

PERIYAR UNIVERSITY, SALEM – 11

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE Master of Library and Information Science (M.Lib.I.Sc)

Two Year – CBCS Pattern (4 Semesters) Programme Regulations and Syllabus (Revised)

Revised Syllabus effective from 2018-19 onwards

1. Objectives of the Course:

To impart advance knowledge in Library and Information Science and to provide the required skills for managing modern library and information centers.

2. Eligibility for admission and total intake:

A candidate who has passed ANY degree examination of this University or an examination of any other Universities / Institutions approved and accepted by the Syndicate of this University as equivalent thereto.

Intake: 30 (Thirty)

3. Duration of the Course and Distribution of Credit Points:

The duration of the course is **Two years**. It consists of **FOUR** semesters under **Choice Based Credit System (CBCS)**. The minimum credit requirement for a two year Master's programme shall be 90 credits. The break-up of credits for the programme is as follows:

- Core Courses (Eighteen) : 76 Credits
- Supportive courses (Two) : 6 Credits
- MOOC / SWAYAM (Two) : 8 Credits

4. Course of Study:

The course of study for the degree shall be in Master of Library and Information Science (**M.Lib.I.Sc**) with internal assessment according to the syllabus prescribed from time to time.

Total Marks	: 2300 Marks
For each Theory course	: 100 Marks (IA: 25 + UE: 75)
For each Practical course	: 100 Marks (IA: 40 + UE: 60)
@For Internship Training	: 100 Marks (IA: 40 + EA: 60)
Dissertation and Viva-voce	: 100 Marks (IA: 40 + viva-voce 60)

Evaluation of Internship as IA marks given by concern library Head,
EA made by Write-up and Presentation.

***IA** : Internal Assessment (30 Internal +30 External)

UE : University Examination

EA : External Assessment

Scheme of Examination:

Core / Ele / Supp	Paper Code	Title of the Paper	CH	Cre	Marks		
					CIA	EX	Tot
FIRST SEMESTER							
CORE THEORY-I	18UPLIS1C01	Foundations of Library and Information Science	4	4	25	75	100
CORE THEORY-II	18UPLIS1C02	Introduction to Information Technology	4	4	25	75	100
CORE THEORY -III	<u>18UPLIS1C03</u>	Management of Library and Information Centers	4	4	25	75	100
CORE THEORY -IV	18UPLIS1C04	Information Processing - Classification Theory	4	4	25	75	100
CORE PRACTICAL - I	18UPLIS1P01	Information Processing – Classification Practice (DDC & CC)	6	4	40	60	100
CORE PRACTICAL - II	18UPLIS1P02	Computer Lab Practice	6	4	40	60	100
SECOND SEMESTER							
CORE THEORY -V	<u>18UPLIS1C05</u>	Information Sources and Services	4	4	25	75	100
CORE THEORY- VI	18UPLIS1C06	Library Automation and Digital Library (Theory)	4	4	25	75	100
CORE- THEORY -VII	18UPLIS1C07	Information Processing - Cataloguing Theory	4	4	25	75	100
CORE PRACTICAL - III	18UPLIS1P03	Information Processing and Retrieval – Cataloguing Practice - AACR-II and UDC	6	4	40	60	100
Common Paper	06PHR01	Human Rights	4	4	25	75	100
Supportive - I		Supportive - I	4	3	25	75	100
THIRD SEMESTER							
CORE THEORY -VIII	<u>18UPLIS1C08</u>	Information Retrieval System	4	4	25	75	100
CORE THEORY -IX	<u>18UPLIS1C09</u>	Research Methodology	4	4	25	75	100
CORE THEORY -X	18UPLIS1C10	Knowledge Management	4	4	25	75	100
CORE THEORY -XI	18UPLIS1C11	Preservation and Conservation of Library Resources	4	4	25	75	100
CORE PRACTICAL - IV	18UPLIS1P04	Library Automation and Digital Library (Lab Practice)	6	4	40	60	100
Supportive - II		Supportive - II	4	3	25	75	100
CORE PRACTICAL - V	18UPLIS1P05	Internship	3 We eks	4	40	60	100
FOURTH SEMESTER							

Elective - I		Elective – I	4	4	25	75	100
Elective - II		Elective - II	4	4	25	75	100
CORE PRACTICAL - VI	18UPLIS1P06	Multimedia Tools	6	4	40	60	100
Project	18UPLIS1P07	Project: Dissertation & Viva-Voce	15	4	40	60	100
			127	90	680	1620	2300

	Internal	External	Total
Theory	25	75	100
Practical	40	60	100

LIST OF ELECTIVE COURSES

- | | |
|-----------------|--|
| 1. 18UPLIS1E01 | Marketing of Information Products and Services |
| 2. 18UPLIS1E02 | Library Networks, Consortia and Resource Sharing |
| 3. 18UPLIS1E03 | Electronic Information Resources |
| 4. 18UPLIS1E04 | Public Library System and Services |
| 5. 18UPLIS1E05 | Bibliometrics |
| 6. 18UPLIS1E06 | User Education and Communication |
| 7. 18UPLIS1E07 | Digital Content Management Systems |
| 8. 18UPLIS1E08 | Special Library and Information Systems |
| 9. 18UPLIS1E09 | Intellectual Property Rights |
| 10. 18UPLIS1E10 | Academic Library System |

LIST OF SUPPORTIVE COURSES

- | | |
|----------------|--|
| 1. 18UPLIS1S01 | Information Resources on STEM |
| 2. 18UPLIS1S02 | Open Educational Resources |
| 3. 18UPLIS1S03 | Information Search Strategies and Techniques |
| 4. 18UPLIS1S04 | Information Sources |
| 5. 18UPLIS1S05 | E- Resources |

6. Examination:

Examination shall be of three hours duration for each paper. Examination will be held at the end of the Semester. The candidates failing in any subject(s) may be permitted to reappear in the subsequent examinations.

Evaluation of Internal Assessment: 25 Marks

Test : 10 Marks (Best one out of two tests – 5 Marks & Model Exam – 5)
Seminar : 5 Marks
Assignment : 5 Marks
Attendance : 5 Marks
Passing minimum shall be 50% out of 25 marks (13 Marks)

7. Question Paper Pattern:

A. Theory:

Time: 3 Hours

Max. Marks: 75

PART – A: 20 X 1 = 20

Answer all the questions

PART – B: 3 X 5 = 15

Answer all the questions

PART – C: 5 X 8 = 40

Five questions 1 each from every unit

Note: Passing minimum marks shall be 50% out of 75 (38 Marks)

B. 1. Practical: Classification (Using CC and DDC)

All questions carry equal marks

PART – A: 5 x 2 = 10

PART – B: 5 x 4 = 20

PART – C: 5 x 2 = 10

PART – D: 5 x 4 = 20

Part A & B – CC

Part C & D – DDC

B. 2. Practical: Cataloguing (AACR- II): 6 x 10 = 60 Marks

B. 3. Practical: Advanced Classification & Cataloguing (UDC and AACR- II - NBM)

All questions carry equal marks

PART - A: Advanced Classification UDC: 30 Marks

Section - A: $5 \times 3 = 15$

Section - B: $3 \times 5 = 15$

PART - B: Cataloguing AACR – II: $3 \times 10 = 30$ Marks

C. Internship Training: 3 Weeks

Every candidate should undergo Internship training programme at IIT, NIT, Universities and other higher educational institutions for a period of three weeks. They should submit a report after completion of internship.

8. Passing Minimum:

The Candidates shall be declared to have passed the examination, if they secure not less than 50% marks (Both internal and external) in each examination.

