowledge codification and organization: Knowledge base



- Knowledge mapping, decision trees, decision tables frames etc.

**UNIT IV:** Knowledge transfer and sharing steps in knowledge transfer.

- Knowledge transfer in E -World, role of Internet E -Business / E-Commerce.

**UNIT V:** Tools for knowledge Management

- Neural network Data mining
- Legal and ethical issues in Knowledge Management

### **RECOMMENDED BOOKS**

1. Abell Angela and Nigel Oxbrow, *Competing with Knowledge: The Information Professional in the Knowledge Management Age*. London: Facet Publishing, 2001.
2. Blaise Cronin. ed. *Information Management: from strategies to action* London Aslib, 1985.
3. Bikowrtx W. R.: *Knowledge Management* Delhi PHI. 2000
4. Chorafas D. N. *Knowledge Revolution*. 1968.
5. Crawford, Marshali Jean: *Information Broking: a new career in information work*, London: L.A. 1988
6. Dhiman A.K.: *Knowledge Management for Librarians*. New Delhi: Ess Ess, 2009
7. Galatin, Malcolm & Laiter, Robert D eds. *Economics of Information* London : Nijhoff ,1981
8. Gurnsey, John and White Martin. *Information Consultancy* London Clive Binglev 1989.
9. Koenig Michael E.D. and Shrikantaiah (Ed): *Knowledge Management: lessons learned what works and what doesn't*, New Delhi: Ess Ess, 2008
10. Koenig Michael E.D. and Shrikantaiah T.K.(Ed): *Knowledge Management in Practice : connection & context*, New Delhi: Ess Ess, 2008
11. Kumar (PSG) A  
*Student's Manual of Library & Information Science* Delhi : BR Publishing

## LIS 105: INTRODUCTION TO INFORMATION TECHNOLOGY

Sl.No.	Name of the Course  Objectives and Outcomes	Course Code	Internal Marks  External Marks  Credits
5.	Introduction to Information Technology	105	20
	<b>Objectives:</b>		80
	1.To introduce the concepts of computer and network technologies  2.To provide information on Operating systems, programming languages and softwares  3.To enable to learn the Database Management Systems  <b>Outcomes</b> 1.Gain knowledge on the concepts of computer basics and Network technologies  2.Understand the concepts of Operating Systems, Programming Languages and types of softwares  3.Learn the Database Management systems, steps in development of databases and get an idea on different library software packages		4

**UNIT I:** Overview of information Technology:

- Definition, Need, Scope and Objectives.

**UNIT II:** Computer Basics

- Historical development of computers.
- Generation of computers.
- Classification of computers.
- Computer architecture - Organization of computer.
- Micro Computer
- Input and output devices.

**UNIT III:** Network technologies

- Architecture
- Devises

#### **UNIT IV: Software**

- Operating systems: Basics feature of MS – DOS,
- MS Windows, .LINUX.
- Programming languages: Concepts and tools.
- Algorithm and Flowcharting.
- Types of Software

#### **UNIT V: MS – Office**

- Data Base management systems.
- Types of Databases
- Steps in development of Databases
- Library Software Packages

#### **RECOMMENDED BOOKS**

01. Martin , Janes. Computer Networks and Distributed processing : Software , Techniques and Architecture.
02. Mantay Subash. DOS made simple . 1975 New Delhi: Galgotia pub. 1992.
03. New. P.G. Reprography for libraries . London: Clive Bingley, 1981.
04. Raman , S. Text books of Computer programming . Delhi: CBS, 1971.
05. Ravichandra Rao, IVK. Library Automation . Rev.ed. New Delhi: Wiley Eastern. 1983.
06. Rowley, J.E. Computers for Libraries . 2<sup>nd</sup> ed. London: Clive Bingley, 1985.
07. Stern, KR and Stern, Nancy. Introduction to Computers and information Processing. New York : John Wiley, 1982 .
08. Teddy. Lucy. An Introduction to Computer based Library system . 2<sup>ND</sup> ed. New York : Wiley. 1984.
09. Zoorkoozy, Peter . Information Technology and Introduction . 2<sup>ND</sup> ed. London : Pettman, 1985.

**LIS 106: HUMAN VALUES AND PROFESSIONAL ETHICS – 1**

Sl.No.	Name of the Course  Objectives and Outcomes	Course Code	Internal Marks
			External Marks  Credits
6	Human Values and Professional Ethics - 1  <b>Objectives</b>  1.To enable to know the nature and importance of professional ethics  2. To impart knowledge on the nature of values, Ahimsa, Non-violence and purusharths  3.To learn the importance of Bhagavat Gita, Gandhian ethics and theories of punishments  <b>Outcomes</b> 1.Know the definition and nature of ethics, importance of professional ethics  2.Understand the nature of values, Ahimsa, Non-violence and Purusharthas  3.Know the importance of Bhagavat Gita, Gandhian Ethics and various theories of punishments	106	20
			80
			4

**UNIT I:** Definition and Nature of Ethics

- Its relation to Religion, Politics, Business, Legal, Medical and environment.
- Need and Importance of Professional Ethics - Goals - Ethical Values in various Professions.

**UNIT II:** Nature of Values

- Good and Bad, Ends and Means, Actual and potential Values, Objective and Subjective Values, Analysis of basic moral concepts-

right, ought, duty, obligation, justice, responsibility and freedom, Good behavior and respect for elders.

**UNIT III:** Ahimsa (Non-Violence), Satya (Truth), Brahmacharya (Celibacy),

- Asteya(Non possession) and Aparigraha(Non- stealing).
- Purusharthas(Cardinal virtues)-Dharma (Righteousness)
- Artha(Wealth), Kama( Fulfillment Bodily Desires)
- Moksha(Liberation)

**UNIT IV:** Bhagavad Gita

- (a) Niskama karma. (b) Buddhism
- The Four Noble Truths
- Arya astanga marga
- (c) Jainism- mahavratas and anuvratas.
- Values Embedded in Various Religions, Religious Tolerance
- Gandhian Ethics.

