DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

S.V.U. COLLEGE OF ATRS

SRI VENKATESWARA UNIVERSITY: TIRUPATI

RESTRUCTURED CURRICULUM FOR

Master of Library and information Science
TO BE IMPLEMENTED WITH EFFECT FROM THE ACADEMIC YEAR 2021-2022

SYLLABUS
Choice Based Credit System (CBCS)
December-2021

3. VISION AND MISSION OF THE DEPRTMENT OF LIBRARY AND INFORMATION SCIENCE

Vision

- To impart quality education and research by revamping curriculum to suit the societal and industrial needs
- To conduct Extension programmes in the academic libraries

Mission

- To educate the students in the philosophy of librarianship, basic principles, fundamental laws and professional ethics.
- To train the students in the skills of information organization, processing and retrieval.
- To train the students in the management of Library and Information Centres.
- To provide the students thorough understanding of applications information and communication technology in library and information centres.

PROGRAM SPECIFIC OUTCOMES:

➢ These are statements that defines outcomes of aprogram which makes students realize the fact that the knowledge and techniques learntin this course has direct implication for the betterment of society and its sustainability

SRI VENKATESWARA UNIVERSITY
Department of Library and information Science
SEMESTER - I
LIS 101: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE
SRI VENKATESWARA UNIVERSITY

Department of Library and information Science
Semester –I

S. No	Components of Study		Title of the Paper	Credit Hrs/Week	No. of Credit	IA Marks	Sem.End Exam Marks	Total
1	Core	101	Foundations of Library and Information Science	6	4	20	80	100
2		102	Knowledge Organization : Classification Theory	6	4	20	80	100
3		103	Knowledge Organization : Classification Practice	6	4	20	80	100
4		104	Knowledge Management	6	4	20	80	100
5	Compulsory Foundation	105 (A)	Introduction to Information Technology	6	4	20	80	100
6	Elective Foundation	106 (A)	Human Values and Professional Ethics - I	6	4	20	80	100
			Total	36	24	120	480	600

Semester - II

S.No	Components of Study		Title of the Paper	Credit Hrs/ Week	No. of Credit	IA Marks	Sem.End Exam Marks	Total
1	Core	201	Information Sources and Services	6	4	20	80	100
2		202	Knowledge Organization : Cataloguing Theory	6	4	20	80	100
3		203	Knowledge Organization : Cataloguing Practice	6	4	20	80	100
4		204	Meta Data Standards – Practice	6	4	20	80	100
5	Compulsory Foundation	205 (A)	Introduction to Information Technology	6	4	20	80	100
6	Elective Foundation	206 (A)	HumanValues and Professional Ethics-II	6	4	20	80	100
	Total			36	24	120	480	600

Semester III

S. No	Components of Study		Title of the Paper	Credit Hrs/ Week	No. of Credit	IA Marks	Sem.End Exam Marks	Total
1	Core	301	Information Processing and Retrieval Theory	6	4	20	80	100
2		302	Library Automation and Digital Library	6	4	20	80	100
3		303	Search and search strategies	6	4	20	80	100
5	Generic Elective	304 (A)	User Studies		4	20	80	100
	.	304 (B)	Internship	6	4	20	80	100
		304(C)	Academic Library System	6				
		304(D)	Special Library System					
6	Open Elective	305(A)	Information Literacy	6	4	20	80	100
		305(B)	Inforamation and Communication					
			Total	36	24	.	480	600
						.		

Semester –IV

S. No	Components of Study		Title of the Paper	Credit Hrs/ Week	No. of Credit	IA Marks	Sem. End Exam Marks	Total
1	Core	401	Research Methodology	6	4	20	80	100
2		402	Software for Libraries - Practice	6	4	20	80	100
3		403	Dissertation / Project work	6	4	20	80	100
5	Generic Elective	404 (A)	Management of Information system		4	20	80	100
	.	404 (B)	Museums and Archives	6	4	20	80	100
		404(C)	Information Processing and Retrieval : UDC and Indexing Practice	6				
		404(D)	Marketing of Information Products and Services					
6	Open Elective	405(A)	Information Systems and Programmes	6	4	20	80	100
		405(B)	Technical Writing					
Total				36	24		480	600

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
1.	**Foundations of Library and Information Science** **Objectives** 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 **Outcomes:** 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

LIBRARY AND INFORMATION SCIENCE
SEMESTER - I
LIS 101: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

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.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
2	**Knowledge Organisation: Classification Theory** **Objectives:** 1.To impart knowledge on the basic concepts in classification 2. To get an idea on features of classification Schemes 3. to introduce the trends and developments in classification **Outcomes:** 1.. Understand the definition, need and purpose of classification 2. Learn the Fundamental Categories, Facet Analysis, types of Isolates in all schemes of classification 3. Understand the Notation, trends and developments in Classification	102	20
			80
			4

LIS 102: KNOWLEDGE ORGANISATION: CLASSIFICATION THEORY
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$^{RD ED}$. 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.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits

3	Knowledge Organisation: Classification practice	103	20
			80
	Objectives: 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 **Outcomes** 1.Learn the Dewey Decimal Classification Scheme 2. Get the skill regarding assigning the class numbers 3.Have knowledge on Tables and Schedules of DDC		4

LIS 103: KNOWLEDGE ORGANISATION: CLASSIFICATION PRACTICE
    (Dewey Decimal classification (22nd Edition)
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 . 6th ed. Banglore: Sarada.
   Ranganathan Endoment for library Science , 1994.
2. Dewey, Melvil. Dewey Decimal Classification . 3 vols. 18th 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 20th edition of DDC . London : Clive Bingely.
6. Uppal, OP . Practical Procedure of Classification according to CC and DDC. Patiala : Madaan.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits

4	Knowledge Management
	
	Objectives:
	1.To provide the basic concepts of knowledge
	  management
	2. To impart ideas on knowledge creation models,
	  knowledge transfer in E-world
	3. To give an idea on neural network and datamining
	
	Outcomes
	1.Get an idea on the concepts of knowledge
	management, types of knowledge
	
	2.Understand the knowledge creation models,
	knowledge transfer in E-World
	
	3.know the tools for knowledge management
	and neural network and datamining
		104	20
			
			80
			
			4

LIS: 104   KNOWLEDGE MANAGEMENT

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

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
5(A).	Introduction to Information Technology	105	20
	Objectives: 1.To introduce the concepts of computer and network technologies		80
	2.To provide information on Operating systems, programming languages and softwares 3.To enable to learn the Database Management Systems **Outcomes** 1.Gain knowledge on the concepts of computer basics and Network technologies		4

	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		

LIS 105: INTRODUCTION TO INFORMATION TECHNOLOGY

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, .LINEX.
- 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. Compupters for Libraries . 2nd 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 . 2ND ed.
New York : Wiley. 1984.
09. Zoorkoozy, Peter . Information Technology and Introduction . 2ND ed. London :
Pettman, 1985.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
6	1.Know the definition and nature of ethics, importance of professional ethics	106	20
	2.Understand the nature of values, Ahimsa, Non-violence and Purusharthas		80
	3.Know the importance of Bhagavat Gita, Gandhian Ethics and various theories of punishments		4

LIS 106: HUMAN VALUES AND PROFESSIONAL ETHICS - 1
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 NobleTruths
              - Arya astanga marga
  - (c) Jainism- mahavratas and anuvratas.
 - Values Embedded in Various Religions, Relirious Tolerance
              - Gandhian Ethics.

UNITV: 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.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
8	Information Sources and Services		20

		201	80

	Objectives
	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.
	
	Outcomes
	
	1.Learn documentary and non-documentary sources and
	   1. different types of information sources
	          2.
	   2.Know about the Indian and British National Bibliographies, and Electronic Books
	
	3.Understand the virtual reference service and translation Services
				4

SEMESTER - II
LIS 201:   INFORMATION SOURCES AND SERVICES
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

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
9	Knowledge Organisation : Cataloguing Theory	202	20
	Objectives		80

	1.To explain the basic ideas on catalogue and forms of it		4
	2.To discuss the canons, principles and laws of cataloguing		
	3.To impart knowledge on different types of subject headings, and methods of cataloguing		
	Outcomes 1.Understand the basic ideas on catalogue, forms of the catalogue, Main Entry and added entries		
	2. Know the Canons, Principles and Laws of Cataloguing		
	3.Gain the knowledge on different types of subject headings, Cooperative and Centralized cataloguing		

LIS 202:   KNOWLEDGE ORGANISATION: CATALOUGING THEORY
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 list.
- 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 – AACR 2 - CCC

UNIT III: Normative principles
- Normative Principles and Canons of cataloguing.

UNIT IV: Subject Cataloguing.

Subject Heading lists.

LCSH , SLSH

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 Ctaloguing . 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. 5th ed. . Bombay : Asias 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.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
10	Knowledge Organization : Cataloguing Practice	203	20
			80
	Objectives		
	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		4
	3.To provide skills on preparation of entries on cartographic materials, manuscripts and sound recordings		
	Outcomes		
	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		

LIS 203:   KNOWLEDGE ORGANISATION: CATALOGUING PRACTICE

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. 2ⁿᵈ. 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.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
11	**Metadata Standards: Practice** **Objectives** 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 Dublin core **Outcomes** 1.Know the Metadata and its types, standards 2. Learn the skills on KOHA Software 3.Learn the skills on MARC 21 and Dublin core	204	20 80 4

LIS: 204   METADATA STANDARDS - PRACTICE

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

UNIT II: - Introductionto 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

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

LIS 205: LIBRARY MANAGEMENT
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 . 2nd 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 .   3rd ed. New York : Philosophical Library . 1965.
5. Mittal, RL   Library Administration : Theory and Practice . 5th ed. Delhi . Metropolton , 1984.
6. Narayana , G.J. Library and Information Management , New Delhi PHI 1991.
7. Ranganathan , S.R. : Library administration . 2nd 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: IASLIC, 1990.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits

14	**Human Values and Professional Ethics -II** **Objectives** **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 **Outcomes** 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	--
			100

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

I. Value Education – Definition relevance to, present day - Concept of Human Values – Self introspection – Selfesteem. 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 Hippocratus 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. Characterics of ethical problems in management, ethical theories, causes of unethical. behavior, ethical buses and work ethics.

IV. Environmentalethics- 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 Mackenjic: 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.CHaughton.
10. Susruta Samhira: Tr.Kaviraj Kunjanlal, Kunia!al Brishagratha, Chowkamba Sanskrt 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; Chowkambha 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

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
15	Information Processing and Retrieval Theory **Objectives** 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 **Outcomes** 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	301	20
			80
			4

LIS 301: INFORMATION PROCESSING AND RETRIEVAL THEORY

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 contstruction: A practical manual. 1972.
3. Austin , Derek. PRECIS: A Manual of concept analysis and subject indexing.London : The British library , 1984/
4. Browm 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.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
16	Library Automation and Digital Library **Objectives** 1.To acquire knowledge on basics of library automation and digital libraries	302	20
			80
	2. To explain network and communication devices, digitization and metadata **Outcomes** 1.Learn the basics of Library Automation, various modules of library automation software packages and their features		4

	2.Gain knowledge on basic concepts and characteristics of digital libraries 3.Know about network and communication devices, digitization and metadata		

LIS 302: LIBRARY AUTOMATION AND DIGITAL LIBRARY

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 Publn., New Delhi, 1996.
3. Electronic Libraries, V.C.Malaviya, ESS ESS Publns., New Delhi, 1996.
4. Automation in Libraries, Richard T.Kimber, Pergamon Press, New York, 1970.
5. The Use of Computer in Compiling National Bibliograpies, Koster, K., Libri,Vol.16,
   No.4 (1966)

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
17	Search and Search Strategies **Objectives** 1.**To** learn different types of databases and their search strategy 2. To understand various Internet protocols **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.	303	20 80 4

LIS 303: SEARCH AND SEARCH STRATEGIES
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 Recruting : Winning search strategies, Steven M. Finkel.

4. Keyward search for recruiters: A collection smart and simple search techniques and strategies for busy recruiters, Lopez MR moises publishing Createspace.

LIS 304 A: USER STUDIES (Generic Elective)
UNIT- I. Information seeking and use

- Need for a conceptual framework

- Need for a theory of information seeking

- Integrating theories of. information seeking with broader theories and framework

.**UNIT:- II** Information need

- Definitional and conceptual problems. Distinction between needs,
- wants, demands and requirements; Levels of information need Taylor's model, Lancaster's four levels,
- Cronin's three levels;
- Koikela's two levels of information need;

UNIT: III. User:-Understanding the psychology of information user

- categorization of user
- Identifying users and potential users; users by professional Groups - industrial, commercial etc.,

UNIT: IV. Information use & user studies:

- Origin, development and evolution of user studies; the renaissance of user studies, the two generations of user studies: The first generation studies- their characteristics, contributions and limitations; The second generation user studies: Their characteristics and contributions, Landmark and bench mark studies.

UNIT: V. Methodology of user studies:

- Study of various methods and tools: Quantitative and Qualitative and survey methods and experimental approach; Questionnaire, interview and other traditional tools /methods: Participant observation, Diasy method, time-line series method of Dervin and others; use of psychometric methods; the promise of quantitative methods and psychometric methods.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
17	Internship **Objectives** 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 **Outcomes** 1.Attain skills on all types of sections and its maintenance in libraries in which they underwent training	304(B)	- 100 4

	2.Get skills on maintenance of Digital Library 3.Learn the skills on preservation and conservation of manuscripts and digitization		

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
17	Academic Library System **Objectives** 1.To infer the basic objectives, growth and development of academic libraries in India, UK and USA 2.. To analyze the overview of higher education in India, UGC its powers and functions and the role in the development of academic libraries 3.To identify the organisation of library and information services needed by distance and special users **Outcomes** 1.Know the basic objectives, growth and development of Academic Libraries in India, UK and USA 2.Learn about an overview of higher education in India, UGC, its powers and functions and its role in the development of academic libraries 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	304(C)	20 80 4

LIS   304 C: ACADEMIC LIBRARY SYSTEM   (Generic Elective)

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.
- Norms and standards of Academic libraries.

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 3rd 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: 304D: SPECIAL LIBRARY SYSTEM   (Generic Elective)

UNIT   I: Introduction to special libraries.
- Special Library – Definition, Characteristics and functions.
- Special Libraries and Information systems / Centers.

UNIT   II: Special libraries and Information Centers in India.
- Libraries of R& D organizations.
- Libraries of Government Departments.
- Libraries for business. Trade and Management.
- Social economic Development Research Institutions.
- Training institutions.

UNIT   III: Special library buildings, finance and services.
- Special library buildings and furniture.
- Special library fiancés.
- User Needs survey.
- Planning and Organization of special library services.
- Searching online and CD- ROM databases.
- Information products.
- Resource sharing and networking.

UNIT   IV: Special Library personnel and Collection Development
- Special library Personnel.
- Special library collection development: Books and NBM.
- Special library Collection development: Reference sources.

UNIT   V: Organizations promoting special libraries.
- Organizations promoting special libraries and information centers in India
- Role of professional bodies in the promotion of special libraries and information Centers: FID, SL, ASLIB, IASLIC.
- Education and Training in special librarianship.

RECOMMENDED BOOKS

1. Ashworth, W. Special librarianship . London: Clive Bingley, 1979.
2. Silva, M. Special libraries . London : Andre Deutsch. 1970
3. Strauss. L. j. et al.   Scientific and technical libraries. 2nd ed. New York: Wiley, 1972.
4 . Struble, EG. Special libraries guide for management , New York: Special library
   Association . 1966.
5. Atherton, PAULINE. Hand book for information systems and services. Paris.
   Unesco,1977.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
20	**Information Literacy**		20

	Objectives	305(A)	80
	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		4
	3.To examine the Internet and its search techniques and Intellectual Property Right **Outcomes** 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		

LIS: 305 A: INFORMATION LITERACY   (Open Elective)

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 305 B : INFORMATION AND COMMUNICATION   (Open Elective)
UNIT I   :   Information and Communication.

- Information: Characteristics, Nature, value and use.
  - Conceptual difference between data, information and knowledge.
- Communication of information: Information generation.

UNIT II   : Communication Models and Trends
- Communication channels, models and barriers.
  - Trends in Scientific Communication

UNIT III : Communication.
- Definition, Scope and Objectives.
- Mediums, Formats, Resource sharing.

UNIT IV   : Library, information and society.
- Genesis and characteristics and implications of information society.
- Changing role of library and information Centers in society.
- Intellectual Property Act, Right to information Act.
- International and National Programs and policies (NAPLIS) and IT.

Unit V   :   Electronic Communication

- E-mail

- E-commerce

- Cybercrimes and Laws

.**RECOMMENDED BOOKS**
1. Gragon, Devis. J. Science and Technology and introduction to literature . 2nd ed 1976.
2. Martin, WJ. Communication , Knowledge and Librarian . London : Butterworths, 1974
3. Mc Garry , Devin, Communication, ,Knowledge and librarian . London : Clive Bingely, 1981.
4. Meadows, A. J. Communication in Science , London: Butterworth. 1974
5. Price, de Solla. Little Science and Big Science . New York: Columbia
   University press, 1986.
6. Robert,S. Electronic Communication.6th ed 2014.
7. Jeffiery,S. Modern Electronic Communication.9th ed 2015.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
21	**Research Methodology** **Objectives** 1.To infer the need and purpose of various research methods	401	20
			80
	2.To memorize the knowledge on Research design, techniques and tools 3.To enumerate the skills on data analysis and interpretation of Data in SPSS		4

	Outcomes 1.Understand the definition, need and purpose of various research methods 2.Get the knowledge on Research design, techniques and tools 3.Gain the skills on Data analysis and Interpretation of Data in SPSS		

LIS 401: RESEARCH METHODOLOGY

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.
- Survey method and case study method
- Experimental method and Delphi method.
- Sociometry, Bibliometrics, webometrics

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. 2ND 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 – Hail Book Company , Inc, 1952.5.
5. Gopal , MH . An introduction to research procedure in social sciences, New Delhi : Vikas , 1992.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
22	Software for Libraries: Practice **Objectives** 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 **Outcomes** 1.Attain knowledge on D Space, GreenstoneDigital 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

LIS: 402: SOFTWARE FOR LIBRARIES: PRACTICE

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.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
25	Dissertation/Project Work **Objectives** 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 **Outcomes** 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	- 100 4

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
24	Management of Information System **Objectives** 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 **Outcomes** 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(A)	20 80 4

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

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. 2nd ed. New York:Academic Press, 1983.
7. Koontz, Herald and O Donnel. Management:Systems approach. 8th ed. New York. Mc Graw Hill, 1982.
8. Missie, Joseph L. Essentials of Managemetn 4th ed.

LIS 404 B:MUSEUMS AND ARCHIVES – (Generic Elective)
UNIT-I
Memory institutions and their role in preserving the culture and heritage – Understanding the scope of historical and cultural preservation- Historical monuments and museum collections- Protected structures rare professional knowledge- Film and photography and other cultural expression and manifestations including rural heritage.

UNIT-II
Industrial and technical ideas- modern architectural achievements- Essentials of records and knowledge management in diverse organizational principles- Methodologies and practical administration of archives- Records and other information sources form print to oral encompassing. Archives theory and management balancing access and preservation archives administration.

UNIT-III
Archival appraisal- advanced analysis of the basic theories, principles, techniques and methods that archivists and records managers need to use for identifying and appraising records - provide historical theoretical and practical orientation to access, advocacy, and ethical matters and orientation to the ways of providing access to archives holdings.
UNIT-IV
Archival representation and metadata: introduction to the theoretical foundations, history principles and research with references to the representation of archival materials-institute of Museum and Libraries Services(IMLS) framework metadata standards for archival materials-AGLS metadata sets including Australian Government Recordkeeping Metadata Standards and implementation manuals Dublin Core MODS and METS standards.

UNIT-V
Museum archives: evolution of the purpose of museum; history and development of museum record-keeping systems, with emphasis on changes from paper based to electronic records –use of functional analysis to identify principle functions of museums and to guide - the appraisal of records and artifacts-moving image archives: importance of moving image media in memory institutions as well as basic procedures to preserve these works-motion picture film will be of primary focus, other moving image media.

References:
Nationalarchives.nic.in
Text books:
1. Digital preservation for libraries and museums, Edward M. Corrado, published by Rowman and Littlefield.

2. Best of Both Worlds; museums, libraries, and archives in a Digital age, G. Wayne clough, published by Smithsonian institution

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	403(A)	20 80 4

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

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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 stratégies.

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 : Nijihoff, 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 AustralianCommission for Unesco, 1983

LIS 405A: INFORMATION SYSTEMS AND PROGRAMS   (Open Elective)

UNIT I   :   Introduction to information systems.
                Information system: concept and characteristics.
- Kinds of Information systems.
- Planning and designing: Standards of Information Systems

UNIT II: Global Information systems and programs.
- UN and its specialized agencies – based information systems and programs.
-
UNIT III: National information systems.
- National Information systems in USA, UK, Russia and Japan.
- Information systems, programs and Networks in India.

UNIT IV: Organizations promoting information systems and Programs.

- Organizations promoting Information systems and programs at the international level.
- Organizations promoting Information systems and programs in India.

UNIT V: Information Providers (venders) International: DIALOG, STN, Data Star,
                UMI, Silver Platter, BLDSc,ISI.
- National providers: INFONET, INFLIBNET, J-Gate

RECOMMENDED BOOKS

1. Atherton, Pauline. Hand book of information systems and services. Paris. Unesco, 1977.
2. Champman E.A. Library Systems . Analysis Gidelines , 1970.
3. Weisman. HM . Information sytems . Services and Centres. New York:
    Beekar and Hayness, 1972.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
26	Technical Writing **Objectives** 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 **Outcomes** 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

LIS: 405 B: TECHNICAL WRITING (Open Elective)

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, BarGraphs,
                    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 scienfic communication: Research, theory and practice. Farmingdate: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.

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2018-19- Revised Syllabus
SRI VENKATESWARA UNIVERSITY
Department of Library and information Science
Semester –I

Semester –I

S. No	Components of Study			Title of the Paper	Credit Hrs/ Week	No. of Credit
1	Core		101	Foundations of Library and Information Science	6	4
2			102	Knowledge Organization : Classification Theory	6	4
3			103	Knowledge Organization : Classification Practice	6	4
4			104	Knowledge Management	6	4
5	Compulsory Foundation		105 (A)	Introduction to Information Technology	6	4
6	Elective Foundation		106 (A)	Human Values and Professional Ethics -I	6	4
	Total				36	24

Semester - II

S. No	Components of Study			Title of the Paper	Credit Hrs/ Week	No. of Credit	IA Marks
1	Core		201	Information Sources and Services	6	4	20
2			202	Knowledge Organization : Cataloguing Theory	6	4	20
3			203	Knowledge Organization : Cataloguing Practice	6	4	20
4			204	Meta Data Standards – Practice	6	4	20
5	Compulsory Foundation		205	Introduction to Information Technology	6	4	20

| 6 | Elective Foundation | 206 | Human Values and Professional Ethics - II | 6 | 4 | 20 |
| | Total | | | 36 | 24 | 120 |

Semester III

S. No	Components of Study		Title of the Paper	Credit Hrs/ Week	No. of Credit	
1		301	Information Processing and Retrieval Theory	6	4	20
2	Core	302	Library Automation and Digital Library	6	4	20
3		303	Search and search strategies	6	4	20
5	Generic Elective	304 (A)	User Studies		4	20
	.	304 (B)	Internship	6	4	20
		304(C)	Academic Library System	6		
		304(D)	Special Library System			
6	Open Elective	305(A)	Information Literacy	6	4	20
		305(B)	Inforamation and Communication			
	Total			36	24	.
						.

Semester –IV

S. No	Components of Study		Title of the Paper	Credit Hrs/ Week	No. of Credit	
1		401	Research Methodology	6	4	20
2	Core	402	Software for Libraries - Practice	6	4	20
3		403	Dissertation / Project work	6	4	20

5	Generic Elective	404 (A)	Management of Information system		4	20
	.	404 (B)	Museums and Archives	6	4	20
		404(C)	Information Processing and Retrieval : UDC and Indexing Practice	6		
		404(D)	Marketing of Information Products and Services			
6	Open Elective	405(A)	Information Systems and Programmes	6	4	20
		405(B)	Technical Writing			
Total				36	24	.
						.