9. Classification of Successful Candidates:

Successful Candidates should have passed all the examinations securing the marks.

- i. 60% and above shall be declared to have passed the examination in **I Class**
- ii. 50% and above but below 60% in the aggregate of the marks for all subjects shall be declared to have passed the examination in **II Class**.
- iii. Candidates who obtain 75% of the marks in the aggregate shall be deemed to have passed the examination in **FIRST Class** with distinction provided they pass all the examinations prescribed for the programme at the first appearance.

10. Commencement of the Regulations:

The above regulations shall take effect from the academic year 2018-2019

18UPLIS1C01: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

Objectives:

- To know the fundamental concepts of information and Libraries, the types and services.
- To study the Principles of library Legislation and IPR related to the libraries.

Unit –I

Nature of Information: Definition: Data, Information, Knowledge and Wisdom, characteristics of Information; various patterns and models of Information – factors influencing growth of Information, Information transfer cycle; Impact of socio-economic changes.

Unit – II

Communication: Concepts, definition, theories and models, Channels and Barriers of Communication.

Unit – III

Types of Libraries: Functions and Services; Five Laws of Library Science and its implications; Professional ethics; Role of Professional Associations: National and International Levels – ILA, IASLIC, IATLIS, IFLA and ALA

Unit - IV

Library movement and legislation in India - Model Library Bill, Delivery of Books and Newspapers Act – Intellectual Property Rights – Information policy, Right to Information, Knowledge Commission.

Unit – V

Promoters of Library and Information Services – UNESCO, RRRLF - Extension Activities: ICT enabled services to public – Evolution, growth and development of LIS Schools in India – Current Trends.

Learning Outcomes:

- Students will know the concepts on Library.
- Know about the information and its importance in society.

Text & Reference:

1. Khanna, J.K. Library and Society. Kurushektra: Research Publication, 1987
2. Richerd E Rubin. Foundations of Library and Information Science. New York, Neal-Schuman Publishers. 2004.
3. UNESCO. National Libraries their problems and prospects. Paris.1960.
4. Rubin, Richard E. Foundations of Library and Information Science. Neal-Schuman Publishers, Inc., 100 Varick St., New York, 1998.
5. Reitz, Joan M. Dictionary for Library and Information Science. Libraries Unlimited, 2004.
6. Ranganathan, S. R. Five Laws of Library Science. 5th ed. Bangalore: Sarad Ranganathan Endowment for Library Science, 2006.
7. Venkatappaiah, Velage and Madhusudan, M. Public Library Legislation in the New Millennium: New Model Public Library Acts for the Union, States and Union Territories. Delhi: Bookwell, 2006.

Objectives:

- To learn the applications of computer in Library and Information Science
- To know the Networking technology and database management

Unit – I

Information Technology: Concept, Meaning and Definitions. Components – Impact of Information Technology on society – Computer and Communication Technologies, Types of computers – CPU, Storage and Input/output Devices, RAM and ROM, USB, Hard Discs, Scanners and Camera, Printers.

Unit – II

Data presentation in Computers: Binary Number System, Character encoding standards – ASCII, BCD, EBCDIC and UNICODE.

Unit – III

Computer Software: System Software and Application Software, Programming Concepts: Open source and Propriety, Operating Systems: Single & Multi – User system – MS-Window, Linux, UNIX, Window-NT, Client-server architecture.

Unit – IV

Computer Networks and Topologies – LAN, MAN, WAN – Internet - IP address and domain name system, Intranet – Web Technology: Web Browser, Search Engines – Hypertext, Hypermedia - Integrated Service Digital Network (ISDN) – Open System Inter connection (OSI).

Unit – V

DBMS – Objectives, Characteristics and Design – RDBMS – Office Management: Word processing, Spreadsheet, Presentation Software, Database in LIS.

Learning Outcomes:

- Know the basics of ICT and its applications in Libraries and Information Centers.
- An ability to use current techniques, skills and tools necessary for LIS Management.

Texts & References:

1. ITL Education Solutions Limited, Introduction to information technology, New Delhi, Pearson Publications, 2012.
2. Rajaraman, V., Introduction to Information Technology, 3rd ed., New Delhi, PHI Learning Pvt. Ltd., 2018.
3. Rizwan Ahmed .P, Introduction to information Technology, Chennai, Margham Publications, 2013.
4. Rajiv R. Paithankar, Govind S. Ghogare, Information Technology in Library Science, Anmol Publications Pvt. Ltd., New Delhi, 2015.

Objectives:

- To provide knowledge about administration of Libraries and Information Centers,
- To understand Library Housekeeping Operations, Planning and Budgeting.

Unit-I: PRINCIPLES OF LIBRARY MANAGEMENT

- i) General Management Principles – Elements of Management - Library organization – structure
- ii) Management School of Thoughts - Henri Fayal - Frederick Winslow Taylor (Scientific Management) - POSDCORB
- iii) Levels of Management - Functional areas of management - Management by Objectives.

Unit-II: LIBRARY HOUSEKEEPING OPERATIONS

- i) Collection Development Policy and Procedure for Books and Non-Books materials – Selection Tools
- ii) Various sections of libraries and information centers and their functions
 - a) Acquisitions section – Conventional - Web based / online acquisition of reading materials
 - b) Technical section
 - c) Circulation section
 - d) Periodical section
 - e) Reference Section
- iii) Stock maintenance and Stock verification - Binding and Preservation - Weeding out policies.

Unit-III: FINANCIAL MANAGEMENT

- i) Sources of Library Finance
- ii) Budget techniques and method - PPBS, Zero Based Budgeting
- iii) Cost effective and cost benefit analysis
- iv) Library Buildings, Furniture and Equipment.

Unit-IV: HUMAN RESOURCE MANAGEMENT

Staffing - Recruitment – Staff formula - Training – Performance Appraisal - Motivation

Unit-V: MANAGERIAL TASKS in LIBRARY ADMINISTRATION

Library Governance - Library authority - Library committee, need and functions - Library Ethics – Library rules and regulations – Norms for library (AICTE, UGC, MCI, etc.,) -Challenges for Librarianship in digital era.

Learning Outcome:

- Students can apply management principles and other cross-disciplinary perspectives to develop best practices in library and information centers.
- Students manage the information resources, including information acquisition, management, dissemination, organization and preservation.

Texts & References:

1. Krishan Kumar : Library Administration and Management . New Delhi : Vikas , 1987.
2. Mittal, RL Library Administration: Theory and Practice. ESS ESS Publications, 2nd Edition, New Delhi.
3. Ranganathan , S.R. : Library administration . 2nd ed. Bombay, Asia
4. Ranganathan , S.R. : Library Book Selection, ESS ESS Publications, 2nd Edition, New Delhi.
5. Sethunath, V.S. and Ganesh kumar,M, Librarianship in Digital Era, Crescent Publication Corporation, New Delhi, 2012.
6. Praveen Kumar (Ed), Emerging Trends in Library and Information Science, ESS ESS Publications, New Delhi, 2013.
7. <http://epgp.inflibnet.ac.in/ahl.php?csrno=21>

18UPLIS1C04: INFORMATION PROCESSING – CLASSIFICATION THEORY

Objectives:

- To understand concepts and the schemes of knowledge classification
- To know the process related to classification(DDC, UDC & CC)

Unit –I

Classification theory – Meaning, Definition, purpose, Needs, Functions; knowledge classification and book classification; Understanding Different types of classification – Enumerative and Analytico – Synthetic Schemes.