**UNIT V:** Crime and Theories of punishment

- (a) Reformative, Retributive and Deterrent.
- (b) Views on manu and Yajnavalkya.

### **RECOMMENDED BOOKS**

1. John S Mackenjie: A manual of ethics.
2. "The Ethics of Management" by Larue Tone Hosmer, Richard D. Irwin Inc.
3. "Management Ethics - integrity at work' by Joseph A. Petrick and John F. Quinn, Response Books:New Delhi.
4. "Ethics in Management" by S.A. Sherlekar, Himalaya Publishing House.
5. Harold H. Titus: Ethics for Today
6. Maitra, S.K: Hindu Ethics
7. William Lilly: Introduction to Ethics

8. Sinha: A Manual of Ethics

9. Manu: Manu Dharma Sastra or the Institute of Manu: Comprising the Indian System of Duties: Religious and Civil(ed.) G.C.Haughton

. 10. Susruta Samhita: Tr.Kaviraj Kunjanlal, Kunjalal Brishagratha, Chowkamba Sanskrit series, Vol I,II and III, Varnasi, Vol I OO, 16-20, 21-32 and 74-77 only.

11. Caraka Samhita :Tr. Dr.Ram Karan Sarma and Vaidya Bhagavan Dash, Chowkambha Sanskrit Series office, Varanasi I, II, III Vol I PP 183-191.

12. Ethics, Theory and Contemporary Issues., Barbara Mackinnon, Wadsworth/Thomson Learning, 2001.

13. Analyzing Moral Issues, Judith A. Boss, Mayfield Publishing Company, 1999.

14. An Introduction to Applied Ethics (Ed.) John H.Piet and Ayodhya Prasad, Cosmo Publications.

15. Text book for Intermediate logic, Ethics and Human Values , board of Intermediate Education& Telugu Academic Hyderabad 15. I.C Sharma Ethical Philosophy of India. Nagin&co Julundhar.

## SEMESTER - II

### LIS 201: INFORMATION SOURCES AND SERVICES

Sl.No.	Name of the Course  Objectives and Outcomes	Course Code	Internal Marks
			External Marks  Credits
7	Information Sources and Services  <b>Objectives</b> 1.To provide information on documentary and non-documentary sources  2.To make them able to understand Indian and British National Bibliographies  3. To impart knowledge on virtual reference service and translation services.  <b>Outcomes</b>  1.Learn documentary and non-documentary sources and different types of information sources  2.Know about the Indian and British National Bibliographies, and Electronic Books  3.Understand the virtual reference service and translation Services	201	20
			80
			4

#### UNIT I: Reference and information sources:

- Documentary sources: Print, non – print including electronic
- Non documentary: Human, Institutional.
- Categories: Primary, Secondary and tertiary.
- Nature, Characteristics, utility and evaluation of different types of

information Sources. Encyclopedias, dictionaries, directories, almanacs, year books, Handbooks Manuals, geographical, biographical sources, indexes, and abstracts.

**UNIT II** : Bibliography.

- Definition, need, and functions.
- Types: systematic, historical, enumerative, critical, textual etc.
- Indian National Bibliography.
- British National Bibliography.
- Compilation of Bibliography

**UNIT III** : E-resources

- Books.
- E-Journals.
- Databases
- Subject gateways
- Internet as a sources of information

**UNIT IV** : Reference Service .

- Concepts, definition, trend
- Types, user, orientation, short range and long range.
- Digital and virtual reference services

**UNIT V** : Information service.

- Concepts, definition, need and trends and reference service VS Information service
- Alert services: Need, Techniques and evaluation: CAS, SDI, Bibliographic, Referral, Document delivery and translation services

**RECOMMENDED BOOKS**

1. Ranganathan SR. . Reference services and bibliography , Bombay, 1960.
2. Foskett. AC. Information Services in libraries . London . 1958
3. Mukherjee, AK. Fundamentals of special libbrianship , Calcutta , 1969.
4. Sharp, JR. Some fundamentals of information retrieval. London , 1965.



5. Shores, Louis. Basic reference sources . Chicago, 1954.
6. Viswantham, CD. Elements of information science. New Delhi, 1971.
7. Katz, A. Introduction to reference work. 2 v. New York, 1992
8. Guha, B. Documentation and information. Calcutta, 1983
9. Krishan Kumar, Reference services. New Delhi, 1989.
10. Girija Kumar and Krishan Kumar, Bibliography , New Delhi

## LIS 202: KNOWLEDGE ORGANISATION: CATALOUGING THEORY

Sl.No.	Name of the Course  Objectives and Outcomes	Course Code	Internal Marks  External Marks  Credits
8	<p>Knowledge Organisation : Cataloguing Theory</p> <p><b>Objectives</b></p> <p>1.To explain the basic ideas on catalogue and forms of it</p> <p>2.To discuss the canons, principles and laws of cataloguing</p> <p>3.To impart knowledge on different types of subject headings, and methods of cataloguing</p> <p><b>Outcomes</b></p> <p>1.Understand the basic ideas on catalogue, forms of the catalogue, Main Entry and added entries</p> <p>2. Know the Canons, Principles and Laws of Cataloguing</p> <p>3.Gain the knowledge on different types of subject headings, Cooperative and Centralized cataloguing</p>	202	20 80 4

### UNIT I: Library catalogue.

- Library catalogue: Need, purpose and functions.
- Relationship of Library catalogue with other records of the library
- Accession Register, Publishers catalogue, Bibliography and shelf lis
  
- Impact of Information Technology on Cataloguing

### UNIT II: Types of catalogues and filing of entries.

- Types of Catalogues - outer forms and inner forms.
- OPAC. Web based Cataloguing
- Filing of entries.

