**Appendix – 'A' to Item No. 'B-1'**

**SRI VENKATESWARA UNIVERSITY, TIRUPATI**
**SVU COLLEGE OF ARTS**
**P.G. Degree Programme (CBCS) Regulations-2016**
**(With effect from the batch admitted in the academic year 2016-17)**

**CHOICE-BASED CREDIT SYSTEM (CBCS)**

1. **Preamble:**

P.G Degree Programme is of two academic years with each academic year being divided into two consecutive (one odd + one even) semesters.

Choice-Based Credit System (CBCS) is a flexible system of learning and provides choice for students to select from the prescribed elective courses. A course defines learning objectives and learning outcomes and comprises of lectures/tutorials/laboratory work/field work/project work/viva/seminars/ assignments/ presentations/ self-study etc. or a combination of some of these.

Under the CBCS, the requirement for awarding a degree is prescribed in terms of number of credits to be completed by the students.

**The CBCS permits students to:**

   i. Choose electives from a wide range of courses offered by the Departments of the College/University.
   ii. Opt for additional courses of interest
   iii. adopt an inter-disciplinary approach in learning
   iv. make the best use of expertise of the available faculty

2. **Minimum Qualification:**

Minimum qualification for seeking admission into a specialization of P.G Degree Programme is U.G Degree, with at least 40% marks for general and pass marks for SC/ST in aggregate, awarded by Sri Venkateswara University (SVU) in the appropriate Branch of learning or any other equivalent examination recognized by other Higher Education Institution and Universities.

3. **Branches of Study:**

The Branches of study in PG Degree Programme are:

| S. No. | Name of the Department |
|--------|------------------------|
| 1 | Adult & Continuing Education |
| 2 | Ancient Indian History Culture & Archaeology |
| 3 | Econometrics |
| 4 | Economics |
| 5 | English |
| 6 | Hindi |
| 7 | History |
| 8 | Human Rights & Social Development |
| 9 | Foreign Languages & Linguistics |
| 10 | Library & Information Science |
| 11 | Performing Arts |
| 12 | Philosophy |
| 13 | Political Science & Public Administration |
| 14 | Population Studies & Social Work |
| 15 | Rural Development & Management |

| 16 | Sanskrit |
|----|----------|
| 17 | Sociology |
| 18 | Area Studies (South East Asian Pacific Studies) |
| 19 | Tamil |
| 20 | Telugu Studies |
| 21 | Tourism |
| 22 | Arabic, Persian & Urdu |
| 23 | Centre for Extension Studies & Centre for Women's Studies |

4. **Programme Duration:**

4.1 Minimum duration of the full-time P.G Programme is two consecutive academic years i.e. four semesters and maximum period is four academic years.

4.2 **Semester:**
Generally, each semester shall consist of 90 actual instruction days including the sessional test days. However, instructional days may be reduced up to 72, when necessary, with increased instructional hours per course per week.

5. **Credits:**
Credit defines the quantum of contents/syllabus prescribed for a course and determines the number of instruction hours per week. The norms for assigning credits to a course for a duration of one semester shall be as follows:
   i One credit for every one hour of lecture/tutorial per week
   ii One credit for every two hours of practical work/seminar per week
   iii 4 credits in a semester for project work.

6. **Classification of Courses:**
The courses of each specialization of study are classified into Core Courses and Elective Courses and Foundation courses. It is mandatory for a student to complete successfully all the Core and Elective courses pertaining to his/her of specialization of study.

## Semester-I

| Sl.no | Components of Study | Title of the Course | | Credit Hrs / Week | No. of Credit | IA Marks | Sem End Exam Marks | Total |
|-------|---------------------|---------------------|---|-------------------|---------------|----------|--------------------|-------|
| 1. | **Core** | 1 | Mandatory | 6 | 4 | 20 | 80 | 100 |
| 2. | | 2 | | 6 | 4 | 20 | 80 | 100 |
| 3. | | 3 | | 6 | 4 | 20 | 80 | 100 |
| 4. | | 4 | | 6 | 4 | 20 | 80 | 100 |
| 5. | **Compulsory Foundation** | 5a | Opt- 1 | 6 | 4 | 20 | 80 | 100 |
| | | 5b | | | | | | |
| | | 5c | | | | | | |
| 6. | **Elective Foundation** | 6a | Opt- 1 | 6 | 4 | 20 | 80 | 100 |
| | | 6b | | | | | | |
| **Total** | | | | **36** | **24** | **120** | **480** | **600** |