Unit – II

Modes of formation of subjects – Basic, Primary, Compound and Complex Subjects; Normative principles and their applications; Notation Concepts, Features, Qualities; Three plans of work.

Unit – III

Fundamental Categories; Facet Analysis; Rounds and Levels; Common Isolates and auxiliaries: ACI and PCI and special; Postulate and Postulation Approach; array and chain, Devices, canons Law; Phase Relations.

Unit – IV

DDC, UDC, CC and Broad System of Ordering (BSO) Structures and Features; Parts of Call Number.

Unit – V

Classification of Digital Resources; Recent Developments in Classification – Web Dewey, Role of Classification Research Group (CRG)

Learning Outcomes:

- Understand the scientific principles and the theories of library classification.
- Develop skill on construct call numbers.

Text & References:

1. Krishan Kumar, Theory of Classification, 2nd rev. ed. Delhi, Vikas, 2001.
2. Shabahat Husain, Library Classification: Facet and Analysis. Ed. 2 Rev. Delhi, B.R.Publishing Corporation, 2004
3. Susan Batley : Classification in theory and practice, 2nd Ed, Chandos publishing 2014.
4. Ranganathan, S R & Malur Aji Gopinath, Prolegomena to Library Classification, Ess Ess Publications, 2006.

18UPLIS1P01: INFORMATION PROCESSING – CLASSIFICATION PRACTICE (DDC & CC)

Objectives:

- To gain practical knowledge about classification schemes.
- To know the process related to classification (DDC, UDC & CC).

Classification of Books and other documents using CC (6th Edition) and Dewey decimal classification (23rd Edition)

Learning Outcomes:

- Understand the scientific principles and the theories of library classification.
- Develop skill on construct call numbers.

Texts & References

1. DDC Ed.23, OCLC Ohio,2003
2. Ranganathan, S.R. Colon Classification Ed.6. Bombay, Asia Publishing House, 1960

18UPLIS1P02: COMPUTER LAB PRACTICE

Objectives:

- To develop basic Information Technology skills.
- To learn searching techniques.

Practice:

- Installing OS
- Creating electronic documents, files and various file formats
- Creation of Database
- Searching Databases
- Plagiarism

Learning Outcomes:

- Acquired skills on installing programmes
- Learnt various skills on database creation and searching techniques.

SECOND SEMESTER

18UPLIS1C05: INFORMATION SOURCES AND SERVICES

Objectives:

- To understand the different types of information sources (print and electronic)
- To study various types of Information systems and services

Unit – I

Information Sources: Documentary, Non Documentary – Print and Non-Print-Electronic, Primary, Secondary, Tertiary sources, Internet source.

Unit – II

Reference Source – Types and Value – Dictionaries, Encyclopedias – Biographical – Handbooks and Manuals – Geographical – Abstracting and Indexing sources, Bibliographical Sources – INB, BNB. Web Resource– E-Books, E- Journals, E-Databases, Institutional Repositories, Subject Gateways, Citation databases.

Unit – III

Information Services: Concepts, Types, Needs. Literature Search, Documentation Services, Translation Service, Document Delivery Service, Electronic document delivery, Referral Service, Online Reference service etc.

Unit – IV

Functions of Information Systems – NISCAIR - NASSDOC – DESIDOC – SENDOC – DELNET – INFLIBNET National Knowledge Networks

Unit – V

Recent Trends: Web based Information Services — Information Alerts –Web 2.0- RSS and Blogs

Learning Outcome:

- Conquer the knowledge on various sources and services provided by library.
- Understand the context of information services and systems.

Texts & References:

1. Gurdev, Singh, Information Sources, Services and Systems, Delhi, PHI Learning Private Limited, 2013.
2. Krishan, Kumar, Reference Service, Vikas Publishers, New Delhi, 2008.
3. Sharma, C.K., Reference Service and Sources, Atlantic Publishers, Delhi, 2006.
4. Ranganathan, S.R., Reference Service, Ess Ess Publishers, Delhi, 2006.
5. Dhiman, Anil K., and Yashoda Rani, Learn Information and Reference Sources and Services, Ess Ess Publishers, New Delhi, 2005.
6. Devarajan, G. and Pulikuthiel, Joseph Kurien, Information Access, Tools, Services and Systems, Ess Ess Publishers, New Delhi, 2011.
7. Gorman, Digital Features in Information and Library Services, Chennai, Allied Publishers, 2002.

18UPLIS1C06: LIBRARY AUTOMATION AND DIGITAL LIBRARY (Theory)

Objectives:

- To make them aware about the Library Automation and Digital Libraries Softwares.
- To know the hardware and software's required for Library Automation and Digital Libraries.

Unit - I

Library Automation: Definition, need, purpose and advantages. Automation Vs Mechanization. Areas of Automation – Acquisition, Cataloguing, Access to Catalogue (OPAC), Circulation and Serial Control.

Unit- II

Planning for Automation Procedure: Steps in Automation: Library services and technology Hardware and Software selection and Implementation, Library Software Packages, Criteria for Evaluation of Library Software Packages.

Unit – III

Digital Libraries: Definitions, Concept, Characteristics, functions and Advantages-Digital Library collection - Major Digital Library Initiatives.

Unit – IV

Design and Organization of Digital Libraries: Architecture, Interoperability, Protocols and Standards, Study of Digital Library Softwares.

Unit – V

Digital content creation: files formats, Archives and Preservation.

Learning Outcome:

- Acquired the practical applications of library automation and Digital library softwares.
- Attained skills on using technologies to provide services to patrons.

Text & Reference:

1. Chowdhury, G.G, Introduction to Digital Libraries. London: Facet Publishing, 2003
2. Deegan, Marilyn & Tanner, Simon, (2002) Digital futures: strategies for the information age. London: Library Association.
3. Lakshmikant Mishra, Automation and Networking of Libraries, New Age International, 2008.
4. <http://www.librarysoftware.in/library-automation.html>

18UPLIS1C07: INFORMATION PROCESSING - CATALOGUING THEORY

Objectives:

- To understand the concepts and theory o cataloguing, standards of cataloguing code

- To know the Principles, functions and various forms of Cataloguing.

Unit-I

Library Cataloguing – Need, Purpose and Functions; Centralized and Co-operative Cataloguing, Descriptive Vs. Limited Cataloging, Arrangement and Filing of Entries.

Unit – II

Cataloguing Rules, types of Catalogues – Physical Forms and machine readable (Web OPAC) catalogue advantages and disadvantages, Inner forms (Dictionary, Classified and Alphabetical) of Catalogue – overview of AACR-II, MARC21, Dublin Core, ISBD, CCF and RDA (Resource Description and Access)

Unit – III

Subject catalogues - Sears' List of subject headings; Indexing Languages - Pre-coordinate and Post-coordinate Indexing, Chain indexing, Uni term Indexing, PRECIS, POPSI, KWIC, KWOC – Citation Indexing.

Unit – IV

Recent trends - WorldCat, IndCat, Pre-Natal Cataloguing, Cataloging in Publication, Union Catalogue.

Unit – V

Normative Principles of Cataloguing - Canons, Laws, Principles and their Implications; Vocabulary control-Thesaurus.

Learning Outcomes:

1. They understand usefulness of cataloguing.
2. Attain the skills on retrieving the documents.

Texts & References:

1. Kumar. PSG. Knowledge Organization, Information Processing and Retrieval Theory, Delhi: BR, 2003.
2. Chowdhury, G. G. (2010). Introduction to Modern Information Retrieval. 3rd ed. London, Facet Publishing.