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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.	**Foundations of Library and Information Science Objectives** 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 **Outcomes:** 1.Know the various types of libraries and their role in the society 2. Learn the Professional ethics and library	101	20 80 4

	Legislation in India 3. Understand LIS education in India and various library associations in India		

2018-19

LIBRARY AND INFORMATION SCIENCE
SEMESTER - I
LIS 101: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

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.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
2	**Knowledge Organisation: Classification Theory** **Objectives:** 1.To impart knowledge on the basic concepts in classification 2. To get an idea on features of classification Schemes 3. to introduce the trends and developments in classification **Outcomes:** 1.. Understand the definition, need and purpose of classification 2. Learn the Fundamental Categories, Facet Analysis, types of Isolates in all schemes of classification 3. Understand the Notation, trends and developments in Classification	102	20 80 4

LIS 102: KNOWLEDGE ORGANISATION: CLASSIFICATION THEORY

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 in Medicine

UNIT IV: Devices and Mnemonics.
- Devices.: Subject, Alphabetical, Chronological, Mnemonic 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

8. Agarwal. DS. Lectures in Universe of knowledge . Delhi : Academic publishers. 1985
9. Krishna Kumar . Theory of Classification . Delhi: Vikas. 1991
10. Raju, AAN. . Universal Decimal Classification and Colon Classification .
11. Ranganathan, SR. Descriptive account of Colon Classification .Bombay. Asia publishing House . 1967
12. Ranganathan , S.R. Elementary Library Classification . 3$^{RD ED}$. Bangalore. Sarada Ranganathan Endowment Trust , 1992
13. Rangandhan , SR. Prolegomena to library Classification . Bombay : Asia publishing House , 1965
14. Sayers, WCB . Manual of Classification for librarians . Rev. by Arthur Maltby. London : Andre Deutsch, 1967.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits

3	Knowledge Organisation: Classification practice	103	20
	Objectives: 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 **Outcomes** 1.Learn the Dewey Decimal Classification Scheme 2. Get the skill regarding assigning the class numbers 3.Have knowledge on Tables and Schedules of DDC		80
			4

LIS 103: KNOWLEDGE ORGANISATION: CLASSIFICATION PRACTICE
          (Dewey Decimal classification (22nd Edition)
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

7. Ranganathan, SR. Colon Classification . 6th ed. Banglore: Sarada.
    Ranganathan Endoment for library Science , 1994.
8. Dewey, Melvil. Dewey Decimal Classification . 3 vols. 18th ed. New York: Lake placid , 1978.
9. Raju, AAN . Dewey Decimal Classification : Theory and practice . Madras : TR , 1995.
10. Stija, MP. Manual of practical Colon Classification . New Delhi, Sterling, 1984.
11. Batty, CD. An introduction to 20th edition of DDC . London : Clive Bingely.
12. Uppal, OP . Practical Procedure of Classification according to CC and DDC. Patiala : Madaan.

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

LIS: 104   KNOWLEDGE MANAGEMENT

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

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
5(A).	Introduction to Information Technology	105	20
			80
	Objectives: 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 **Outcomes** 1.Gain knowledge on the concepts of computer basics and Network technologies		4

	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		

LIS 105: INTRODUCTION TO INFORMATION TECHNOLOGY

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, .LINEX.
- 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

02. 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. Compupters for Libraries . 2nd 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 . 2ND ed.
New York : Wiley. 1984.

09. Zoorkoozy, Peter . Information Technology and Introduction . 2ND ed. London :
Pettman, 1985.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
6	1.Know the definition and nature of ethics, importance of professional ethics	106	20
	2.Understand the nature of values, Ahimsa, Non-violence and Purusharthas		80
	3.Know the importance of Bhagavat Gita, Gandhian Ethics and various theories of punishments		4

LIS 106: HUMAN VALUES AND PROFESSIONAL ETHICS - 1

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 NobleTruths
                  - Arya astanga marga
  - (c) Jainism- mahavratas and anuvratas.
 - Values Embedded in Various Religions, Relirious Tolerance
                  - Gandhian Ethics.
UNITV: 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.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
8	Information Sources and Services		20

		201	80

	Objectives
	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.
	
	Outcomes
	
	1.Learn documentary and non-documentary sources and
	   3. different types of information sources
	           4.
	  2.Know about the Indian and British National
	     Bibliographies, and Electronic Books
	
	  3.Understand the virtual reference service and translation
	     Services
				4

SEMESTER - II
LIS 201:   INFORMATION SOURCES AND SERVICES
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

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
9	Knowledge Organisation : Cataloguing Theory **Objectives**	202	20
			80

	1.To explain the basic ideas on catalogue and forms of it		4
	2.To discuss the canons, principles and laws of cataloguing		
	3.To impart knowledge on different types of subject headings, and methods of cataloguing		
	Outcomes 1.Understand the basic ideas on catalogue, forms of the catalogue, Main Entry and added entries		
	2. Know the Canons, Principles and Laws of Cataloguing		
	3.Gain the knowledge on different types of subject headings, Cooperative and Centralized cataloguing		

LIS 202: KNOWLEDGE ORGANISATION: CATALOUGING THEORY
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 list.
-   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 – AACR 2 - CCC

UNIT III: Normative principles
-   Normative Principles and Canons of cataloguing.

UNIT IV: Subject Cataloguing.

Subject Heading lists.
LCSH , SLSH

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 Ctaloguing . 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. 5th ed. . Bombay : Asias 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.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
10	Knowledge Organization : Cataloguing Practice **Objectives** 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 **Outcomes** 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

LIS 203:   KNOWLEDGE ORGANISATION: CATALOGUING PRACTICE

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
   3. Anglo – American Cataloguing Rules. 2nd . rev.ed. London Library Association , 1988.
   4. 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.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
11	**Metadata Standards: Practice** **Objectives** 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 Dublin core **Outcomes** 1.Know the Metadata and its types, standards 2. Learn the skills on KOHA Software 3.Learn the skills on MARC 21 and Dublin core	204	20
			80
			4

LIS: 204   METADATA STANDARDS - PRACTICE
UNIT I: - Introduction to Meta data and digital curation
                -Description of Meta standards
                -Additional resources. e -GMS
                - ISO 19115: 2003(E). PREMIS

UNIT II: - Introductionto 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

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

LIS 205: LIBRARY MANAGEMENT

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

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

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits

14	**Human Values and Professional Ethics -II** **Objectives** **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 **Outcomes** 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	--
			100

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

VI. Value Education – Definition relevance to, present day - Concept of Human Values – Self introspection – Selfesteem. 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.

VII. Medical ethics- Views of Charaka, Sushruta and Hippocratus 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.

VIII. Business ethics- Ethical standards of business-Immoral and illegal practices are their solutions. Characterics of ethical problems in management, ethical theories, causes of unethical. behavior, ethical buses and work ethics.

IX. Environmentalethics- Ethical theory, man and nature- Ecological crisis, Pest control, Pollution and waste, Climate change, Energy and population, Justice and environmental health.

X. 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
   17. John S Mackenjic: A manual of ethics.
   18. "The Ethics of Management" by Larue Tone Hosmer, Richard D. Irwin Inc.

19. "Management Ethics - integrity at work' by Joseph A. Petrick and John F. Quinn, Response Books: New Delhi
20. "Ethics in Management"by S.A. Sherlekar, Himalaya Publishing House.
21. Harold H. Titas: Ethics for Today.
22. Maitra, S.K: Hindu Ethics.
23. William Lilly: Introduction to Ethics.
24. Sinha: A Manual of Ethics.
25. Manu: Manava Dharma Sastra or the Institute of Manu: Comprising the Indian System of Duties: Religious and Civil (ed.) G.CHaughton.
26. Susruta Samhira: Tr.Kaviraj Kunjanlal, Kunia!al Brishagratha, Chowkamba Sanskrt series, Vol T,M and ill, Varnasi. VoiIOO, 16-20,21-32 and 74-77 only.
27. Caraka Sambita :Tr. Dr.Ram Karari Sarma and Vaidya Bhagavcn Dash; Chowkambha Sanskrit Series office. Varanasi 1. 11, Il! Vol 1 PP 153-191.
28. Ethics, Theory and Contemporary issues.. Barbara Mackinnon. Wadsworth/Thomson Learning. 2001.
29. Analyzing Moral Issues, Judith A'. Boss, Mayfield Publishin5 Company, 1999.
30. An Introduction, to Applied Ethics (Ed.) John H.Piet and Ayodhya 'Prasad, Cosmo Publications.
31. Text Book for Intermediate First \'ear Ethics and Human Values, Board of Intermediate 'Education-Telugu Akademi. Hyderabad.
32. I.C Sharma Ethical Phitosoph.' of India. Nagin &co Julundhar.

SEMESTER – III

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
15	Information Processing and Retrieval Theory **Objectives** 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 **Outcomes** 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	301	20 / 80 / 4

LIS 301: INFORMATION PROCESSING AND RETRIEVAL THEORY

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

11. Anderson, D. Universal Bibliographic control . 1976.
12. Aichinson, J. and Chilchrist, A. Thesaurus contstruction: A practical manual. 1972.
13. Austin , Derek. PRECIS: A Manual of concept analysis and subject indexing.London : The British library , 1984/
14. Browm A. G. Introduction to indexing and Abstracting . London : Libraries Unlimited , 1983.
15. Kochen , M. Ed. Principals of information Retrieval . 1974.
16. Lancaster, FW. Information Retrieval Systems , Characteristics , Testing and Evaluation , 1968.
17. Salton, G. Introduction to Modern Information Retrieval . 1983.
18. Sehgal, D. Indexing Languages and Theasauri Construction and Maintenance. 1974.
19. UNESCO . Common Communication Format . Paris. Unesco , 1988.
20. Vickery, BC. Techniques of Information Retrieval. 1970.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
16	Library Automation and Digital Library **Objectives** 1.To acquire knowledge on basics of library automation and digital libraries	302	20
			80
	2. To explain network and communication devices, digitization and metadata **Outcomes** 1.Learn the basics of Library Automation, various modules of library automation software packages and their features		4

	2.Gain knowledge on basic concepts and characteristics of digital libraries 3.Know about network and communication devices, digitization and metadata		

LIS 302: LIBRARY AUTOMATION AND DIGITAL LIBRARY

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:
2. 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 Publn., New Delhi, 1996.
3. Electronic Libraries, V.C.Malaviya, ESS ESS Publns., New Delhi, 1996.
4. Automation in Libraries, Richard T.Kimber, Pergamon Press, New York, 1970.
5. The Use of Computer in Compiling National Bibliograpies, Koster, K., Libri,Vol.16,
    No.4 (1966)

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
17	Search and Search Strategies **Objectives** 1.**To** learn different types of databases and their search strategy 2. To understand various Internet protocols **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.	303	20 80 4

LIS 303: SEARCH AND SEARCH STRATEGIES
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:
5. Designing search : UX Strategies for e commerce success (UX matters), Greg Nudelman, edited by Pabini Gabriel-petit

6. Search for Strategy; politics and strategic vision, Guertner, publishing ABC-CLIO.

7. Real Recruting : Winning search strategies, Steven M. Finkel.

8. Keyward search for recruiters: A collection smart and simple search techniques and strategies for busy recruiters, Lopez MR moises publishing Createspace.

LIS 304 A: USER STUDIES (Generic Elective)
UNIT- I. Information seeking and use

- 	Need for a conceptual framework

- 	 Need for a theory of information seeking

- Integrating theories of. information seeking with broader theories and framework

.UNIT:- II Information need

- Definitional and conceptual problems. Distinction between needs,
- wants, demands and requirements; Levels of information need Taylor's model,
Lancaster's four levels,
- Cronin's three levels;
- Koikela's two levels of information need;

UNIT: III. User:-Understanding the psychology of information user

- categorization of user
- Identifying users and potential users; users by professional
Groups - industrial, commercial etc.,

UNIT: IV. Information use & user studies:

- Origin, development and evolution of user studies; the renaissance of user studies, the two generations of user studies: The first generation studies- their characteristics, contributions and limitations; The second generation user studies: Their characteristics and contributions, Landmark and bench mark studies.

UNIT: V. Methodology of user studies:

- Study of various methods and tools: Quantitative and Qualitative and survey methods and experimental approach; Questionnaire, interview and other traditional tools /methods: Participant observation, Diasy method, time-line series method of Dervin and others; use of psychometric methods; the promise of quantitative methods and psychometric methods.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
17	Internship **Objectives** 1.To develop skills on maintenance of all sections in the library	304(B)	-
			100
	2.To provide knowledge on digital library 3.To summarize the skills on preservation and conservation of manuscripts and digitization **Outcomes** 1.Attain skills on all types of sections and its maintenance in libraries in which they underwent training		4

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits

2.Get skills on maintenance of Digital Library
3.Learn the skills on preservation and conservation of manuscripts and digitization

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
17	Academic Library System **Objectives** 1.To infer the basic objectives, growth and development of academic libraries in India, UK and USA 2.. To analyze the overview of higher education in India, UGC its powers and functions and the role in the development of academic libraries 3.To identify the organisation of library and information services needed by distance and special users **Outcomes** 1.Know the basic objectives, growth and development of Academic Libraries in India, UK and USA 2.Learn about an overview of higher education in India, UGC, its powers and functions and its role in the development of academic libraries 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	304(C)	20 80 4

LIS 304 C: ACADEMIC LIBRARY SYSTEM (Generic Elective)

UNIT I : Introduction to Academic libraries.
- Academic Library concept and functions.
- Services of Academic Libraries in the Electronic Environment
- 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.
- Norms and standards of Academic libraries.

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

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

LIS: 304D: SPECIAL LIBRARY SYSTEM   (Generic Elective)
UNIT   I: Introduction to special libraries.
- Special Library – Definition, Characteristics and functions.
- Special Libraries and Information systems / Centers.

UNIT   II: Special libraries and Information Centers in India.
- Libraries of R& D organizations.
- Libraries of Government Departments.
- Libraries for business. Trade and Management.
- Social economic Development Research Institutions.
- Training institutions.

UNIT   III: Special library buildings, finance and services.
- Special library buildings and furniture.
- Special library fiancés.
- User Needs survey.
- Planning and Organization of special library services.
- Searching online and CD- ROM databases.
- Information products.
- Resource sharing and networking.

UNIT   IV: Special Library personnel and Collection Development
- Special library Personnel.
- Special library collection development: Books and NBM.
- Special library Collection development: Reference sources.

UNIT   V: Organizations promoting special libraries.
- Organizations promoting special libraries and information centers in India
- Role of professional bodies in the promotion of special libraries and information Centers: FID, SL, ASLIB, IASLIC.
- Education and Training in special librarianship.

RECOMMENDED BOOKS
1. Ashworth, W. Special librarianship . London: Clive Bingley, 1979.
2. Silva, M. Special libraries . London : Andre Deutsch. 1970
3. Strauss. L. j. et al.   Scientific and technical libraries. 2nd ed. New York: Wiley, 1972.
4 . Struble, EG. Special libraries guide for management , New York: Special library
  Association . 1966.
5. Atherton, PAULINE. Hand book for information systems and services. Paris.
  Unesco,1977.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
20	**Information Literacy**		20

| | Objectives
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
Outcomes
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) | 80 |
| | | | 4 |

LIS: 305 A: INFORMATION LITERACY   (Open Elective)

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
5. Kawatra, P.S. Text Book of information Science. A.P.H. Publishing Corporation, New Delhi.2000.

6. Guha, B. Documentation and Information: services, Techniques and Systems. The world press Pvt.Ltd. Kolkatta.1983.
7. Krishan kumar: Reference service. New Delhi, 1989.
8. Shores, Louies: Basic reference sources. Chicago. 1954.

LIS 305 B : INFORMATION AND COMMUNICATION   (Open Elective)
UNIT I   :   Information and Communication.

- Information: Characteristics, Nature, value and use.
  - Conceptual difference between data, information and knowledge.
- Communication of information: Information generation.

UNIT II : Communication Models and Trends
- Communication channels, models and barriers.
  - Trends in Scientific Communication

UNIT III : Communication.
- Definition, Scope and Objectives.
- Mediums, Formats, Resource sharing.

UNIT IV : Library, information and society.
- Genesis and characteristics and implications of information society.
- Changing role of library and information Centers in society.
- Intellectual Property Act, Right to information Act.
- International and National Programs and policies (NAPLIS) and IT.

Unit V : Electronic Communication

- E-mail

- E-commerce

- Cybercrimes and Laws

.**RECOMMENDED BOOKS**
6. Gragon, Devis. J. Science and Technology and introduction to literature . 2nd ed 1976.
7. Martin, WJ. Communication , Knowledge and Librarian . London : Butterworths, 1974
8. Mc Garry , Devin, Communication, ,Knowledge and librarian . London : Clive Bingely, 1981.
9. Meadows, A. J. Communication in Science , London: Butterworth. 1974
10. Price, de Solla. Little Science and Big Science . New York: Columbia University press, 1986.
6. Robert,S. Electronic Communication.6th ed 2014.
7. Jeffiery,S. Modern Electronic Communication.9th ed 2015.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
21	**Research Methodology** **Objectives** 1.To infer the need and purpose of various research methods	401	20
			80
	2.To memorize the knowledge on Research design, techniques and tools 3.To enumerate the skills on data analysis and interpretation of Data in SPSS		4

	Outcomes 1.Understand the definition, need and purpose of various research methods 2.Get the knowledge on Research design, techniques and tools 3.Gain the skills on Data analysis and Interpretation of Data in SPSS		

LIS 401: RESEARCH METHODOLOGY

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.
- Survey method and case study method
- Experimental method and Delphi method.
- Sociometry, Bibliometrics, webometrics

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. 2ND 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 – Hail Book Company , Inc, 1952.5.
5. Gopal , MH . An introduction to research procedure in social sciences, New Delhi : Vikas , 1992.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
22	Software for Libraries: Practice **Objectives** 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 **Outcomes** 1.Attain knowledge on D Space, GreenstoneDigital 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

LIS: 402: SOFTWARE FOR LIBRARIES: PRACTICE

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.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
25	Dissertation/Project Work **Objectives** 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 **Outcomes** 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	- 100 4

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
24	Management of Information System **Objectives** 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 **Outcomes** 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(A)	20 80 4

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

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. 2nd ed. New York:Academic Press, 1983.
7. Koontz, Herald and O Donnel. Management:Systems approach. 8th ed. New York. Mc Graw Hill, 1982.
8. Missie, Joseph L. Essentials of Managemetn 4th ed.

LIS 404 B:MUSEUMS AND ARCHIVES – (Generic Elective)
UNIT-I
Memory institutions and their role in preserving the culture and heritage – Understanding the scope of historical and cultural preservation- Historical monuments and museum collections- Protected structures rare professional knowledge- Film and photography and other cultural expression and manifestations including rural heritage.

UNIT-II
Industrial and technical ideas- modern architectural achievements- Essentials of records and knowledge management in diverse organizational principles- Methodologies and practical administration of archives- Records and other information sources form print to oral encompassing. Archives theory and management balancing access and preservation archives administration.

UNIT-III
Archival appraisal- advanced analysis of the basic theories, principles, techniques and methods that archivists and records managers need to use for identifying and appraising records - provide historical theoretical and practical orientation to access, advocacy, and ethical matters and orientation to the ways of providing access to archives holdings.

UNIT-IV
Archival representation and metadata: introduction to the theoretical foundations, history principles and research with references to the representation of archival materials-institute of Museum and Libraries Services(IMLS) framework metadata standards for archival materials-AGLS metadata sets including Australian Government Recordkeeping Metadata Standards and implementation manuals Dublin Core MODS and METS standards.

UNIT-V
Museum archives: evolution of the purpose of museum; history and development of museum record-keeping systems, with emphasis on changes from paper based to electronic records –use of functional analysis to identify principle functions of museums and to guide - the appraisal of records and artifacts-moving image archives: importance of moving image media in memory institutions as well as basic procedures to preserve these works-motion picture film will be of primary focus, other moving image media.

References:
Nationalarchives.nic.in
Text books:
3. Digital preservation for libraries and museums, Edward M. Corrado, published by Rowman and Littlefield.

4. Best of Both Worlds; museums, libraries, and archives in a Digital age, G. Wayne clough, published by Smithsonian institution

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	403(A)	20 80 4

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

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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 stratégies.

UNIT V: National and International Commercial information.
- Services.
- Dialog, BLAISE, INFORMATIC S   etc.

 RECOMMENDED BOOKS
4.   The Marketing of Library and Information Science Service. London, Aslib, 1981.
5.   Economics of Information edited by Malcolm Galatin and Robert D. Laiter. London : Nijihoff, 1981
6.   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 AustralianCommission for Unesco, 1983

LIS 405A: INFORMATION SYSTEMS AND PROGRAMS   (Open Elective)

UNIT I   :   Introduction to information systems.
                Information system: concept and characteristics.
                -        Kinds of Information systems.
                -        Planning and designing: Standards of Information Systems

UNIT II: Global Information systems and programs.
                -        UN and its specialized agencies – based information systems and programs.
                -

UNIT III: National information systems.
                -        National Information systems in USA, UK, Russia and Japan.
                -         Information systems, programs and Networks in India.

UNIT IV: Organizations promoting information systems and Programs.

                -        Organizations promoting Information systems and programs at the international level.
                -        Organizations promoting Information systems and programs in India.

UNIT V: Information Providers (venders) International: DIALOG, STN, Data Star,
                    UMI, Silver Platter, BLDSc,ISI.
                -    National providers: INFONET, INFLIBNET, J-Gate

 RECOMMENDED BOOKS

4. Atherton, Pauline. Hand book of information systems and services. Paris. Unesco, 1977.
5. Champman E.A. Library Systems . Analysis Gidelines , 1970.
6. Weisman. HM . Information sytems . Services and Centres. New York:
    Beekar and Hayness, 1972.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
26	Technical Writing **Objectives** 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 **Outcomes** 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

LIS: 405 B: TECHNICAL WRITING (Open Elective)
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, BarGraphs,
                        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 scienfic communication: Research, theory and practice. Farmingdate: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.

SRI VENKATESWARA UNIVERSITY

S. No	Components of Study		Title of the Paper	Credit Hrs/ Week	No. of Credit	IA Marks
1	Core	101	Foundations of Library and Information Science	6	4	20
2		102	Knowledge Organization : Classification Theory	6	4	20
3		103	Knowledge Organization : Classification Practice	6	4	20
4		104	Knowledge Management	6	4	20
5	Compulsory Foundation	105 (A)	Introduction to Information Technology	6	4	20
6	Elective Foundation	106 (A)	Human Values and Professional Ethics - I	6	4	20
	Total			36	24	120

Department of Library and information Science
First Semester

Semester - II

S. No	Components of Study		Title of the Paper	Credit Hrs/ Week	No. of Credit	IA Marks
1	Core	201	Information Sources and Services	6	4	20
2		202	Knowledge Organization : Cataloguing Theory	6	4	20
3		203	Knowledge Organization : Cataloguing Practice	6	4	20
4		204	Meta Data Standards – Practice	6	4	20
5	Compulsory Foundation	205 (A)	Introduction to Information Technology	6	4	20
6	Elective Foundation	206 (A)	HumanValues and Professional Ethics-II	6	4	20
		Total		36	24	120

Semester III

S. No	Components of Study		Title of the Paper	Credit Hrs/ Week	No. of Credit	
1	Core	301	Information Processing and Retrieval Theory	6	4	20
2		302	Library Automation and Digital Library	6	4	20
3		303	Search and search strategies	6	4	20
5	Generic Elective	304 (A)	User Studies		4	20
	.	304 (B)	Internship	6	4	20
		304(C)	Academic Library System	6		

		304(D)	Special Library System			
6	Open Elective	305(A)	Information Literacy	6	4	20
		305(B)	Inforamation and Communication			
Total				36	24	.
						.

Semester –IV

S. No	Components of Study		Title of the Paper	Credit Hrs/ Week	No. of Credit	
1		401	Research Methodology	6	4	20
2	Core	402	Software for Libraries - Practice	6	4	20
3		403	Dissertation / Project work	6	4	20
5	Generic Elective	404 (A)	Management of Information system		4	20
	.	404 (B)	Museums and Archives	6	4	20
		404(C)	Information Processing and Retrieval : UDC and Indexing Practice	6		
		404(D)	Marketing of Information Products and Services			
6	Open Elective	405(A)	Information Systems and Programmes	6	4	20
		405(B)	Technical Writing			
Total				36	24	.
						.

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.	**Foundations of Library and Information Science** **Objectives**	101	20
	1. To introduce social functions of the library,		80
	Role of library in modern society		
	2. To acquaint with Five laws of library science		4
	and legislation in India		
	3. To explain LIS education in India and various		
	library associations in India		
	Outcomes: 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		

2017-18

LIBRARY AND INFORMATION SCIENCE
SEMESTER - I
LIS 101: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

UNIT -I   :   Library as a social institution.
- Social functions of the library.
- Role of library in formal and informal education
- Library in ancient, medial and 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 and aborad

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. Right to Information 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.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
2	**Knowledge Organisation: Classification Theory** **Objectives:** 1.To impart knowledge on the basic concepts in classification 2. To get an idea on features of classification Schemes 3. to introduce the trends and developments in classification **Outcomes:**	102	20
			80
			4

	1.. Understand the definition, need and purpose of classification 2. Learn the Fundamental Categories, Facet Analysis, types of Isolates in all schemes of classification 3. Understand the Notation, trends and developments in Classification		

LIS 102: KNOWLEDGE ORGANISATION: CLASSIFICATION THEORY

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

15. Agarwal. DS. Lectures in Universe of knowledge . Delhi : Academic publishers. 1985
16. Krishna Kumar . Theory of Classification . Delhi: Vikas. 1991
17. Raju, AAN. . Universal Decimal Classification and Colon Classification .
18. Ranganathan, SR. Descriptive account of Colon Classification .Bombay. Asia publishing House . 1967
19. Ranganathan , S.R. Elementary Library Classification . 3$^{RD ED}$. Bangalore. Sarada Ranganathan Endowment Trust , 1992
20. Rangandhan , SR. Prolegomena to library Classification . Bombay : Asia publishing House , 1965
21. Sayers, WCB . Manual of Classification for librarians . Rev. by   Arthur Maltby. London : Andre Deutsch, 1967.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits

3	Knowledge Organisation: Classification practice	103	20
			80
	Objectives: 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 **Outcomes** 1.Learn the Dewey Decimal Classification Scheme 2. Get the skill regarding assigning the class numbers 3.Have knowledge on Tables and Schedules of DDC		4

LIS 103: KNOWLEDGE ORGANISATION: CLASSIFICATION PRACTICE
        (Dewey Decimal classification (22nd Edition)
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

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

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

LIS: 104   KNOWLEDGE MANAGEMENT
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

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
5(A).	Introduction to Information Technology	105	20
			80
	Objectives: 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 **Outcomes** 1.Gain knowledge on the concepts of computer basics and Network technologies		4

	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		

LIS 105: INTRODUCTION TO INFORMATION TECHNOLOGY

UNIT I: Overview of information Technology:
- Definition, Need, Scope and Objectives.
- Impact of ICT on Libraries

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, .LINEX.
- 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, SOUL, New GenLib, E-CAP

RECOMMENDED BOOKS
03. 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. Compuuters for Libraries . 2nd ed. London: Clive Bingley, 1985.