*All CORE Papers are Mandatory
- **Compulsory Foundation - Choose one paper**
- **Elective Foundation - Choose one paper.**
- **Interested students may register for MOOC with the approval of the concerned DDC but it will be considered for the award of the grade as open elective only giving extra credits.**

## Semester-II

| Sl.no | Components of Study | Title of the Course | | Credit Hrs / Week | No. of Credit | IA Marks | Sem End Exam Marks | Total |
|---|---|---|---|---|---|---|---|---|
| 1. | | 1 | | 6 | 4 | 20 | 80 | 100 |
| 2. | Core | 2 | Mandatory | 6 | 4 | 20 | 80 | 100 |
| 3. | | 3 | | 6 | 4 | 20 | 80 | 100 |
| 4. | | 4 | | 6 | 4 | 20 | 80 | 100 |
| 5. | Compulsory Foundation | 5a 5b 5c | Opt-1 | 6 | 4 | 20 | 80 | 100 |
| 6. | Elective Foundation | 6a 6b | Opt-1 | 6 | 4 | 20 | 80 | 100 |
| | Total | | | 36 | 24 | 120 | 480 | 600 |

**\*All CORE Papers are Mandatory**
- **Compulsory Foundation - Choose one paper**
- **Elective Foundation - Choose one paper.**
- **Interested students may register for MOOC with the approval of the concerned DDC but it will be considered for the award of the grade as open elective only giving extra credits.**

## Semester-III

| Sl.no | Components of Study | Title of the Course | | Credit Hrs / Week | No. of Credit | IA Marks | Sem End Exam Marks | Total |
|---|---|---|---|---|---|---|---|---|
| 1. | | 1 | | 6 | 4 | 20 | 80 | 100 |
| 2. | Core | 2 | Mandatory | 6 | 4 | 20 | 80 | 100 |
| 3. | | 3 | | 6 | 4 | 20 | 80 | 100 |
| 4. | Generic Elective | 4a 4b | Opt-2 | 6 | 4 | 20 | 80 | 100 |
| | | 4c 4d | | 6 | 4 | 20 | 80 | 100 |
| 5. | Open Elective | 5a 5b 5c | Opt- 1 | 6 | 4 | 20 | 80 | 100 |
| | Total | | | 36 | 24 | 120 | 480 | 600 |

**\* All CORE Papers are Mandatory**
- **Generic Elective - Choose two**
- **Open Electives are for the Students of other Departments. Minimum One Paper should be opted. Extra credits may be earned by opting for more number of open electives depending on the interest of the student through self study.**
- **Interested students may register for MOOC with the approval of the concerned DDC.**

**Semester-IV**

| Sl.no | Components of Study | Title of the Course | | Credit Hrs / Week | No. of Credit | IA Marks | Sem End Exam Marks | Total |
|---|---|---|---|---|---|---|---|---|
| 1. | **Core** | 1 | Mandatory | 6 | 4 | 20 | 80 | 100 |
| 2. | | 2 | | 6 | 4 | 20 | 80 | 100 |
| 3. | | 3 | | 6 | 4 | 20 | 80 | 100 |
| 4. | **Generic Elective** | 4a | Opt-2 | 6 | 4 | 20 | 80 | 100 |
| | | 4b | | | | | | |
| | | 4c | | 6 | 4 | 20 | 80 | 100 |
| | | 4d | | | | | | |
| 5. | **Open Elective** | 5a | Opt- 1 | 6 | 4 | 20 | 80 | 100 |
| | | 5b | | | | | | |
| | | 5c | | | | | | |
| | **Total** | | | **36** | **24** | **120** | **480** | **600** |

**\* All CORE Papers are Mandatory**
- **Generic Elective - Choose two**
- **Open Electives are for the Students of other Departments. Minimum One Paper should be opted. Extra credits may be earned by opting for more number of open electives depending on the interest of the student through self study.**
- **Interested students may register for MOOC with the approval of the concerned DDC.**

6.1 **Core Course:-**
There may be a core course in every semester. This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study.