18UPLIS1P03: INFORMATION PROCESSING AND RETRIEVAL – CATALOGUING PRACTICE - AACR – II (BOOKS AND SERIALS) & UDC –NON BOOK MATERIALS

Objectives:

1. To learn the forms of metadata it's structure and standards.
2. To understand to derive subject headings by using different subject headings

Preparation of Catalogue entries for Books and Serials using AACR- II Rev. (2008) and Subject Cataloguing using Sears' List of Subject Headings.

Preparation of Catalogue entries for Books and Serials using UDC (2008).

Learning Outcomes:

- Prepare the catalogue entries for print and non - print materials using AACR II and UDC.
- Learn the various cataloguing codes.

Time: Three hours

Maximum marks: 60

All questions carry equal marks

Part – A

Section A (5 X 3 = 15 marks)

Section B (3 X 5 = 15 marks)

All questions carry equal marks

Part – B

(3 X 10 = 30 marks)

09PHR01: HUMAN RIGHTS

Objectives:

- To learn the human rights and responsibilities.
- To understand various human right organizations and their role.

Unit – I: Introduction

Meaning and Definitions of Human Rights – Historical Evolution of Human Rights – Formation of UNO, Universal Declaration of Human Rights 1948 – Constitutional Provision for Protection of Human Rights – Fundamental Rights and Directive Principles of State Policy – Fundamental Duties and Human Rights Education.

Unit –II: Civil, Political and Economic Rights

Right to Work – Right to Personal Freedom – Right to Freedom of Expression – Right to Property – Right to Education – Right to Equality – Right to Religion – Right to Form Association and Unions – Right to Movement – Right to Family – Right to Contract – Right to Constitutional Remedies – Right to Vote and Contest in Elections – Right to Hold Public Offices – Right to Information – Right to Criticize the Govt. – Right to Democratic Governance. Right to Work – Right to Adequate Wages – Right to Reasonable Hours of Work – Right to Fair Working Conditions – Right to Self Govt. in Industry – Customer Rights – Social and Cultural Rights – Rights to Life – Right to Clean Environment.

Unit –III: Human Rights Activities in India

Human Rights Act 1993 – Structure and Functions of National Human Rights Commission – State Human Rights Commission and Human Rights Courts – Rules and regulations of state human rights Commission 1997.

Unit –IV: Human Rights Movements for Social Development

Indian Freedom Movement – Peasant Movement – Women’s movement – SC/ST Movements – Environment Movement.

Unit –V: Human Rights Violation

Violation of Rights among Children, Women, Minorities, SCs and STs, HIV/AIDS Patients, Trans-genders, Convicts and Prisoners, Slavery and Disabled, Provision of constitutional rights during the arrest.

Learning Outcomes:

- To understand the historical growth of the idea of human rights
- To analyse concepts and policies of human rights.

Supportive Course I (Offered by Other Departments)

THIRD SEMESTER

18UPLIS1C08: INFORMATION RETRIEVAL SYSTEM

Objectives:

- To understand the concept of Indexing and their types.
- To know different tools and techniques related to subject indexing systems.

UNIT – I

IR Systems - meaning, purpose, functions, kinds; indexing - Meaning, Purpose and Need.

UNIT – II

Vocabulary control – Meaning and importance; Controlled vs. Free text Indexing; Vocabulary control tools – Subject heading Lists, Thesauri, Thesaurus construction techniques.

UNIT – III

Digital IR Systems - Web IR: Meaning scope & characteristics, Types - On-line IR, Optical-disk based IR, OPAC and Web IR Search engines, Meta search engines, Subject Gateways, Institutional Repositories;

UNIT – IV

Search Techniques and Models: Search strategies, Boolean Search, Proximity Search, Truncation; Retrieval Models - Cognitive, Probabilistic; Retrospective Search Services.

UNIT – V

IR Evaluation – Criteria, Cost effectiveness, Cost benefit evaluation, Overview of the MEDLARS; Recent trends in IR.

Learning Outcomes:

- To familiarize with various search techniques.
- To understand the information retrieval in digital era.

Texts & References:

1. Chowdhury (G.G.): An introduction to modern information retrieval. 3rd ed. London: Facet, 2010.
2. Christopher D. Manning, Prabhakar Rayhavan and Hinrich Schutze, Introduction to information Retrieval, Cambridge University Press, 2008.
3. Carol Peters, Martin Braschler, Paul Clough (2012). Multilingual Information Retrieval: From Research To Practice, Heidelberg: Springer
4. Kumar: Information Analysis, Repackaging, Consolidation and Information Retrieval; paper X and XI of UGC Model Curriculum, B R Publishing Corporation.

18UPLIS1C09: RESEARCH METHODOLOGY

Objectives:

- To understand the concepts related to research and types of research.
- To know various tools for data collection, data analysis and skills required for report writing.

Unit – I

Research: Meaning - Types of Research: Fundamental, Applied, Action and Inter Disciplinary Research - Process of Research - Area of research in Library and Information Science; Research Ethics.

Unit – II

Research Design: Identification, Selection and Formulation of a Research Problem, Characteristics of research problem, sources of information; Hypothesis: Definition and types, testing hypothesis; Literature Search and Review of Literature.

Unit – III

Research Methods: Scientific, Historical, Descriptive, Survey, Observation, Experimental, Case-Study, Delphi and Interview method.

Unit – IV

Tools for data collection: Questionnaire, Interview, Observation, Library records, Reports their advantages and disadvantages; Sampling: Types of sampling-random and purposive sampling, systematic sampling, cluster and multiphase sampling. Techniques – Bibliometrics, Scientometrics, Informetrics and Webometrics.

Unit – V

Data Analysis: Editing, Coding and De-Coding, Tabulation; Application of Statistical Packages: Measures of central tendency, Correlation, Regression, Chi Square Test; Report writing: Style Manuals: Modern Language Association (MLA) – American Psychological Association (APA) -Chicago Style Manual- Presentation of data.

Learning Outcomes:

- Acquired the knowledge of different types of research and sampling methods
- Learn various tools for data collection and data analysis.
- Learn how to write the research report.

Texts & References:

1. Kothari, C. R. Research Methodology – Methods & Techniques. New Delhi, New Age, 2014.
2. Panda, B. D. Research Methodology for Library Science: with Statistical Methods and Bibliometrics New Delhi; Anmol, 1997.
3. Bhattacharyya, D K., Research Methodology. New Delhi: Excel Books India, 2009.
4. Singh, Y. K: Research Methodology, New Delhi: APH Publishing, 2010.
5. Gopikuttan, A., Research @ library and information science, ESS ESS Publications, 2011.

18UPLIS1C10: KNOWLEDGE MANAGEMENT

Objectives:

- To learn basic concepts and applications in Knowledge Management
- To study the various tools of Knowledge Management

Unit - I

Knowledge Management: Concept – Need – Understanding Knowledge; Types of knowledge – Changing role of library and Information professionals.

Unit - II

Knowledge creation and capturing, knowledge creation model – Expert System

Unit - III

Knowledge codification and organization: Knowledge Mapping, decision trees, decision tables etc.

Unit - IV

Tools and Technologies for Knowledge Management– SharePoint, Technical Writing – Legal and ethical issues in Knowledge Management

Unit - V

Knowledge Management Practices in Academic, special, Corporate and Research Libraries, Artificial Intelligence, and Virtual Reality, Case Studies.

Learning Outcomes:

- Students will be equipped with the applications of Knowledge Management in different Libraries.
- Students get familiarity with the tools and techniques of Knowledge Management.