### UNIT III: Normative principles

- Normative Principles and Canons of cataloguing.

**UNIT IV:** Subject Cataloguing.

Subject Heading lists.

**UNIT V:** Methods of Cataloguing and Standardization.

- Prenatal, Cooperative and Centralized Cataloguing.
- Standardization of Bibliographic activities.
- ISBD (M), ISBD (S), ISBD ( NBM ), Etc.

### **RECOMMENDED BOOKS**

1. Girija Kumar and Krishna Kumar. Theory of Cataloguing . New Delhi. Vikas. 1986.
2. Krishna Kumar. An Introduction for Cataloguing Practice . New Delhi Vikas . 1981.
3. Ranganathan. SR. Classified Catalogue Code with additional rules for Dictionary Catalogue code. 5<sup>th</sup> ed. . Bombay : Asia Publishing House , 1969.
4. Sears. ME. Sears List of Subjects Headings. New York : H.W. Wilson.1977.
5. Sharp , Henry. A. Cataloguing Practice . Bombay . Asia. 1974.
6. Sengupta . B. Cataloguing . Calcutta. Word Press, 1974.
7. Viswanthan, CG., Cataloguing : Theory and practice . New Delhi : Today tomorrow, 1970.

**LIS 203: KNOWLEDGE ORGANISATION: CATALOGUING PRACTICE**

Sl.No.	Name of the Course  Objectives and Outcomes	Course Code	Internal Marks
			External Marks  Credits
9	Knowledge Organisation : Cataloguing Practice  <b>Objectives</b> 1.To explain Anglo American Cataloguing Rules 2.To create interest on the preparation of Main entry and added entries for monographs and serial publications 3.To provide skills on preparation of entries on cartographic materials, manuscripts and sound recordings  <b>Outcomes</b> 1.Gain knowledge on Anglo American Cataloguing Rules  2.Learn the preparation of Main entry and added entries for monographs and serial publications 3. Gain the skills on preparation of entries on cartographic materials, manuscripts and sound recordings	203	20
			80
			4

**UNIT I:** Cataloguing of monographs according to AACR – 2

**UNIT II:** Cataloguing of serial publications according to AACR – 2

**UNIT III:** Motion picture, Video- recordings and Micro forms according to

AACR – 2. Cataloguing of Cartographic materials, Manuscripts, Sound Recordings,

**UNIT IV:** Advanced Cataloguing

**UNIT V:** Subject Cataloguing: Assigning subject headings using Sear’s list of subject headings.

**RECOMMENDED BOOKS**

1. Anglo – American Cataloguing Rules. 2<sup>nd</sup>. rev.ed. London Library Association , 1988.
2. Hunter, Erie. J. Examples Illustrating AACR-2 . ( 1988) revised . London,1989.
3. Krishan Kumar. An introduction to AACR – 2, New Delhi: Vikas , 1990.
4. Ranganathan , S.R. Classified Catalogue Code. Bombay: Asia Publishing House, 1961.

**LIS: 204 METADATA STANDARDS – PRACTICE**

Sl.No.	Name of the Course  Objectives and Outcomes	Course Code	Internal Marks
			External Marks  Credits
10	<b>Metadata Standards: Practice</b>  <b>Objectives</b> 1.To provide knowledge on Metadata and its types and Standards 2.To impart skills on KOHA Software 3.To acquire skills on MARC 21 and Dublincore  <b>Outcomes</b> 1.Know the Metadata and its types, standards 2. Learn the skills on KOHA Software 3.Learn the skills on MARC 21 and Dublincore	204	20
			80
			4

- UNIT I:**
- Introduction to Meta data and digital curation
  - Description of Meta standards
  - Additional resources. e -GMS
  - ISO 19115: 2003(E). PREMIS

- UNIT II:**
- Introduction to MARC 21, Tags.
  - Introductors and subfields

- UNIT III:**
- Creating MARC 21 records for print documents
  - Electronic resources and complex documents
  - Prints and resources

- UNIT IV:**
- Introduction to Dublin core
  - Preparing simple and qualified core records in HTML

- UNIT V:**
- Preparing simple and qualified Dublin core records in XML
  - Preparing simple and qualified Dublin core records in RDF

## LIS 205: LIBRARY MANAGEMENT

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
11	<p><b>Library Management</b></p> <p><b>Objectives</b></p> <p>1.To explain organizational structures of library</p> <p>2. To identify the factors behind selection, procurement and accessioning documents</p> <p>3. To provide knowledge on various sections of a library</p> <p><b>Outcomes</b></p> <p>1.Gain knowledge on meaning and purposeofmanagement, Organizational Structures</p> <p>2.Able to identify the factors behind selection, procurement and accessioning of documents</p> <p>3.Gain knowledge on a circulation system suitable for a library, different budgetary methods and its standards, norms and principles</p>	205	20 80 4

**UNIT I:** Introduction to Management.

- Concept definition and scope.
- Management schools of thought
- Functions and principles of scientific Management.
- Organization Structures

**UNIT II:** Books selection, Acquisition and Technical Treatment.

- Different Sections of the library.
- Books selection: Need and purpose, Principles and theories, Policy and Programs, Book selection tools.
- Acquisition
- Technical treatment: Processing - Classification and cataloguing.

**UNIT III:** Serials Control, circulation control and maintenance.



- Serials control, Selection, Maintenance and record of receipts.
- Circulation control: Registration of members, charging and discharging methods.
- Maintenance: Shelving methods, shelf rectification, stock verification, Binding and preservation; Archives

**UNIT IV:** Library authority, personnel and finance:

- Library authority: Library committee, need, functions and types
- Library personnel: Categories - staff formula.
- Library Finance: Sources of finance, Budget and Budgeting.