6.2 **Elective Course:-**
Elective course is a course which can be chosen from a pool of papers. It may be :
- Supportive to the discipline of study
- Provide a expanded scope
- Enable an exposure to some other discipline/domain
- Nurture student's proficiency/skill.

6.2.1. An elective may be "Generic Elective" focusing on those courses which add generic proficiency to the students. These electives shall be "Discipline centric". Three or Four papers may be offered, of which Two may be chosen.

6.2.2 An elective may be "Open Elective" and shall be offered for other Disciplines only. Atleast one paper must be chosen for study as mandatory. More than one paper may be studied through self study.

6.3 **Foundation Course:-**
The Foundation Courses may be of two kinds: Compulsory Foundation and Elective foundation, "Compulsory Foundation" courses are the courses based upon the content that leads to Knowledge enhancement. They are mandatory for all discipline. Elective Foundation courses are value-based and are aimed at man-making education.

6.4 **MOOCS and e-Learning:**
Discipline centric elective course through MOOCS (Massive Open Online Course) platform. Students of I, II and/or III semesters can register for the courses/offered by authorized Institutions/Agencies through online with the approval of the DDC concerned. The certificate issued by the Institutions/Agencies after successful completion of the course will be considered for the award of the Grade to that course in open electives category only.
Further, 30-40% of the syllabus of any one course in I, II and III semesters may be taught through e-Learning.

7    **Course Registration:**

Every student has to register for the set of Courses offered by the Department in that Semester including those of Open Elective course of the other Departments and MOOCS courses with the total number of their Credits being limited by considering the permissible weekly contact hours (typically: 36/Week).

8    **Credits Required for Award of Degree:**

A student shall become eligible for the award of P.G degree, if he/she earns a minimum of 96 credits by passing all the core and electives along with practicals, seminars, comprehensive viva-voce prescribed for the programme.

8.1    It is mandatory for a student to complete successfully all the core courses pertaining to his/her specialization of study.

8.2    A student may choose Generic Electives from the list of elective courses offered from his/her specialization of study.

8.3    Further, a student may select from a list of Elective courses from other Departments as Open Electives to "suit the required" number of credits, such that the total credits is atleast 96.

8.4    There should be a register maintained by the Head of the Department indicating for each student, the course (s) registered by the student within the department, so that "Generic Electives" opted by the student are indicated.

8.5    In the case of Open Elective, the Head of the Department should prepare a statement /register indicating the courses choosen/ opted by the students of the department in other departments.

8.6    The Head of the Department should send the list of registered papers (opted by the students) to the principal with a copy to the controller of examinations immediately with in a week of commencement of each semester.

8.7    A copy of the courses registered by the students in each semester approved by the Principal shall be sent to the Academic Branch as well as Examination Branch.

8.8    The list of students registered for Mooc's shall be furnished giving details of the programme with a copy to the Principle and Controller of Examinations.

8.9    A model of Registers to be maintained by the Head of the Department is given in the Annexure. It is mandatory on the part of the Head of the Department to maintain Register for each UG/PG Course separately.

9.    **Scheme of Instruction :**

The Board of Studies (BOS) of each specialization shall formulate the scheme of instruction and detailed syllabi. For every course learning objectives and learning outcomes should be defined. While formulating the scheme of instruction, the BOS shall facilitate to offer the minimum number of credits for the entire Programme. The syllabi of theory courses shall be organized into four / five units of equal weight. The question paper for the Semester end University Examination in theory course shall consist of four / five units, two questions from each unit of syllabus carrying a total of 60 marks. There shall be short answer questions for a total of 20 marks.

9.1    Part A contains of 20 marks with two short question from each unit out of which the student has to answer five questions with each question carrying 4 marks with a total of 20marks.

Examination in theory shall consist of five units in each paper, two questions from each unit of syllabus out of which a student shall answer one question carrying 12 marks for each question with a total of 60 marks.

In case of any course / programme having practicals out of the total 80 marks, the theory shall consist of 50 marks and practicals 30 marks. Out of the total theory marks of 50, section A carries 10 marks and Section B 40 marks. Section A contains 8 short questions out of which 5 should be answered, each question carrying 2 marks.

In Section B, out of 10 questions 5 are to be answered with internal choice each question carrying 8 marks.