Texts & References:

1. Awad, E.M & G.H.M – Knowledge Management, Second Edition, PHI, New Delhi, 2013.
2. Dalkir, Kimiz, Knowledge Management, Second Edition, PHI, New Delhi, 2013.
3. Birkowitz, W.R. Knowledge Management . PHI, New Delhi, 2000.
4. Mishra, J.K. (2009) Knowledge Management: Complexity, Learning and Sustainable Innovation. Coronet Books. Springer, Newyork, 2005.
5. Mohammad Nazim and Bhaskar Mukherjee (2016) Knowledge Management in Libraries Concepts, Tools and Approaches, Imprint of Elsevier.
6. Valerie Forrestal and Ellyssa Kroski (2015) Knowledge Management for Libraries, Rowman & Littlefield.
7. Jennex Murray E., (2005) Case Studies in Knowledge Management, Idea Group.

18UPLIS1C10: PRESERVATION AND CONSERVATION OF LIBRARY RESOURCES

Objectives:

1. To understand the causes of damage of library materials.
2. To understand issues in digital preservation

Unit – I

Preservation and Conservation – Meaning, Need and Importance – Hazards to Information materials – Environmental factors – Biological factors- Chemical factors – Other factors.

Unit – II

Evolution of Information materials – Clay tables to Electronic form; Durable and Nondurable and Perishable and non-perishable writing materials – Preservation in Ancient Times – Preservation of palm Leaves and Leather Bound materials.

Unit – III

Methods of Preservation and Conservation; Physical methods – Preservation and Conservation of Library Building, Mending, Restoration & Guarding; Lamination, Leaf casting, Encapsulation – Chemical methods; Fumigation; De-acidification.

Unit – IV

Preservation of Non-print materials- Use of Micrography and Reprography as a means of Preservation – Digital Preservation – Strategies, Methods of Challenges.

Unit – V

Archives – Structure and Functions of Tamil Nadu Archives and National Archives of India.

Learning Outcomes:

- They familiar with various methods of preservation.
- To know various Archive libraries and their functions in India.

Text & References:

1. Preservation in Libraries: Perspectives, Principles and Practices by P.K.Mahapatra and B.Chakrabarti. Ess Ess Publications, New Delhi, 2003
2. Preservation of Library Archival and Digital Documents by L.S.Ramaiah and G.Sujatha. Ess Ess Publications, New Delhi, 2008

18PLIS1P04: LIBRARY AUTOMATION AND DIGITAL LIBRARY (Practice)

Objectives:

- To provide practical knowledge of Library Automation and Digital Library
- To give hands on training – Library automation software and Digital library software's.

Hands-on Training:

- 1: Library Automation Software's: WINISIS, LIBSYS, KOHA and SOUL.
- 2: Digital Library Software Packages: Greenstone and D-space
- 3: Web Technologies: Weblog; Website; Mobile Applications

Learning Outcomes:

- Efficiently handle the Library Automation Softwares.
- Create a website for online library services.

Supportive Course II (offered by other departments)

18UPLIS1P05 – Internship – 3 Weeks

Objectives:

- To enhance their skills and knowledge in a specific area of information service
- To train them to enhance their efficiency for managing all sections in library
- To train them to adopt to the existing working conditions in the library

Internship is a training program that combines learning new library skills outside the classroom and the demonstration skill. The duration of the internship will be three weeks.

Leave Norms:

1. During the course one casual leave permitted.
2. If they taken more than a one CL he / she should compensate the same by local library.

Learning Outcomes:

- Acquire skills of managing various sections in library.
- Acquire knowledge of various records management in library.

FOURTH SEMESTER

Elective I & II (choose from list of electives offered)

18UPLIS1P06: MULTIMEDIA TOOLS

Objectives:

- To provide the foundation knowledge of multimedia tools.
- To discuss the hardware and Software requirement of multimedia system.

Hands on Training

- **Speech synthesis and recognition**
- Drupal
- YouTube
- Webinars
- Mobile Apps
- RSS aggregator
- Podcasting
- NPTEL

Learning Outcomes:

- Students can identify the techniques and tools for creating and editing the interactive multimedia applications.
- They can create and edit audio, video, text, images and graphics.

18UPLIS1P07: PROJECT DISSERTATION AND VIVA VOCE

LIST OF ELECTIVE COURSES

18UPLIS1E01: MARKETING OF INFORMATION PRODUCTS AND SERVICES

Objectives:

1. To discuss the information as resource and Economics of Information.
2. To learn the marketing strategies of information products and services.

Unit – I

Information as a Commodity and Resource: Economics of Information – Marketing Concepts, Need, Scope– Marketing Strategies – Marketing in LIS.

Unit – II

Portfolio Management – BCG Matrix Model – Product Market Mix – Product Life – Cycle – Pricing Information– Competition Analysis

Unit – III

Marketing Mix – Kotler’s Four C’s – McCarthy’s Four P’s.

Unit – IV

Marketing Plan and Research – Market Segmentation and Targeting – Geographic and Demographic Segmentation – Behavioral Segmentation – User Behaviour and Adoption – Marketing Advertisement.

Unit – V

Information and Publishing Industries – National and International – Online Marketing, Marketing of Information Products and Services

Learning Outcomes:

- Acquire marketing skills of information products and services.
- They gained the knowledge of pricing of information.

Texts & References:

1. Mah – E – Bushra Asghar and Rubina Bhatti, Marketing of library and Information services and products, Lambert Academic Publishing, 2012.
2. Hare Ram Singh, E-Marketing, Anmol Publications Pvt. Ltd., New Delhi, 2011
3. Bahuguna, Pallavi, International Marketing, Anmol Publications Pvt. Ltd., New Delhi, 2011.
4. Philip T. Kotler, Principles of Marketing, Pearson Publications, Gary Armstrong, University of North Carolina, 2016.

5.

18UPLIS1E02: LIBRARY NETWORKS, CONSORTIA AND RESOURCE SHARING

Objectives:

- To learn need, purpose and methods of resource sharing.
- To familiarize various library networks and Consortia.

UNIT – I

Resource Sharing: Meaning, Definition, Need, Advantages and Barriers; Collection Policy and Evaluation of e-resources; Resource Sharing through Networks.

UNIT – II

Library Networks: Definition, Need, Library Networks in India: MYLIBNET, CALIBNET, DELNET, BONET, PUNENET, MALIBNET, HYLIBNET, NICNET, ERNET, INFLIBNET and BTISNET etc.

UNIT – III

Library Networks at International Level: OCLC, CURL, JANET, CALIS and AARLIN

UNIT – IV

Consortium: Meaning, Kinds of Consortia, Services offered by Consortia, Advantages and disadvantages of Consortia.

UNIT - V

National: UGC-ESS, MCIT Library Consortium and ICARNET; and International context in Consortium, ICOLC.

Learning Outcome:

- Students familiar with consortia in different levels and various subjects.
- Attained knowledge of Library Networks: INFLIBNET, DELNET, ERNET

Text & References:

1. http://epgp.inflibnet.ac.in/epgpdata/uploads/epgp_content/library_and_information_science/academic_libraries/15-b_library_networks_and_consortia_in_india/et/4439_et_15-b.pdf
2. Patil, Y.M. and Savanur, K.P.(2006). Consortium Approach to E- Resource Sharing-A Case Study.[http://eprints.rclis.org/archive/00009070/01/AFITA\(Preprint\).pdf](http://eprints.rclis.org/archive/00009070/01/AFITA(Preprint).pdf)

18UPLIS1E03: ELECTRONIC INFORMATION RESOURCES

Objectives:

- To learn the features, scope and limitations of electronic information resources.
- To understand the use of content management system.