**UNIT V:** Library building, rules and reporting.

- Library building: Planning, furniture and equipment
- Library rules and regulations
- Annual report.
- Library statistics.

**RECOMMENDED BOOKS**

1. Evans, G. Edward.. Management techniques for librarians . 2<sup>nd</sup> ed . New york : Academic Press, 1983.
2. Katz, W.A. Collection development , the selection of materials for libraries . New york . Holt, Rinohart and Winston, 1980.
3. Krishan Kumar : Library Administration and Management . New Delhi : Vikas , 1987.
4. Lock, R.N. Library administration . 3<sup>rd</sup> ed. New York : Philosophical Library . 1965.
5. Mittal, RL Library Administration : Theory and Practice . 5<sup>th</sup> ed. Delhi . Metropolton , 1984.
6. Narayana , G.J. Library and Information Management , New Delhi PHI 1991.
7. Ranganathan , S.R. : Library administration . 2<sup>nd</sup> ed. Bombay : Asia , 1059.
8. Sharma , J.S. Library Organization . New Delhi : Vikas, 1978.
9. Seetharama, S. Guide lines for planning of libraries and Information Centres Culcutta:
10. IASLIC, 1990.

**LIS: 206: HUMAN VALUES AND PROFESSIONAL ETHICS – PAPER II**

Sl.No.	Name of the Course  Objectives and Outcomes	Course Code	Internal Marks
			External Marks  Credits
12	<b>Human Values and Professional Ethics -II</b>  <b>Objectives</b>  1.To explain importance of value education, family values and status of women in family and society  2.To discuss ethics in various fields like Medical, Business, Environmental and social  <b>Outcomes</b>  1.Understand about Value Education, Family Values and Status of Women in Family and Society  2.Know the ethics in Medical, Business fields  3.Learn the ethics on Environmental issues and social aspects	206	20
			80
			4

- I. Value Education – Definition relevance to, present day - Concept of Human Values – Self introspection – Self esteem. Family values-Components, structure and responsibilities of family - Neutralization of anger - Adjustability - Threats of family life - Status of women in family and society Caring for needy and elderly - Time allotment for sharing ideas and concerts.
- II. Medical ethics- Views of Charaka, Sushruta and Hippocrates on moral responsibility of medical practitioners. Code of ethics for medical and healthcare profession3!s. Euthanasia, Ethical obligation to animals, Ethical issues in relation to health care professionals and Patients. Social justice in health care, human cloning, problems of abortion. Ethical issues in genetic engineering and Ethical issues raised by new biological technology or knowledge.

- III. Business ethics- Ethical standards of business-Immoral and illegal practices are their solutions. Characteristics of ethical problems in management, ethical theories, causes of unethical behavior, ethical buses and work ethics.
- IV. Environmental ethics- Ethical theory, man and nature- Ecological crisis, Pest control, Pollution and waste, Climate change, Energy and population, Justice and environmental health.
- V. Social ethics- Organ trade, Human trafficking, Human rights violation and social disparities, Feminist ethics, Surrogacy/pregnancy. Ethic of media- Imp2ct of Newspapers, Television, 'Movies and Internet.

#### **Books for study**

1. John S Mackenjjic: A manual of ethics.
2. "The Ethics of Management" by Larue Tone Hosmer, Richard D. Irwin Inc.
3. "Management Ethics - integrity at work" by Joseph A. Petrick and John F. Quinn, Response Books: New Delhi
4. "Ethics in Management" by S.A. Sherlekar, Himalaya Publishing House.
5. Harold H. Titas: Ethics for Today.
6. Maitra, S.K: Hindu Ethics.
7. William Lilly: Introduction to Ethics.
8. Sinha: A Manual of Ethics.
9. Manu: Manava Dharma Sastra or the Institute of Manu: Comprising the Indian System of Duties: Religious and Civil (ed.) G.C Haughton.
10. Susruta Samhira: Tr.Kaviraj Kunjanlal, Kunia!al Brishagratha, Chowkamba Sanskrit series, Vol T,M and ill, Varnasi. VoiIOO, 16-20,21-32 and 74-77 only.
11. Caraka Sambita :Tr. Dr.Ram Karari Sarma and Vaidya Bhagavcn Dash; Chowkamba Sanskrit Series office. Varanasi 1. 11, Il! Vol 1 PP 153-191.
12. Ethics, Theory and Contemporary issues.. Barbara Mackinnon. Wadsworth/Thomson Learning. 2001.
13. Analyzing Moral Issues, Judith A'. Boss, Mayfield Publishin5 Company, 1999.
14. An Introduction, to Applied Ethics (Ed.) John H.Piet and Ayodhya 'Prasad, Cosmo Publications.
15. Text Book for Intermediate First \ear Ethics and Human Values, Board of Intermediate 'Education-Telugu Akademi. Hyderabad.
16. I.C Sharma Ethical Phitosoph.' of India. Nagin &co Julundhar.

**SEMESTER – III**

**LIS 301: INFORMATION PROCESSING AND RETRIEVAL THEORY**

Sl.No.	Name of the Course  Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
13	Information Processing and Retrieval Theory	301	20
	<b>Objectives</b>		80
	1.To provide knowledge on the basic concepts of IPR and various schemes of classification  2.To impart skills on learning systems and techniques and their evaluation criteria and studies  3.To explain Web based information retrieval systems  <b>Outcomes</b>  1.Understand the basic concepts on Information procession and Retrieval and various schemes on classification  2.Learn the Indexing Systems and Techniques and their Evaluation Criteria and Studies  3.Gain knowledge on Web based Information Retrieval Systems		4

**UNIT I:** Information Processing and retrieval.

- Information processing and retrieval: Basic concepts and role in information transfer.

**UNIT II:** Indexing Languages.

- Schemes of classification: DDC, CC and UDC.

- BSO
- Vocabulary control : Thesaurus
- Design of indexing languages.

