Appendix-H-33
MADURAI KAMARAJ UNIVERSITY
(University with Potential for Excellence)

Directorate of Distance Education)

Syllabus for M.Lib.I.Sc. (Semester Pattern)
(Master of Library and Information Science)
(With effect from the academic year 2019-2020 onwards)

Regulations, Scheme of Examinations and Syllabus

1. ELIGIBILITY FOR ADMISSION TO THE COURSE: A candidate with a Bachelor's Degree in Library and Information Science of this University or any other University recognized by the syndicate of this University as equivalent thereto and medium of instruction is English.

2. DURATION OF THE COURSE: The course will extend over a period of One Academic year/Calender year.

3. ELIGIBILITY FOR THE DEGREE: Candidates who have passed any Bachelors Degree course examination from a recognized university or college eligible to apply for seeking admission to this course.

SCHEME FOR INTERNAL ASSESSMENT (25 Marks) :

For the PG Courses the internal assessment marks will be as follows:
Assignment = 20 marks Seminar / Group Discussion = 05 marks

4. COURSE OF STUDY

FIRST SEMESTER		Credits
Paper I	Research methods for Librarianship	4
Paper II	Library Information Processing and Retrieval Techniques	4
Paper III	Management of Library and Information System	4
Paper IV	Information Technology: Systems and Programs	4
	Total Credits in First semester	**16**
		Credits

SECOND SEMESTER		
Paper V	Academic Library System	4
Paper VI	Technical Writing	4
Paper VII	Advanced Information Processing Practice	4
Paper VIII	Information Technology Practice	4
Total Credits in Second semester		**16**
Total credits for Two semesters 16+16		**32**

5. SCHEME OF EXAMINATION

The examination shall be conducted by the University at the end of the course. The scheme of examination shall be as follows:

S. No	Subject	Duration of Exam Hours	Internal Marks	External Marks	Total marks
FIRST SEMESTER					
Paper I	Research Methods for Librarianship	3	25	75	100
Paper II	Library Information Processing and Retrieval Techniques	3	25	75	100
Paper III	Management of Library and Information System	3	25	75	100
Paper IV	Information Technology: Systems and Programs	3	25	75	100
SECOND SEMESTER					
Paper V	Academic Library System	3	25	75	100
Paper VI	Technical Writing	3	25	75	100
Paper VII	Advanced Information Processing Practice	3	25	75	100
Paper VIII	Information Technology Practice	3	25	75	100
				Grand Total	800

Students admitted into M.Lib.I.Sc., course have to submit their Assignment for all the papers to the value of 20 marks each and for Seminar / Group Discussion 5 marks totally 25 marks. They have to write the University examination for 75 marks for all the papers.

8. PASSING MINIMUM : A candidate who secures not less than 37.5 marks in the external examinations of a theory or practical paper shall be declared to have passed in the theory or practical paper.

9. RESULTS AND CLASSIFICATION : a) Results will be declared after every University examination.

b) A candidate who has passed all the papers of examination whether in one appearance or more appearances shall be declared to have passed in first class, if he/she secures not less than 60% of marks on the aggregate of all the papers.

c) A candidate who has passed all the papers of examination whether in one appearance or more appearances shall be declared to have passed in second class, if he/she secures not less than 50% of marks on the aggregate of all the papers.

10. FAILED CANDIDATES

a) A candidate who fails in the first semester examination shall be permitted to re-appear for that failed paper / papers along with the second semester examination.

b) A candidate who fails in the semester shall be permitted to re-appear in the semester examination of the subsequent academic year.

c) Candidates of the first semester are permitted to continue their studies in the second semester irrespective of the fact whether they have appear first semester examination or not.

d) There is no restriction to the number of years to complete the course till the next revision of the syllabus.

11. INFORMATION TECHNOLOGY PRACTICE EXAMINATION : Regarding paper VII and VIII Advanced Information Processing Practice and Information technology practice the following practice shall be adopted:

a) The examination shall be conducted at the computer lab of Head of the Department of Library and Information Science who shall act as the chief superintendent for this paper. The chief superintendent shall set the required number of different sets of question papers for different batches.

b) The evaluation will consider the computer screen output generated by individual candidates during the practical examination hours and hence the whole paper shall be evaluated and marks awarded on the spot during the time of examination by the chief superintendent. The evaluated marks of candidates who appear for the said examination shall be forwarded to the additional Controller of examinations on the same day of the examination.

<div align="center">

Question Paper Pattern
Part – A : Answer Any Five Questions
Marks (5*15=75)   Question 1 to Question 7

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Model Question :   M.Lib.I.Sc. Degree Examination
<div align="center">Ist Semester - Information Sources</div>

Time : 3 Hours   Max. Marks : 75

1. Explain the Information.......

2. 3.   4. 5. 6. 7.

FIRST SEMESTER
Paper I: RESEARCH METHODS FOR LIBRARIANSHIP

UNIT-1 : Research- definition; Basic concepts of research; Types of research, Ranganathan's spiral of scientific method; Relevance of research methods to information studies.

UNIT-II : Research Question- choice and formulation factors; hypothesis; function- formulation types characteristics. Areas of research in Library and information science.