Unit - I

Types of Electronic Information resources – Electronic Documentary – characteristics – Scope. Primary, Secondary and Tertiary sources

Unit –II

Electronic Ready Reference Sources –Types and value - Electronic Dictionaries, Electronic Encyclopedias, Electronic Biographical sources, Electronic Handbooks and Manuals.

Unit – III

Electronic Bibliographical sources – Electronic Citation Sources, list of serials; Union Catalogues; – Indexing and abstracting sources, news summaries.

Unit – IV

Digital Resources: E-Books, E-Journals, Databases and ETD, – Subject Gateways; Web Portals

Unit – V

Evaluation of Electronic Information sources – Print Reference sources; Web Resources

Learning Outcomes:

- They familiar with the variety of information sources.
- They understand difference between LMS and CMS.

Text & References:

1. <https://www.ifla.org/files/assets/acquisition-collection/development/publications/electronic-resource-guide-2012.pdf>
2. http://epgp.inflibnet.ac.in/epgpdata/uploads/epgp_content/library_and_information_science/information_sources_systems_and_services/04_reference_sources_use_and_evaluation_criteria_e-information_sources/et/1916_et_et.pdf
- 3.

18UPLIS1E04: PUBLIC LIBRARY SYSTEM AND SERVICES

Objectives:

- To gain knowledge about Public Library system
- To learn the services and functions of Public Libraries.

Unit I

Public Library: Basic Concepts – Public Library: Origin and Growth – Public Library and Society – Agencies in the Promotion and Development of Public Library System – National Library Policy and Library Legislation

Unit II

Public Library System: Resource Development – Development Plans and Resource Mobilization – Financial Resources – Physical and Documentary Resources – Human Resources

Unit III

Management of Public Library System – Organisational Structure of Public Library System – Planning and Administration of Public Libraries – Public Library Norms, Standards and Guidelines – Governance of Public Libraries – Performance Evaluation

Unit IV

Public Library Services – Types of Library Services – Application of Information Technology in Public Library Services

Unit V

Public Library Scenario in India, UK, USA and Canada

Learning Outcomes:

- Students will be familiar with the Public Library System across the globe.
- Students are in a position to understand the Public Library.

Text & References:

1. Dhiman, Anil K. & Yashoda Rani . Learn Library and Society. New Delhi: Ess Ess Publication.2005
2. Isaac, K. A. Library legislation in India: A critical and comparative study of state library Acts. New Delhi: Ess Ess Publication, 2000

18UPLIS1E05: BIBLIOMETRICS

Objectives:

1. To provide basic concepts related to statistical applications in LIS.
2. To study the publication indicators, citations, impact factors and h-index.

Unit – I

Meaning, Features, Bibliometrics, Librametrics, Scientometrics, Informetrics, Webometrics, Cyber metrics and Altmetrics.

Unit – II

Laws and Application of Bibliometrics, Other Empirical Laws of Price, Garfield, Sengupta, etc.,

Unit III

Techniques Citation, Co-word, Co-Citation, Network analysis, collaboration, Bibliographic Coupling, Impact Factor, h-index, half-life, g-index, Hiscite, VOS Viewer, Bibexcel.

Unit - IV

Bibliometric tools: Web of Science, SCOPUS, PubMed, Google Scholar, pop, EBSCO.

Unit – V

Application of Quantitative and Qualitative tools and techniques in LIS Research.

Learning Outcomes:

1. Gained knowledge about citation index and citation database.
2. Gained knowledge of various laws of Bibliometrics.

Text & References:

1. Rafael Ball, An Introduction to Bibliometrics 1 st Ed Chandos Publishing 2017.
2. Srivastava R, Bibliometrics: New Dimensions and Latest trends, Alfa publications 2011.

18UPLIS1E06: USER EDUCATION AND COMMUNICATION

Objectives:

- To learn the concepts of User education and user needs.
- To understand the need, purpose and methods of User education.

Unit – I

Information Literacy: Meaning, Definition, Need, Importance Historical perspectives of Information literacy. User education on information literacy

Unit – II

Types of Information Literacy, Library Literacy, Technology literacy, Media literacy, Computer and Digital literacy.

Unit – III

Information literacy Models and Standards, SCONUL model and Empowering 8 models. B-6, Seven Pillar, ELLIS. Guidelines and standards for Information literacy programs: ALA, IFLA ACRL. Taskforce and forums.

Unit – IV

Information Literacy and higher education, Role of Libraries in Information literacy. Information literacy in India.

Unit - V

Information Literacy Competencies, Challenges of Information literacy. Information literacy instructions in different types of Library and Information centers. Trends in Information Literacy.

Learning Outcomes:

- Students will be capable to take up User survey and to conduct Information Literacy programmes.
- Students will be familiar with the procedures involved in User education.

Text & References:

1. Lal, C, ed. Information Literacy in the Digital Age. New Delhi: Ess Ess Publication.2008
2. Welsh, Teresa S. & Wright, Melissa S. Information Literacy in the Digital Age: An evidence-based approach. Oxford: Chandos Publishing.2010
3. Grassian, Esther S. & Kaplowitz, Joan R. Information Literacy Instruction: theory and practice. New Delhi: Ess Ess Publication.2013

18UPLIS1E07: DIGITAL CONTENT MANAGEMENT SYSTEMS

Objectives:

- To learn the elements of Content Management System (CMS).
- To use various hardware tools in creating and displaying CMS.

Unit – I

Introduction; Digital document management, records management, digital asset management. Principles of CMS. CMS Architecture. System and data integration in CMS. Applications. CMS and Community Information Systems.

Unit - II

Content Management Software Drupal, Joomla, TCP/IP, FTP, SSHD. Web servers: Apache etc.

Unit – III

Content Management Tools and techniques: Drupal, Portal, e-learning, Content Management Practice

Unit – IV

Content Organizations in the Digital Space Indexing and knowledge representation KOS, Ontology and topic maps.

Unit –V

Case studies – Content Management system in Corporate and Special Libraries

Learning Outcomes:

- Students can develop subject gateways
- Students will be capable to use web 2.0 tool for library services.

Text & References:

1. Michael, E.D. Koenig, Knowledge Management Lessons Learned, New Delhi, Ess Ess Publications, 2008
2. Al-Hawamdeh, Suliman (2003). Knowledge Management : cultivating knowledge professionals. Oxford : Chandos Publ.
3. Arvidsson, Niklas (2000). Knowledge management in the Multinational enterprise. p.176-163 IN The Flexible firm : capability management in network organizations/edited by Julian
4. Holsapple, Clyde W. (ed.) (2003). Handbook on Knowledge Management 1 : Knowledge Matters. New Delhi : Springer

5. Tiwana, Amrit. The knowledge management toolkit: practical techniques for building a knowledge management system. Prentice Hall PTR, 2000.

18UPLIS1E08: SPECIAL LIBRARY AND INFORMATION SYSTEMS

Objectives:

- To study the various National & International information systems.
- To study the activities of National and International Information System.

Unit – I

Special Library: Meaning, Definition, Types, Scope, Function and Objectives, Role and Importance, Evaluation of special libraries.

Unit – II

Development of Special Libraries in India, Status of Special Libraries in India, SAARC, BRICS.

Unit – III

Special Libraries- Funding, Services and Collections, Consortia and Resource in Special Libraries.

Unit – IV

Organizations and Functions of Information Systems – NISCAIR – NASSDOC – DESIDOC – SENDOC – National Knowledge Networks.