- 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 NobleTruths
                        - Arya astanga marga
  - (c) Jainism- mahavratas and anuvratas.
 - Values Embedded in Various Religions, Relirious Tolerance
                     - Gandhian Ethics.
UNITV: 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.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
8	Information Sources and Services		20

	201	80
Objectives		4
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.		
Outcomes		
1.Learn documentary and non-documentary sources and 5. different types of information sources 6.		
2.Know about the Indian and British National Bibliographies, and Electronic Books		
3.Understand the virtual reference service and translation Services		

SEMESTER - II

LIS 201:   INFORMATION SOURCES AND SERVICES

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

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
9	Knowledge Organisation : Cataloguing Theory	202	20
	Objectives		80

	1.To explain the basic ideas on catalogue and forms of it		4
	2.To discuss the canons, principles and laws of cataloguing		
	3.To impart knowledge on different types of subject headings, and methods of cataloguing		
	Outcomes 1.Understand the basic ideas on catalogue, forms of the catalogue, Main Entry and added entries		
	2. Know the Canons, Principles and Laws of Cataloguing		
	3.Gain the knowledge on different types of subject headings, Cooperative and Centralized cataloguing		

LIS 202: KNOWLEDGE ORGANISATION: CATALOUGING THEORY
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 list.
- 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 – AACR 2 - CCC

UNIT III: Normative principles
- Normative Principles and Canons of cataloguing.

UNIT IV: Subject Cataloguing.

Subject Heading lists.

LCSH , SLSH

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 Ctaloguing . 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. 5th ed. . Bombay : Asias 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.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
10	Knowledge Organization : Cataloguing Practice	203	20
			80
	Objectives 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 **Outcomes** 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		4

LIS 203:   KNOWLEDGE ORGANISATION: CATALOGUING PRACTICE

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
   5. Anglo – American Cataloguing Rules. 2nd . rev.ed. London Library Association , 1988.
   6. 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.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
11	**Metadata Standards: Practice** **Objectives** 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 Dublin core **Outcomes** 1.Know the Metadata and its types, standards 2. Learn the skills on KOHA Software 3.Learn the skills on MARC 21 and Dublin core	204	20 80 4

LIS: 204   METADATA STANDARDS - PRACTICE

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

UNIT II: - Introductionto 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

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

LIS 205: LIBRARY MANAGEMENT
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
19. Evans, G. Edward.. Management techniques for librarians . 2nd ed . New york : Academic Press, 1983.
20. Katz, W.A. Collection development , the selection of materials for libraries . New york . Holt, Rinohart and Winston, 1980.
21. Krishan Kumar : Library Administration and Management . New Delhi : Vikas , 1987.
22. Lock, R.N. Library administration .   3rd ed. New York : Philosophical Library . 1965.
23. Mittal, RL   Library Administration : Theory and Practice . 5th ed. Delhi . Metropolton , 1984.
24. Narayana , G.J. Library and Information Management , New Delhi PHI 1991.
25. Ranganathan , S.R. : Library administration . 2nd ed. Bombay : Asia , 1059.
26. Sharma , J.S. Library Organization . New Delhi : Vikas, 1978.
27. Seetharama, S. Guide lines for planning of libraries and Information Centres Culcutta: IASLIC, 1990.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits

14	**Human Values and Professional Ethics -II** **Objectives** **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 **Outcomes** 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	-- 100

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

XI. Value Education – Definition relevance to, present day - Concept of Human Values – Self introspection – Selfesteem. 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.

XII. Medical ethics- Views of Charaka, Sushruta and Hippocratus 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.

XIII. Business ethics- Ethical standards of business-Immoral and illegal practices are their solutions. Characterics of ethical problems in management, ethical theories, causes of unethical. behavior, ethical buses and work ethics.

XIV. Environmentalethics- Ethical theory, man and nature- Ecological crisis, Pest control, Pollution and waste, Climate change, Energy and population, Justice and environmental health.

XV. 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
33. John S Mackenjic: A manual of ethics.
34. "The Ethics of Management" by Larue Tone Hosmer, Richard D. Irwin Inc.

35. "Management Ethics - integrity at work' by Joseph A. Petrick and John F. Quinn, Response Books: New Delhi
36. "Ethics in Management"by S.A. Sherlekar, Himalaya Publishing House.
37. Harold H. Titas: Ethics for Today.
38. Maitra, S.K: Hindu Ethics.
39. William Lilly: Introduction to Ethics.
40. Sinha: A Manual of Ethics.
41. Manu: Manava Dharma Sastra or the Institute of Manu: Comprising the Indian System of Duties: Religious and Civil (ed.) G.CHaughton.
42. Susruta Samhira: Tr.Kaviraj Kunjanlal, Kunia!al Brishagratha, Chowkamba Sanskrt series, Vol T,M and ill, Varnasi. VoiIOO, 16-20,21-32 and 74-77 only.
43. Caraka Sambita :Tr. Dr.Ram Karari Sarma and Vaidya Bhagavcn Dash; Chowkambha Sanskrit Series office. Varanasi 1. 11, Il! Vol 1 PP 153-191.
44. Ethics, Theory and Contemporary issues.. Barbara Mackinnon. Wadsworth/Thomson Learning. 2001.
45. Analyzing Moral Issues, Judith A'. Boss, Mayfield Publishin5 Company, 1999.
46. An Introduction, to Applied Ethics (Ed.) John H.Piet and Ayodhya 'Prasad, Cosmo Publications.
47. Text Book for Intermediate First \'ear Ethics and Human Values, Board of Intermediate 'Education-Telugu Akademi. Hyderabad.
48. I.C Sharma Ethical Phitosoph.' of India. Nagin &co Julundhar.

SEMESTER – III

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
15	Information Processing and Retrieval Theory **Objectives** 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 **Outcomes** 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	301	20 80 4

LIS 301: INFORMATION PROCESSING AND RETRIEVAL THEORY

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

21. Anderson, D. Universal Bibliographic control . 1976.
22. Aichinson, J. and Chilchrist, A. Thesaurus contstruction: A practical manual. 1972.
23. Austin , Derek. PRECIS: A Manual of concept analysis and subject indexing.London : The British library , 1984/
24. Browm A. G. Introduction to indexing and Abstracting . London : Libraries Unlimited , 1983.
25. Kochen , M. Ed. Principals of information Retrieval . 1974.
26. Lancaster, FW. Information Retrieval Systems , Characteristics , Testing and Evaluation , 1968.
27. Salton, G. Introduction to Modern Information Retrieval . 1983.
28. Sehgal, D. Indexing Languages and Theasauri Construction and Maintenance. 1974.
29. UNESCO . Common Communication Format . Paris. Unesco , 1988.
30. Vickery, BC. Techniques of Information Retrieval. 1970.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
16	Library Automation and Digital Library **Objectives** 1.To acquire knowledge on basics of library automation and digital libraries 2. To explain network and communication devices, digitization and metadata **Outcomes** 1.Learn the basics of Library Automation, various modules of library automation software packages and their features	302	20 80 4

	2.Gain knowledge on basic concepts and characteristics of digital libraries 3.Know about network and communication devices, digitization and metadata		

LIS 302: LIBRARY AUTOMATION AND DIGITAL LIBRARY

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:
3. 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 Publn., New Delhi, 1996.

3. Electronic Libraries, V.C.Malaviya, ESS ESS Publns., New Delhi, 1996.

4. Automation in Libraries, Richard T.Kimber, Pergamon Press, New York, 1970.

5. The Use of Computer in Compiling National Bibliograpies, Koster, K., Libri,Vol.16, No.4 (1966)

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
17	Search and Search Strategies **Objectives** 1.**To** learn different types of databases and their search strategy 2. To understand various Internet protocols **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.	303	20 80 4

LIS 303: SEARCH AND SEARCH STRATEGIES

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:

9. Designing search : UX Strategies for e commerce success (UX matters), Greg Nudelman, edited by Pabini Gabriel-petit

10. Search for Strategy; politics and strategic vision, Guertner, publishing ABC-CLIO.

11. Real Recruting : Winning search strategies, Steven M. Finkel.

12. Keyward search for recruiters: A collection smart and simple search techniques and strategies for busy recruiters, Lopez MR moises publishing Createspace.

LIS 304 A: USER STUDIES (Generic Elective)
UNIT- I. Information seeking and use

-        Need for a conceptual framework

-         Need for a theory of information seeking

- Integrating theories of. information seeking with broader theories and framework

.**UNIT:- II**   Information need

- Definitional and conceptual problems. Distinction between needs,
- wants, demands and requirements; Levels of information need Taylor's model, Lancaster's four levels,
- Cronin's three levels;
- Koikela's two levels of information need;

UNIT: III. User:-Understanding the psychology of information user

- categorization of user
- Identifying users and potential users; users by professional Groups - industrial, commercial etc.,

UNIT: IV. Information use & user studies:

- Origin, development and evolution of user studies; the renaissance of user studies, the two generations of user studies: The first generation studies- their characteristics, contributions and limitations; The second generation user studies: Their characteristics and contributions, Landmark and bench mark studies.

UNIT: V. Methodology of user studies:

- Study of various methods and tools: Quantitative and Qualitative and survey methods and experimental approach; Questionnaire, interview and other traditional tools /methods: Participant observation, Diasy method, time-line series method of Dervin and others; use of psychometric methods; the promise of quantitative methods and psychometric methods.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
17	Internship **Objectives** 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 **Outcomes** 1.Attain skills on all types of sections and its maintenance in libraries in which they underwent training	304(B)	- 100 4

	2.Get skills on maintenance of Digital Library 3.Learn the skills on preservation and conservation of manuscripts and digitization		

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
17	Academic Library System **Objectives** 1.To infer the basic objectives, growth and development of academic libraries in India, UK and USA 2.. To analyze the overview of higher education in India, UGC its powers and functions and the role in the development of academic libraries 3.To identify the organisation of library and information services needed by distance and special users **Outcomes** 1.Know the basic objectives, growth and development of Academic Libraries in India, UK and USA 2.Learn about an overview of higher education in India, UGC, its powers and functions and its role in the development of academic libraries 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	304(C)	20
			80
			4

LIS   304 C: ACADEMIC LIBRARY SYSTEM   (Generic Elective)

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.
- Norms and standards of Academic libraries.

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

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

LIS: 304D: SPECIAL LIBRARY SYSTEM   (Generic Elective)
UNIT I: Introduction to special libraries.
- Special Library – Definition, Characteristics and functions.
- Special Libraries and Information systems / Centers.

UNIT II: Special libraries and Information Centers in India.
- Libraries of R& D organizations.
- Libraries of Government Departments.
- Libraries for business. Trade and Management.
- Social economic Development Research Institutions.
- Training institutions.

UNIT III: Special library buildings, finance and services.
- Special library buildings and furniture.
- Special library fiancés.
- User Needs survey.
- Planning and Organization of special library services.
- Searching online and CD- ROM databases.
- Information products.
- Resource sharing and networking.

UNIT IV: Special Library personnel and Collection Development
- Special library Personnel.
- Special library collection development: Books and NBM.
- Special library Collection development: Reference sources.

UNIT V: Organizations promoting special libraries.
- Organizations promoting special libraries and information centers in India
- Role of professional bodies in the promotion of special libraries and information Centers: FID, SL, ASLIB, IASLIC.
- Education and Training in special librarianship.

RECOMMENDED BOOKS
1. Ashworth, W. Special librarianship . London: Clive Bingley, 1979.
2. Silva, M. Special libraries . London : Andre Deutsch. 1970
3. Strauss. L. j. et al.   Scientific and technical libraries. 2nd ed. New York: Wiley, 1972.
4 . Struble, EG. Special libraries guide for management , New York: Special library
   Association . 1966.
5. Atherton, PAULINE. Hand book for information systems and services. Paris.
   Unesco,1977.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
20	**Information Literacy**		20

	Objectives 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 **Outcomes** 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)	80
			4

LIS: 305 A: INFORMATION LITERACY   (Open Elective)
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

9. Kawatra, P.S. Text Book of information Science. A.P.H. Publishing Corporation, New Delhi.2000.

10. Guha, B. Documentation and Information: services, Techniques and Systems. The world press Pvt.Ltd. Kolkatta.1983.
11. Krishan kumar: Reference service. New Delhi, 1989.
12. Shores, Louies: Basic reference sources. Chicago. 1954.

LIS 305 B : INFORMATION AND COMMUNICATION   (Open Elective)
UNIT I   :   Information and Communication.

- Information: Characteristics, Nature, value and use.
    - Conceptual difference between data, information and knowledge.
- Communication of information: Information generation.

UNIT II : Communication Models and Trends
   - Communication channels, models and barriers.
   - Trends in Scientific Communication

UNIT III : Communication.
   - Definition, Scope and Objectives.
   - Mediums, Formats, Resource sharing.

UNIT IV : Library, information and society.
   - Genesis and characteristics and implications of information society.
   - Changing role of library and information Centers in society.
   - Intellectual Property Act, Right to information Act.
   - International and National Programs and policies (NAPLIS) and IT.

Unit V : Electronic Communication

   - E-mail

   - E-commerce

   - Cybercrimes and Laws

.**RECOMMENDED BOOKS**
   11. Gragon, Devis. J. Science and Technology and introduction to literature . 2nd ed 1976.
   12. Martin, WJ. Communication , Knowledge and Librarian . London : Butterworths, 1974
   13. Mc Garry , Devin, Communication, ,Knowledge and librarian . London : Clive Bingely, 1981.
   14. Meadows, A. J. Communication in Science , London: Butterworth. 1974
   15. Price, de Solla. Little Science and Big Science . New York: Columbia
      University press, 1986.
   6. Robert,S. Electronic Communication.6th ed 2014.
   7. Jeffiery,S. Modern Electronic Communication.9th ed 2015.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
21	**Research Methodology** **Objectives** 1.To infer the need and purpose of various research methods	401	20
			80
	2.To memorize the knowledge on Research design, techniques and tools 3.To enumerate the skills on data analysis and interpretation of Data in SPSS		4

	Outcomes 1.Understand the definition, need and purpose of various research methods 2.Get the knowledge on Research design, techniques and tools 3.Gain the skills on Data analysis and Interpretation of Data in SPSS		

LIS 401:   RESEARCH METHODOLOGY
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.
-                     Survey method and case study method
-                     Experimental method and Delphi method.
-                     Sociometry, Bibliometrics, webometrics

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. 2ND 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 – Hail Book Company , Inc, 1952.5.
5. Gopal , MH . An introduction to research procedure in social sciences, New Delhi : Vikas , 1992.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
22	Software for Libraries: Practice **Objectives** 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 **Outcomes** 1.Attain knowledge on D Space, GreenstoneDigital 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

LIS: 402: SOFTWARE FOR LIBRARIES: PRACTICE

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.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
25	Dissertation/Project Work **Objectives** 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 **Outcomes** 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	- 100 4

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
24	Management of Information System **Objectives** 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 **Outcomes** 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(A)	20 80 4

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

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. 2nd ed. New York:Academic Press, 1983.
7. Koontz, Herald and O Donnel. Management:Systems approach. 8th ed. New York. Mc Graw Hill, 1982.
8. Missie, Joseph L. Essentials of Managemetn 4th ed.

LIS 404 B:MUSEUMS AND ARCHIVES – (Generic Elective)
UNIT-I

Memory institutions and their role in preserving the culture and heritage – Understanding the scope of historical and cultural preservation- Historical monuments and museum collections- Protected structures rare professional knowledge- Film and photography and other cultural expression and manifestations including rural heritage.

UNIT-II

Industrial and technical ideas- modern architectural achievements- Essentials of records and knowledge management in diverse organizational principles- Methodologies and practical administration of archives- Records and other information sources form print to oral encompassing. Archives theory and management balancing access and preservation archives administration.

UNIT-III

Archival appraisal- advanced analysis of the basic theories, principles, techniques and methods that archivists and records managers need to use for identifying and appraising records - provide historical theoretical and practical orientation to access, advocacy, and ethical matters and orientation to the ways of providing access to archives holdings.

UNIT-IV

Archival representation and metadata: introduction to the theoretical foundations, history principles and research with references to the representation of archival materials-institute of Museum and Libraries Services(IMLS) framework metadata standards for archival materials-AGLS metadata sets including Australian Government Recordkeeping Metadata Standards and implementation manuals Dublin Core MODS and METS standards.

UNIT-V

Museum archives: evolution of the purpose of museum; history and development of museum record-keeping systems, with emphasis on changes from paper based to electronic records –use of functional analysis to identify principle functions of museums and to guide - the appraisal of records and artifacts-moving image archives: importance of moving image media in memory institutions as well as basic procedures to preserve these works-motion picture film will be of primary focus, other moving image media.

References:

Nationalarchives.nic.in

Text books:

5. Digital preservation for libraries and museums, Edward M. Corrado, published by Rowman and Littlefield.

6. Best of Both Worlds; museums, libraries, and archives in a Digital age, G. Wayne clough, published by Smithsonian institution

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	403(A)	20 80 4

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

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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 stratégies.

UNIT V: National and International Commercial information.
- Services.
- Dialog, BLAISE, INFORMATIC S   etc.

RECOMMENDED BOOKS

7. The Marketing of Library and Information Science Service. London, Aslib, 1981.
8. Economics of Information edited by Malcolm Galatin and Robert D. Laiter. London : Nijihoff, 1981
9. 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 AustralianCommission for Unesco, 1983

LIS 405A: INFORMATION SYSTEMS AND PROGRAMS   (Open Elective)

UNIT I   :   Introduction to information systems.
                        Information system: concept and characteristics.
                        -        Kinds of Information systems.
                        -        Planning and designing: Standards of Information Systems

UNIT II: Global Information systems and programs.
                        -        UN and its specialized agencies – based information systems and programs.
                        -
UNIT III: National information systems.
                        -        National Information systems in USA, UK, Russia and Japan.
                        -         Information systems, programs and Networks in India.

UNIT IV: Organizations promoting information systems and Programs.

                        -        Organizations promoting Information systems and programs at the international level.
                        -        Organizations promoting Information systems and programs in India.

UNIT V: Information Providers (venders) International: DIALOG, STN, Data Star,
                        UMI, Silver Platter, BLDSc,ISI.
                        -        National providers: INFONET, INFLIBNET, J-Gate

 RECOMMENDED BOOKS

7. Atherton, Pauline. Hand book of information systems and services. Paris. Unesco, 1977.
8. Champman E.A. Library Systems . Analysis Gidelines , 1970.
9. Weisman. HM . Information sytems . Services and Centres. New York:
     Beekar and Hayness, 1972.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
26	Technical Writing **Objectives** 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 **Outcomes** 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

LIS: 405 B: TECHNICAL WRITING (Open Elective)
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, BarGraphs,
                    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 scienfic communication: Research, theory and practice. Farmingdate: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.

2020-2021

SRI VENKATESWARA UNIVERSITY
Department of Library and information Science
Semester –I

S. No	Components of Study			Title of the Paper	Credit Hrs/ Week	No. of Credit	IA Ma
1		Core	101	Foundations of Library and Information Science	6	4	20
2			102	Knowledge Organization : Classification Theory	6	4	20
3			103	Knowledge Organization : Classification Practice	6	4	20
4			104	Knowledge Management	6	4	20
5	Compulsory Foundation		105 (A)	Introduction to Information Technology	6	4	20
6	Elective Foundation		106 (A)	Human Values and Professional Ethics - I	6	4	20
			Total		36	24	120

S. No	Components of Study		Title of the Paper	Credit Hrs/ Week	No. of Credit	IA Marks

Semester - II

S. No	Components of Study			Title of the Paper	Credit Hrs/ Week	No. of Credit	IA Marks
1	Core		201	Information Sources and Services	6	4	20
2			202	Knowledge Organization : Cataloguing Theory	6	4	20
3			203	Knowledge Organization : Cataloguing Practice	6	4	20
4			204	Meta Data Standards – Practice	6	4	20
5	Compulsory Foundation		205 (A)	Introduction to Information Technology	6	4	20
6	Elective Foundation		206 (A)	HumanValues and Professional Ethics-II	6	4	20
	Total				36	24	120

Semester III

1	Core	301	Information Processing and Retrieval Theory	6	4	20
2		302	Library Automation and Digital Library	6	4	20
3		303	Search and search strategies	6	4	20
5	Generic Elective	304 (A)	User Studies		4	20
	.	304 (B)	Internship	6	4	20
		304(C)	Academic Library System	6		
		304(D)	Special Library System			
6	Open Elective	305(A)	Information Literacy	6	4	20
		305(B)	Inforamation and Communication			
Total				36	24	.
						.

Semester –IV

S. No	Components of Study		Title of the Paper	Credit Hrs/ Week	No. of Credit	L
1	Core	401	Research Methodology	6	4	20
2		402	Software for Libraries - Practice	6	4	20
3		403	Dissertation / Project work	6	4	20
5	Generic Elective	404 (A)	Management of Information system		4	20
	.	404 (B)	Museums and Archives	6	4	20
		404(C)	Information Processing and Retrieval : UDC and Indexing Practice	6		
		404(D)	Marketing of Information Products and Services			
6	Open Elective	405(A)	Information Systems and Programmes	6	4	20

		405(B)	Technical Writing			
Total				36	24	.
						.

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.	**Foundations of Library and Information Science Objectives**	101	20
	1. To introduce social functions of the library,		80
	Role of library in modern society		
	2. To acquaint with Five laws of library science		4
	and legislation in India		
	3. To explain LIS education in India and various		
	library associations in India		
	Outcomes: 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		

2020-21

LIBRARY AND INFORMATION SCIENCE
SEMESTER - I
LIS 101: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

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.

Sl.No.	Name of the Course	Course Code	Internal Marks External Marks

		Objectives and Outcomes		Credits
2		**Knowledge Organisation: Classification Theory** **Objectives:** 1.To impart knowledge on the basic concepts in classification 2. To get an idea on features of classification Schemes 3. to introduce the trends and developments in classification **Outcomes:** 1.. Understand the definition, need and purpose of classification 2. Learn the Fundamental Categories, Facet Analysis, types of Isolates in all schemes of classification 3. Understand the Notation, trends and developments in Classification	102	20
				80
				4

LIS 102: KNOWLEDGE ORGANISATION: CLASSIFICATION THEORY

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

22. Agarwal. DS. Lectures in Universe of knowledge . Delhi : Academic publishers. 1985
23. Krishna Kumar . Theory of Classification . Delhi: Vikas. 1991
24. Raju, AAN. . Universal Decimal Classification and Colon Classification .
25. Ranganathan, SR. Descriptive account of Colon Classification .Bombay. Asia publishing House . 1967
26. Ranganathan , S.R. Elementary Library Classification . 3RD ED. Bangalore. Sarada Ranganathan Endowment Trust , 1992
27. Rangandhan , SR. Prolegomena to library Classification . Bombay : Asia publishing House , 1965
28. Sayers, WCB . Manual of Classification for librarians . Rev. by Arthur Maltby. London : Andre Deutsch, 1967.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits

3	Knowledge Organisation: Classification practice	103	20
			80
	Objectives: 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 **Outcomes** 1.Learn the Dewey Decimal Classification Scheme 2. Get the skill regarding assigning the class numbers 3.Have knowledge on Tables and Schedules of DDC		4

LIS 103: KNOWLEDGE ORGANISATION: CLASSIFICATION PRACTICE
(Dewey Decimal classification (22nd Edition)

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

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

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

LIS: 104   KNOWLEDGE MANAGEMENT
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

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
5(A).	Introduction to Information Technology	105	20
	Objectives: 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 **Outcomes** 1.Gain knowledge on the concepts of computer basics and Network technologies		80 4

	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		

LIS 105: INTRODUCTION TO INFORMATION TECHNOLOGY

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, .LINEX.
- 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

04. 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. Compupters for Libraries . 2nd ed. London: Clive Bingley, 1985.
07. Stern, KR and Stern, Nancy. Introduction to Computers and information

- Purusharthas(Cardinal virtues)-Dharma (Righteousness)
- Artha(Wealth), Kama(Fulfillment Bodily Desires)
- Moksha(Liberation)

UNIT IV: Bhagavad Gita
- (a) Niskama karma. (b) Buddhism
- The Four NobleTruths

- Arya astanga marga

- (c) Jainism- mahavratas and anuvratas.
- Values Embedded in Various Religions, Relirious Tolerance

- Gandhian Ethics.