10. **Course Numbering Scheme:**
    Each course is denoted by an alphanumeric code as detailed below:

| S. No | Name of the Course | Course Code |
|---|---|---|
| ARTS | | |
| 1 | Adult & Continuing Education | **MAAE** |
| 2 | Ancient Indian History Culture & Archaeology | **AIHC&A** |
| 3 | Econometrics | **EMT** |
| 4 | Economics | **ECO** |
| 5 | English | **ENG** |
| 6 | Hindi | **HIN** |
| 7 | History | **HST** |
| 8 | Human Rights & Social Development | **HR** |
| 9 | Foreign Languages & Linguistics | **LING** |
| 10 | Library & Information Science | **LIS** |
| 11 | Performing Arts (Music) | **PA-M** |
| 12 | Performing Arts (Dance) | **PA-D** |
| 13 | Philosophy | **PHI** |
| 14 | Political Science & Public Administration | **PSPA** |
| 15 | Population Studies | **PSC** |
| 16 | Rural Development & Management | **MARDM** |
| 17 | Sanskrit | **SNSKT** |
| 18 | Social Work | **MSW** |
| 19 | Sociology | **MASO** |
| 20 | Area Studies (South East Asian Pacific Studies) | **SEAP** |
| 21 | Tamil | **TML** |
| 22 | Telugu Studies | **TEL** |
| 23 | Tourism | **T** |
| 24 | Urdu | **URD** |
| 25 | Women Studies & Management | **SVUWS** |

11. **Evaluation :**

11.1 Evaluation shall be done on a continuous basis i.e. through Continuous Internal Evaluation (CIE) in the Semester and Semester End Examination (SEE). For each theory course, there shall be two internal tests of two hours duration carrying 20 marks each and one Semester end Examination of 3 hours duration carrying 80 marks. Internal marks for a maximum of 20 shall be awarded based on the average performance of the two internal tests.

11.2 The first internal test shall be held immediately after the completion of 50% of the instruction days covering 50% of the syllabus. The second internal test shall be held immediately after the completion of 90 instruction days covering the remaining 50% of the syllabus.

11.3 It is mandatory for a student to attend both the internal tests in each theory course. The weighted average of the marks secured in two tests is awarded as sessional marks. However, 0.8 shall be assigned as weight for the best performance of the two tests whereas for the other test it shall be 0.2. If a student is absent for any of the internal test for whatsoever reason, the marks for that test shall be zero.

11.4 The students shall verify the valuation of answer scripts of sessional tests and sign on the same after verification.

11.5 The valuation and verification of answer scripts of Sessional Tests shall be completed within a week after the conduct of the internal tests. The answer scripts shall be maintained in the dept until the semester end results are announced.

11.6 The valuation of Semester end Examination answer scripts shall be arranged by the Controller of Examinations as per the University procedures in vogue.

11.7 **Evaluation of Practicals:**

For each practical course, the sessional marks for a maximum of 100 shall be awarded by the teacher based on continuous assessment of practical work. The Semester end University practical Examinations carrying 100 marks shall be conducted by i) Internal examiners and ii) external examiner permitted by the BoS of the Department a panel submitted to the Controller of Examinations.

12. **Project Work :**

12.1 The work shall be carried out in the concerned department of the student or in any recognized Educational Institutions of Higher learning / Universities / Industry / Organization as approved by the DDC. The student shall submit the outcome of the project work in the form of a report.

12.2 The project work shall be evaluated at the end of the IV semester with 70 marks for the report and 30 marks for the Viva Voice with a maximum of a 100 marks.

13. **Grading and Grade Points:**

**Grade Point**: It is a numerical weight allotted to each letter grade on a 10-point scale

**Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.

**Semester Grade Point Average (SGPA)**: It is a measure of performance of work done in a semester. It is the ratio of total credit points secured by a student in the courses registered in a semester and a total course credits taken during that semester. It shall be given up to two decimal places.

$$\textbf{SGPA } (Si) = \Sigma(Ci \times Gi) / \Sigma Ci$$

Where Ci is the number of credits of the ith course and Gi is the grade point scored by the student in the ith course.

The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

**Cumulative Grade Point Average (CGPA)**: It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in the courses in all semesters and the sum of the total credits of all courses in all the semesters. It is given up to two decimal places.

$$\textbf{CGPA} = \Sigma(Ci \times Si) / \Sigma Ci$$

Where Si is the SGPA of the ith semester and Ci is the total number of credits in that semester.