Unit – V

International Information System – UNISIST – AGRIS – INIS – MEDLARS – INSPEC – BIOSIS – CAS (Chemical Abstract Service) – OCLC.

Learning Outcomes:

- They understand role of National and International Information System.
- Learn the various agencies with their Policy (National & International) on Library & Information System.

Text & References

1. Krishnan, R.K., Special Library System and Information Services, Anmol Publications Pvt. Ltd., New Delhi, 2013.
2. <http://speciallib.blogspot.in/> accessed on 27th February 2017.
3. Gurdev Singh (2013), Information Sources, Services and Systems, PHI Learning Pvt. Ltd.

18UPLIS1E09: INTELLECTUAL PROPERTY RIGHTS

Objectives:

- To make the students aware of IPR and Right of Information access.
- To get knowledge of patents, copy right, and information Technology Act.

Unit-I

Intellectual Property Rights – Definition-Need and Purpose- Forms of IPR –IPR in Digital Era- Right to Information – Definition – Need and Purpose

Unit-II

Copyright Law – Copyright Act— Need –Violations of the Copyright Law –in Pre- Information Technology – Plagiarism.

Unit-III

Cyber Crimes –Definitions –Types of Cyber Crimes-Protections

Unit-IV

Cyber Laws - Copyright status - Digital Information system in Libraries International Status-Implementation

Unit-V

Legislation- Control and Supervision-Merits and Demerits-Patents –Standards

Learning Outcomes:

- They get awareness of acquiring knowledge the patent and copyright.
- They also get the knowledge of plagiarism.

Reference:

1. Mahajan, V.D.Jurisprudence and Legal Theory. Easter Books, New Delhi, 2001
2. Narayan,P.S. Intellectual Property Law in India.Gogia Law Agency, Hyderabad, 2001
3. Sharma,B.Copy right Law in respect of Books. Federation of Indian publishers, New Delhi, 2006
4. Satarkar.S.P Intellectual Property Rights and Copyright, Ess Ess Publications, New,Delhi, 2003

18UPLIS1E10: ACADEMIC LIBRARY SYSTEM

Objectives:

- To learn various resources and services of academic libraries.
- To Identify and describe key policy and planning factors and challenges in different Academic library.

Unit – I

Academic Library: Meaning, Types and Functions, types of user, user needs, Role of UGC, AICTE and other Bodies in Academic Libraries development, NAAC and NBA

Unit – II

Collection Development: - Selection of Resources, Nature, Types and Policies. Financial Management of Academic Libraries, Curriculum and Collection Development, Human resource management.

Unit – III

Library Authority and Library Committee – Financial Management – Allocation of Funds to Academic Libraries, Statistics – Files and Records.

Unit – IV

Resource Sharing – Need and Objectives, Consortia – Types, INFLIBENT - INFONET - INDEST –and its Implications to Library Resource Sharing, Library Networks in India and International, NPTEL.

Unit – V

Information Literacy Programme in Academic Libraries – Academic Library Repositories, Future trends in academic library development.

Learning Outcomes:

- They familiarize with various resources (Database) of Academic Libraries.
- Acquired skills and knowledge pertaining Academic Library environment.

Texts & References:

1. Krishnan Kumar and Sesh Patel, Libraries and Librarianship in India, New Delhi, Viva Books, 2001.
2. Devarajan, G, Resource Development in Academic Libraries, New Delhi, Ess Ess Publication, 1999.
3. Shri Nath Sahai, Academic Library System, Ess Ess Publications, New Delhi, 2009.

4. Gurudev singh, Academic Library system and services, Ess Ess Publications New delhi,2015

LIST OF SUPPORTIVE COURSES

18UPLIS1S01: INFORMATION RESOURCES ON STEM

Objectives:

- To study various Information sources on Science, Technology, Engineering and Mathematics (STEM).
- To familiarize various institutional repositories related to STEM.

UNIT – I

Science – Natural, Physical Science, Engineering and Technology; Types of Information Sources: Documentary, Non Documentary – Print and Non-Print-Electronic, Primary, Secondary, Tertiary sources, Internet source, Grey Literature.

UNIT – II

Ready Reference Source – Types and Value – Dictionaries, Encyclopedias –Biographical – Handbooks and Manuals – Geographical – Abstracting and Indexing sources.

UNIT – III

Journal article Databases: IEEE / IEL Electronic Library / Xplore, ACM, ASME, ASCE, ASTM, Science Direct, ProQuest, EBSCO, IET, Gale Cengage, American Chemical Society, American Institute of Physics, American Mathematical Society, BioMed Central, Wiley Blackwell, DOAJ, NOPR, Royal Society of Chemistry, IndMED.

UNIT – IV

Bibliographical Databases: Scopus, Web of Science, Index Copernicus, Google Scholar, Ei Compindex, SciFinder Scholar, MathSciNet, JCCC.

UNIT – V

Institutional Repositories: OPEN DOAR, Indian Open Access Repositories (OAJSE)

Learning Outcomes:

- To understand various types of Information sources.
- To familiarize with Digital Information Services; Institutional Repository, Web OPAC, Online DDS, Citation and Indexing Services.

Text & References:

1. Gurdev, Singh, Information Sources, Services and Systems, Delhi , PHI Learning Private Limited, 2013.
2. Gorman, Digital Features in Information and Library Services, Chennai, Allied Publishers, 2002.
3. <http://guides.lib.purdue.edu/stemed>
4. <http://paniit.iitd.ac.in/indest/index.php/e-resourc>
5. <https://www.scopus.com/home.uri>
6. <https://apps.webofknowledge.com>
7. <http://www.rsc.org/>
8. <https://doaj.org/>
9. <http://www.opendoar.org/>
10. <http://roar.eprints.org/>
11. http://www.oajse.com/rioar_a-z_list.htm

18UPLIS1S02: OPEN EDUCATIONAL RESOURCES

Objectives:

- To provide concepts, features, and advantages of open access resources
- To identify various resources as learning materials.

Unit – I

Concept of Open Educational resources, Types of OER, Difference between Proprietary and Open sources, Contrast between Open and free resources

Unit –II

E – Journals: Directory of Open Access Journals (DOAJ), OAJSE, India Academy of Science, High wire, NISCAIR Online periodicals repository E- Books: DOAB, Audible Books, Digital Library of India, OER Common project Gutenberg, Utah open Text Book, E – Pustakalaya

Unit – III

Courseware: Sakshat Portal, MIT Course, NPTEL, egyankosh, CEDT, sciGate, khan Academy, MERLOT, NIOS, eGyanKosh

Unit – IV

Institutional Repository: Open DOAR, National Repository of Open Educational Resources (NROER)

Unit – V

Development of Open educational resources in India

Learning Outcomes:

- Gained knowledge of using open contents in education and research.
- Attained skills to use various tools and resources to develop OER.

Text & References:

1. <https://www.oercommons.org/>
2. <https://doaj.org/>
3. <http://www.oajse.com/>
4. <http://www.ias.ac.in/>
5. <http://nopr.niscair.res.in/>
6. <http://www.doabooks.org/>
7. <http://www.olenepal.org/e-pustakalaya/>
8. <http://www.sakshat.ac.in/>
9. <http://nptel.ac.in/>

10. <https://www.merlot.org/merlot/index.htm>

18UPLIS1S03: INFORMATION SEARCH STRATEGIES AND TECHNIQUES

Objectives:

- To study types of information search techniques.
- To develop appropriate search strategies and conduct a search.

Unit-I

Information retrieval –Fundamental-Information retrieval system - Quantitative Information - Qualitative Information.