**UNIT III** : Indexing systems and techniques

- Pre coordinate indexing: PRECIS, POPSI, Uniterm etc.
- Post coordinate indexing: KWIC, KWOC etc.
- Citation indexing.

**UNIT IV** : Evaluation of Indexing System.

- Criteria for Evaluation.
- Aslib, crane field studies.
- Search strategy. Subject Guides, case studies.

**UNIT V** : Web based Information retrieval system

- Web indexing system,
- Web cataloguing.

**RECOMMENDED BOOKS**

1. Anderson, D. Universal Bibliographic control . 1976.
2. Aichinson, J. and Chilchrist, A. Thesaurus construction: A practical manual. 1972.
3. Austin , Derek. PRECIS: A Manual of concept analysis and subject indexing.London : The British library , 1984/
4. Brown A. G. Introduction to indexing and Abstracting . London : Libraries Unlimited , 1983.
5. Kochen , M. Ed. Principals of information Retrieval . 1974.
6. Lancaster, FW. Information Retrieval Systems , Characteristics , Testing and Evaluation , 1968.
7. Salton, G. Introduction to Modern Information Retrieval . 1983.
8. Sehgal, D. Indexing Languages and Theasauri Construction and Maintenance. 1974.
9. UNESCO . Common Communication Format . Paris. Unesco , 1988.
10. Vickery, BC. Techniques of Information Retrieval. 1970.

## LIS 302: LIBRARY AUTOMATION AND DIGITAL LIBRARY

Sl.No.	Name of the Course  Objectives and Outcomes	Course Code	Internal Marks  External Marks  Credits
14	Library Automation and Digital Library	301	20
	<b>Objectives</b>		80
	<p>1.To acquire knowledge on basics of library automation and digital libraries</p> <p>2. To explain network and communication devices, digitization and metadata</p> <p><b>Outcomes</b></p> <p>1.Learn the basics of Library Automation, various modules of library automation software packages and their features</p> <p>2.Gain knowledge on basic concepts and characteristics of digital libraries</p> <p>3.Know about network and communication devices, digitization and metadata</p>		4

### UNIT I: Library Automation

- Meaning – Definition – Infrastructure Facilities – In house operations
- Introduction to Digital libraries, concepts and issues.
- Understanding digital libraries. Evolution of digital libraries
- Important milestones
- Pre- DLI 1, NSF and DLI 1 and. DL communities - Agencies and Organizations responsible for the development of Digital Libraries

### UNIT II. Content creation

- Electronic documents, files and file formats.

- Study of different file formats. Studying PDF in detail- features of PDF.
- Born digital and legacy documents. Digitization- scanning, OCR and conversion to PDF.
- Study of the DL content management issues

**UNIT III. Creating Web documents**

- Mark Up Languages- SGML, HTML and XML. Creating documents in HTML. HTML editors and tools. Front Page and Dream Weaver. XML and its features- XML tools.

**UNIT IV. Digital Library architecture .Elements of a DL. DOI, Open URL,**

- Cross Reference and other aspects.
- Metadata and other resource discovery issues.
- AccessControl and DRM, Security and preservation issues.

**UNIT V. Open Access Movement**

- Institutional repositories. Case study of select digital libraries
- IRs. California Digital Library; Alexandria Digital Library; ArXive; Cogprintis; Vidyanidhi

**RECOMMENDED BOOKS:**

1. Computerization of Indian Libraries, P.S.G.Kumar, B.R.Publishing Corprn., 1987, Delhi
2. Manual of Computer Applications Training in Library Science, R.L.Sehgal & D.K.Behl, ESS ESS Publ., New Delhi, 1996.
3. Electronic Libraries, V.C.Malaviya, ESS ESS Publ., New Delhi, 1996.
4. Automation in Libraries, Richard T.Kimber, Pergamon Press, New York, 1970.
5. The Use of Computer in Compiling National Bibliographies, Koster, K., Libri, Vol.16, No.4 (1966)

### LIS 303: SEARCH AND SEARCH STRATEGIES

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
15	Search and Search Strategies	303	20
	Objectives		80
	1.To describe search strategies, different types of databases, internet searching tools 2.To identify Z39.50 protocol and Wide area Information Servers 3.To analyze the search engines and met search engines  Outcomes 1.Gain knowledge on search strategies, various types of databases, internet searching tools 2.Understand Z39.50 protocol and Wide area information servers 3.Learn the search engines and meta search engines.		4

**UNIT- I:** Introduction to search and retrieval- Concept of file, database

- Types of databases
- Structure of records in databases and on the web
- Structure of indexes and files
- Vocabularies-free and controlled- Search models-Boolean (exact match), and ranking (best match) , web search engines.
- Matasearch Engines.

**UNIT-II:** Tools of internet search;



- Local search-vertical search- Search engine optimization-Search oriented architecture – selection –based search.
- Social search-document retrieval – Text mining- web crawler
- Multisearch-Federated search-search aggregator.

**UNIT-III:** Index/web indexing

- Focused crawler-spider trap-robots exclusion standard
- Distributed web crawling-web archiving- website mirroring software
- Web search query-voice search-Natural language search engines
- Web query classification- Image search-video search engine- Semantic search.

**UNIT-IV:** Protocols and standards: Z39.50.

- Search /retrieval web service-search /retrieval via URL.
- Open search-representational state transfer-website parse template.
- Wide Area Information servers. OAI/PMH.

**UNIT-V:** Practical component:

- Searching of databases, catalogues.
- Searching in general search engines and meta search engines
- Studying the searching features- of the search engines-searching proquest-pubmed-emerald-EBSCO-JCCC.