The SGPA and CGPA shall be rounded off to two decimal points and reported in the transcripts.

**Letter Grades and Grade Points:**
A 10-point grading system with the following letter grades is to be followed.
**Grades and Grade Points**

| Marks | Grade Point | Letter Grade |
|---|---|---|
| 75-100 | 7.5-10 | O  (Outstanding) |
| 65-74 | 6.5-7.4 | A+  (First) |
| 60-64 | 6.0-6.4 | A    (First) |
| 55-59 | 5.5-5.9 | B+  (Second) |
| 50-54 | 5.0-5.4 | B    (Second) |
| 40-49 | 4.0-4.9 | C    (Third) |
| 00-39 | 0.0-3.9 | F    (Fail) |

A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

13.1    In each Semester, every student who satisfies the attendance requirements should register for examination, failing which he/she shall not be promoted to the next semester. Any such student who has not registered for examination in a semester shall repeat that semester in the next academic year after obtaining the proceedings of the Principal.

13.2    To pass a course in PG Programme, a student has to secure the minimum grade of (P) in the PG Semester end Examination. A student obtaining Grade F shall be considered failed and will be required to reappear in the examination as supplementary candidate.

13.3    A student is eligible to improve the marks in a paper in which he has already passed, in with 4 years from the year of admission as and when it is conducted for the subsequent batches. This provision shall not be provided once the candidate is awarded Degree.

13.4    A student who has failed in a course can reappear for the Semester end Examination as and when it is held in the normal course. The Sessional Marks obtained by the student will be carried over for declaring the result.

13.5    Whenever the syllabus is revised for a course, the semester Examination shall be held in old syllabus three times.  Thereafter, the students who failed in that course shall take the semester end Examination in the revised syllabus.

14.   **Award of Degree :**

A student who has earned a minimum of 96 credits by passing in all the core courses and the minimum number of electives prescribed shall be declared to have passed the course work and shall become eligible for the award of degree.

14.1    A student who has earned extra credits shall be issued a separate certificate to that effect mentioning the subject and grade.

15. **Ranking and Award of Prizes / Medals :**

15.1 Ranks shall be awarded in each branch of study on the basis of Cumulative Grade Point Average (CGPA) for top ten percent of the students or top three students whichever is higher.

15.2 The students who have become eligible for the award of PG degree by passing all the four semester regularly without break, shall only be considered for the award of ranks.

15.3 Award of prizes, scholarships and other honours shall be according to the rank secured by the student as said above and in conformity with the desire of the Donor.

16. **Attendance Requirements:**

16.1 A student is required to complete the Programme of Study satisfying the attendance requirements in all the semesters within twice the prescribed period of study i.e. 4 academic years from the year of admission failing which he/she forfeits his/her seat.

16.2 A student shall repeat the semester if he/she fails to satisfy the attendance requirements given below:
    i A student shall attend at least 60 percent of the maximum hours of instruction taken by the teacher for each course.
    ii A student shall attend at least 75 percent of the maximum hours of instruction taken for all the courses put together in that semester.

16.3 The Principal shall condone the shortage of attendance of a student provided; the student satisfies the clause 16.2 and obtain atleast 60% of overall attendance in a semester on medical grounds only.

16.4 A student who fails to satisfy the attendance requirements specified in clause 16.2 shall repeat that semester in the subsequent academic years with the written permission of the Principal.

16.5 A student shall not be permitted to study any semester more than two times during the Programme of his/her study.

16.6 A student who satisfies the attendance requirements specified in clause 16.2 in any semester may be permitted to repeat that semester after canceling the previous attendance and sessional marks of that semester with the written permission of the Principal. However, this facility shall be extended to any student not exceeding twice during the entire Programme of study provided the stipulation in clause 16.1 is met.

17. **Conditions of Promotion:**

A student shall be eligible for promotion to the next semester provided, if he/she satisfies the attendance requirements in the immediately preceding semester as specified in clause 16.The Principle of the concerned college will furnish the promotion list to the HOD at the beginning of II, III & IV Semesters.

18. **Transitory Regulations:**

18.1 A student who has been repeated in the previous regulations for not satisfying the attendance requirements shall be permitted to join in these regulations provided the clauses 16.1 and 16.4 hold good.