Unit-II

Search tools –Vocabulary control tools-Thesaurus-Management of Client- Server Technology.

Unit-III

Search strategy –Search formulation-Search statement-Citation searching other variations in search tools.

Unit-IV

Search techniques- Boolean logic Truncation- Weighted term logic--Boolean Searching – Sorting techniques.

Unit V

Information retrieval evaluation criteria –Major information retrieval studies- ASLIB Crane field study, MEDLARS-SMART-FAIRS-TREC.

Learning Outcomes:

- To learn the application of search techniques to various search tools.
- To develop and execute a research strategy appropriate to the field.

Text & Reference:

1. Salton, G, and MCGill, M.J. Introduction to Modern information Tetrieval.Magraw Hill, New York, 1986
2. Chowdhury, G.G Introduction to modern Information Retrieval, Facet Publishing, 2009
3. Utpal K.Banerjee Management Strategy for Information Technology, Concept Publishing Company , 2008
4. Korfhage, Robert R. Information storage and retrieval New York: John Wiley & Sons,
5. Salton,G.,&McGill, M.J. Introduction to modern information retrieval. New York: McGraw-Hill.
6. Lancaster, F.W. Information Retrieval Systems. New York: John Wiley & Sons, 1979

18UPLIS1S04: INFORMATION SOURCES

Objectives:

- To study various types of information sources.
- To learn to evaluate and use of information resources.

Unit – I

Information Sources: features, Documentary Sources: Primary, Secondary and Tertiary and Institutional documents.

Unit – II

Print and Digital information sources, Evaluation of Information Sources.

Unit – III

Reference sources, Bibliographic sources, Geographical sources, Citation sources.

Unit – IV

E- Resources – Databases – Commercial – Open – DOAJ.

Unit – V

Open access resources – Institutional Repositories.

Learning Outcomes:

- Acquired knowledge about information sources(print & electronic)
- Attained knowledge about various databases.

Text & References:

1. Sharma, J.S & Grover, D.R: Reference Service and Sources of Information, New Delhi: Ess Ess, 1998.
2. Gurdev Singh: Information Sources and Services, PHI learning, 1st Ed 2013.

18UPLIS1S05: E - RESOURCES

Objectives:

- To learn the nature, features and limitations of E – resources.
- To know the retrieval and support tools in organizing and dissemination of E – resources.

Unit - I

Types of Electronic Information resources – Electronic Documentary – characteristics – Scope. Primary, Secondary and Tertiary sources

Unit –II

Electronic Ready Reference Sources –Types and value- Electronic Dictionaries, Electronic Encyclopedias, Biographical sources, Electronic Handbooks and Manuals.

Unit - III

Electronic Citation Sources, List of serials; Union Catalogues; – Indexing and abstracting sources.

Unit – IV

Digital Resources: E-Books, E-Journals, Databases and ETD, – Subject Gateways; Web Portals

Unit - V

Evaluation of Electronic Information sources – Print Reference sources; Web Resources

Learning Outcomes:

- Students informed various types of E – Resources.
- They learned various E-Resource and repositories.

Text & References:

1. <https://www.ifla.org/files/assets/acquisition-collection/development/publications/electronic-resource-guide-2012.pdf>
2. http://epgp.inflibnet.ac.in/epgpdata/uploads/epgp_content/library_and_information_science/information_sources_systems_and_services/04_reference_sources_use_and_evaluation_criteria_e-information_sources/et/1916_et_et.pdf
- 3.

M.L.I.S. DEGREE EXAMINATION
Model Question Paper
INTRODUCTION TO INFORMATION TECHNOLOGY

Time: Three hours

Maximum : 75 Marks

Section – A
Objective type Question
Answer all questions

20X1=20

1. What do you mean by information technology?
 - (a). The use of technology
 - (b).The use of various technologies is dissemination
 - © The use of computer in the process of Information only.
 - (d). The use of networking in the process of information
2. RAM Means
 - (a). Road and Machine
 - (b). Read and Memory
 - (c). Random Access Memory
 - (d). Rate Announcement Method
3. What is the full form of ICT?
 - (a) Indian College of Technology
 - (b) International Council of Technology
 - (c) Information and Communication Technology
 - (d) Information and Communication Technique
4. What is called the process of transferring information from one place to another?
 - (a) Communication
 - (b) Telecommunication
 - (c) Transmission
 - (d) Transformation
5. Which of the following types of memory is volatile?

- (a). ROM
- (b). RAM
- (c). PROM
- (d). WROM

6. What does ASCII stand for?

- (a). Anglo Standard Code for Information
- (b). American Standard code for Information Interchange.
- (c). American Standard for Information Institutions
- (d). None of these.

7. In the Binary system of numbers, 100 represents the decimal number?

- (a). 10
- (b). 1
- (c). 2
- (d). 3

8. What is called the system regarding digits, which are used in computer?

- (a) Bit system
- (b) Binary system
- (c) Byte system
- (d) None of these

9. Which one is the standard code for representing the textual matter?

- (a) PASCAL
- (b) ASCII
- (c) Archie
- (d) Boolean Code

10. What is an Operating system?

- (a). It is the most basic programs in a computer
- (b). It is the last program in a computer
- (c). It is the secondary program in a computer
- (d). All of these.

11. Which of the following is an example of system software?

- (a) Word processors
- (b) Games
- (c) Spread sheets
- (d) None of the above

12. What is main function of the software's?

- (a) It instructs the hardware so perform specific tasks
- (b) It communicates the data into CPU
- (c) It receives the data from CPU
- (d) None of these

13. Which are the two categories of Computer?

- a) Analog and Digital
- b) Mini and Micro
- c) Super and Mainframe
- d) General and Special

14. TCP / IP Stands for:

- a) Transfer Control Protocol / Internet Protocol
- b) Transmission Control Protocol / Internet Protocol
- c) Transmission Control Protocol / Information Protocol
- d) Transfer Control Protocol / Information Protocol

15. Software defined as:

- a) A set of databases
- b) A set of written programme
- c) A set of packages
- d) A Computer system

16. The computer consist of

- a) CPU
- b) Memory
- c) I / O Devices
- d) All the above

17. UNIX is developed by:

- a) Blaise Pascal
- b) Ken Thompson and Denis Richie
- c) AT & T
- d) Stephen R. Bourne

18. Who is the father of computer?

- a) Blaise Pascal
- b) Charles Babbage
- c) John Napier
- d) Herman Hollerith

19. UNIX is a:

- a) Single user operating system
- b) Multi user operating system
- c) Time sharing operating system
- d) None of the above

20. What is the full form of DBMS?

- (a). Data Base Management Service
- (b). Data Base Manager System
- (c). Data Base Management System
- (d). Data Base Management Service

Section- B

(5*3=15 Marks)

Answer ALL questions

1. Explain the generation of computers
2. Write a brief note on BCD
3. What do you mean by Intranet?
4. Explain Different types of networks.
5. Write the characteristics of DBMS

Section – C

(5 * 8 = 40 Marks)

Answer ALL questions.

1. (a) Explain the components of computer.
(OR)
(b) Write an essay on hardware and software with examples
2. (a) Discuss in detail about EBCDIC
(OR)
(b) Explain the standards used for data representation.
3. (a) Discuss open source and Propriety software's.
(OR)
(b) What is Operating System? Discuss various operating system
4. (a) Discuss in detail computer Networks
(OR)
(b) Detail discussion about Search Engines with example
5. (a) Discuss on RDBMS
(OR)
(b) Explain database, discuss various types of databases with example.