**Text Books:**

1. Designing search : UX Strategies for e commerce success (UX matters), Greg Nudelman, edited by Pabini Gabriel-petit
2. Search for Strategy; politics and strategic vision, Guertner, publishing ABC-CLIO.
3. Real Recruiting : Winning search strategies, Steven M. Finkel.
4. Keyword search for recruiters: A collection smart and simple search techniques and strategies for busy recruiters, Lopez MR moises publishing Createspace.

### LIS 304B: INTERNSHIP

Internship is compulsory to the students of third semester.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks
			External Marks Credits
16	Internship  <b>Objectives</b> 1.To develop skills on maintenance of all sections in the library 2.To provide knowledge on digital library 3.To summarize the skills on preservation and conservation of manuscripts and digitization  <b>Outcomes</b> 1.Attain skills on all types of sections and its maintenance in libraries in which they underwent training 2.Get skills on maintenance of Digital Library 3.Learn the skills on preservation and conservation of manuscripts and digitization	304 B	20
			80
			4

**LIS 304 C: ACADEMIC LIBRARY SYSTEM (Generic Elective)**

Sl.No.	Name of the Course  Objectives and Outcomes	Course Code	Internal Marks  External Marks  Credits
17	<p>Academic Library System</p> <p><b>Objectives</b></p> <p>1.To infer the basic objectives, growth and development of academic libraries in India, UK and USA</p> <p>2.. To analyze the overview of higher education in India, UGC its powers and functions and the role in the development of academic libraries</p> <p>3.To identify the organisation of library and information services needed by distance and special users</p> <p><b>Outcomes</b></p> <p>1.Know the basic objectives, growth and development of Academic Libraries in India, UK and USA</p> <p>2.Learn about an overview of higher education in India, UGC, its powers and functions and its role in the development of academic libraries</p> <p>3.Understand the total design of the building, techniques of financial management, and know the organization of library and information services needed by distance learners and special users</p>	304 C	<p>20</p> <hr/> <p>80</p> <hr/> <p>4</p>

**UNIT I** : Introduction to Academic libraries.

- Academic Library concept and functions.
- Types of Academic libraries.
- Role of Academic Library in Education.

**UNIT II** : Development of Academic Libraries.

- Development of Academic Libraries in USA, UK and India.
- Education Policy and Academic Libraries in India.
- Role of UGC in promoting College and University Libraries

and standards of Academic libraries.

Norms

**UNIT III** : Academic Library building and authority.

- Academic Library Authority, Policies and Programs.

**UNIT IV** : Library Finance, Personnel Management and Collection Development.

- Financial Control
- Personnel Management
- Collection Development and maintenance.

**UNIT V** : Academic Library Services, automation and networks.

- Academic Library information services.
- Planning and organization of Academic Library services.
- User studies and User education programs.
- Resource sharing : Concept , Objectives and programs
- Academic Library Networks : INFLIBNET
- Computerization of Academic Libraries.

### **RECOMMENDED BOOKS**

1. Cowley. John. Libraries in higher education: The user approach to service London: Clive Bingley, 1975.
2. Hamlin, A. T. The University library in the US: Its origin and development Philadelphia : University Philadelphia, 1981.
3. Thompson , James, An Introduction to University library administration 3<sup>rd</sup> ed. London : Clive Bingley, 1987.
4. Wilson , LB. And Tauber , MR. The University library . New York : Columbia University Press, 1956.
5. Gupta , OP . Development of University Libraries in India after independence . New Delhi Concept . 1992.
6. Thompson , James . University Library history : An international review London: Clive Bingley . 1980.
7. University Grants Commission ( India ) . Committee on University and College libraries Report . New Delhi.: UGC ., 1965.
8. Academic libraries : Role in the national development / edited by Dorathy Issac. Madras: TR Publications . 1993.
9. Shukla, K. University libraries in India . Jaipur : RBSA Publishers , 1994.
10. Rogers, R utiefford D. University library administration . New York: H.W. Wilson. 1971
11. Mc Donald, Joseph and Micikon, Basney. Academic Librarian: The dimension of their effectiveness . Green Wood Press . 1994.
12. Trehan, GL AND Malhan, IV. School library Management . New Delhi : Sterling, 1980.
13. Davies, Ruth Ann. The School Library : A force for educational excellence. New York R. R. Bowker, 1969.
14. Gelfand, M.A. University libraries for developing countries . Delhi : Universal l Book Company , 1974.

**LIS: 305 A: INFORMATION LITERACY (Open Elective)**

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks
			External Marks Credits
18	<b>Information Literacy</b>  <b>Objectives</b>  1.To introduce the concepts of Information Literacy and sources of print and electronic information  2.To provide skills on information access through INFLIBNET Network  3.To examine the Internet and its search techniques and Intellectual Property Right  <b>Outcomes</b>  1.Learn the concepts of Information Literacy and sources of Print and Electronic Information  2.Get the skills on information access through INFLIBNET Network  3.Able to understand the Internet and its search techniques and Intellectual Property Right	305 A	20
			80
			4

**UNIT I: Information and Information Literacy:**

Information - Concept, Characteristics and use.

- Information explosion.
- Organization of information.
- Flow of information.

Information Literacy:

- Definition & need.

- Methods to end user training.
- Standards for evaluation of Information literacy.

**UNIT II: Sources of Information:**

- Documentary: Print, Non-print(including electronic)
- Non-Documentary: Human, Institutional.
- Categories: Primary, Secondary, Tertiary.
- Sources: Encyclopedias, Dictionaries, Directories, Year books, Geographical, biographical, Bibliographies, Indexes, Abstracts etc.
- Evaluation.

**UNIT III: Information and Communication Technology:**

- Introduction to Information Technology
- Network types & Topologies: LAN, WAN, MAN, Bus, Star, Ring etc.
- Information Access through networks: INFLIBNET, DELNET etc.

**UNIT IV: Internet:**

- History and Characteristics
- Uses of Internet
- Search techniques
- Web resources
- Evaluating internet information.