UNIT-III : Research design- Definition and scope - Research management. Research methods- Survey methods; Census/Population studies; Case study; Historical method; Statistical method, Sampling.

UNIT-IV : Data collection techniques- Schedule, Interview, Questionnaire and Observation. Analysis and Interpretation of data- Measures of Central Tendency; mean, mode, median. Testing of Hypothesis- chi- Square test, T-Test Presentation of Results.

UNIT-V : Research reporting- organization of the report, Tables, Graphs, Bibliography- Style manual and References.

REFERENCE BOOKS:
1. Goode (WJ) and Hatt (PK): Methods in social Research New York. McGraw hill 1985.
2. Sardana Seghal: Statistical Methods of librarian, Delhi: ESS PUBLIN 1982.
3. Young (P): Scientific Social Surveys and Research.
4. Prakash Srivastav: Printice hall, 1984 Advanced Research methodology, 1994.
5. Kothiari Research Methodology: New Delhi, Wiley, Eastern, 1995.
6. Saravanaval: Research Methodology, Allahabad Kitab Mahal, 1994.
7. Ravinchandra Rao, Quantitative methods in library & Information Science, Delhi Wiley eastern company, 1983.
8. Goswami. Research Methodology in Library & Information Science, New Delhi: Commonwealth Publishers, 1995.

Paper II: LIBRARY INFORMATION PROCESSING AND RETRIEVAL TECHNIQUES

UNIT-1 : Information Retrieval Systems- Objectives, Structure, functions; Criteria for evaluation- Recall: Precision, relevance. Search strategy;

UNIT-II : Philosophy of Library Classification; Selective Contributors- Hegel, Kant, Bacon, Dewey, Ranganathan. Classification Schemes- CC, DDC, UDC and LC.

UNIT-III :   Bibliographic Description- Standardization print and non- print media ISBD's AACR-II, MARC Formats, CCF, ISO-2709, Dublin Core metadata elements.

UNIT-IV : Subject Indexing Languages- Pre-coordinate Indexing Systems, Chain Indexing; POPSI, PRECIS, Post coordinate Indexing Systems- Uniterm Indexing- Citation indexing- Evaluative studies.

UNIT-V : Vocabulary control Devices- Construction and maintenance of Thesaurus, Classaurus and Depth Classification: Principles& methodology.

REFERENCE BOOKS:
1. Michael Gorman and Paul. W. Winkler Ed_ Anglo-American.
2. Cataloguing Rules – Ed 2(1988)
3. Batachariya,G-POPSI
4. Perreault,J.M-Towards a Theory For UDC.
5. Kanna.J.K&Vora, R-Hand book of library classification systems.
6. Hunter,E.J&Fox, N.J-Examples Illustrating AACR-2.
7. Saithiyanan,V.V.V- Universal Decimal Classification: A practical premier.
8. Hunter,E.J:-Cataloguing.
9. Craven,T.C-String Indexing.
10. Armittage, J.E&Lynch M.F-Information Storage and Retrieval.
11. Austin,D-PRECIS in a multilingual context.
12. FISCHER,M-KWIC Index concept.
13. Gilchrist, A-The thesaurus in retrieval.

Paper III: MANAGEMENT OF LIBRARY & INFORMATION SYSTEM

UNIT-I : Management Schools of thought. General systems theory. Organization Theory- Organizational structures- organizational behavior.

UNIT-II : Planning process- Factors in planning: Assessment of needs; Data collection and Analysis- Planning techniques; Performance evaluation.

UNIT-III : Managerial communication- Formal and Informal; Interpersonal- intergroup and inter- organizational.

UNIT-IV : Resource management: Budgeting for Planning and Control- Fundamentals of Budgeting process- Budgeting methods- cost effective analysis- Operations research.

UNIT-V : Performance management- Definition, Process, Keys to High performance, Managing and Monitoring Performance, Performance management and Human resource. Total Quality Management in Library.

REFERENCE BOOKS:

1. Cowlety, John, Personnel Management in Libraries, London, Clive Bingley,1982.
2. Evans, G. Ee. Management Techniques for Librarians end Ed. New York, Academic Press 1983.
3. Koontz,H.et.al., Management 7th ed. Tokyo. McGraw Hill International /Book company, Japan.
4. Jones N. and Jordan, P. Steps Management in Library and Information Work Aidershol,Gomer,1982.

5. Lancester,F.W. Guidelines for evaluation of information systems and ervices.Paris, UNESCO, 1978.
6. Mittal,R.L. Library Administration, Theory and Practice, Delhi, Metropolital Book Company.
7. Ranganathan,SR, Library Administration 2nd.Bombay,Asia Publishing Co,1959.
8. Rizzo, TR. Management for Libraries, Fundamental and Issues,1980.

PAPER IV: INFORMATION TECHNOLOGY: SYSTEM AND PROGRAMS

UNIT-I : Fundamentals of computers- PC Architecture. Modern Development . Role of PC in Information Transfer Technology (ITT). Operating systems- MS- DOS, WINDOWS, UNIX. Selection of hardware and software.

