

# SCHEME OF EXAMINATION AND DETAILED SYLLABUS

Faculty of Library Science

**Master of Library  
Science (M.Lib. Sc.)**


(Duration-1 Year)

(For 2019 Batch)




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 **AISECT University, Hazaribag**

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# MASTER OF LIBRARY AND INFORMATION SCIENCE

Duration: 12 Months (1 Year) Eligibility: B.Lib Pass

## COURSE STRUCTURE OF M.LIB SEMESTER Ist

Course Details				External Assessment		Internal Assessment				Credit Distribution			Allotted Credits
Course Code	Course Type	Course Title	Total Marks	Major		Minor		Sessional		L	T	P	Subject wise Distribution
				Max Marks	Min Marks	Max Marks	Min Marks	Max Marks	Min Marks				
<b>Theory Group</b>													
6HMLS101	<b>Core Course</b>	Information, Communication And Society	100	50	17	20	08	30	12	4	-	-	4
6HMLS102	<b>Core Course</b>	Management of Library And Information Centres	100	50	17	20	08	30	12	4	-	-	4
6HMLS103	<b>Core Course</b>	Information Processing and Retrieval	100	50	17	20	08	30	12	4	-	-	4
6HMLS104	<b>Core Course</b>	Fundamentals of Information Communication Technologies	100	50	17	20	08	30	12	4	-	-	4
6HMLS105	<b>Core Course</b>	Information Retrieval & Network Centers	100	50	17	20	08	30	12	4	-	-	4
<b>Grand Total</b>			<b>500</b>							<b>20</b>	<b>-</b>	<b>-</b>	<b>20</b>

Minimum Passing Marks are equivalent to Grade D

Major- Term End Theory Exam

Minor- Pre University Test

Sessional weightage – Attendance 50%, Three Class Tests/Assignments 50%

L- Lectures T- Tutorials P- Practical

**MASTER OF LIBRARY AND INFORMATION SCIENCE**  
Duration: 12 Months (1 Year) Eligibility: : B.Lib Pass

**COURSE STRUCTURE OF M.LIB SEMESTER IIInd**

Course Details				External Assessment		Internal Assessment				Credit Distribution			Allotted Credits
Course Code	Course Type	Course Title	Total Marks	Major		Minor		Sessional		L	T	P	Subject wise Distribution
				Max Marks	Min Marks	Max Marks	Min Marks	Max Marks	Min Marks				
<b>Theory Group</b>													
6HMLS201	<b>Core Course</b>	Preservation and Conservation of Library Material	100	50	17	20	08	30	12	4	-	-	4
6HMLS202	<b>Core Course</b>	Research Methodology	100	50	17	20	08	30	12	4	-	-	4
6HMLS203	<b>Core Course</b>	Academic Library System & Services	100	50	17	20	08	30	12	4	-	-	4
6HMLS204	<b>Core Course</b>	Public Library System & Services	100	50	17	20	08	30	12	4	-	-	4
6HMLS205	<b>Core Course</b>	Universe of Knowledge, Information and Communication	100	50	17	20	08	30	12	4	-	-	4
<b>Practical Group</b>				<b>Term End Practical Exam</b>				<b>Sectional</b>					
	<b>Project/Dissertation/Internships &amp; Viva Voce</b>	Project/Dissertation/Internship & Viva Voce	200	100	33	-	-	100	40	-	-	8	8
<b>Skill Courses</b>								<b>Sectional</b>					
SCIT201	<b>Skill Enhancement</b>	Skill Enhancement Elective Course-1	50	-	-	-	-	50	20	1	-	1	2
<b>Grand Total</b>			<b>750</b>							<b>21</b>		<b>09</b>	<b>30</b>

Minimum Passing Marks are equivalent to Grade D

Major- Term End Theory Exam/ Practical Exam

Minor- Pre University Test

Sessional weightage – Attendance 50%, Three Class Tests/Assignments 50%

Skill Elective I – Any other course being offered in this semester as per the list given at the end of course structure.

Compulsory Project/Dissertation with choice in any Disciplinary specific elective. Compulsory Project report along with one paper presentation certificate to be attached in report in related discipline.