UNITV: 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.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
8	Information Sources and Services		20

		201	80
	Objectives 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. **Outcomes** 1.Learn documentary and non-documentary sources and 7. different types of information sources 8. 2.Know about the Indian and British National Bibliographies, and Electronic Books 3.Understand the virtual reference service and translation Services		4

SEMESTER - II
LIS 201:   INFORMATION SOURCES AND SERVICES
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, Electronic Encyclopedias, Online 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.
- Malasian 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

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits

9	Knowledge Organisation : Cataloguing Theory	202	20
			80
	Objectives 1.To explain the basic ideas on catalogue and forms of it 2.To discuss the canons, principles and laws of cataloguing 3.To impart knowledge on different types of subject headings, and methods of cataloguing **Outcomes** 1.Understand the basic ideas on catalogue, forms of the catalogue, Main Entry and added entries 2. Know the Canons, Principles and Laws of Cataloguing 3.Gain the knowledge on different types of subject headings, Cooperative and Centralized cataloguing		4

LIS 202: KNOWLEDGE ORGANISATION: CATALOUGING THEORY
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 list.
- 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 – AACR 2 - CCC

UNIT III: Normative principles

- Normative Principles and Canons of cataloguing.

UNIT IV: Subject Cataloguing.
Subject Heading lists.
LCSH , SLSH

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 Ctaloguing . 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. 5th ed. . Bombay : Asias 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.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
10	Knowledge Organization : Cataloguing Practice	203	20
			80
	Objectives 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 **Outcomes** 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		4

	materials, manuscripts and sound recordings		

LIS 203: KNOWLEDGE ORGANISATION: CATALOGUING PRACTICE

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
7. Anglo – American Cataloguing Rules. 2nd. rev.ed. London Library Association , 1988.
8. 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.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
11	**Metadata Standards: Practice** **Objectives** 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 Dublin core **Outcomes** 1.Know the Metadata and its types, standards 2. Learn the skills on KOHA Software 3.Learn the skills on MARC 21 and Dublin core	204	20 80 4

LIS: 204   METADATA STANDARDS - PRACTICE

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

UNIT II: - Introductionto 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

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

LIS 205: LIBRARY MANAGEMENT
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
28. Evans, G. Edward.. Management techniques for librarians . 2nd ed . New york : Academic Press, 1983.
29. Katz, W.A. Collection development , the selection of materials for libraries . New york . Holt, Rinohart and Winston, 1980.
30. Krishan Kumar : Library Administration and Management . New Delhi : Vikas , 1987.
31. Lock, R.N.   Library administration .   3rd ed. New York : Philosophical Library . 1965.
32. Mittal, RL   Library Administration : Theory and Practice . 5th ed. Delhi . Metropolton , 1984.
33. Narayana , G.J. Library and Information Management , New Delhi PHI 1991.
34. Ranganathan , S.R. : Library administration . 2nd ed. Bombay : Asia , 1059.
35. Sharma , J.S. Library Organization . New Delhi : Vikas, 1978.
36. Seetharama, S. Guide lines for planning of libraries and Information Centres Culcutta: IASLIC, 1990.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
14	**Human Values and Professional Ethics -II** **Objectives** **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 **Outcomes** 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	-- 100

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

XVI. Value Education – Definition relevance to, present day - Concept of Human Values – Self introspection – Selfesteem. 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.

XVII. Medical ethics- Views of Charaka, Sushruta and Hippocratus 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.

XVIII. Business ethics- Ethical standards of business-Immoral and illegal practices are their solutions. Characterics of ethical problems in management, ethical theories, causes of unethical. behavior, ethical buses and work ethics.

XIX. Environmentalethics- Ethical theory, man and nature- Ecological crisis, Pest control, Pollution and waste, Climate change, Energy and population, Justice and environmental health.

XX. 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

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

SEMESTER – III

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
15	Information Processing and Retrieval Theory **Objectives** 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 **Outcomes** 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	301	20 / 80 / 4

LIS 301: INFORMATION PROCESSING AND RETRIEVAL THEORY

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
31. Anderson, D. Universal Bibliographic control . 1976.
32. Aichinson, J. and Chilchrist, A. Thesaurus contstruction: A practical manual. 1972.
33. Austin , Derek. PRECIS: A Manual of concept analysis and subject indexing.London :   The British library , 1984/
34. Browm A. G. Introduction to indexing and Abstracting . London : Libraries Unlimited , 1983.
35. Kochen , M. Ed. Principals of information Retrieval . 1974.
36. Lancaster, FW. Information Retrieval Systems , Characteristics , Testing and Evaluation , 1968.
37. Salton, G. Introduction to Modern Information Retrieval . 1983.
38. Sehgal, D. Indexing Languages and Theasauri Construction and Maintenance. 1974.
39. UNESCO . Common Communication Format . Paris. Unesco , 1988.
40. Vickery, BC. Techniques of Information Retrieval. 1970.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
16	Library Automation and Digital Library **Objectives**	302	20
	1.To acquire knowledge on basics of library automation and digital libraries		80
	2. To explain network and communication devices, digitization and metadata		4

	Outcomes 1.Learn the basics of Library Automation, various modules of library automation software packages and their features 2.Gain knowledge on basic concepts and characteristics of digital libraries 3.Know about network and communication devices, digitization and metadata		

LIS 302: LIBRARY AUTOMATION AND DIGITAL LIBRARY

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:
4. 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 Publn., New Delhi, 1996.
3. Electronic Libraries, V.C.Malaviya, ESS ESS Publns., New Delhi, 1996.
4. Automation in Libraries, Richard T.Kimber, Pergamon Press, New York, 1970.
5. The Use of Computer in Compiling National Bibliograpies, Koster, K., Libri,Vol.16, No.4 (1966)

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
17	Search and Search Strategies **Objectives** 1.**To** learn different types of databases and their search strategy 2. To understand various Internet protocols **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.	303	20 80 4

LIS 303: SEARCH AND SEARCH STRATEGIES
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:

13. Designing search : UX Strategies for e commerce success (UX matters), Greg Nudelman, edited by Pabini Gabriel-petit

14. Search for Strategy; politics and strategic vision, Guertner, publishing ABC-CLIO.

15. Real Recruting : Winning search strategies, Steven M. Finkel.

16. Keyward search for recruiters: A collection smart and simple search techniques and strategies for busy recruiters, Lopez MR moises publishing Createspace.

LIS 304 A: USER STUDIES (Generic Elective)

UNIT- I. Information seeking and use

- Need for a conceptual framework

- Need for a theory of information seeking
- Integrating theories of. information seeking with broader theories and framework

.UNIT:- II Information need

- Definitional and conceptual problems. Distinction between needs,
- wants, demands and requirements; Levels of information need Taylor's model, Lancaster's four levels,
- Cronin's three levels;
- Koikela's two levels of information need;

UNIT: III. User:-Understanding the psychology of information user

- categorization of user
- Identifying users and potential users; users by professional Groups - industrial, commercial etc.,

UNIT: IV. Information use & user studies:

- Origin, development and evolution of user studies; the renaissance of user studies, the two generations of user studies: The first generation studies- their characteristics, contributions and limitations; The second generation user studies: Their characteristics and contributions, Landmark and bench mark studies.

UNIT: V. Methodology of user studies:

- Study of various methods and tools: Quantitative and Qualitative and survey methods and experimental approach; Questionnaire, interview and other traditional tools /methods: Participant observation, Diasy method, time-line series method of Dervin and others; use of psychometric methods; the promise of quantitative methods and psychometric methods.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
17	Internship **Objectives** 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 **Outcomes**	304(B)	- 100 4

			Internal Marks External Marks Credits
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			

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
17	Academic Library System **Objectives** 1.To infer the basic objectives, growth and development of academic libraries in India, UK and USA 2.. To analyze the overview of higher education in India, UGC its powers and functions and the role in the development of academic libraries 3.To identify the organisation of library and information services needed by distance and special users **Outcomes** 1.Know the basic objectives, growth and development of Academic Libraries in India, UK and USA 2.Learn about an overview of higher education in India, UGC, its powers and functions and its role in the development of academic libraries 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	304(C)	20 80 4

LIS   304 C: ACADEMIC LIBRARY SYSTEM   (Generic Elective)

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.
- Norms and standards of Academic libraries.

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

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

LIS: 304D: SPECIAL LIBRARY SYSTEM (Generic Elective)

UNIT I: Introduction to special libraries.
- Special Library – Definition, Characteristics and functions.
- Special Libraries and Information systems / Centers.

UNIT II: Special libraries and Information Centers in India.
- Libraries of R& D organizations.
- Libraries of Government Departments.
- Libraries for business. Trade and Management.
- Social economic Development Research Institutions.
- Training institutions.

UNIT III: Special library buildings, finance and services.
- Special library buildings and furniture.
- Special library fiancés.
- User Needs survey.
- Planning and Organization of special library services.
- Searching online and CD- ROM databases.
- Information products.
- Resource sharing and networking.

UNIT IV: Special Library personnel and Collection Development
- Special library Personnel.
- Special library collection development: Books and NBM.
- Special library Collection development: Reference sources.

UNIT V: Organizations promoting special libraries.
- Organizations promoting special libraries and information centers in India
- Role of professional bodies in the promotion of special libraries and information Centers: FID, SL, ASLIB, IASLIC.
- Education and Training in special librarianship.

RECOMMENDED BOOKS
1. Ashworth, W. Special librarianship . London: Clive Bingley, 1979.
2. Silva, M. Special libraries . London : Andre Deutsch. 1970
3. Strauss. L. j. et al. Scientific and technical libraries. 2nd ed. New York: Wiley, 1972.
4 . Struble, EG. Special libraries guide for management , New York: Special library
   Association . 1966.
5. Atherton, PAULINE. Hand book for information systems and services. Paris.
  Unesco,1977.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
20	**Information Literacy**		20

	Objectives	305(A)	80
	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		4
	3.To examine the Internet and its search techniques and Intellectual Property Right		
	Outcomes		
	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		

LIS: 305 A: INFORMATION LITERACY   (Open Elective)
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
13. Kawatra, P.S. Text Book of information Science. A.P.H. Publishing Corporation, New Delhi.2000.

14. Guha, B. Documentation and Information: services, Techniques and Systems. The world press Pvt.Ltd. Kolkatta.1983.
15. Krishan kumar: Reference service. New Delhi, 1989.
16. Shores, Louies: Basic reference sources. Chicago. 1954.

LIS 305 B : INFORMATION AND COMMUNICATION   (Open Elective)
UNIT I   :   Information and Communication.

- Information: Characteristics,   Nature, value and use.
    - Conceptual difference between data, information and   knowledge.
- Communication of information: Information generation.

UNIT II   : Communication Models and Trends
   - Communication channels, models and barriers.
   -   Trends in Scientific Communication

UNIT III : Communication.
- Definition, Scope and Objectives.
- Mediums, Formats, Resource sharing.

UNIT IV   : Library, information and society.
- Genesis and characteristics and implications of information society.
- Changing role of library and information   Centers in society.
- Intellectual Property Act, Right to information Act.
- International and National Programs and policies (NAPLIS) and IT.

Unit V   :   Electronic Communication

   - E-mail

   - E-commerce

   - Cybercrimes and Laws

.**RECOMMENDED BOOKS**
16. Gragon, Devis. J. Science and Technology and introduction to literature . 2nd ed 1976.
17. Martin, WJ. Communication , Knowledge and Librarian . London : Butterworths, 1974
18. Mc Garry , Devin, Communication, ,Knowledge and librarian . London : Clive Bingely, 1981.
19. Meadows, A. J. Communication in Science , London: Butterworth. 1974
20. Price, de Solla. Little Science and Big Science . New York: Columbia
    University press, 1986.
6. Robert,S. Electronic Communication.6th ed 2014.
7. Jeffiery,S. Modern Electronic Communication.9th ed 2015.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
21	**Research Methodology** **Objectives** 1.To infer the need and purpose of various research methods	401	20
			80
	2.To memorize the knowledge on Research design, techniques and tools 3.To enumerate the skills on data analysis and interpretation of Data in SPSS		4

	Outcomes 1.Understand the definition, need and purpose of various research methods 2.Get the knowledge on Research design, techniques and tools 3.Gain the skills on Data analysis and Interpretation of Data in SPSS		

LIS 401: RESEARCH METHODOLOGY

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.
- Survey method and case study method
- Experimental method and Delphi method.
- Sociometry, Bibliometrics, webometrics

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. 2ND 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 – Hail Book Company , Inc, 1952.5.
5. Gopal , MH . An introduction to research procedure in social sciences, New Delhi : Vikas , 1992.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
22	Software for Libraries: Practice **Objectives** 1.To get knowledge on D Space, Greenstone digital library softwares	402	20
	2.To explain koha library management software, E-resources, Directory of open access journals		80
	3.To provide an idea on designing of Web page and Data Mining **Outcomes** 1.Attain knowledge on D Space, GreenstoneDigital 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		4

LIS: 402: SOFTWARE FOR LIBRARIES: PRACTICE

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.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
25	Dissertation/Project Work **Objectives** 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 **Outcomes** 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	- 100 4

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
24	Management of Information System **Objectives** 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 **Outcomes** 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(A)	20 80 4

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

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. 2nd ed. New York:Academic Press, 1983.
7. Koontz, Herald and O Donnel. Management:Systems approach. 8th ed. New York. Mc Graw Hill, 1982.
8. Missie, Joseph L. Essentials of Managemetn 4th ed.

LIS 404 B:MUSEUMS AND ARCHIVES – (Generic Elective)
UNIT-I
Memory institutions and their role in preserving the culture and heritage – Understanding the scope of historical and cultural preservation- Historical monuments and museum collections- Protected structures rare professional knowledge- Film and photography and other cultural expression and manifestations including rural heritage.

UNIT-II
Industrial and technical ideas- modern architectural achievements- Essentials of records and knowledge management in diverse organizational principles- Methodologies and practical administration of archives- Records and other information sources form print to oral encompassing. Archives theory and management balancing access and preservation archives administration.

UNIT-III
Archival appraisal- advanced analysis of the basic theories, principles, techniques and methods that archivists and records managers need to use for identifying and appraising records - provide historical theoretical and practical orientation to access, advocacy, and ethical matters and orientation to the ways of providing access to archives holdings.
UNIT-IV
Archival representation and metadata: introduction to the theoretical foundations, history principles and research with references to the representation of archival materials-institute of Museum and Libraries Services(IMLS) framework metadata standards for archival materials-AGLS metadata sets including Australian Government Recordkeeping Metadata Standards and implementation manuals Dublin Core MODS and METS standards.

UNIT-V
Museum archives: evolution of the purpose of museum; history and development of museum record-keeping systems, with emphasis on changes from paper based to electronic records –use of functional analysis to identify principle functions of museums and to guide - the appraisal of records and artifacts-moving image archives: importance of moving image media in memory institutions as well as basic procedures to preserve these works-motion picture film will be of primary focus, other moving image media.

References:
Nationalarchives.nic.in
Text books:
7. Digital preservation for libraries and museums, Edward M. Corrado, published by Rowman and Littlefield.

8. Best of Both Worlds; museums, libraries, and archives in a Digital age, G. Wayne clough, published by Smithsonian institution

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	403(A)	20 80 4

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

UNIT V: National and International Commercial information.
- Services.
- Dialog, BLAISE, INFORMATIC S etc.

RECOMMENDED BOOKS

10. The Marketing of Library and Information Science Service. London, Aslib, 1981.

11. Economics of Information edited by Malcolm Galatin and Robert D. Laiter. London : Nijihoff, 1981

12. 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 AustralianCommission for Unesco, 1983

LIS 405A: INFORMATION SYSTEMS AND PROGRAMS   (Open Elective)

UNIT I   :   Introduction to information systems.
              Information system: concept and characteristics.
                     -        Kinds of Information systems.
                     -        Planning and designing: Standards of Information Systems

UNIT II: Global Information systems and programs.
                     -        UN and its specialized agencies – based information systems and programs.
                     -
UNIT III: National information systems.
                     -        National Information systems in USA, UK, Russia and Japan.
                     -         Information systems, programs and Networks in India.

UNIT IV: Organizations promoting information systems and Programs.

                     -        Organizations promoting Information systems and programs at the international level.
                     -        Organizations promoting Information systems and programs in India.

UNIT V: Information Providers (venders) International: DIALOG, STN, Data Star,
                        UMI, Silver Platter, BLDSc,ISI.
                     -    National providers: INFONET, INFLIBNET, J-Gate

 RECOMMENDED BOOKS

   10. Atherton, Pauline. Hand book of information systems and services. Paris. Unesco, 1977.
   11. Champman E.A. Library Systems . Analysis Gidelines , 1970.
   12. Weisman. HM . Information sytems . Services and Centres. New York:
         Beekar and Hayness, 1972.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
26	Technical Writing **Objectives** 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 **Outcomes** 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

LIS: 405 B: TECHNICAL WRITING   (Open Elective)
UNIT I: Technical Writing basics
   - Definitions, Purposes, Characteristics
 -Types: Academic Writing and Business writing
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, Boolean Operators
- Summarizing. Designing pages: Tables, Line Graphs, BarGraphs,
                    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 scienfic communication: Research, theory and practice. Farmingdate: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.

2021-22
SRI VENKATESWARA UNIVERSITY
MASTER OF LIBRARY AND INFORMATION SCIENCE (M.L.I.Sc)
CBSE Effective from the Batch of Students Admitted in the year 2021-22.
Semester –I

S. No	Components of Study			Title of the Paper	Credit Hrs/ Week	No. of Credit	IA Marks	Sem.End Exam Marks	Total
1	Core		101	Foundations of Library and Information Science	6	4	20	80	100
2			102	Knowledge Organization : Classification Theory	6	4	20	80	100
3			103	Knowledge Organization : Classification Practice	6	4	20	80	100
4			104	Knowledge Management	6	4	20	80	100
5	Compulsory Foundation		105 (A)	Introduction to Information Technology	6	4	20	80	100
6	Elective Foundation		106 (A)	Information and Communication	6	4	20	80	100
	Total				36	24	120	480	600
7	Audit Course		107	Human Values and Professional Ethics – I	0	0	100	-	-

Semester –II

S. No	Components of Study	Title of the Paper	Credit Hrs/ Week	No. of Credit	IA Marks	Sem.End Exam Marks	Total

1	Core	201	Information Sources and Services	6	4	20	80	100
2		202	Knowledge Organization : Cataloguing Theory	6	4	20	80	100
3		203	Knowledge Organization : Cataloguing Practice	6	4	20	80	100
4		204	Meta Data Standards – Practice	6	4	20	80	100
5	Compulsory Foundation	205 (A)	Library Management	6	4	20	80	100
6	Elective Foundation	206 (A)	Scholarly Communication	6	4	20	80	100
		Total		36	24	120	480	600
7	Audit Course	207	Human Values and Professional Ethics – II	0	0	100	-	-

Semester –III

S. No	Components of Study		Title of the Paper	Credit Hrs/ Week	No. of Credit	IA Marks	Sem.End Exam Marks	Tota
1	Core	301	Information Processing and Retrieval Theory	6	4	20	80	100
2		302	Library Automation and Digital Library	6	4	20	80	100
3	Generic Elective	303 (A)	Internship	6	4	20	80	100
4		303 (B)	Academic Library System	6	4	20	80	100
5	Skill Oriented Course	304	Communication, Soft skills and Etiquette	6	4	20	80	100
6	Open Elective	305 (A)	Information Literacy	6	4	20	80	100
		Total		36	24	120	480	600

Semester –IV

S. No	Components of Study		Title of the Paper	Credit Hrs/ Week	No. of Credit	IA Marks	Sem.End Exam Marks	Tota
1	Core	401	Research Methodology	6	4	20	80	100
2		402	Software for Libraries - Practice	6	4	20	80	100
3	Generic Elective	403 (A)	Information Processing and Retrieval : UDC and Indexing Practice	6	4	20	80	100
4		403 (B)	Management of Information system	6	4	20	80	100
5	Multidisciplinary Course/Project Work	404	Dissertation / Project Work	6	4	20	80	100
6	Open Elective	405 (A)	Technical Writing	6	4	20	80	100
	Total			36	24	120	480	600

LIBRARY AND INFORMATION SCIENCE
SEMESTER - I

LIS 101: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

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: Committees and Commissions on Libraries in 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, Professional Skills & Competences
- 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, CILIP, ASLIB, 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 libraries in India .New Delhi.

LIS 102: KNOWLEDGE ORGANISATION: CLASSIFICATION THEORY

UNIT I: Knowledge Classification and Library Classification.

- Classification : Nature , purpose and definition
- Simple Knowledge Organization System, Taxonomies, Folksonomy.

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, Web Dewey
- 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$^{RD ED}$. 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)

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 . 6th ed. Banglore: Sarada.
    Ranganathan Endoment for library Science , 1994.

2. Dewey, Melvil. Dewey Decimal Classification . 3 vols. 18th 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 20th edition of DDC . London : Clive Bingely.
6. Uppal, OP . Practical Procedure of Classification according to CC and DDC. Patiala :
    Madaan.

LIS: 104   KNOWLEDGE MANAGEMENT

UNIT   I : Knowledge Management: Concept and Definition
- 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
- Process of Knowledge Creation -Creation, Storage, sharing, Application, Evaluation.
- Creation model
- Capturing tacit Knowledge, Externalization and Internalization
- Create a knowledge-sharing Culture
- Impact of New Knowledge Innovation, Integration of External& Internal knowledge, Acquisition of information and Networks

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: Knowledge Management-Principles, Tools, Components and Architecture.
- 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 : Nijhof,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 (A): INTRODUCTION TO INFORMATION TECHNOLOGY

UNIT- I: Overview of Information Technology
- Definition, Need, Scope and Objectives.
- Computer Technology:Character Presentation-ASCII,ISCII, Unicode.

UNIT- II: Computer Basics

- Generation of computers.
- Classification of computers.
- Computer Hardware, Storage Devices.

UNIT- III: Software

- Operating systems: MS Windows, LINEX.
- Types of Software: Application software, System software
- Programming languages: Object Oriented, Procedural, High level, Scripting, Web languages.

UNIT- IV: Network technologies
- Types of Network: LAN, MAN, WAN
- Network Topologies
- Telecommunication: Transmission Channels, Mode and Media, ISDN, PSDN, Multiplexing, Modulation.

UNIT- V: Database and Wireless Communication
- Data Base management systems.

- Types of Databases

- Media, Wi-fi, Li-fi, Satellite Communication, Mobile Communication.

RECOMMENDED BOOKS

1. Martin , Janes. Computer Networks and Distributed processing : Software , Techniques and Architecture.
2. Mantay Subash. DOS made simple . 1975 New Delhi: Galgotia pub. 1992.
3. New. P.G. Reprography for libraries . London: Clive Bingley, 1981.
4. Raman , S. Text books of Computer programming . Delhi: CBS, 1971.
5. Ravichandra Rao, IVK. Library Automation . Rev.ed. New Delhi: Wiley Eastern. 1983.
6. Rowley, J.E. Computers for Libraries . 2nd ed. London: Clive Bingley, 1985.

LIS: 105(B) ELECTRONIC INFORMATION AND SERVICES

UNIT-1: E-Information

- Concept, structure, features

- Information industry.

- Role of librarian in information industry.

UNIT-II: E-Resources

-E-Journals, E-Books, E-theses, E-Newspapers, Blogs, Wikis.

- Free online Dictionaries, Non-Free online Dictionaries, Free Thesauri

- Encyclopedias, Subject Gateways and Portals.

UNIT-III: E-Databases

-Full Text, Numeric

- Citation Searching

-Open access Database-DOAJ, DOAR

UNIT-IV: Web Based Information Sources in LIS

- Online Repository: RCLIS

Abstracts: LISA, LISTA

-Info librarian

UNIT-V: Search engines

Definition, concept and Types

Search strategies.

RECOMMENDED BOOKS

1. Gary Shelly,Mark Frydenberg (2010): Web 2.0 Concepts and Applications

 2. Dermot A. mcCormark (2002), Web 2.0. Aspatore books, 3. Jane Hosie-Bounar, Barbara m. Waxer (2010) Web 2.0 Making the Web Work for You

4. By David J, Brown Richard (2008) the impact of Elctronic Publishing : the Furyture for Publishers and Librarians

 5. Tatiana-Helen, Synodinou, Sarantos Kapidakis, Loannis Igelezakis (2011).

 6. Peter k. Ryan (2011) Socail Networking, The Rosen Publishing Group.

7. Guha,R. Documentation Bombay: Asia Publishing House,1999.

8. Balakrishnan,S Ed, al. Information Services in Libraries, Delhi.

9. Katz.W.A. Information of Information Services New Delhi Ess Ess Publication, 2000.

10.. Balakrishnan,S. Library and Information System and Services New Delhi: Ess Ess Publication,2000

11. Sharma and Groner, Reference Services and Sources Information, New Delhi Ess Ess Publication, 1999.

LIS: **105(C) PRESERVATION AND CONSERVATION OF INFORMATION RESOURCES**

UNIT-I: Preservation and Conversation

- Introduction to concepts of archiving, Preservation and Conservation.