18.2 Semester end University Examinations under the regulations that immediately precede these regulations shall be conducted two times after the conduct of last regular examination under those regulations.
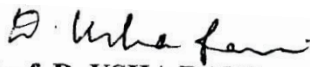
18.3    The students who satisfy the attendance requirements under the regulations that immediately precede these regulations, but do not pass the courses shall appear for the Semester end University Examinations in equivalent courses under these regulations as specified by the BOS concerned.

19    **Grievance Redressal Committee**

The Principal of the concerned college shall constitute a Grievance Redressal Committee by nominating three Professors from among the faculty of the college with the Vice – Principal of the college as Convenor and Chairperson for a period of two years. The Convener of the committee, one among the three, shall receive the complaints from the students regarding the valuation of sessional tests and place the same before the Committee for its consideration.  The committee shall submit its recommendations to the Principal for consideration.

20.    **Amendment to the Regulations:**

Sri Venkateswara University reserves the right to amend these regulations at any time in future without any notice. Further, the interpretation any of the clauses of these regulations entirely rest with the University.

**Prof. D. USHA RANI**
**Dean Faculty of Arts**

**Appendix No: 'B'   Item No: 'B-2'**
**SRI VENKATESWARA UNIVERSITY: TIRUPATI**
**SVU COLLEGE OF ARTS**
**DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE**
(Syllabus Common for S V University College and affiliated by SVU Area)
(Revised Scheme of Instruction and Examination, Syllabus etc., with effect from the
Academic Year's 2016-17 for I and II Semesters and 2017-18 for III and IV Semesters)
**Revised CBCS Pattern  with effect from 2016-17**

# Library and Information Science (M.L.I.S.c)
**The course of Study and Scheme of Examinations**

## Semester –I

| S. No | Code | Title of the Course | Credit Hrs / Week | No. of Credits | Core / Elective | IA | SEE | Total Marks |
|---|---|---|---|---|---|---|---|---|
| 1 | LIS 101 | Foundations of Library and Information Science | 6 | 4 | Core | 20 | 80 | 100 |
| 2 | LIS 102 | Knowledge Organization : Classification Theory | 6 | 4 | Core | 20 | 80 | 100 |
| 3 | LIS 103 | Knowledge Organization : Classification Practice | 6 | 4 | Core | 20 | 80 | 100 |
| 4 | LIS 104 | Knowledge Management | 6 | 4 | Core | 20 | 80 | 100 |
| 5. | LIS 105 | Introduction to Information Technology | 6 | 4 | CF | 20 | 80 | 100 |
| 6. | LIS 106 | Human Values and Professional Ethics – I | 6 | 4 | EF | 20 | 80 | 100 |
| | | **Total** | **36** | **24** | | **120** | **480** | **600** |

**\*All CORE Papers are Mandatory**
- **Compulsory Foundation - Choose one paper**
- **Elective Foundation - Choose one paper.**
- **Interested students may register for MOOC with the approval of the concerned DDC but it will be considered for the award of the grade as open elective only giving extra credits.**

## Semester –II

| S. No | Code | Title of the Course | Credit Hrs / Week | No. of Credits | Core / Elective | IA | SEE | Total Marks |
|---|---|---|---|---|---|---|---|---|
| 1 | LIS 201 | Information Sources and Services | 6 | 4 | Core | 20 | 80 | 100 |
| 2 | LIS 202 | Knowledge Organization : Cataloguing Theory | 6 | 4 | Core | 20 | 80 | 100 |
| 3 | LIS 203 | Knowledge Organization : Cataloguing Practice | 6 | 4 | Core | 20 | 80 | 100 |
| 4 | LIS 204 | Meta Data Standards – Practice | 6 | 4 | Core | 20 | 80 | 100 |
| 5. | LIS 205 | Library Management | 6 | 4 | CF | 20 | 80 | 100 |
| 6. | LIS 206 | Human Values and Professional Ethics – II | 6 | 4 | EF | 20 | 80 | 100 |
| | | **Total** | **36** | **24** | | **120** | **480** | **600** |

**\*All CORE Papers are Mandatory**
- **Compulsory Foundation - Choose one paper**
- **Elective Foundation - Choose one paper.**
- **Interested students may register for MOOC with the approval of the concerned DDC but it will be considered for the award of the grade as open elective only giving extra credits.**