UNIT-II : Information system analysis and design- overview of system analysis & design System Development Life Cycle Method. CD- ROM Technology, operation software for electronic and digital databases- Win SPIRS, Proquest, Dialog.

UNIT-III : File organization: Sequential, Indexed Sequential and inverted files. Database system- Definition; Scope, Need and purpose- Overall system structure- Various Database system models- Hierarchical, Network and Relational.

UNIT-IV : Networking: Technological development in communication : transmission media; Digital Networks- LAN and WAN; PSTN; ISDN; Optical communication systems; Fax; Modem; Teletex; Videotext; E-mail: Internet and Intranet.

UNIT-V : Impact of information technology on library concepts

   a. Electronics Library
   b. Digital Library, Digitization and digital archiving
   c. Virtual library.

REFERENCE BOOKS:
   1. Perry, Greg-Teach Yourself Windows-98
   2. Sams, Teach Yourself Excel 2000 Programming
   3. Williams,A.L – Windows 2000
   4. Underdahl, B-Teach Yourself Microsoft Office 2000
   5. Gupta, Vikas- Comdex Computer Course Kit.
   6. Smith, Colin -Photoshop Ver(8)CS: A Beginning Guide
   7. Negus,C Ed.-Linux Bible 2005
   8. Cole,E.Etc.-Networks Security Bible
   9. Kelly,J-Master Visually Excel 2003 VBA.

Paper V: ACADEMIC LIBRARY SYSTEM

UNIT-I : Development of higher education in post- independent India. Types and nature of universities.

UNIT-II : Types of academic library system- College and university and other institutions of higher learning. Role of Libraries in Distance Education.

UNIT-III : Growth and development of college and university libraries in India since 1950 University Grants Commission(India)- aims and objectives- its role in the development of libraries.

UNIT-IV : College and university library organization- collection development- information service to faculty and students. Physical planning- furniture and equipment, building finance planning.

UNIT-V : E-learning- Definition, scope. E-learning resources. Features of selective Websites for academic research. Web of science, Scholar google.com, Sciencedirect.com.

REFERENCE BOOKS:
1. Dorothy Isaac., etal, Academic Libraries: Role in the National Development
2. Mittal,R.L- Library Administration Theory and Practice
3. Raina,Roshan-Library Resource Sharing and Networking
4. faruqi,khalid.- Development of Collection in the Libraries
5. Tilke,Anthony- Managing Your Scholl Library and Information Services
6. Shukla,K.H- University Libraries
7. Sharma,R.N- Indian Academic Libraries and S.R Ranganathan.
8.

Paper VI: TECHNICAL WRITING

UNIT-I : Communication process: characteristic features of technical writing, reader – writer relationship.

UNIT-II : Language as a medium for communication, readability and text, aberrations in technical writing.

UNIT- III : Organization and presentation of data in abstract textual matter, references preparation of popular articles, technical reports, monographs, house journals.

UNIT- IV : Repackaging of information, content creation, content Description; preparation of review article trend report, progress reports.

UNIT- V : Editional process – copy Editing, punctuation and capitalization, standard Abbreviations; Editorial tools – use of style manuals – proof reading.

REFERENCE BOOKS:

1. Pfeiffer,William,S-Technical Writing: a Practical Approach 3rd ed 1997
2. Gerson,S.J And Gerson,S.M- Technical Writing: Process and Product 2001
3. Stevens,D.M-101 Standards for Online Communication 1997
4. Pratt,J.A-Technical Communication,1998
5. D'Souza,Y.K-Modern Communication Technologies

Paper VII: ADVANCED INFORMATION PROCESSING (PRACTICE)

1. Classifying documents according to UDC.
2. Cataloguing of documents using Anglo American Cataloguing Rules II (1978).
3. Indexing according to POPSI.

REFERENCE BOOKS:

1. Michael Goeman and Paul.W.Winkler, Anglo-American Cataloguing Rules-ed 2 (1998)
2. Batachariya, G- POPSI
3. Perreault, J.M-Towards a Theory for UDC
4. Kanna.J.K & Vora,R- Hand Book of Library Classification System
5. Hunter,E.J & Ox,N,J- Examples Illustrating AACR2
6. Sathyanarayanan,V.V.V- Universal Decimal Classification: A Practical Premier

Paper VIII: INFORMATION TECHNOLOGY PRACTICE

UNIT: 1   MS DOS
UNIT: 2   Windows
UNIT: 3   CDS / ISIS
UNIT: 4   MS Office
UNIT: 5   Electronic Database search and downloading using Winspirs and Proquest.

REFERENCE BOOKS:

1. Perry, Greg-Teach Yourself Windows-98.
2. Sams, Teach Yourself Excel 2000 Programming.
3. Williams,A.L – Windows 2000.
4. Underdahl, B-Teach Yourself Microsoft Office 2000.
5. Gupta, Vikas- Comdex Computer Course Kit.
6. Smith, Colin -Photoshop Ver(8)CS: A Beginning Guide.
7. Negus,C Ed.-Linux Bible 2005.
8. Cole,E.Etc.-Networks Security Bible.
9. Kelly,J-Master Visually Excel 2003 VBA.

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