- Need and significance of Archiving,

- Preservation and Conservation of Information Resources.

UNIT-II: Evolution of Writing Materials

- Evolution of writing materials: Clay, Papyrus, Metallic plates, Skin, Parchment, Vellum, Palm leaves, etc.

- Their history, nature, use as writing materials and their preservation.

- History of paper making, Different types of paper and their nature.

UNIT-III: Preservation and Maintenance

- Different types of Library materials, their preservation and maintenance: Paper Based materials book and Non-Book materials, Library Binding, Binding Standards.

- Other Materials: AN records, Magnetic Plates, Tapes & Diskettes, Microforms, Optical media, Magneto Optical Discs, etc.

UNIT-IV: Hazards to Library materials and their preservation

- Hazards to Library materials and their preservation: Environmental hazards, Biological hazards and Human being as an enemy of Library materials.

- Disaster prevention and recovery.

- To study various National Archival Initiatives of different countries: NARA of US, Australian National initiatives, Public archives of Canada etc.

UNIT-V: Records Management

- Concepts and issues involved.

- Information Resource Management.(include Electronic Resource Management), Code of Ethics for Archivists. Digital Preservation

RECOMMENDED BOOKS

1.Balloffet, N., Hille, J., & Reed, J. A. (2005). Preservation and conservation for libraries and archives. Chicago: American Library Association.

2.Belicove, M. E., & Kraynak, J. (2007). Internet yellow pages: the fun, fast, and easy way to get productive online. Indianapolis, Ind.: Que.

3.Henderson, K. L. (1983). Conserving and preserving library materials. Urbana-Champaign, Ill.: University of Illinois, Graduate School of Library and Information Science.

4.Johnson, P. (2009). Fundamentals of collection development and management. 2nd Ed. Chicago: American Library Association.

5. Wynar, B. S., Strickland, S. D., & Graff, S. M. (1999). Library and information science annual. Englewood, Colo.: Libraries Unlimited.

LIS: 106(A) INFORMATION AND COMMUNICATION(Elective Foundation)

UNIT I: Information and Communication.

-      Information: Characteristics, Nature, value and use.

-     Conceptual difference between Data, Information, Knowledge and Wisdom

-    Electronic Communication: E-Mail, E-Commerce

UNIT II : Communication Models and Trends

  - Communication channels, Types, Models and Barriers.

  -     Trends in Scholarly Communication, Virtual Reality, Telecommunication,

     Invention to Television, Wireless technology

UNIT III: Information Life Cycle

  - Information Life Cycle- Generation, Collection, Storage and Dissemination

- Role of Information in Planning, Management, Socio-economic, Cultural, Educational and Technological Development.

UNIT IV: Library, Information and society.

- Information Science- Relationship with other subjects, Information Society and Knowledge Society.
- Information Technology Act, Right to information Act.
- International and National Programs and policies (NAPLIS)

UNIT V: National Knowledge Commission

- National Knowledge Commission- National Mission on Libraries.

- Information Industry-Generators, Providers and Intermediaries.

- IPR and Legal Issues- Categories, Conventions, Treaties, Laws.

RECOMMENDED BOOKS

1. Gragon, Devis. J. Science and Technology and introduction to literature . 2nd ed 1976.
2. Martin, WJ. Communication , Knowledge and Librarian . London : Butterworths, 1974
3. Mc Garry , Devin, Communication, ,Knowledge and librarian . London : Clive Bingely, 1981.
4. Meadows, A. J. Communication in Science , London: Butterworth. 1974
5. Price, de Solla. Little Science and Big Science . New York: Columbia University press, 1986.

LIS:106(B) INFOMETRICS, BIBLIOMETRICS AND WEBOMETRICS
(Elective Foundation)

UNIT -I   :   INFOMETRICS, BIBLIOMETRICS AND WEBOMETRICS

- Basic Concept of: Bibliometircs, Infometrics and Webometrics-Meaning, Definition, and Scope.
- Historical Development
- Study of Bibliographic organizations, ISI, NCB, NISTAD

UNIT- II   :Theory and Laws
- Zipf's Law
- Lotka's Law

- Bradford's Law
- Price Theory, Circulation Theory-Applications

UNIT-III: Qualitative and Quantitative Techniques

- Qualitative and Quantitative Techniques: Meaning, definition and Types
- Multidimensional scaling
- Cluster Analysis
- Correspondence Analysis
- Co-Word Analysis

UNIT-IV-   Citation Studies

- Citation Theory
- Citation Analysis
- Different Forms of Citation
- Citation Control
- Self-Citation

UNIT-V-   Services

- Testing the Effective of Abstracting and Indexing Services.
- Citation Index-structure
- Use and methods of Compilation
- Advanced Research: Use of Information services: Dialog, Web of science, Scopus, Google scholar.
- Simple statistical methods of classifying, counting and comparing and preferences.

RECOMMENDED BOOKS

1. Abraham, R.H.(1996). Webometry: Measuring the complexity of the World Wide Web. Visual Math Institute, University of Claifornia at Santa Cruz
2. Ajiferuke et al, (1988). Collaborative coefficient: A single measure of the degree of collaboration in research. Scientometrics, 14(5), 421 - 433.
3. Ashraf, Uddin & Vivek Kumar, Singh (2014). Measuring research output and collaboration in South Asian countries, Current Science, 107(1)
4. Biradar, B.S. & Sampathkumar, B.T. (2003).Chemical Technology literature: An obsolescence study, Annals of Library and Information Studies, 50(4), 156-162.
5. Castellano, K.E. & Ho, A. D.(2013). A Practitioner's Guide to Growth Models.CCSSO, 19
6. Sangam, S.L. (2015). Scientometrics: Quantitative Methods for Library and Information science, Content Craft, Dharwad.

LIS 107: HUMAN VALUES AND PROFESSIONAL ETHICS - 1

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, Relirious 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**

UNIT I: Reference and Information Sources
- Documentary sources: Print, non – print.
- 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: Reference Sources

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

UNIT III: Electronic Information Resources
- E- Books, E-Journals.
- Database-Bibliographic, Numeric, Full text, Multimedia, Open access Database.
- Subject gateways, Web Portals, Bulletin Boards, Discussion Forums, Groups.
- Web Resources.

UNIT IV: Reference Service
- Concepts, definition, trend
- Types, user orientation, short range and long range.

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

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 list.

- Impact of Information Technology on Cataloguing

UNIT II: Types of   Catalogue and Filing of Entries.

- Types of Catalogues - outer forms and inner forms.
- OPAC. Web based Cataloguing
- Filing of entries.
- Library Cataloguing Codes: CCC and AACR-II

UNIT III: Normative Principles

- Normative Principles
- Canons of cataloguing.

UNIT IV: Subject Cataloguing.

- Subject Heading lists.
- Library Cataloguing Code,
- CCC and AACR-II,SLSH,LCSH.

UNIT V: Methods of Cataloguing and Standardization.

- Prenatal, Cooperative and Centralized Cataloguing.

- Standardization of Bibliographic activities.

- ISBD, CCF, RDA, FRBR, Bibframe.

- Standards- IS0 2709, Z39.50, Z39.71.

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. 5th ed. . Bombay : Asias 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

UNIT I: Cataloguing of Monographs according to AACR-II

 UNIT II: Cataloguing of Serial Publications according to AACR-II

UNIT III: Motion Picture, Video- Recordings and Micro Forms according to AACR-II. Cataloguing of Cartographic materials, Manuscripts, Sound Recordings.

UNIT IV: Advanced Cataloguing: OPAC ,WEBOPAC

UNIT V: Subject Cataloguing: Assigning Subject Headings using Sear's List of Subject Headings.

RECOMMENDED BOOKS

1. Anglo – American Cataloguing Rules. 2nd . rev.ed.   London Library Association , 1988.
2. Hunter, Erie. J. Examples Illustrating AACR-II . (1988) revised . London,1989.
3. Krishan Kumar. An introduction to AACR-II, New Delhi: Vikas , 1990.

4. Ranganathan , S.R. Classified Catalogue Code. Bombay: Asia Publishing House, 1961.

LIS: 204 METADATA STANDARDS - PRACTICE

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 Sub-fields

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

- Standards- METS, MODES, EAD

LIS 205(A): LIBRARY MANAGEMENT

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 . 2nd 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 . 3rd ed. New York : Philosophical Library . 1965.

5. Mittal, RL Library Administration : Theory and Practice . 5th ed. Delhi . Metropolton , 1984.
6. Narayana , G.J. Library and Information Management , New Delhi PHI 1991.
7. Ranganathan , S.R. : Library administration . 2nd 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: IASLIC, 1990.

LIS 205(B): HEALTH SCIENCE LIBRARY AND INFORMATION SYSTEM

UNIT–I: Health Science Libraries and their Development

- Objectives and Functions
- History and Development of Libraries with Special Reference to India
- Role of Medical Libraries
- Information Policies in Health and Family Welfare Agencies and their Role in the Promotion and Development of Medical Libraries in India

UNIT–II: Collection Development and Management

- Periodicals, Conference Literature, Grey Literature, Patents, Standards, Specifications and Government Publications
- Non-Book Materials
- Electronic Resources and Online Databases

UNIT–III: Library Organization and Administration

- Organizational Structure
- Staff Manual, Library Surveys, Statistics and Standards etc.

UNIT–IV: Information Services

- CAS, SDI, Abstracting and Indexing Services
- Library Bulletin, Newspaper Clipping Services
- Computerized Services
- Resource Sharing and Networking
- Information Literacy Programmes

UNIT–V: Financial and Human Resource Management

- Determination of Finance, Sources of Finance
- Types of Budget
- Nature, Size, Selection, Recruitment, Qualification and Training
- Responsibilities and Duties
- Competency Development

.

LIS 205(C): AGRICULTURAL SCIENCES LIBRARY& INFORMATION SYSTEM

UNIT–I: Agricultural Science Libraries and their Development

- Objectives and Functions

- History and Development of Libraries with Special Reference to India

- Role of ICAR, Committees and Other Agencies in the Development of

- Agricultural Libraries in India

UNIT–II: Collection Development and Management

- Periodicals, Conference Literature, Grey Literature, Patents, Standards, Specifications and Government Publications etc.

- Non-Book Materials

- Electronic Resources and Online Databases

UNIT–III: Library Organization and Administration

- Organizational Structure

- Staff Manual, Library Surveys, Statistics and Standards etc.

*U*NIT–IV: **Information Services**

- CAS, SDI, Abstracting and Indexing Services

- Library Bulletin, Newspaper Clipping Services

- Computerized Services

- Resource Sharing and Networking: AGRIS, INAGRIS, CABI, etc.

- Information Literacy Programmes

UNIT–V: Financial and Human Resource Management

- Determination of Finance, Sources of Finance
- Types of Budget
- Nature, Size, Selection, Recruitment, Qualification and Training
- Responsibilities and Duties
- Competency Development

Recommended Books

1. **BHATT (V S):** Information resources in agricultural research in 40years of agricultural research in India (1989) ICAR, New Delhi.
2. **CHOTEY LAL (C):** Agricultural libraries and information systems: a hand book for users (1998) R K Techno Science Agency, New Delhi.
3. **DAYMATH (Y) and RUTTAN (V W):** Agricultural development: an international perspective (1979) John Hopkins, Baltimore.
4. **DESHMUKH (P P):** Standardization of library and information services with special reference to scientific and agricultural libraries (1990) ABC, New Delhi.
5. **SHARMA (R D):** The agricultural information network for India (1989) Society for Information Science, New Delhi.
6. **SUBBAIHA (R):** Agricultural librarianship in India: an overview (1988) Metropolitan, New Delhi.

7. **SWAMINATHAN (M S):** Report of the working group on agricultural research and education for the formulation of the eighth plan (1989) Planning Commission, ICAR, New Delhi.

LIS206(A): SCHOLARLY COMMUNICATION

Unit - I Scholarly Communication - Basics
- Introduction, Concept & Definition, Origin & History
- Process of Scholarly Communication
- Components of Scholarly Communication
- Channels of Scholarly Communication
- Communicating through Scholarly Journals
- Electronic Journals & Databases

Unit-II Writing for Scholarly Journals
- Preparing the article for Publication
- Finding the right journal
- Understanding Copyright, Copyright Issues, Licencing Issues
- Monitor the impact, usage and influence factors

Unit-III Information Consolidation
- Abstracts, Research Proposal (Synopsis)
- Reviews, Trend Reports, State of the Art Reports
- Importance of Scientific and Professional Societies in Journal Publishing

Unit-IV Referencing and Citation Styles
- Need , Purpose and Concepts related to References
- Citation Style Guides(MLA, APA, Chicago Style, Vancouver)
- Reference Management Software
- Digital Object Identifier

Unit-V   Trends in Scholarly Communication
- Copyright, Fair use & Plagiarism
- Open Access Meaning, Definition & History
- Open Access Initiatives and Open Licencing
- Role of Library in Scholarly Communication
- Impact of Technology Traditional Libraries
- Implication of Technological Changes on Library Services
- Role of Librarian in Changing Scenario
- Current Trends & Future of Scholarly Communication
- Future of Scholarly Communication

Recommended Books

1. Harley D (2013). Scholarly Communication: Cultural Contests, Evolving Models. *Science.*342:80-82
2. UNESCO (2015). Scholarly Communications .Retrieved from http://unesdoc.unesco.org/images/0023/002319/231938e.pdf
3. Evens D. et al. (2014). How to write better thesis. Springer ISBN 978-3-319-04285-5
4. Greetham, Bryan (2001). How to Write Better Essays. (Palgrave Study Guides) Macmillan. ISBN 0-333-94715-0
5. Guha, B. (1983) Documentation and Information: Services, Techniques and systems.

2nd ed, Calcutta: World Press

6. Seetharama, S (1997). Information Consolidation and Repacaging-Framework, Methodology and Planning. NewDelhi; Ess Ess Publications
7. http://www.plos.org
8. Jesson, Jill K et al. (2011) Doing Your Literature Review: Traditional and Systematic techniques. Sage ISBN 978-1-84860-153-6
9. Derricourt, R.(1996) An Authors Guide to Scholorly Publishing, Princeton,N.J
10. Anderson, D.L (2004) Digital Scholorship in the tenure, Promotion and Review Process. Armonk, N.Y. : M.E Sharpe

LIS206(B): Introduction to Networks and Resource Sharing

Unit-I   Network Technology
- OSI Model
- Internet
- Virtual Private Network (V.P.N)
- Emerging Network Technologies
- Future of Networking

Unit-II Data Networks
- Introduction
- Signalling
- X.25
- Integrated Services Digital Network (ISDN)
- Digital Subscriber Line (DSL)
- Frame Relay
- Asynchronous Transfer Mode (ATM)

Unit-III   Network Softwares
- Client Server(Two-Tier) Architecture
- Three-Tier Architecture
- Network Operating Systems(NOS)
- Domain Name Systems(DNS)
- Electronic Mail
- Useful TCP/IP Commands
- Network Management System and Intranet

Unit-IV   Resource Sharing
- Introduction, Definition & Objectives
- Resource Sharing Concept, Need and Areas
- Pre-requisites and Barriers for Resource Sharing
- Resource Sharing Case Studies
- National Information Policy on Library and Information Systems

Unit-V   Resource Sharing Technology
- Introduction, Definition
- Role of Library Networks in Resource Sharing
- Resource Sharing Networks – A Model
- Document Delivery
- Inter Library Loan Standards
- Copy Right Issues for Resource Sharing
- IFLA Guidelines for Resource Sharing

References:

1. Andrew S. Tanenbaum(1996). Computer Networks. New Delhi: Prentice Hall.

2. William Stallings (1997) "Data and Computer Communications", New Delhi: Prentice Hall

3. HaBlack, U. (1992). TCP/IP and Related Protocols. New York: NY: McGraw-Hill, Inc

4. Mitesh Tolia ,The Basics of VPNs, LAN Magazine, February,1999 .

5. Andrew S. Tanenbaum(1996). Computer Networks. New Delhi: Prentice Hall.

6. ISDN and Broadband ISDN, Second Edition, by William Stallings, Macmillan, Englewood Cliffs, NJ, ISBN 0-02-415475-X

7. Network Security: Private Communication in a Public World, by Charlie Kaufman, Radia.

8. Optimizing Web Performance, Express Computer, December 9, 1996

9. Raina Roshan(1997) Library Resource sharing and Networking : An approach among management schools of India, Vikas Publishing House Pvt Limited.

10. Indiana Library Resource Sharing Manual(1997) Approved by the Indiana State Library Advisory Council on October 17, 1997

11. Wurman, R. S. (1989), Information Anxiety. New York : Doubleday International Federation

12. Library Associations and Institutions (IFLA) www.ifla.org

13. Oppenheim, Charles. Intellectual property: legal and other issues, Information studies 3(1); 1997 pp. 5-22

IS: 207 HUMAN VALUES AND PROFESSIONAL ETHICS – PAPER II

Unit-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.

UNIT-II **Medical Ethics**- Views of Charaka, Sushruta and Hippocratus on moral responsibility of medical practitioners. Code of ethics for medical and healthcare professionals. 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.

UNIT-III **Business Ethics-** Ethical standards of business-Immoral and illegal practices are their solutions. Characterics of ethical problems in management, ethical theories, causes of unethical. behavior, ethical buses and work ethics.

UNIT-IV **Environmental Ethics-** Ethical theory, man and nature- Ecological crisis, Pest control, Pollution and waste, Climate change, Energy and population, Justice and environmental health.

UNIT-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 Mackenjic: 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 Sanskrt 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; Chowkambha 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

UNIT I: Information Processing and retrieval.

- Information Retrieval System-Features, Components, Models and Evaluation.
- 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, Derived-Tile-Based.
- 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,METADATA,MARC-21

RECOMMENDED BOOKS
1. Anderson, D. Universal Bibliographic control . 1976.
2. Aichinson, J. and Chilchrist, A. Thesaurus contstruction: A practical manual. 1972.
3. Austin , Derek. PRECIS: A Manual of concept analysis and subject indexing.London : The British library , 1984/
4. Browm 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 -THEORY

UNIT I: Library Automation

- Meaning – Definition – Infrastructure Facilities – In house operations

- Introduction to Digital libraries-Characteristics, Types.

- Digital Library Architecture, Standards, Formats, DOI.

UNIT II: Digitization

- Digitization -Planning, Selection of Material

- Software, Process, Issues.

- Digital Preservation- Need and Purpose, Methods and Techniques, Projects- National and International.

UNIT III: World Wide Web and Internet protocols

- Web browser, E-mail, Search engines, Meta and entity Search engines.

- Internet Protocols and Standards- HTTP, SHTTP, FTP, SMTP, TCP/IP, URL, URI.

UNIT IV: Creating Web documents

- Mark Up Languages- SGML, HTML and XML

- Creating documents in HTML.

- Hypermedia, Multimedia, Video conferencing.

- Virtual Reality, Augmented Technologies.

UNIT V: Open Access Movement

- Institutional Repositories- Need, Purpose, Types and Tools.

- Institutional Repositories in India-ROAR, DOAR, SHARP, ROMIO.

- Vidyanidhi

RECOMMENDED BOOKS:

2. Computerization of Indian Libraries, P.S.G.Kumar, B.R.Publishing Corprn., 1987, Delhi
3. Manual of Computer Applications Training in Library Science, R.L.Sehgal & D.K.Behl, ESS ESS Publn., New Delhi, 1996.
4. Electronic Libraries, V.C.Malaviya, ESS ESS Publns., New Delhi, 1996.
5. Automation in Libraries, Richard T.Kimber, Pergamon Press, New York, 1970.
6. Search for Strategy; politics and strategic vision, Guertner, publishing ABC-CLIO.
7. The Use of Computer in Compiling National Bibliograpies, Koster, K., Libri,Vol.16, No.4 (1966)

LIS 303(A): INTERNSHIP (Generic Elective)

Internship is compulsory to the students of third semester.

Duration: 45 Days

LIS   303(B): ACADEMIC LIBRARY SYSTEM (Generic Elective)

UNIT I   :   Introduction to Academic libraries.
- Academic Library concept and functions.
- Types of Academic libraries.
- Role of Academic Library in Education.

UNIT II   :   National Education Policy 2020.

- National Education Policy and Programs Academic Libraries in India.

- Role of UGC in promoting College and University Libraries.

- Norms and standards of Academic libraries.

UNIT III   :   Academic Libraries in Multidisciplinary Systems .

- Health Science Library and Information System

- Corporate Library and Information System.

- Agricultural Library and Information System.

- Engineering and Technological Library and Information System.

- Archive, Museums and Oriental Libraries.

- Community Information System.

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 3rd 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: 303 (C): SPECIAL LIBRARY SYSTEM (Generic Elective)

UNIT I: Introduction to Special Libraries.

- Special Library – Definition, Characteristics and functions.
- Special Libraries and Information systems / Centers.

UNIT   II: Special Libraries and Information Centers in India.

- Libraries of R& D organizations.
- Libraries of Government Departments.
- Libraries for Business. Trade and Management.
- Social Economic Development Research Institutions.
- Training Institutions.

UNIT III: Special library buildings, finance and services.

- Special Library Buildings and Furniture.
- Special Library Finances.
- User Needs survey.
- Planning and Organization of special library services.
- Searching Online and CD- ROM Databases.
- Information Products.
- Resource Sharing and Networking.

UNIT IV: Special Library Personnel and Collection Development

- Special library Personnel.
- Special library collection development: Books and NBM.
- Special library Collection development: Reference sources.

UNIT V: Organizations Promoting Special Libraries.

- Organizations Promoting Special libraries and Information Centers in India
- Role of Professional Bodies in the Promotion of Special Libraries and Information
  Centers: FID, SL, ASLIB, IASLIC.
- Education and Training in Special Librarianship.

RECOMMENDED BOOKS

1. Ashworth, W. Special librarianship . London: Clive Bingley, 1979.

2. Silva, M. Special libraries . London : Andre Deutsch. 1970

3. Strauss. L. j. et al. Scientific and technical libraries. 2nd ed. New York: Wiley, 1972. 4 .

Struble, EG. Special libraries guide for management , New York: Special library
   Association . 1966.

5. Atherton, PAULINE. Hand book for information systems and services. Paris.
   Unesco,1977.

LIS 303(D): SEARCH AND SEARCH STRATEGIES (Generic Elective)

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.
  - Meta search 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
  - Multi search-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 Pro-quest-
Pubmed- Emerald-EBSCO-JCCC.

LIS304: COMMUNICATION, SOFT SKILLS AND ETIQUETTE

Unit – 1: Types of Soft Skills& Intrapersonal Skills

- Definition of soft skills – Types of Soft skills:
- Intrapersonal Skills – : Self-Confidence, Self-awareness, Adaptability & Flexibility, Attitude, Assertiveness, SWOC, Resilience

Unit- II: Interpersonal Soft Skills

- Active Listening Skills - Goal setting – Negotiation & Persuasion skills - Time Management - Stress Management - Problem Solving and Decision-Making Skills - Leadership Skills – Conflict Resolution

Unit – III: Oral Communication Skills
- Presentation skills –JAM - Role Plays, Public Speaking skills
- GD Participation and co -ordination.

Unit – IV: Written Communication Skills
- Essay Writing
- E mails
- Report Writing
- Memos.

Unit- V: Employability Skills
- Body Language - E-mail etiquette- Telephone etiquette - Dining etiquette
- Grooming
- Resume writing
- Interview Skills.

RECOMMENDED BOOKS

1. Meenakshi Raman and Sangeeta Sharma (2015), **Technical Communication: Principles and Practice, 3rd Edition,** New Delhi: Oxford University Press.
2. Ashraf Rizvi, M. (2017), **Effective Technical Communication,** 2nd Edition, New Delhi: Tata McGraw Hill.
3. Hewing, Martin (1999), **Advanced English Grammar: A Self-study Reference and practice Book for South Asian Students,** Reprint 2003, New DelhI: Cambridge University Press.
4. Minippally, Methukutty. M. (2001), **Business Communication Strategies**, 11th Reprint, New Delhi: Tata McGraw – Hill.
5. Sasi Kumar. V and P.V. Dharmija (1993), **Spoken English: A Self-Learning Guide Conversation Practice,** 34th reprint, New Delhi: Tata McGraw – Hill.
6. John, Seely (1988), **The Oxford Guide to Writing and Speaking,** Delhi: Oxford University Press.

7. Peter, Francis (2012), **Soft Skills and Professional Communication.** New Delhi: Tata McGraw Hill.
8. Print Singh, Prakash and Raman, Meenakshi (2006), **Business Communication**, New Delhi: Oxford University Press.

9. British Council online resources.

10. Wren& Martin (2019), High School English Grammar & Composition Regular Edition, New Delhi, **S. Chand & Company Pvt. Ltd**

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

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

2. Kawatra, P.S. Text Book of information Science. A.P.H. Publishing Corporation, New Delhi.2000.

3. Guha, B. Documentation and Information: services, Techniques and Systems. The world press Pvt.Ltd. Kolkatta.1983.
4. Krishan kumar: Reference service. New Delhi, 1989.
5. Shores, Louies: Basic reference sources. Chicago. 1954.