# Semester –III

| S. No | Code | Title of the Course | Credit Hrs / Week | No. of Credits | Core / Elective | IA | SEE | Total Marks |
|---|---|---|---|---|---|---|---|---|
| 1 | LIS 301 | Information Processing and Retrieval Theory | 6 | 4 | Core | 20 | 80 | 100 |
| 2 | LIS 302 | Library Automation and Digital Library | 6 | 4 | Core | 20 | 80 | 100 |
| 3 | LIS 303 | Search and search strategies | 6 | 4 | Core | 20 | 80 | 100 |
| 4 | LIS 304A | User Studies | 6 | 4 | Generic Elective | 20 | 80 | 100 |
| | LIS 304B | Internship | | | | | | |
| | LIS 304C | Academic Library System | 6 | 4 | | 20 | 80 | 100 |
| | LIS 304D | Special Library System | | | | | | |
| 5 | LIS 305A | Information Literacy | 6 | 4 | Open Elective | 20 | 80 | 100 |
| | LIS 305B | Information and Communication | | | | | | |
| | | **Total** | **36** | **24** | | **120** | **480** | **600** |

**\* All CORE Papers are Mandatory**

- **Generic Elective - Choose two**
- **Open Electives are for the Students of other Departments. Minimum One Paper should be opted. Extra credits may be earned by opting for more number of open electives depending on the interest of the student through self study.**
- **Interested students may register for MOOC with the approval of the concerned DDC.**

# Semester –IV

| S. No | Code | Title of the Course | Credit Hrs / Week | No. of Credits | Core / Elective | IA | SEE | Total Marks |
|---|---|---|---|---|---|---|---|---|
| 1 | LIS 401 | Research Methodology | 6 | 4 | Core | 20 | 80 | 100 |
| 2 | LIS 402 | Software for Libraries - Practice | 6 | 4 | Core | 20 | 80 | 100 |
| 3 | LIS 403 | Dissertation / Project work | 6 | 4 | Core | 20 | 80 | 100 |
| 4 | LIS 404A | Management of Information system | 6 | 4 | Generic Elective | 20 | 80 | 100 |
| | LIS 404B | Museums and Archives | | | | | | |
| | LIS 404C | Information Processing and Retrieval : UDC and Indexing Practice | 6 | 4 | | 20 | 80 | 100 |
| | LIS 404D | Marketing of Information Products and Services | | | | | | |
| 5 | LIS 405A | Information Systems and Programmes | 6 | 4 | Open Elective | 20 | 80 | 100 |
| | LIS 405B | Technical Writing | | | | | | |
| | | **Total** | **36** | **24** | | **120** | **480** | **600** |

**\* All CORE Papers are Mandatory**

- **Generic Elective - Choose two**
- **Open Electives are for the Students of other Departments. Minimum One Paper should be opted. Extra credits may be earned by opting for more number of open electives depending on the interest of the student through self study.**
- **Interested students may register for MOOC with the approval of the concerned DDC.**

## 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.

# 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.

## 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 . 6$^{th}$ ed. Banglore: Sarada. Ranganathan Endoment for library Science , 1994.
2. Dewey, Melvil. Dewey Decimal Classification . 3 vols. 18$^{th}$ ed. New York: Lake placid , 1978.
3. Raju, AAN . Dewey Decimal Classification : Theory and practice . Madras : TR , 1995.
4. Stija, MP. Manual of practical Colon Classification . New Delhi, Sterling, 1984.
5. Batty, CD. An introduction to 20$^{th}$ 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 definitions**
- Need for Knowledge Management in the emerging and changing business environment
- Understanding knowledge; Types of knowledge -explicit and tacit knowledge
- Knowledge works changing role of Library and Information professionals.

**UNIT II**: **Knowledge creation and capturing Knowledge**
- Creation model
- Capturing tacit Knowledge

**UNIT III**: **Knowledge codification and organization: Knowledge base**
- Knowledge mapping, decision trees, decision tables frames etc.

**UNIT IV**: **Knowledge transfer and sharing steps in knowledge transfer.**
- Knowledge transfer in E -World, role of Internet E -Business / E- Commerce.