**UNIT V: Issues of the information age:**

- Evolution: Agriculture- Industrial- Information age.
- Preservation of the record of human knowledge.
- Intellectual property: Concept, Act etc.
- Information policy & Privacy.
- Right to information.

**RECOMMENDED BOOKS**

1. Kawatra, P.S. Text Book of information Science. A.P.H. Publishing Corporation, New Delhi.2000.
2. Guha, B. Documentation and Information: services, Techniques and Systems. The world press Pvt.Ltd. Kolkatta.1983.
3. Krishan kumar: Reference service. New Delhi, 1989.
4. Shores, Louies: Basic reference sources. Chicago. 1954.

## LIS 401: RESEARCH METHODOLOGY

Sl.No.	Name of the Course  Objectives and Outcomes	Course Code	Internal Marks  External Marks  Credits
19	<p><b>Research Methodology</b></p> <p><b>Objectives</b></p> <p>1.To infer the need and purpose of various research methods</p> <p>2.To memorize the knowledge on Research design, techniques and tools</p> <p>3.To enumerate the skills on data analysis and interpretation of Data in SPSS</p> <p><b>Outcomes</b></p> <p>1.Understand the definition, need and purpose of various research methods</p> <p>2.Get the knowledge on Research design, techniques and tools</p> <p>3.Gain the skills on Data analysis and Interpretation of Data in SPSS</p>	401	20 80 4

**UNIT I:** Research.

- Definition need and purpose of research.
- Types of research: Fundamental and applied.
- Research and development of scholarship.
- Library and Information Science research. at national and International level

**UNIT II** : Research Design.

- Conceptualization and operationalisation
- Types of research design.
- Identification and formulation of research problem.
- Hypothesis: Definition, formulation and types: Descriptive, relational and explanatory. Null hypothesis. Verification.
  - Designing Research proposal.
  - Ethical aspects of research.
  - Literature search – print, non – print and electronic sources.

- **UNIT III**
- : Research Methods.
- Scientific method.
- Historical method.
- Descriptive method.
- Survey method and case study method
- Experimental method and Delphi method.
- Sociometry, Bibliometrics

**UNIT IV** : Research techniques and tools.

- Methods of data collection: Primary and secondary.
- Primary data – Questionnaire, interview and observation.
- Secondary data – Historical / recorded.
- Scales and checklists. Sampling Techniques – random and non – random

**UNIT V** : Data analysis and interpretation.

- Descriptive statistics – Measures of central tendency–Measures of dispersion- Variance and covariance.
- Graphical presentation of data - Bar, Pie diagrams, graphs, histograms etc.
- Inferential statistics- Z– T test. Correlation- Regression: Linear and
- Nonlinear – Chi square test.
- Statistical packages – SPSS.
- Research reporting: structure, style and contents – Guide lines for Research reporting – Style Manuals: Chicago, MLA, APA, etc e- citation and Method of research evaluation.

### **RECOMMENDED BOOKS**

1. Charles. H Busha and Stephen, P. Harter . Research Methods in librarianship. Techniques and interpretation . New York : Academic Press. 1980.
2. Maurice. B line . Library surveys. 2<sup>ND</sup> ED. London : Bingley , 1982
3. Nickmoore and Martin Hesp. The Basics of writing reports etcetera. London Bingley , 1985.
4. Goode, William and Hatt, Paul K. methods in social research. New York: Mc Graw – Hill Book Company , Inc, 1952.5.
5. Gopal , MH . An introduction to research procedure in social sciences, New Delhi : Vikas , 1992.



**LIS: 402: SOFTWARE FOR LIBRARIES: PRACTICE**

Sl.No.	Name of the Course  Objectives and Outcomes	Course Code	Internal Marks
			External Marks  Credits
20	Software for Libraries: Practice  <b>Objectives</b>  1.To get knowledge on D Space, Greenstone digital library softwares  2.To explain koha library management software, E-resources, Directory of open access journals  3.To provide an idea on designing of Web page and Data Mining  <b>Outcomes</b>  1.Attain knowledge on D Space, Greenstone Digital Library Softwares  2.Learn about Koha : Library Management Software, E-Resources, Directory of Open Access Journals,  3.Get an idea on designing of Web Page and Data Mining	402	20
			80
			4

**UNIT I** : Digital Library Packages, Dspace, and Greenstone

**UNIT II** : Library software packages SOUL, Koha

**UNIT III:** Internet and Databases searching.

**UNIT IV** : Library and Information Centre Web page design and creation using MARKUP language and on-line support.

**UNIT V:** Data mining.

**LIS 403: DISSERTATION / PROJECT WORK**

Every student shall prepare a dissertation/project under the guidance a faculty member of the department and submit before the last examination of the fourth semester.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks
			External Marks Credits
21	Dissertation/Project Work  <b>Objectives</b> 1.To explain how to select the theme for their work 2.To provide guidance on writing styles, preparation of questionnaire, data analysis and interpretation of data and citation styles 3.To impart skills on findings and conclusion of the work  <b>Outcomes</b> 1.Gain Knowledge on how to select the theme for their work 2.Learn the writing styles, preparation of questionnaire, data analysis and interpretation and Citation styles 3.Get the skills on findings and conclusion in dissertation	403	20
			80
			4

**LIS: 404 A: MANAGEMENT OF INFORMATION SYSTEM (Generic Elective)**

Sl.No.	Name of the Course  Objectives and Outcomes	Course Code	Internal Marks
			External Marks  Credits
22	Management of Information System  <b>Objectives</b>  1.To provide an idea on basic concepts of Management  2.To explain budgeting techniques and methods and policies and procedures  3.To acquire knowledge on system analysis, PERT/CPM  <b>Outcomes</b>  1.Know the basic concepts in Management, and various methods of decision-making and its application to Library and Information Centers  2.Understand the budgeting techniques and methods and policies and procedures  3.Gain knowledge on system analysis, PERT/CPM	404	20
			80
			4