LIS 305(B): USER STUDIES (Open Elective)

UNIT- I Information seeking and use

- Need for a conceptual framework

- Need for a theory of information seeking

- Integrating theories of. information seeking with broader theories and framework

.**UNIT:- II** Information need

- Definitional and conceptual problems. Distinction between needs,

- wants, demands and requirements; Levels of information need Taylor's model, Lancaster's four levels,

- Cronin's three levels;

- Koikela's two levels of information need;

UNIT: III. User:-Understanding the psychology of information user

- categorization of user

- Identifying users and potential users; users by professional Groups - industrial, commercial etc.,

UNIT: IV.   Information use & user studies:

- Origin, development and evolution of user studies; the renaissance of user studies, the two generations of user studies: The first generation studies- their characteristics, contributions and limitations; The second generation user studies: Their characteristics and contributions, Landmark and bench mark studies.

UNIT: V. Methodology of user studies:

- Study of various methods and tools: Quantitative and Qualitative and survey methods and experimental approach; Questionnaire, interview and other traditional tools /methods: Participant observation, Diasy method, time-line series method of Dervin and others; use of psychometric methods; the promise of quantitative methods and psychometric methods.

LIS 401: RESEARCH METHODOLOGY

UNIT I: Research.

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

UNIT II: Research Design.
- Conceptualization and Operationalization
- 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.

UNIT III : Research Methods.

- Scientific method, Historical method, Descriptive method.
- Survey method and case study method
- Experimental method and Delphi method.
- Metric Studies in LIS- Scientometric, Bibliometrics, Webometrics, Altimetric.

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 sampling

UNIT V : Data analysis and Interpretation.

- Descriptive statistics – Measures of central tendency
- 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, Spread sheet, Bibexel, 'R' Statistics.
- Plagiarism- Concept and types, software's.Urkund and Turnitin.

- Research Report Writing and citation tools- structure, style and contents – Guide lines for Research reporting – Style Manuals: Chicago, MLA, APA, etc. Online citation Tools, Reference Style Management Tools and Method of research evaluation.
- Impact Factors- Journal, Institutional and Authors, h-Index, g-Index, i10-Index

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. 2ND 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 – Hail 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

UNIT I : Digital Library Packages, Dspace, and Greenstone

UNIT II : Library software packages SOUL, Koha

UNIT III: Internet and Databases searching
- Open Access Database: DOAJ, DOAR

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

UNIT V: Data Security, Network Security, Firewalls, Cryptographic Techniques, Anti-virus Software, Anti-spywave, Instrusion Detenction system.

LIS 403 (A): INFORMATION PROCESSING AND RETRIEVAL:UDC AND INDEXING PRACTICE - (Generic Elective)

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: 403(B): MANAGEMENT OF INFORMATION SYSTEM (Generic Elective)

UNIT I : Human Resource Management

- Concept and Definition and scope

- 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 II: Financial Management

- Resource mobilization

- Budgeting techniques and methods: PPBS,ZBB

- Budgetary Control

UNIT III: System analysis
- Project Management-SWOT, PEST, PERT/CPM

- Policies and procedures, MBO

- Change Management, DRUPAL, JOOMLA

-Disaster Management, Crisis Management.

UNIT IV : Total Quality Management (TQM)

- Concepts, Principles and Techniques, Six Sigma;

- Evaluation of Services of Libraries and Information Centers

UNIT V : Marketing of Library Products and Services

- Plan, Research, Strategies, Mix, Segmentation,

- Pricing and Advertising; Management Consultancy.

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. 2nd ed. New York:Academic Press, 1983.
7. Koontz, Herald and O Donnel. Management:Systems approach. 8th ed. New York. Mc Graw Hill, 1982.
10. Bank, John (1996). The Essence of Total Quality Management. London: Prentice,Hall International (UK) Limited.

11. Bryson, Jo (1990). Effective Library and Information Centre Management. Hampshire: Gower Publishing Ltd. Clair,

12. Guy St (1997). Total Quality Management in Library Services. London: Bowker-Saur.

13. Booms, B. H and Bitner, M. J (1981). " Marketing strategies and organization structure for service firms" in

14. Donnelly, J. H and George, W. R (eds). The marketing of services, American Marketing Association, Chicago, pp. 47-51.

15. Dewhurst, Charlotte. How marketing can help increase the value of e-resource investments : five key findings. Library Connect Newsletter. 2008, 6(1), pp. 1.

16. Gupta, D. K. and Jambhekar, A (eds.) (2003). An integrated approach to services marketing : A book of readings in marketing of library and information services, Allied Publishers, Mumbai.

17. Cronin, Blaise. (1981) The Marketing of Library and Information Services. London: ASLIB.

18. Kotler, Philip and Keller, Kevin L. Marketing Management, 12th ed. New Delhi: Prentice-Hall of India, 2007.

LIS 403(C): MUSEUMS AND ARCHIVES – (Generic Elective)

UNIT-I

Memory institutions and their role in preserving the culture and heritage – Understanding the scope of historical and cultural preservation- Historical monuments and museum collections- Protected structures rare professional knowledge- Film and photography and other cultural expression and manifestations including rural heritage.

UNIT-II

Industrial and technical ideas- modern architectural achievements- Essentials of records and knowledge management in diverse organizational principles- Methodologies and practical administration of archives- Records and other information sources form print to oral encompassing. Archives theory and management balancing access and preservation archives administration.

UNIT-III

Archival appraisal- advanced analysis of the basic theories, principles, techniques and methods that archivists and records managers need to use for identifying and appraising records - provide historical theoretical and practical orientation to access, advocacy, and ethical matters and orientation to the ways of providing access to archives holdings.

UNIT-IV

Archival representation and metadata: introduction to the theoretical foundations, history principles and research with references to the representation of archival materials- institute of Museum and Libraries Services(IMLS) framework metadata standards for archival materials-AGLS metadata sets including Australian Government Recordkeeping Metadata Standards and implementation manuals Dublin Core MODS and METS standards.

UNIT-V

Museum archives: evolution of the purpose of museum; history and development of museum record-keeping systems, with emphasis on changes from paper based to electronic records –use of functional analysis to identify principle functions of museums and to guide - the appraisal of records and artifacts-moving image archives: importance of moving image media in memory institutions as well as basic procedures to preserve these works-motion

picture film will be of primary focus, other moving image media.

RECOMMENDED BOOKS

1. Digital preservation for libraries and museums, Edward M. Corrado, published by Rowman and Littlefield.

2. Best of Both Worlds; museums, libraries, and archives in a Digital age, G. Wayne clough, published by Smithsonian institution

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LIS: 404(D) 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 stratégies.

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 : Nijihoff, 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 404: 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**.**

LIS: 405(A) TECHNICAL WRITING (Open Elective)

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 scienfic communication: Research, theory and practice. Farmingdate: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.

LIS 405(B): INFORMATION SYSTEMS AND PROGRAMS (Open Elective)

UNIT I : Introduction to information systems.
- Information system: concept and characteristics.
- Kinds of Information systems.
- Planning and designing: Standards of Information Systems

UNIT II: Global Information systems and programs.
- UN and its specialized agencies – based information systems and programs.
-
UNIT III: National information systems.
- National Information systems in USA, UK, Russia and Japan.

- Information systems, programs and Networks in India.

UNIT IV: Organizations promoting information systems and Programs.

- Organizations promoting Information systems and programs at the international level.
- Organizations promoting Information systems and programs in India.

UNIT V: Information Providers (venders) International: DIALOG, STN, Data Star, UMI, Silver Platter, BLDSc, ISI.
- National providers: INFONET, INFLIBNET, J-Gate

RECOMMENDED BOOKS

13. Atherton, Pauline. Hand book of information systems and services. Paris. Unesco, 1977.
14. Champman E.A. Library Systems . Analysis Gidelines , 1970.
15. Weisman. HM . Information sytems . Services and Centres. New York: Beekar and Hayness, 1972.

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

First Semester
LIS-101: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

Time: 3 Hours   **Max. Marks: 80**
Section - A

Answer any FIVE Questions. All questions carry equal marks. (5X4=20)
1. Indian National Library
2. Public Library
3. IASLIC
4. CLIP
5. RRLF
6. Open Access System
7. Library Extension Activities
8. Every Book Its Reader
9. Kothari Commission
10. Library cess

Section - B

Answer **All** questions. All questions carry equal marks (5x12=60)

11. a) Describe how libraries are contributing in modern society?

(OR)

b) Examine whether librarianship can be considered as a profession?

12. a) Examine the importance of libraries in school education?

(OR)

b) What are the different types of academic libraries and explain their features.

13. a) Explain how the fourth law of library science is fulfilled in libraries?

(OR)

b) Enunciate the fifth law of library science and explain its implication.

14. a) Describe the library legislation in India? Explain Andhra Pradesh public library act?

(OR)

b) What are the important factors of library legislation and their relevance to a good library system?

15. a) Define public relations and discuss the methods of implementing it?

(OR)

b) Discuss the role played by UNESCO in the field of library and documentation?

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

First Semester
LIS-102– KNOWLEDGE ORGANIZATION: CLASSIFICATION THEORY

Time: 3 Hours   **Max. Marks: 80**

Section - A

Answer any FIVE Questions. All questions carry equal marks.   **(5X4=20)**
1. APUPA Pattern
2. Class number
3. Law of Osmosis
4. Principles of Literacy Warrant
5. Parallel Research
6. Lamination
7. Standard Subdivision
8. Array
9. Subject Approach
10. H.E. Bliss

Section - B

Answer **All** questions. All questions carry equal marks   **(5x12=60)**

11. a) Describe the need for and purpose of library Classification?

(OR)

b)Discuss the importance of standard terminology in classification and explain the canons of

classification.

12. a) Explain what you mean by normative principles and their importance in library Classification.

(OR)

b) Describe the different modes of formation of subjects.

13. a) Described the principle of Dr. S. R. Ranganathan which have greatly contributed to the growth of a dynamic theory of library classification?

(OR)

b) Discuss the cannons of classification formulated by W.C.B. Sayers which have laid to basis for the development of the theory of classification?

14. a) Define the notation and discuss the functions and qualities of notation

(OR)

b) State the need for notation in library classification?

15. a) Describe the recent trends in classification? What is Webdewey?

(OR)

b) Give a brief comparative study of CC and DDC?

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

First Semester

LIS-103: KNOWLEDGE ORGANIZATION: CLASSIFICATION PRACTICE

Time: 3 Hours   **Max. Marks: 80**

Classify any following titles according to DDC 22nd Edition.

I.   Classify any Five Titles of the following.   **5x2=10**

1. Organisations in the field of Civil Engineering.

2. A Journal of Study and Teaching of Physical Anthropology.

3. Economic situation and condition in Cuba.

4. Trade Unions in China.

5. Grammar of Malayalam language.

6. Psychology of Bengalis.

7. French words in German language.

II.   Classify any EIGHT Titles of the following.   **6x5=30**

8. Philosophy and Theory of Leather and fur goods.

9. Economic Policy of South Asia.

10. Foreign Relations between Japan and Australia.

11. Crimes in the Cities of Argentina.

12. Men and Women and Other Poems: Robert Browing (1812-1889) (English Poetry).

13. A Dictionary of Tamil Epic Poetry.

14. Vocabulary of Sanskrit Language.

15. Social Status of Tamilians in Srilanka.

16. Bible in German language.

17. Social Welfare Problems to Young Russians.

III. **Classify any Five Titles of the following.**   **5x8=40**

18. Teaching Statistics in Universities in Andhra Pradesh.

19. Journal of Secondary Education in Scandinavia.

20. French Words in Tamil Language.

21. Critical Appraisal of Russian Literature and Children.

22. History of 20th Century English Poetry Depicting Realism.

23. Chinese-English Dictionary.

24. Education of United States Blocks in England.

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

First Semester
LIS-104: KNOWLEDGEE MANAGEMENT

Time: 3 Hours   **Max. Marks: 80**

Section - A

Answer any FIVE Questions. All questions carry equal marks.   **(5X4=20)**

12. Knowledge Mapping
13. Decision Table Frames
14. E-Business
15. Artificial Neural Networks
16. What is Knowledge Management
17. Ethical issues of Knowledge Management
18. Tacit Knowledge
19. Define and distinguish knowledge and information
20. Electronic Resources
21. Knowledge transfer in E-World

Section - B
Answer All questions. All questions carry equal marks   **(5x12=60)**

22. a) Explain need for knowledge management in the emerging and changing
    business environment?
                                        (OR)
    b) Define and discuss the role of knowledge management in the 21st Centruy?

12. a) Discuss about the knowledge creation and capturing knowledge
                                        (OR)

    b) Explain different types of knowledge management with exaples.

13. a) Explain with illustration the knowledge transfer cycle?
                                        (OR)

b) Explain the methods of Data Mining.

14. a) Discuss the role of INTERNET and its services in knowledge?

(OR)

b) What is the Knowledge transfer? Explain how sharing and transfer is taking place in Digital information?

15. a) Explain the different methods of knowledge coding?

(OR)

b) Discuss about the different type of tools for knowledge management?

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

First Semester
LIS-105(A) – INTRODUCTION TO INFORMATION TECHNOLOGY

Time: 3 Hours   **Max. Marks: 80**
Section - A

Answer any five Questions. All questions csarry equal marks.   **(5X4=20)**
1. Analog computer
2. Super computer
3. Output Device
4. Operating System
5. Flowchart
6. Database
7. CPU
8. List some of Library software packages
9. Integrated Circuits
10. Linux.

Section - B
Answer **All** questions. All questions carry equal marks   (5x12=60)

11.a) Write an essay on evaluation of computers.
       (OR)
   b) Explained the structure of computers.

12. a)Discuss different network topologies.

(OR)
b) Explain various devices used in Computer networks.

13. a) Define and explain the types of computer software.
(OR)
b) What is the programming language and elucidate the features of any one of the Computer programming languages.

14. a) Explain the concept of operating system.
(OR)
b) What is database and explain database management system.

15. a) Define and discuss the component of Information Technology.
(OR)
b) Explain the impact of Information Technology in a University Library.

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

First Semester
LIS-106(A) – INFORMATION AND COMMUNICATION

Time: 3 Hours   **Max. Marks: 80**
Section - A

Answer any five Questions. All questions carry equal marks.   **(5X4=20)**
1. E-Mail
2. Channels
3. Star Topology
4. Mass communication
5. WAN
6. Tele Communication
7. ISDN
8. Right to information act
9. Intellectual property
10. NAPLIS

Section - B
Answer **All** questions. All questions carry equal marks   (5x12=60)

11. a) Brief about Information? What are characteristics of information?

(OR)

   b) Write the communication of information and information generations?

12. a) What are the barriers of communication? describe it.

(OR)

   b) Define the scope and objectives of the communication?

13. a) What is multimedia? Describe the different types of multimedia?

(OR)

   b) What is OSI model? Brief about the use of different types of layers in OSI model?

14. a) Explain scientific communication and its trends?

(OR)

   b) Discuss about the different types of communication models?

15. a) Brief the genesis and characteristics of Information society?

(OR)

   b) Explain the changing role of library and information centers in society?

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

First Semester
BRANCH – PHILOSOPHY
LIS-107: HUMAN VALUES AND PROFESSIONAL ETHICS-I

Time: 3 Hours   **Max. Marks: 80**
Section - A

Answer any FIVE Questions. All questions carry equal marks.   **(5X4=20)**
1. Moral Imagination
2. Nature of Values
3. Tolerance
4. Civic virtues
5. Empathy

6. Autonomy
7. Satkdryavdda
8. Niskama Karma
9. Reformative
10. Compensative

Section - B

Answer **All** questions. All questions carry equal marks   (5x12=60)

11. a) Write an essay on nature and subject – matter of Ethics?

(OR)

b) write an essay on definition, Characteristics, importance and types of values?

12. a) Are values in nature subjective or objective – discuss, ?
(OR)

b) Define good and bad and elucidate characteristics of good and bad.

13. a) Write an essay on justice, responsibility and freedom in human value.
(OR)

b) Define and describe Brahmacharya, Aparigraha, and Moksha.

14. a) Write an essay on the Five Great Vows (Mahavratas) of Jainism.
(OR)

b) Define and describe Aparigraha, Dharma, and Artha.

15. a) Explain the impact of Religion on Values and Behaviour at work place?
(OR)

b) What is the purpose of Criminal Justice? Write briefly on Retributive theories of punishment.

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

II SEMESTER
LIS 201:INFORMATION SOURCES AND SERVICES

Time: 3 Hours   Max. Marks: 80

Section - A

Answer any **five** questions. All questions Carry equal marks. (5x4=20)
1. Encyclopedia of Britannica
2. Referral Service
3. Newspaper Indexes
4. Periodicals
5. Year Books
6. Machine Translation
7. Bibliographical Formats
8. Universities Hand Book
9. User Orientation
10. Six types of Creative Commons Licences

Section – B

Answer **All** questions. All questions Carry equal mark**s**. (5x12=60)

11. **a)** Explain Primary and secondary sources of Information with Examples.
(OR)
b) Explain the nature, characteristics and criteria for Evaluation of Dictionaries.

12. **a)** Define "Bibliography". List various types of Bibliographies and briefly explain each type with suitable examples.
(OR)
b) Write an essay on "Indian National Bibliography".

13. a) What are the current event sources? List out various sources providing information about current events with examples.
(OR)
b) Discuss the role of E-Journals and Databases in a University Library.

14. a) Explain various information Services provided in an University Library.
(OR)
b) Define Reference Service and discuss its evolution.

15. **a)** What is Document Delivery Service? Explain the services of any two national Document delivery centres.
(OR)
b) What is Current Awareness Service? Explain various methods of providing C.A.S. in library and information centres.

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

II SEMESTER
LIS 202:KNOWLEDGE ORGANIZATION: CATALOGUING THEORY

Time: 3 Hours   **Max. Marks: 80**

Section - A

Answer any **five** questions. All questions Carry equal marks.   (5x4=20)
1. Web OPAC.
2. ISBD (M).
3. Publisher's Catalogue.
4. Union Catalogue.
5. Chain Procedure
6. Centralized Cataloguing.
7. Prenatal Cataloguing.
8. Accession Register
9. Filing of Entries in catalogue cabinet.
10. LOC subject Headings.

Section – B

Answer **All** questions. All questions Carry equal marks.   (5x12=60)

11. **a)**   Explain in detail types of Entries in AACR-2R
                                    (OR)
    b)   Discuss in detail different catalogue codes available in the world.

12. **a)**   What is Subject catalogue and explain its need and importance in a University library.
                                    (OR)
    b)   Briefly explain the Sears List of Subject Headings with suitable examples.

13. **a)**   Explain the Physical forms of Library Catalogue.
                                    (OR)
    b)   Explain about ISBD scope, purpose and use.

14. **a)**   Discuss about the Normative Principles of cataloguing.
                                    (OR)
    b)   Discuss the recent trends in cataloguing.

15. **a)**   Discuss the merits and demerits of Cooperative Cataloguing.
                                    (OR)
    b)   What is Pseudonym? How are catalogue the books written by Pseudonym.

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

II SEMESTER
LIS 203:KNOWLEDGE ORGANIZATION: CATALOGUING PRACTICE

Time: 3 Hours   **Max. Marks: 80**

Section - A

Catalogue any **four titles** from the following According to AACR-II.   4x15=60

Use Sear's List of Subject Headings for Subject Headings.
        Title: 1

<div align="center">

Library Classification
(Theory and Practice)
By
Dr. M. Ramchander
Prof. P. Jaya Ram Reddy
and
Prof. P. Srinivasulu
New York
John Wiley and Sons.
2020

</div>

Call No: 025.43	Acc. No: 69861
P20	Pages : 370+iv
Size : 21 cm	ISBN : 0471-7241-618-56

<div align="center">The Book contains Colour Illustrations</div>

        Title: 2

<div align="center">

Daniel Doronda
By
George Eliot
New York
Nichols Publishing
2006

Other Information

</div>

Call No: 823.8	No of Pages: 315
EL23 Size	: 22 cm
Acc No: 86956	First published in: 1876

Note: George Eliot Real Name is Mary Annie Evans

Title: 3

REPORT OF ADVISORY COMMITTEE FOR LIBRARIES
1959
Ministry of Education
Government of India

Call No: 22.2. N58t N59   Acc No: 2516
Size: 21.5 cm   Pages: xx, 201
Back of the title page – Publication Number 200, published by the Manager of
Publications, Delhi. Published in 1959.

Title: 4

TOURIST MAP OF INDIA
Northern Region
Scale 1: 253440
Based upon Survey of India Maps
and
Published for the Department of Tourism,
Ministry of Transport and Communication
Govt. of India

Produced by the Directorate of Advertising and Visual Publicity
Ministry of Information and Broadcasting
For the Department of Tourism

Govt. of India
New Delhi

Call no: 912.54   Acc. No: 316950
Size: 45 x 30 cms. Map is Colored.

Title: 5

TAMILNADU HANDLOOM CLOTH EXHIBITION
Held at Madras during 1st April – 30th May, 1988

FASHION PARADE
Organised by
South Indian Chamber of Commerce
Madras, 1988

Call No: 677.0954 N88   Acc. No: 304054
Pages: 128p.   Size: 24 cms
It Contains 4 Color Plates.

Section - B

Catalogue any **One title** from the following according to AACR-II   1x20=20
Title: 6

JOURNAL OF ALGEBRA
Vol, 112 Issue No. 2 Feb-2000
Published monthly by
Academic Press, Inc.
London

Call No.: B2m56, M89   Size: 27 cms
Other Information:
        The Journal was started in 1989 and completes so far except volumes 98 and 99 and is continuing its subscription. Give your own accession and book numbers.

Title: 7

INTERNATIONAL JOURNAL FOR DEVELOPMENT TECHNOLOGY
Volume 12, No.1 March, 1994
Editors
S.M.A. Shahrestan, B. Nath
International Centre for Technical Research
Beirut, Houston, London

Class No: 605   Acc No. of Volume 1: 2635
Size: 26 Cms   ISSN: 0263 – 418

Other Information:
        The Journal was started in 1983. It is a quarterly publication and complete one Year. The library does not have volume 5 and 6. It is still subscribing to this Journal. The journal contains illustrations.

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

II SEMESTER
LIS 204:   METADATA STANDARDS: PRACTICE

PART - A

Prepare MARC 21 records for the following book titles and enter the records into Koha software   **Marks: 4x10=40**

Title: 1

Studies in Library and Information Science
By
Akhtar Hussain, Faizul Nisha
2nd Edition
Edited by
Amit K. Sharma
B. R Publishing, New Delhi, 2017

Other details:

020.2 AKH
470 pages
ISBN-10: 9386223279
Price: Rs.340
Size 22cm

Title: 2

Library and Information Science: Trends and Research
By
Chuanfu Chen, Ronald Larsen
Springer; 2014 edition (30 September 2014)

Other details:

022.3
345 pages
ISBN: 876 234 567 834
Price: Rs. 234
Size 18 cm

Title: 3

Core Java
By
R. Nageswara Rao
Ess Ess Publications, Hyderabad, 2010

Other Details
010.6
642 Pages
Price: 379/-
Size: 17 cm
ISBN: 978 654 234

Title: 4

Web Programming
By
Chris Bates
2nd Edition
Wiley India PVT. Limited
Canada, 1998

Other Details:
ISBN: 81-265-0272-X
Price: 329/-

PART - B

Write HTML Program for the following book titles　　　　**4x10=40**

Title: 1

Text Book of Microbiology

by
R.Vasantha Kumari
Edited by
Cyrus Cooper
Business and Economics publishers
United Kingdom, 3rd February, 2011

Other Information
The Book is in English Language

Type/Format: Text/pdf
This book describes Microbiology Education in detail with examples
 All Rights are limited to publishers only
 http://www.microbiology.ac.in

Title: 2

The
Chemistry Book

by
Chemist Derek B. Lowe
Edited by
Kooper
Business and Economics publishers
Cote d Ivory 3rd February, 2011

Other Information
The Book is in English Language
Type/Format: Text/pdf

This book describes Chemistry Education in detail
 All Rights are limited to author only
http://www.chemistry.in

The source of this book: Fundamentals of Chemistry by Biz Hub

Title: 3

The
Philosophy Book

by
Dorling Kindersley
Edited by
Kooper Kyle
Business and Economics publishers
USA 3rd February, 2011

Other Information
The Book is in English Language
Type/Format: Text/pdf

This book describes Philosophy Education in detail with examples

The source of this book: Fundamentals of Philosophy by Biz Hub

Title: 4

Incarnations

by
Sunil Khanani
Edited by
Denrek Marc
Business and Economics publishers
Italy 3rd February, 2011

Other Information
The Book is in English Language
Type/Format: Text/pdf

This book describes History of India in detail with examples

The source of this book: Fundamentals of History of India by Biz Hub

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

II SEMESTER
LIS 205 :LIBRARY MANAGEMENT

Time: 3 Hours   **Max. Marks: 80**

Section - A

Answer any **five** questions. All questions Carry equal marks. (5x4=20)
1. POSDCORB
2. Book Trolley
3. Kardex System
4. Shelf Rectification
5. Accession Register
6. Periodicals Selection Tools
7. Per capita Method
8. Performance Appraisal
9. Library Statistics
10. Library Annual Report

Section - B

Answer **All** questions. All questions Carry **Equal** marks. (5x12=60)

11. **a)** Explain the features of Scientific Management. Discuss the contribution of Dr.S.R. Ranganathan to Scientific Management.
(OR)
b) What is Management? Explain the functions of Management.