**UNIT V**: **Tools for knowledge Management**
- Neural network Data mining
- Legal and ethical issues in Knowledge Management

## RECOMMENDED BOOKS

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

# LIS 105: INTRODUCTION TO INFORMATION TECHNOLOGY

**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

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. Compupters for Libraries . 2<sup>nd</sup> ed. London: Clive Bingley, 1985.

7. Stern, KR and Stern, Nancy. Introduction to Computers and  information Processing. New York :  John Wiley, 1982.

8. Teddy. Lucy. An  Introduction to Computer based  Library system . 2<sup>ND</sup> ed. New York : Wiley. 1984.

9. Zoorkoozy, Peter . Information Technology and Introduction . 2<sup>ND</sup> ed. London : Pettman,  1985.

# 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 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.

## 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

# 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.

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

**UNIT IV:**        **Subject Cataloguing.**
-        Subject Heading lists.

**UNIT V:**        **Methods of Cataloguing and Standardization.**
-        Prenatal, Cooperative and   Centralized Cataloguing.
-        Standardization   of Bibliographic activities.
-        ISBD (M), ISBD (S), ISBD ( NBM ), Etc.

**RECOMMENDED BOOKS**

1. Girija Kumar and  Krishna Kumar. Theory of 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.

## 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.

## 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 subfields

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

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

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

# LIS 205: LIBRARY MANAGEMENT

**UNIT I:**   **Introduction to Management.**
- Concept definition and scope.
- Management schools of thought
- Functions and principles of scientific Management.
- Organization Structures

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

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

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

**UNIT V:**   **Library building, rules and reporting.**
- Library building: Planning, furniture and equipment
- Library rules and regulations
- Annual report.
- Library statistics.

## RECOMMENDED BOOKS

1. Evans, G. Edward.. Management techniques for librarians . 2$^{nd}$ ed . New york : Academic Press, 1983.
2. Katz, W.A. Collection development , the selection of materials for libraries . New york . Holt,  Rinohart and Winston,  1980.
3. Krishan Kumar :  Library Administration and Management . New Delhi : Vikas , 1987.
4. Lock, R.N.   Library administration .   3$^{rd}$ ed. New  York :  Philosophical Library . 1965.
5. Mittal, RL   Library Administration :  Theory and Practice . 5$^{th}$ ed.  Delhi . Metropolton , 1984.
6. Narayana , G.J. Library and Information Management , New Delhi  PHI 1991.
7. Ranganathan , S.R. :  Library administration . 2$^{nd}$ 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: 206: 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 concerns.

**Unit –II:** Medical ethics: Views of charka, Sushurta and Hippocratus on moral responsibility of medical practitioners. Code of ethics for medical and healthcare professionals. Euthanasia, Ethical obligation to 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:** Environmental ethics: Ethical theory, Man and nature- Ecological crisis, Pest control, Pollution and waste Climate change; Energy and population, justice and environmental health.

**Unit- IV:** Social ethics: Organ trade, human trafficking, Human rights violation and social disparities; Feminist ethics, surrogacy/pregnancy; Ethics of media - Impact of Newspapers, Television, Movies and Internet.

## Books for study

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.Petick and john f. Quinn Response Books:New delhi
4. "Ethics in managemen'By S.A.Sherlkar, 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: Manava 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 Sankrit series, VolI,II and III, Varnasi, Vol I OO, 16-20,21-22 and 74-77 only.
11. Caraka Samhita :Tr.Dr.Ram Karan Sarna and Vaidya Bhagavan Dash, Chowkambha.

# SEMESTER – III

## 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.

# 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)

# 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. Keyword 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.

### LIS 304B: INTERNSHIP

Internship is compulsory to the students of third semester.

# 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 3$^{rd}$ 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: 304 D:  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. 2<sup>nd</sup> 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: 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. 2$^{nd}$ 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.6$^{th}$ ed 2014.
7. Jeffiery,S. Modern Electronic Communication.9$^{th}$ ed 2015.

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

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

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

### RECOMMENDED BOOKS

1. Charles. H  Busha and  Stephen,  P. Harter . Research Methods in librarianship. Techniques and interpretation . New York : Academic Press. 1980.
2. Maurice. B line . Library surveys. 2$^{ND}$ 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.

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

**UNIT V:** Data mining.

## LIS 403: DISSERTATION / PROJECT WORK

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

## 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

## 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 - 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 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.

## 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, 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.