**UNIT I : Management**

- Concept, definition and scope
- Library as a system

**UNIT II : Human Resource Management**

- Organizational structure
- Delegation, communication and participation
- Job description and analysis: Job Evaluation
- Inter-personal relations
- Recruitment procedures
- Motivation: group dynamics

- Training and development
- Disciplines and grievances
- Performance appraisal

**UNIT III: Financial Management**

- Resource mobilization
- Budgeting techniques and methods: PPBS,ZBB
- Budgetary Control

**UNIT IV : Planning**

- Concept, definition, need and purpose: types
- Policies and procedures, MBO

**UNIT V: System analysis**

- Project Management: PERT/CPM
- MIS Definition, Concepts, elements

**RECOMMENDED BOOKS**

1. Allen,Louis A. Organisation and Management, New York:Allen and Unwin, 1978.
2. Bernard, Chester I. The Functions of the Executive. Cambridge, Mass:Harvard University,1938.
3. Cowley, J. Personnel Management in Libraries.1982.
4. Dawar, RS. Management Process. New Delhi:Mittal
5. Drucker,Peter. Management
6. Evans,Edward. Management technique for libraries. 2<sup>nd</sup> ed. New York:Academic Press, 1983.
7. Koontz, Herald and O Donnel. Management:Systems approach. 8<sup>th</sup> ed. New York. Mc Graw Hill, 1982.
8. Missie, Joseph L. Essentials of Managemetn 4<sup>th</sup> ed.

**LIS 404 C: INFORMATION PROCESSING AND RETRIEVAL:  
UDC AND INDEXING PRACTICE - (Generic Elective)**

Sl.No.	Name of the Course  Objectives and Outcomes	Course Code	Internal Marks
			External Marks  Credits
23	Information Processing and Retrieval: UDC and Indexing Practice  Objectives  1.To impart knowledge on Universal Decimal Classification  2.To learn different Indexing systems  3.To explain the design and development of thesaurus  Outcomes  1.Gain knowledge on Universal Decimal Classification  2.Learn different Indexing systems  3.Understand the design and development of thesaurus	404 C	20
			80
			4

**PART – A** : Universal Decimal Classification.

- Classifying complex subject titles including periodical titles
- According to Universal Decimal classification.

**PART - B:** Indexing practice.

- Assigned Indexing practice.
- Derived indexing practice.
- Design and development of IR the saurus

**LIS: 404 - C: MARKETING OF INFORMATION PRODUCTS AND SERVICES  
(Generic Elective)**

**UNIT I:** Foundations of Marketing.

- Economic analysis models and their application to the information industry.
- Information as a commodity, and as a resource.
- Barriers to information access.

**UNIT II:** Techniques and tools of marketing analysis.

- Market Research
- Collection of data and its analysis.
- Forecasting and positioning

**UNIT III:** Market segmentation

- segmenting a market
- Market targeting
- Market positioning

**UNIT IV** : Designing products.

- Planning, designing products and services.
- New product development and diversification.
- Product promotion strategies.

**UNIT V:** National and International Commercial information.

- Services.
- Dialog, BLAISE, INFORMATIC S etc.

### **RECOMMENDED BOOKS**

1. The Marketing of Library and Information Science Service. London, Aslib, 1981.
2. Economics of Information edited by Malcolm Galatin and Robert D. Laiter. London : Nijhoff, 1981
3. Costing and the economics of Library and Information Services / edited by Sephen' A Roberts. London: Aslib, 1984.
4. Marketing of information services/ edited by Brayan Yates. Canberra: National Library of Australia In association with the Australian Commission for Unesco, 1983

**LIS: 405 B: TECHNICAL WRITING (Open Elective)**

Sl.No.	Name of the Course  Objectives and Outcomes	Course Code	Internal Marks
			External Marks  Credits
24	Technical Writing  <b>Objectives</b>  1.To explain the definition and types of technical writing  2.To discuss about technical writing process and styles  3.To provide the skills on technical writing techniques, use of MS-Office  <b>Outcomes</b>  1.Know the definition and types of technical writing  2.Attain the idea on technical writing process and styles  3.Get the skills on technical writing techniques, use of MS-Office for preparation and presentation of technical writing	405 B	20
			80
			4

**UNIT I** : Technical Writing basics

- Definitions, Purposes, Characteristics
- Types, Functions, Target groups and their requirements

**UNIT II** : Technical Writing Process

- Planning, drafting, editing, finishing and producing the document.
- Use of editorial tools viz. Dictionaries, Style Manuals

**UNIT III** : Technical Writing Style

- Language and technical skills, Styles
- Semantics, Syntax, Diction, Sentence Structure, Readability

**UNIT IV** : Technical Writing Technique

- Information Searching and gathering skills,
- Summarizing. Designing pages: Tables, Line Graphs, Bar Graphs, Pie Charts, Charts and Illustrations, footnotes and end notes

**UNIT V** : Technical Communications

- Structure and format of journal articles, seminars/conference papers, Review articles, technical reports, research proposals, monographs, Dissertations/theses. Use of Page Maker and Ms-Office for the Preparation, production and Presentation

**RECOMMENDED BOOKS:**

1. Anderson, Paul V and Brockamn, R John and Miller, Carolyn(ed). New essays in Technical and scientific communication: Research, theory and practice. Farmingdale:NY, Baywood, 1997.
2. Day, Robert A. Writing scientific papers in English. Ed 2. Philadelphia:ISI, 1989
3. Joshi, Yateendra, Communicating in style. New Delhi: TERI, 2003
4. Staples, Catherrine and Ornatowski, Cezar (Ed). Foundations for teaching technical Communications
5. Society for Technical Communication. Code for communicators. Washington D C. STC. 1998.