12. **a)** Describe the functions of Acquisition section of University Library.
(OR)
b) Explain Organizational Chart of a library with suitable illustrations.

13. **a)** Discuss about the various types of Budgeting Systems.
(OR)
b) Discuss different types of Library Committees

14. **a)** Discuss the Book Selection Theories propounded by various library scientists.
(OR)
b) Explain the functions of a library circulation system.

15. **a)** Discuss about furniture and equipment required in University Library.
(OR)
b) Explain the purpose of Stock Verification and discuss various methods of Stock Verification followed in libraries.

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

II SEMESTER
LIS 206(A): Scholarly Communication

Time: 3 Hours   **Max. Marks: 80**
Section – A

Answer any **five** questions. All questions Carry equal marks.   (5x4=20)

1. Characteristics of Scholarly Content
2. Channels of Scholarly Communication
3. Electronic Journals and Databases
4. Peer Review Process
5. Trend Reports
6. Digital Object Identifier(DOI)
7. Footnote and Endnote
8. Fair use
9. Green and Gold Open Access
10. Six types of Creative Commons Licences

Section – B

Answer **all** questions. All questions Carry **Equal** marks.   (5x12=60)

11 .a) Define Scholarly communication. Discuss the process of Scholarly
    Communication

(OR)

b) What is Database? Discuss about different types of electronic Databases   .

12. a) Describe the process involved in writing the article for Publication.

(OR)

b) Explain the parts of a research paper.

13. a) Explain the need for providing citations in the research article. List out some

    popular citation style guides.

(OR)

b) Describe the importance of copyright in protecting the rights of authors.

14. a) What is Open Access? Explain some Open Access Repositories.

(OR)

b) Discuss the importance of Peer Review in publication of articles in   academic
    Journals.

15. a) Write an essay on the role of librarians in the changing context of scholarly communication.

(OR)

b) Explain the changes taking place in scholarly communication and their impact on traditional library services.

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

II SEMESTER
LIS 207:HUMAN VALUES AND PROFESSIONAL ETHICS - II

Time: 3 Hours   **Max. Marks: 80**

Section - A

Answer any **five** questions. All questions Carry equal marks.   (5x4=20)
1. Importance of Health Care
2. Problem of Abortion
3. Illegal Business
4. Ethical Abuses
5. Water Pollution
6. Traffic Rules Violation
7. Problems of Women
8. Human Rights Violation
9. Impact of Media on Youth
10. Pest Control

Section - B

Answer **All** questions. All questions Carry equal marks.   (5x12=20)

11. a) Describe the status of women in the present day society.

(OR)

b) Explain the nature and concept of Human Values.

12. a) What is Self Esteem? Explain with relevant examples.
(OR)
b) What are the Moral responsibilities of Medical Practitioners?
13. a) Write about ethical issues in Genetic Engineering.
(OR)
b) What are work ethics? Explain with examples.
14. a) What are the negative effects of Air Pollution?
(OR)
b) Examine the relationship between Man and Nature.
15. a) Discuss the role of internet in the changing environment in India.
(OR)
b) "T.V has changed the family life in India" Discuss.

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

THIRD SEMESTER

MLISC-301: INFORMATION PROCESSING AND RETRIEVAL THEORY

Time 3 hours   Max Marks: 80

PART A

Answer any FIVE questions. All questions carry equal marks.   (Marks: 5X4=20)

1. Objectives of IPR

2 .Information Transfer

3.Relative index in DDC

4 Auxiliary table in UDC

5. ASLIB

6. Citation Indexing

7. Criteria for evaluation of indexing.

8. Uniterm indexing

9.KWOC

10. Web indexing

PART B

Answer ALL questions. Each question carries 12 marks   (Marks: 5x12=60)

11.(a)Explain the concept, objectives and functions of IPR

Or

(b) Discuss the role of IPR in information transfer

12.(a) Define vocabulary control and explain its role in information retrieval.

Or

(b) Explain the methods followed in the design of indexing language.

13. (a) Explain the steps involved in the construction of thesaurus.

Or

(b) Describe any one pre co-ordinating indexing system.

14. (a) Describe the procedure in the formulation of search strategy.

Or

(b) Critically evaluate 'Medlars' experiments in IPR.

15. (a) Write an essay on trends in information retrieval.

Or

(b) Write briefly about OPAC.

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

THIRD SEMESTER

MLISC-302: LIBRARY AUTOMATION AND DIGITAL LIBRARY

Time 3 hours   Max Marks: 80

PART A

Answer any FIVE questions. All questions carry equal marks. (Marks: 5X4=20)

1. Computerized library system.

2. Open source software for library automation.

3. Digitization process.

4. Optical Character Recognition (OCR).

5. Front page.

6. Dream weaver.

7. Security issues in digital library

8. Digital Object Identifier (DOI).

9. Open URI.

10. Archive

PART B

Answer ALL. questions.Each question carries 12 marks   (Marks: 5x12=60)

11.(a) Enumerate various Computerized library housekeeping operations and explain in detail. Computerized serial control system.

(Or)

(b) Trace the evolution of digital library initiatives in India.

12. (a) List out various file formats used in contentcreation and management. Explain indetail the features of PDF.

(Or)

(b) Discuss various issues involved in content creation and management in digital library.

13. (a) Write a detailed essay on HTML.

(Or)

(b) Write a detailed essay on XML

14.(a).Explain any one of the digital library software architectures

(Or)

(b) Explain the digital library architecture of D-Space.

15. (a) Define Institutional Repositories. Explain the current status of Institutionalin IndiaRepository

(Or)

(b) Write a detailed note on Alexandria Digital Library.

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

THIRD SEMESTER

MLISC-303(B): ACADEMIC LIBRARY SYSTEMS

Time 3 hours   Max Marks: 80

PART A

Answer any FIVE questions. All questions carry equal marks. (Marks: 5X4=20)

1. Parry Committee report
2. College library finance
3. Types of Academic libraries.
4. Library Authority
5. Resource sharing
6. Ad hoc Committee
7. Catalogue-based Services
8. UGC-Info net
9. Human resources development
10. National Education Policy

PART B

Answer ALL. questions. Each question carries 12 marks   (Marks: 5x12=60)

11. a. Describe the Role of Academic Library in Education.

(OR)

b. Describe the growth of building and physical facilities in the academic libraries in

USA,UK and India?

12. a. Explain the recent development of Academic Libraries in India.

(OR)

b. What are the norms and stands for Academic Libraries.

13. a. Describe the basic elements required in planning the Academic Library in Buildings?

(OR)

b. Explain the advantages of a collection development policy.

14. a. what is collection development? Explain various components of collection management & Maintenance?

(OR)

b. Discuss about the different resources available with INFLIBNET?

15. (a).what is library finance ? Explain the various sources of finance to college and university Library?

(b) Discuss the need and Importance of computerization of library activities and functions.

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

THIRD SEMESTER

MLISC-304: COMMUNICATION, SOFT SKILLS, & ETIQUETTE

Time 3 hours   Max Marks: 80

PART A
Answer any FIVE questions
All questions carry equal marks. (Marks: 5X4=20)

1. Types of soft skills

2. Self-awareness

3. Time Management

4. Leadership Skills

5. Public Speaking Skills

6. Presentation Skills

7. Essay Writing

8. E-mails

9. Body Language

10. Interview Skills

PART B
Answer ALL. questions.

Each question carries 12 marks
(Marks: 5x12=60)

11. (a) Differentiate intra and inter personal skills. Attempt an essay on its importance and salient features.

OR

(b)Attempt an essay defining soft skills and its importance in a globalized world.

12. (a).Explain the Time Management Matrix and its significance in maintaining a work life balance

OR

(b). Explain stress management and its importance .

13. (a)Attempt a essay on Group Discussion

OR

(b)Attempt an essay on clarity in Presentation Skills

14. (a)You are the General Manager of TCS. Write a memo to your subordinate Mr. Ravi for
   his negligence in completing the project within the time frame.

OR

(b).Write an essay on "Corruption hinders the nation's development".

15. (a)What is Etiquette? How important is it in today's corporate world?
OR

(b)In an interview, a HR asks the question 'Given a chance, what would you change in your

life?' As an active listener, analyze the content and intent.

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

THIRD SEMESTER

MLISC-305(A): INFORMATION LITERACY

Time 3 hours   Max Marks: 80

PART A

Answer any FIVE questions. All questions carry equal marks.(Marks: 5X4=20)

1. User Training

2. Organization of Information

3. Electronic sources

4. Encyclopedias

5. Types of Networks

6. Search Techniques

7. Internet

8. Non-documentary sources

9. DELNET

10. Year book

PART B
Answer ALL. questions.
Each question carries 12 marks   (Marks: 5x12=60)

11. a. Explain the concept of Information Literacy.

(OR)

  b. what is bibliography? Discuss the various types of Bibliography ?

12. a. Discuss the importance of secondary sources of information with suitable examples.

(OR)

  b. Define Information Technology ? Explain different types of IT components?

13. a. what is Network topology? Explain various types of network typologies?

(OR)

  b. write a detail note on web-resources?

14. a. what is Internet? Explain the users of Internet ?

(OR)

  b. write a detail note on INFLIBNET?

15. (a). Explain the concept of Intellectual Property?

(OR)

(b) Write a detail n0ote on Right to Information?

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

FOURTH SEMESTER

Paper: LIS-401:RESEARCH METHODOLOGY

Time: 3 hours.   Max Marks:

80

SECTION - A

Answer any FIVE questions. All questions carry equal marks

(Marks : 5 x 4 = 20)

1. Research Design.

2. Review of Literature.

3. Plagiarism Concept.

4. Sampling Techniques.

5. Methods of Data Collection.

6. Null Hypothesis.

7. Impact factors in Journals.

8. Reference Styles.

9. Primary Data Vs Secondary Data.

10. Statistical Research in LIS.

SECTION - B

Answer ALL questions. Each question carries 12 marks

(Marks : 5 x 12 = 60)

11. (a). Define Research. Explain the importance, need and purpose of research.

Or

(b). How to select a Research Problem and describe the steps in Research Design.

12. (a). Describe the types of research methods with suitable examples.

Or

(b). Distinguish and describe various research methods.

13. (a). Discuss various methods of data collection in library science research.

Or

(b). Evaluate the techniques of presentation of research results and interpretation in a research report.

14. (a). Discuss the components of research report writing.

Or

(b). Enumerate the growth and development of LIS research in India.

15. (a). What is geographical representation of data. Explain with the help of an example the uses of the graphs.

Or

(b). what is survey research. Explain the merits and demerits of survey research.

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

FOURTH SEMESTER

Generic Elective

Paper: LIS-402: SOFTWARE FOR LIBRARIES: PRACTICE

Time: 3 hours.   Max Marks: 80

Answer any **Three** following questions (20X3=60)

1. Create a Web page for S.V.University library in Note pad.

2. Search and take print screens of two books on "Introduction to Digital Libraries" through Google Books.

3. Search and save one Thesis relating to "Information and Communication Technology" from (Shodh Ganga).

4. Search and take print screens of one book on "Open access and the library" through DOAB.

5. Create metadata for the following title in MARC 21 format using KOHA Software.

CALCULATIONS OF ANALYTICAL CHEMISTRY

Leciester.F.Hamilton

Stephen G. Simpson

Seventh edition

Me Graw Hill book company

Newyork, 2002

Call No: 543   Acc.No.394

Pages: 511   Size: 24 cms

ISBN: 578-3-16-281499-3

II. Retrieve and save any fiveof the following questions. (5x4=20)

6. Write a HTML code to display the following details in notepad.

Name:

Father's Name:

Date of Birth:

Age:

Course:

University:

7. Retrieve and save any two articles relating to "Information Technology" from INFLIBNET Institutional Repository.

8. Retrieve and save any two articles on "Library Consortia" over ShodhSindhu.

9. Retrieve and save any two articles on "Internet of things in libraries" from Annals of Library and Information Science.

10. Retrieve and save any two abstracts on "Digital library Software's" through LISTA Database.

11. Download and save any two articles on "Usage of E-Resources among Students" from DESIDOC Journal.

12. Retrieve and save for any two articles on "Digital Libraries in India" through Directory of Open Access Journals (DOAJ).

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

Paper: LIS-403 (A) - INFORMATION PROCESSING AND RETRIEVAL: U.D.C AND INDEXING

PRACTICE

Time: 3 hours.   Max Marks:

80

SECTION - A

Classify any Ten Titles According to UDC.   **10x5=50**

1. Geography and History.

2. Influence of Weather on Medical Plants.

3. Iodine Content in Bio-Catalysts.

4. International Federation of Library Associations and Industries (IFLA).

5. Metaphysics and Logic.

6. Computer for Library Classification in University Libraries.

7. Library Science Books in Telugu.

8. Dictionary of Nuclear Engineering in Russian.

9. Directory of Medical Colleges.

10. Neutral Countries in the World War.

11. India Independence 1947.08.15.23.45.

12. Sugarcane Cultivation in Rangoon.

13. Female Adolescent Domestic Staff.

14. Treatment of Asthma in Tropical Regions of Asia.

15. Reformation of International Maritime Law.

SECTION – B

Prepare Index entries for the any following of the two titles according to PRECIS, KWIC and KWOC Indexing system

2x15=30

16. Information Needs and Information Seeking Behaviour of Research Scholars in Digital Environment a Study in Bangalore University.
17. Periodical Collection in IITs Delhi, Kanpur and Delhi University Library: Acquisition and Use.
18. Research Output of Intellectual Property Rights with Reference to Indian Science Abstracts: A Bibliometric Study.

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

FOURTH SEMESTER

Paper: LIS-403 (B):-MANAGEMENT OF INFORMATION SYSTEM

Time: 3 hours.   Max Marks: 80

SECTION - A

Answer any FIVE questions. All questions carry equal marks

(Marks : 5 x 4 = 20)

1. Job Description.

2. Planning of HRM.

3. Monitoring Techniques.

4. Zero Based Budgeting (ZBB).

5. PERT / CPM.

6. Change Management.

7. Budgetary Control.

8. Resource Mobilisation.

9. Stock Verification.

10. Recruitment Procedures.

SECTION – B

Answer ALL questions. Each question carries 12 marks

(Marks : 5 x 12 = 60)

11. (a). Explain the steps involved in archival resource management.

Or

(b). Define MIS, characteristics of MIS. Explain the relevance of MIS to the organizations.

12. (a). Elaborate the principles of organization and different types, forms of organization.

Or

(b). Discuss the financial control: budgeting, costing accounting and auditing.

13. (a). Plan of PPBS budgeting system for your library.

Or

(b). What do you know recruitment process. What are the sources and methods pf recruitment.

14. (a). Explain marketing sub-system in detail.

Or

(b). List oriental control techniques in management. Discuss about the process of PERT.

15. (a). Discuss the objectives and functions of Human Resource Management (HRM) in Library and Information Centres.

Or

(b). Briefly Discuss the process of Change Management.

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

FOURTH SEMESTER

Paper: LIS-405 (A):TECHNICAL WRITING

Time: 3 hours.   Max Marks: 80

SECTION - A

Answer any FIVE questions. All questions carry equal marks

(Marks : 5 x 4 = 20)

1. Line and Bar Graphs.

2. Structure of Journal.

3. Uses of Technical Writing.

4. Dictionaries.

5. Target Groups.

6. Syntax.

7. Pie-Charts.

8. Monographs.

9. Conference Papers.

10. Dissertation.

SECTION - B

Answer ALL questions. Each question carries 12 marks

(Marks : 5 x 12 = 60)

11. (a). Define technical writing. Discuss the tips to improve technical writing.

Or

(b). Briefly discuss the technical writing process.

12. (a). Explain the different styles of technical writing with suitable examples.

Or

(b). Discuss in detail the information searching skills.

13. (a). Explain the concept of information designing.

Or

(b). Discuss in detail the information designing process.

14. (a). Write briefly an essay on use of page maker.

Or

(b). Explain the types of technical writing.

15. (a). Write briefly a note on technical reports.

Or

(b).Explain the concept of technical review articles.

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Syllabus 2021

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

First Semester
LIS-101: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

Time: 3 Hours   **Max. Marks: 80**
<div align="center">Section - A</div>

Answer any FIVE Questions. All questions carry equal marks.   **(5X4=20)**
12. Indian National Library
13. Public Library
14. IASLIC
15. CLIP
16. RRLF
17. Open Access System
18. Library Extension Activities
19. Every Book Its Reader
20. Kothari Commission
21. Library cess

<div align="center">Section - B</div>
Answer **All** questions. All questions carry equal marks   (5x12=60)

22. a) Describe how libraries are contributing in modern society?
<div align="center">(OR)</div>

    b) Examine whether librarianship can be considered as a profession?

12. a) Examine the importance of libraries in school education?

(OR)

b) What are the different types of academic libraries and explain their features.

13. a) Explain how the fourth law of library science is fulfilled in libraries?

(OR)

b) Enunciate the fifth law of library science and explain its implication.

14. a) Describe the library legislation in India? Explain Andhra Pradesh public library act?

(OR)

b) What are the important factors of library legislation and their relevance to a good library system?

15. a) Define public relations and discuss the methods of implementing it?

(OR)

b) Discuss the role played by UNESCO in the field of library and documentation?

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

First Semester
LIS-102– KNOWLEDGE ORGANIZATION: CLASSIFICATION THEORY

Time: 3 Hours   **Max. Marks: 80**
Section - A

Answer any FIVE Questions. All questions carry equal marks.   **(5X4=20)**
23. APUPA Pattern
24. Class number
25. Law of Osmosis
26. Principles of Literacy Warrant
27. Parallel Research
28. Lamination
29. Standard Subdivision
30. Array
31. Subject Approach
32. H.E. Bliss

Section - B

Answer **All** questions. All questions carry equal marks   **(5x12=60)**
33. a) Describe the need for and purpose of library Classification?

(OR)

b)Discuss the importance of standard terminology in classification and explain the canons of

classification.

12. a) Explain what you mean by normative principles and their importance in library Classification.

(OR)

b) Describe the different modes of formation of subjects.

13. a) Described the principle of Dr. S. R. Ranganathan which have greatly contributed to the growth of a dynamic theory of library classification?

(OR)

b) Discuss the cannons of classification formulated by W.C.B. Sayers which have laid to basis for the development of the theory of classification?

14. a) Define the notation and discuss the functions and qualities of notation

(OR)

b) State the need for notation in library classification?

15. a) Describe the recent trends in classification? What is Webdewey?

(OR)

b) Give a brief comparative study of CC and DDC?

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

First Semester

LIS-103: KNOWLEDGE ORGANIZATION: CLASSIFICATION PRACTICE

Time: 3 Hours   **Max. Marks: 80**

Classify any following titles according to DDC 22ⁿᵈ Edition.

J. Classify any Five Titles of the following.   **5x2=10**

25. Organisations in the field of Civil Engineering.

26. A Journal of Study and Teaching of Physical Anthropology.

27. Economic situation and condition in Cuba.

28. Trade Unions in China.

29. Grammar of Malayalam language.

30. Psychology of Bengalis.

31. French words in German language.

III. Classify any EIGHT Titles of the following.   6x5=30

32. Philosophy and Theory of Leather and fur goods.

33. Economic Policy of South Asia.

34. Foreign Relations between Japan and Australia.

35. Crimes in the Cities of Argentina.

36. Men and Women and Other Poems: Robert Browing (1812-1889) (English Poetry).

37. A Dictionary of Tamil Epic Poetry.

38. Vocabulary of Sanskrit Language.

39. Social Status of Tamilians in Srilanka.

40. Bible in German language.

41. Social Welfare Problems to Young Russians.

III. Classify any Five Titles of the following.   5x8=40

42. Teaching Statistics in Universities in Andhra Pradesh.

43. Journal of Secondary Education in Scandinavia.

44. French Words in Tamil Language.

45. Critical Appraisal of Russian Literature and Children.

46. History of 20th Century English Poetry Depicting Realism.

47. Chinese-English Dictionary.

48. Education of United States Blocks in England.

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

First Semester
LIS-104: KNOWLEDGEE MANAGEMENT

Time: 3 Hours   **Max. Marks: 80**

Section - A

Answer any FIVE Questions. All questions carry equal marks.   **(5X4=20)**

    34. Knowledge Mapping
    35. Decision Table Frames
    36. E-Business
    37. Artificial Neural Networks
    38. What is Knowledge Management
    39. Ethical issues of Knowledge Management
    40. Tacit Knowledge

41. Define and distinguish knowledge and information
42. Electronic Resources
43. Knowledge transfer in E-World

Section - B
Answer All questions. All questions carry equal marks   **(5x12=60)**

44. a) Explain need for knowledge management in the emerging and changing business environment?

(OR)

   b) Define and discuss the role of knowledge management in the 21st Centruy?

12.   a) Discuss about the knowledge creation and capturing knowledge

(OR)

   b) Explain different types of knowledge management with exaples.

13.   a) Explain with illustration the knowledge transfer cycle?

(OR)

   b) Explain the methods of Data Mining.

14. a) Discuss the role of INTERNET and its services in knowledge?

(OR)

  b) What is the Knowledge transfer? Explain how sharing and transfer is taking place in Digital information?

15. a) Explain the different methods of knowledge coding?

(OR)

  b) Discuss about the different type of tools for knowledge management?

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

First Semester
LIS-105(A) – INTRODUCTION TO INFORMATION TECHNOLOGY

Time: 3 Hours   **Max. Marks: 80**
Section - A

Answer any five Questions. All questions csarry equal marks.   **(5X4=20)**
11. Analog computer
12. Super computer
13. Output Device

14. Operating System
15. Flowchart
16. Database
17. CPU
18. List some of Library software packages
19. Integrated Circuits
20. Linux.

Section - B

Answer **All** questions. All questions carry equal marks   (5x12=60)

11.a) Write an essay on evaluation of computers.

(OR)

b) Explained the structure of computers.

12. a)Discuss different network topologies.

(OR)

b) Explain various devices used in Computer networks.

13. a) Define and explain the types of computer software.

(OR)

b) What is the programming language and elucidate the features of any one of the Computer programming languages.

14. a) Explain the concept of operating system.

(OR)

b) What is database and explain database management system.

15. a) Define and discuss the component of Information Technology.

(OR)

b) Explain the impact of Information Technology in a University Library.

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

First Semester
LIS-106(A) – INFORMATION AND COMMUNICATION

Time: 3 Hours   **Max. Marks: 80**
Section - A

Answer any five Questions. All questions carry equal marks.   **(5X4=20)**

16. E-Mail
17. Channels
18. Star Topology
19. Mass communication
20. WAN
21. Tele Communication
22. ISDN
23. Right to information act
24. Intellectual property
25. NAPLIS

Section - B
Answer **All** questions. All questions carry equal marks   (5x12=60)

26. a) Brief about Information? What are characteristics of information?
    (OR)
    b) Write the communication of information and information generations?

27. a) What are the barriers of communication? describe it.
    (OR)
    b) Define the scope and objectives of the communication?

28. a) What is multimedia? Describe the different types of multimedia?
    (OR)
    b) What is OSI model? Brief about the use of different types of layers in OSI model?

29. a) Explain scientific communication and its trends?
    (OR)
    b) Discuss about the different types of communication models?

30. a) Brief the genesis and characteristics of Information society?
    (OR)
    b) Explain the changing role of library and information centers in society?

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

First Semester

BRANCH – PHILOSOPHY
LIS-107: HUMAN VALUES AND PROFESSIONAL ETHICS-I

Time: 3 Hours   **Max. Marks: 80**

Section - A

Answer any FIVE Questions. All questions carry equal marks.   **(5X4=20)**

12. Moral Imagination
13. Nature of Values
14. Tolerance
15. Civic virtues
16. Empathy
17. Autonomy
18. Satkdryavdda
19. Niskama Karma
20. Reformative
21. Compensative

Section - B

Answer **All** questions. All questions carry equal marks   **(5x12=60)**

22. a) Write an essay on nature and subject – matter of Ethics?

(OR)

b) write an essay on definition, Characteristics, importance and types of values?

12. a) Are values in nature subjective or objective – discuss, ?

(OR)

b) Define good and bad and elucidate characteristics of good and bad.

13. a) Write an essay on justice, responsibility and freedom in human value.

(OR)

b) Define and describe Brahmacharya, Aparigraha, and Moksha.

14. a) Write an essay on the Five Great Vows (Mahavratas) of Jainism.

(OR)

b) Define and describe Aparigraha, Dharma, and Artha.

15. a) Explain the impact of Religion on Values and Behaviour at work place?

(OR)

b) What is the purpose of Criminal Justice? Write briefly on Retributive theories of punishment.

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

II SEMESTER
LIS 201:INFORMATION SOURCES AND SERVICES

Time: 3 Hours   Max. Marks: 80

Section - A

Answer any **five** questions. All questions Carry equal marks.   (5x4=20)

14. Encyclopedia of Britannica
15. Referral Service
16. Newspaper Indexes
17. Periodicals
18. Year Books
19. Machine Translation
20. Bibliographical Formats
21. Universities Hand Book
22. User Orientation
23. Six types of Creative Commons Licences

Section – B

Answer **All** questions. All questions Carry equal mark**s**.   (5x12=60)

24.   **a)** Explain Primary and secondary sources of Information with Examples.
(OR)
   b) Explain the nature, characteristics and criteria for Evaluation of Dictionaries.

12. **a)** Define "Bibliography". List various types of Bibliographies and briefly explain each type with suitable examples.
(OR)
   b) Write an essay on "Indian National Bibliography".

13. **a)** What are the current event sources? List out various sources providing information about current events with examples.
(OR)
   b) Discuss the role of E-Journals and Databases in a University Library.

14. **a)** Explain various information Services provided in an University Library.
(OR)
   b) Define Reference Service and discuss its evolution.

15. **a)** What is Document Delivery Service? Explain the services of any two national Document delivery centres.
(OR)
   b) What is Current Awareness Service? Explain various methods of providing C.A.S. in library and information centres.

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION
II SEMESTER
LIS 202:KNOWLEDGE ORGANIZATION: CATALOGUING THEORY

Time: 3 Hours   **Max. Marks: 80**
Section - A
Answer any **five** questions. All questions Carry equal marks.   (5x4=20)

    12. Web OPAC.
    13. ISBD (M).
    14. Publisher's Catalogue.
    15. Union Catalogue.
    16. Chain Procedure
    17. Centralized Cataloguing.
    18. Prenatal Cataloguing.
    19. Accession Register
    20. Filing of Entries in catalogue cabinet.
    21. LOC subject Headings.

Section – B

Answer **All** questions. All questions Carry equal marks.   (5x12=60)

22. **a)**   Explain in detail types of Entries in AACR-2R
                               (OR)
    b)   Discuss in detail different catalogue codes available in the world.

12. a)   What is Subject catalogue and explain its need and importance in a University library.
                               (OR)
    b)   Briefly explain the Sears List of Subject Headings with suitable examples.

13. a)   Explain the Physical forms of Library Catalogue.
                               (OR)
    b)   Explain about ISBD scope, purpose and use.

14. a)   Discuss about the Normative Principles of cataloguing.
                               (OR)
    b)   Discuss the recent trends in cataloguing.

15. a)   Discuss the merits and demerits of Cooperative Cataloguing.
                               (OR)
    b)   What is Pseudonym? How are catalogue the books written by Pseudonym.

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION
II SEMESTER
LIS 203:KNOWLEDGE ORGANIZATION: CATALOGUING PRACTICE

Time: 3 Hours   **Max. Marks: 80**
Section - A
Catalogue any **four titles** from the following According to AACR-II.   4x15=60

Use Sear's List of Subject Headings for Subject Headings.
Title: 1

Library Classification
(Theory and Practice)
By
Dr. M. Ramchander
Prof. P. Jaya Ram Reddy
and
Prof. P. Srinivasulu
New York
John Wiley and Sons.
2020

        Call No: 025.43   Acc. No: 69861
             P20   Pages   : 370+iv
        Size   : 21 cm   ISBN   : 0471-7241-618-56
              The Book contains Colour Illustrations

Title: 2

Daniel Doronda
By
George Eliot
New York
Nichols Publishing
2006

Other Information

        Call No: 823.8   No of Pages: 315
        EL23   Size   : 22 cm
        Acc No: 86956   First published in: 1876
        Note: George Eliot Real Name is Mary Annie Evans

Title: 3

REPORT OF ADVISORY COMMITTEE FOR LIBRARIES
1959
Ministry of Education
Government of India

Call No: 22.2. N58t N59   Acc No: 2516
Size: 21.5 cm   Pages: xx, 201
Back of the title page – Publication Number 200, published by the Manager of
Publications, Delhi. Published in 1959.

Title: 4

TOURIST MAP OF INDIA
Northern Region
Scale 1: 253440
Based upon Survey of India Maps
and
Published for the Department of Tourism,
Ministry of Transport and Communication
Govt. of India

Produced by the Directorate of Advertising and Visual Publicity
Ministry of Information and Broadcasting
For the Department of Tourism

Govt. of India
New Delhi

Call no: 912.54   Acc. No: 316950
Size: 45 x 30 cms. Map is Colored.

Title: 5

TAMILNADU HANDLOOM CLOTH EXHIBITION
Held at Madras during 1st April – 30th May, 1988

FASHION PARADE
Organised by
South Indian Chamber of Commerce
Madras, 1988

Call No: 677.0954 N88   Acc. No: 304054
Pages: 128p.   Size: 24 cms
It Contains 4 Color Plates.

Section - B

Catalogue any **One title** from the following according to AACR-II   1x20=20
                    Title: 6

JOURNAL OF ALGEBRA
Vol, 112 Issue No. 2 Feb-2000
Published monthly by
Academic Press, Inc.
London

Call No.: B2m56, M89   Size: 27 cms
Other Information:
          The Journal was started in 1989 and completes so far except volumes 98 and 99 and is continuing its subscription. Give your own accession and book numbers.

Title: 7

INTERNATIONAL JOURNAL FOR DEVELOPMENT TECHNOLOGY
Volume 12, No.1 March, 1994
Editors
S.M.A. Shahrestan, B. Nath
International Centre for Technical Research
Beirut, Houston, London

Class No: 605   Acc No. of Volume 1: 2635
Size: 26 Cms   ISSN: 0263 – 418

Other Information:
          The Journal was started in 1983. It is a quarterly publication and complete one Year. The library does not have volume 5 and 6. It is still subscribing to this Journal. The journal contains illustrations.

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

II SEMESTER
LIS 204:   METADATA STANDARDS: PRACTICE

PART - A
Prepare MARC 21 records for the following book titles and enter the records into Koha software   **Marks: 4x10=40**

Title: 1

Studies in Library and Information Science
By
Akhtar Hussain, Faizul Nisha
2nd Edition
Edited by
Amit K. Sharma
B. R Publishing, New Delhi, 2017

Other details:
020.2 AKH
470 pages
ISBN-10: 9386223279
Price: Rs.340
Size 22cm

Title: 2

Library and Information Science: Trends and Research
By
Chuanfu Chen, Ronald Larsen
Springer; 2014 edition (30 September 2014)

Other details:
022.3
345 pages
ISBN: 876 234 567 834
Price: Rs. 234
Size 18 cm

Title: 3

Core Java
By
R. Nageswara Rao
Ess Ess Publications, Hyderabad, 2010

Other Details
010.6
642 Pages
Price: 379/-
Size: 17 cm

ISBN: 978 654 234

Title: 4

<div align="center">

Web Programming
By
Chris Bates
2nd Edition
Wiley India PVT. Limited
Canada, 1998

</div>

Other Details:
ISBN: 81-265-0272-X
Price: 329/-

<div align="center">

PART - B

</div>

Write HTML Program for the following book titles   **4x10=40**

Title: 1

<div align="center">

Text Book of Microbiology

by
R.Vasantha Kumari
Edited by
Cyrus Cooper
Business and Economics publishers
United Kingdom, 3rd February, 2011

</div>

 Other Information
The Book is in English Language
Type/Format: Text/pdf
This book describes Microbiology Education in detail with examples
 All Rights are limited to publishers only
 http://www.microbiology.ac.in
Title: 2

<div align="center">

The Chemistry Book

by
Chemist Derek B. Lowe
Edited by
Kooper
Business and Economics publishers
Cote d Ivory 3rd February, 2011

</div>

Other Information
The Book is in English Language
Type/Format: Text/pdf

This book describes Chemistry Education in detail

The source of this book: Fundamentals of Chemistry by Biz Hub

Title: 3

The Philosophy Book

by
Dorling Kindersley
Edited by
Kooper Kyle
Business and Economics publishers
USA 3rd February, 2011

Other Information
The Book is in English Language
Type/Format: Text/pdf

This book describes Philosophy Education in detail with examples

The source of this book: Fundamentals of Philosophy by Biz Hub

Title: 4

Incarnations

by
Sunil Khanani
Edited by
Denrek Marc
Business and Economics publishers
Italy 3rd February, 2011

Other Information
The Book is in English Language
Type/Format: Text/pdf

This book describes History of India in detail with examples

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION
II SEMESTER
LIS 205 :LIBRARY MANAGEMENT

Time: 3 Hours   **Max. Marks: 80**
Section - A
Answer any **five** questions. All questions Carry equal marks.   (5x4=20)
16. POSDCORB
17. Book Trolley
18. Kardex System
19. Shelf Rectification
20. Accession Register
21. Periodicals Selection Tools
22. Per capita Method
23. Performance Appraisal
24. Library Statistics
25. Library Annual Report

Section - B

Answer **All** questions. All questions Carry **Equal** marks.   (5x12=60)

26. **a)**   Explain the features of Scientific Management. Discuss the contribution of Dr.S.R. Ranganathan to Scientific Management.
                                    (OR)
    b)   What is Management? Explain the functions of Management.

27. **a)**   Describe the functions of Acquisition section of University Library.
                                    (OR)
    b)   Explain Organizational Chart of a library with suitable illustrations.

28. **a)**   Discuss about the various types of Budgeting Systems.
                                    (OR)
    b)   Discuss different types of Library Committees

29. **a)**   Discuss the Book Selection Theories propounded by various library scientists.
                                    (OR)
    b)   Explain the functions of a library circulation system.

30. **a)**   Discuss about furniture and equipment required in University Library.
                                    (OR)

b) Explain the purpose of Stock Verification and discuss various methods of Stock Verification followed in libraries.

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

II SEMESTER
LIS 206(A): Scholarly Communication

Time: 3 Hours   **Max. Marks: 80**

Section – A

Answer any **five** questions. All questions Carry equal marks.   (5x4=20)
    11. Characteristics of Scholarly Content
    12. Channels of Scholarly Communication
    13. Electronic Journals and Databases
    14. Peer Review Process
    15. Trend Reports
    16. Digital Object Identifier(DOI)
    17. Footnote and Endnote
    18. Fair use
    19. Green and Gold Open Access
    20. Six types of Creative Commons Licences

Section – B

Answer **all** questions. All questions Carry **Equal** marks.   (5x12=60)

    11 .a) Define Scholarly communication. Discuss the process of Scholarly
        Communication

(OR)

    b) What is Database? Discuss about different types of electronic Databases   .

    25. a) Describe the process involved in writing the article for Publication.

(OR)
26.
    b) Explain the parts of a research paper.

16. a) Explain the need for providing citations in the research article. List out some

   popular citation style guides.

<div align="center">**(OR)**</div>

   b) Describe the importance of copyright in protecting the rights of authors.

17. a) What is Open Access? Explain some Open Access Repositories.

<div align="center">**(OR)**</div>

   b) Discuss the importance of Peer Review in publication of articles in   academic
      Journals.

18. a) Write an essay on the role of librarians in the changing context of scholarly
      communication.

<div align="center">**(OR)**</div>

   b) Explain the changes taking place in scholarly communication and their impact on
      traditional library services.

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

<div align="center">

II SEMESTER
LIS 207:HUMAN VALUES AND PROFESSIONAL ETHICS - II

</div>

Time: 3 Hours   **Max. Marks: 80**
<div align="center">**Section - A**</div>
Answer any **five** questions. All questions Carry equal marks.   (5x4=20)
   12. Importance of Health Care
   13. Problem of Abortion
   14. Illegal Business
   15. Ethical Abuses
   16. Water Pollution
   17. Traffic Rules Violation
   18. Problems of Women
   19. Human Rights Violation
   20. Impact of Media on Youth
   21. Pest Control

<div align="center">**Section - B**</div>
Answer **All** questions. All questions Carry equal marks.   (5x12=20)

   22. a) Describe the status of women in the present day society.

<div align="center">**(OR)**</div>

      b) Explain the nature and concept of Human Values.

   12. a) What is Self Esteem? Explain with relevant examples.

b) What are the Moral responsibilities of Medical Practitioners?

13. a) Write about ethical issues in Genetic Engineering.
(OR)
b) What are work ethics? Explain with examples.

14. a) What are the negative effects of Air Pollution?
(OR)
b) Examine the relationship between Man and Nature.

15. a) Discuss the role of internet in the changing environment in India.
(OR)
b) "T.V has changed the family life in India" Discuss.

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION
THIRD SEMESTER
MLISC-301: INFORMATION PROCESSING AND RETRIEVAL THEORY

Time 3 hours   Max Marks: 80
PART A

Answer any FIVE questions. All questions carry equal marks.   (Marks: 5X4=20)

1. Objectives of IPR

2 .Information Transfer

3.Relative index in DDC

4 Auxiliary table in UDC

5. ASLIB

6. Citation Indexing

7. Criteria for evaluation of indexing.

9. Uniterm indexing

9.KWOC

10. Web indexing

PART B

Answer ALL questions. Each question carries 12 marks   (Marks: 5x12=60)

11.(a)Explain the concept, objectives and functions of IPR

Or

(b) Discuss the role of IPR in information transfer

12.(a) Define vocabulary control and explain its role in information retrieval.

Or

(b) Explain the methods followed in the design of indexing language.

13. (a) Explain the steps involved in the construction of thesaurus.

Or

(b) Describe any one pre co-ordinating indexing system.

14. (a)Describe the procedure in the formulation of search strategy.

Or

(b) Critically evaluate 'Medlars' experiments in IPR.

15.(a) Write an essay on trends in information retrieval.

Or

(b) Write briefly about OPAC.

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION
THIRD SEMESTER
MLISC-302: LIBRARY AUTOMATION AND DIGITAL LIBRARY

Time 3 hours   Max Marks: 80

PART A

Answer any FIVE questions. All questions carry equal marks. (Marks: 5X4=20)
11. Computerized library system.

12. Open source software for library automation.

13. Digitization process.

14. Optical Character Recognition (OCR).

15. Front page.

16. Dream weaver.

17.   Security issues in digital library

18. Digital Object Identifier (DOI).

19. Open URI.

20. Archive

PART B
Answer ALL. questions.Each question carries 12 marks   (Marks: 5x12=60)

11.(a) Enumerate various Computerized library housekeeping operations and explain in detail. Computerized serial control system.

(Or)

(b) Trace the evolution of digital library initiatives in India.

12. (a) List out various file formats used in contentcreation and management. Explain indetail the features of PDF.

(Or)

(b) Discuss various issues involved in content creation and management in digital library.

13. (a) Write a detailed essay on HTML.

(Or)

(b) Write a detailed essay on XML

14.(a).Explain any one of the digital library software architectures

(Or)

(b) Explain the digital library architecture of D-Space.

15. (a) Define Institutional Repositories. Explain the current status of Institutionalin IndiaRepository

(Or)

(b) Write a detailed note on Alexandria Digital Library.

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

THIRD SEMESTER

MLISC-303(B): ACADEMIC LIBRARY SYSTEMS

Time 3 hours   Max Marks: 80

PART A

Answer any FIVE questions. All questions carry equal marks. (Marks: 5X4=20)

11. Parry Committee report

12. College library finance

13. Types of Academic libraries.

14. Library Authority

15. Resource sharing

16. Ad hoc Committee

17. Catalogue-based Services

18. UGC-Info net

19. Human resources development

20. National Education Policy

PART B

Answer ALL. questions. Each question carries 12 marks   (Marks: 5x12=60)

11. a. Describe the Role of Academic Library in Education.

(OR)

b. Describe the growth of building and physical facilities in the academic libraries in

USA,UK and India?

12. a. Explain the recent development of Academic Libraries in India.

(OR)

b. What are the norms and stands for Academic Libraries.

13. a. Describe the basic elements required in planning the Academic Library in Buildings?

(OR)

b. Explain the advantages of a collection development policy.

14. a. what is collection development? Explain various components of collection

management & Maintenance?

(OR)

b. Discuss about the different resources available with INFLIBNET?

15. (a).what is library finance ? Explain the various sources of finance to college and

university Library?

(b) Discuss the need and Importance of computerization of library activities and

functions.

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

THIRD SEMESTER

MLISC-304: COMMUNICATION, SOFT SKILLS, & ETIQUETTE

Time 3 hours   Max Marks: 80

PART A

Answer any FIVE questions

All questions carry equal marks. (Marks: 5X4=20)

16. Types of soft skills

17. Self-awareness

18. Time Management

19. Leadership Skills

20. Public Speaking Skills

21. Presentation Skills

22. Essay Writing

23. E-mails

24. Body Language

25. Interview Skills

PART B
Answer ALL. questions.
Each question carries 12 marks
(Marks: 5x12=60)

26. (a) Differentiate intra and inter personal skills. Attempt an essay on its importance and salient features.

OR

(b)Attempt an essay defining soft skills and its importance in a globalized world.

27. (a).Explain the Time Management Matrix and its significance in maintaining a work life balance

OR

(b). Explain stress management and its importance .

28. (a)Attempt a essay on Group Discussion

OR

(b)Attempt an essay on clarity in Presentation Skills

29. (a)You are the General Manager of TCS. Write a memo to your subordinate Mr. Ravi for
his negligence in completing the project within the time frame.

OR

(b).Write an essay on "Corruption hinders the nation's development".

30. (a)What is Etiquette? How important is it in today's corporate world?
OR

(b)In an interview, a HR asks the question 'Given a chance, what would you change in your

life?' As an active listener, analyze the content and intent.

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

THIRD SEMESTER

MLISC-305(A): INFORMATION LITERACY

Time 3 hours   Max Marks: 80

PART A
Answer any FIVE questions. All questions carry equal marks.(Marks: 5X4=20)

11. User Training

12. Organization of Information

13. Electronic sources

14. Encyclopedias

15. Types of Networks

16. Search Techniques

17. Internet

18. Non-documentary sources

19. DELNET

20. Year book

PART B
Answer ALL. questions.
Each question carries 12 marks   (Marks: 5x12=60)

11. a. Explain the concept of Information Literacy.

    (OR)

  b. what is bibliography? Discuss the various types of Bibliography ?

12. a. Discuss the importance of secondary sources of information with suitable examples.

    (OR)

  b. Define Information Technology ? Explain different types of IT components?

13. a. what is Network topology? Explain various types of network typologies?

    (OR)

  b. write a detail note on web-resources?

14. a. what is Internet? Explain the users of Internet ?

    (OR)

  b. write a detail note on INFLIBNET?

15. (a). Explain the concept of Intellectual Property?

    (OR)

  (b) Write a detail n0ote on Right to Information?

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

FOURTH SEMESTER

Paper: LIS-401:RESEARCH METHODOLOGY

Time: 3 hours.   Max

Marks: 80

SECTION - A

Answer any FIVE questions. All questions carry equal marks

(Marks : 5 x 4 = 20)

16. Research Design.

17. Review of Literature.

18. Plagiarism Concept.

19. Sampling Techniques.

20. Methods of Data Collection.

21. Null Hypothesis.

22. Impact factors in Journals.

23. Reference Styles.

24. Primary Data Vs Secondary Data.

25. Statistical Research in LIS.

SECTION - B

Answer ALL questions. Each question carries 12 marks

(Marks : 5 x 12 = 60)

26. (a). Define Research. Explain the importance, need and purpose of research.

Or

(b). How to select a Research Problem and describe the steps in Research Design.

27. (a). Describe the types of research methods with suitable examples.

Or

(b). Distinguish and describe various research methods.

28. (a). Discuss various methods of data collection in library science research.

Or

(b). Evaluate the techniques of presentation of research results and interpretation in a research report.

29. (a). Discuss the components of research report writing.

Or

(b). Enumerate the growth and development of LIS research in India.

30. (a). What is geographical representation of data. Explain with the help of an example the uses of the graphs.

Or

(b). what is survey research. Explain the merits and demerits of survey research.

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

FOURTH SEMESTER

Generic Elective

Paper: LIS-402: SOFTWARE FOR LIBRARIES: PRACTICE

Time: 3 hours.   Max Marks: 80

Answer any **Three** following questions (20X3=60)
13. Create a Web page for S.V.University library in Note pad.

14. Search and take print screens of two books on "Introduction to Digital Libraries" through Google Books.

15. Search and save one Thesis relating to "Information and Communication Technology" from (Shodh Ganga).

16. Search and take print screens of one book on "Open access and the library" through DOAB.

17. Create metadata for the following title in MARC 21 format using KOHA Software.

CALCULATIONS OF ANALYTICAL CHEMISTRY
Leciester.F.Hamilton
Stephen G. Simpson
Seventh edition
Me Graw Hill book company
Newyork, 2002

Call No: 543   Acc.No.394

Pages: 511   Size: 24 cms

ISBN: 578-3-16-281499-3

II. Retrieve and save any fiveof the following questions. (5x4=20)

18. Write a HTML code to display the following details in notepad.

Name:

Father's Name:

Date of Birth:

Age:

Course:

University:

19. Retrieve and save any two articles relating to "Information Technology" from INFLIBNET Institutional Repository.

20. Retrieve and save any two articles on "Library Consortia" over ShodhSindhu.

21. Retrieve and save any two articles on "Internet of things in libraries" from Annals of Library and Information Science.

22. Retrieve and save any two abstracts on "Digital library Software's" through LISTA Database.

23. Download and save any two articles on "Usage of E-Resources among Students" from DESIDOC Journal.

24. Retrieve and save for any two articles on "Digital Libraries in India" through Directory of Open Access Journals (DOAJ).

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

FOURTH SEMESTER

Paper: LIS-403 (A) - INFORMATION PROCESSING AND RETRIEVAL: U.D.C AND INDEXING PRACTICE

Time: 3 hours.   Max Marks: 80

SECTION - A

Classify any Ten Titles According to UDC.   **10x5=50**

19. Geography and History.

20. Influence of Weather on Medical Plants.

21. Iodine Content in Bio-Catalysts.

22. International Federation of Library Associations and Industries (IFLA).

23. Metaphysics and Logic.

24. Computer for Library Classification in University Libraries.

25. Library Science Books in Telugu.

26. Dictionary of Nuclear Engineering in Russian.

27. Directory of Medical Colleges.

28. Neutral Countries in the World War.

29. India Independence 1947.08.15.23.45.

30. Sugarcane Cultivation in Rangoon.

31. Female Adolescent Domestic Staff.

32. Treatment of Asthma in Tropical Regions of Asia.

33. Reformation of International Maritime Law.

SECTION – B

Prepare Index entries for the any following of the two titles according to PRECIS, KWIC and KWOC Indexing system

     2x15=30

34. Information Needs and Information Seeking Behaviour of Research Scholars in Digital Environment a Study in Bangalore University.
35. Periodical Collection in IITs Delhi, Kanpur and Delhi University Library: Acquisition and Use.
36. Research Output of Intellectual Property Rights with Reference to Indian Science Abstracts: A Bibliometric Study.

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

FOURTH SEMESTER

Paper: LIS-403 (B):-MANAGEMENT OF INFORMATION SYSTEM

Time: 3 hours.   Max Marks: 80

SECTION - A

Answer any FIVE questions. All questions carry equal marks

(Marks : 5 x 4 = 20)

16. Job Description.

17. Planning of HRM.

18. Monitoring Techniques.

19. Zero Based Budgeting (ZBB).

20. PERT / CPM.

21. Change Management.

22. Budgetary Control.

23. Resource Mobilisation.

24. Stock Verification.

25. Recruitment Procedures.

SECTION – B

Answer ALL questions. Each question carries 12 marks

(Marks : 5 x 12 = 60)

26. (a). Explain the steps involved in archival resource management.

Or

(b). Define MIS, characteristics of MIS. Explain the relevance of MIS to the organizations.

27. (a). Elaborate the principles of organization and different types, forms of organization.

Or

(b). Discuss the financial control: budgeting, costing accounting and auditing.

28. (a). Plan of PPBS budgeting system for your library.

Or

(b). What do you know recruitment process. What are the sources and methods pf recruitment.

29. (a). Explain marketing sub-system in detail.

Or

(b). List oriental control techniques in management. Discuss about the process of PERT.

30. (a). Discuss the objectives and functions of Human Resource Management (HRM) in Library and Information Centres.

Or

(b). Briefly Discuss the process of Change Management.

MASTER OF LIBRARY AND INFORMATION SCIENCE DEGREE EXAMINATION

FOURTH SEMESTER

Paper: LIS-405 (A):TECHNICAL WRITING

Time: 3 hours.   Max

Marks: 80

SECTION - A

Answer any FIVE questions. All questions carry equal marks

(Marks : 5 x 4 = 20)

16. Line and Bar Graphs.

17. Structure of Journal.

18. Uses of Technical Writing.

19. Dictionaries.

20. Target Groups.

21. Syntax.

22. Pie-Charts.

23. Monographs.

24. Conference Papers.

25. Dissertation.

SECTION - B

Answer ALL questions. Each question carries 12 marks

(Marks : 5 x 12 = 60)

26. (a). Define technical writing. Discuss the tips to improve technical writing.

Or

(b). Briefly discuss the technical writing process.

27. (a). Explain the different styles of technical writing with suitable examples.

Or

(b). Discuss in detail the information searching skills.

28. (a). Explain the concept of information designing.

Or

(b). Discuss in detail the information designing process.

29. (a). Write briefly an essay on use of page maker.

Or

(b). Explain the types of technical writing.

30. (a). Write briefly a note on technical reports.

Or

(b).Explain the concept of technical review articles.

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