L- Lectures T- Tutorials P- Practical

## SKILL ENHANCEMENT ELECTIVE COURSES

<b>Non-Technical</b>			
<b>Elective No.</b>	<b>Department/ Faculty Name</b>		
	<b>Faculty of Information Technology</b>		
I	SCIT 201	Data Entry Operation	2(1+0+1)
II	SCIT 301	Multimedia	2(1+0+1)
III	SCIT 501	Web Designing with HTML	2(1+0+1)
IV	SCMIT 201	Web Development	2(1+0+1)
V	SCMIT 301	LINUX	2(1+0+1)
	<b>Faculty of Management</b>		
I	SMGT 201	Briefing and Presentation Skills	2(1+0+1)
II	SMGT 301	Resolving Conflicts and Negotiation Skills	2(1+0+1)
III	SMGT 802	Entrepreneurship Development	2(1+0+1)
	<b>Faculty of Commerce</b>		
I	SCOM 201	Tally ERP 9	2(1+0+1)
II	SCOM 302	Multimedia	2(1+0+1)
III	SCOM 803	Data Analyst	2(1+0+1)
	<b>Faculty of Humanities</b>		
I	SHBA 301	Pursuing Happiness	2(1+0+1)
II	SHBA302	Communication Skill and Personality Development	2(1+0+1)
III	SHMA301	Tourism in M.P	2(1+0+1)
	<b>Faculty of Science</b>		
I	SSBI 301	Mushroom Cultivation	2(1+0+1)
II	SSPH 301	House Hold Wiring	2(1+0+1)
III	SSPH 301	Basic Instrumentation	2(1+0+1)
IV	SSPH 301	DTP Operator	2(1+0+1)
V	SSCH 301	Graphic Designing	2(1+0+1)
	<b>Faculty of Education</b>		
I	SCBE 403	Understanding of ICTC (Information Communication Technology)	2(1+0+1)
II	SCPE 201	Yoga Education	2(1+0+1)

# **RABINDRANATH TAGORE UNIVERSITY BHOPAL**

## **Vision**

To be valued as a coveted centre for nurturing talent, imparting skill based quality education and promoting research driven advancement of knowledge for creating responsible professionals who will build a programme nation.

## **Mission**

- To foster research oriented culture in the university.
  - To provide education through extensive and innovative use of technology.
  - To nurture talent, stimulate thinking, impart skills and create competent and inspired professionals for the industry.
  - To forge collaborations with academic and corporate bodies across the world.
  - To be recognized as a premium national university providing dedicated services for the social and economic development of the nation.
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# **BACHELOR OF LIBRARY AND INFORMATION SCIENCE**

## **PROGRAMME OBJECTIVES :**

- Make him/her alert and sharp about Surrounding Library Activity
- To be able to understand the different kinds of Library Problems
- Complete Development about Library.
- Making Research in mind and approach.
- To be able to understanding The Library.
- Complete Knowledge about Library.
- Preparing him/her for national level competitive examination

## **PROGRAMME OUTCOME :**

- Student's expected capabilities in this area at the end of semester
- Students should be able to identify the problems and capable to decide the application for future development.
- Demonstrate a broad and coherent body of knowledge with depth in the underlying principles and concepts;
- Integrate knowledge of the diversity of cultures and people;
- Apply critical thinking , independent judgment, intercultural sensitivity and regional, national and global perspectives to identify and solve problems in the discipline of the Arts, Languages and Social Sciences;
- Demonstrate capacity for reflection, planning, ethical decision- making and inter-disciplinary team work in diverse contexts of community engagement.

## **INFORMATION, COMMUNICATION AND SOCIETY**

### **COURSE OBJECTIVE :**

- Make him/her alert and sharp about Surrounding Information & Communication
- To be able to understand the different kinds of Information & Communication
- Complete Development about Information & Communication.
- Making Research in mind and approach.
- To be able to understanding The Information & Communication
- Complete Knowledge about Information & Communication
- Preparing him/her for national level competitive examination

### **Syllabus**

#### **Theory:**

- UNIT-I** Information: Nature, Property and Scope, Data Information and Knowledge : Intellectual Assets, Data: Definition, Types, Nature, Properties and scope, Information: Definition, Types, Nature, Properties and Scope, Knowledge: Definition, Types, Nature, Properties and Scope,
- UNIT-II** Information Generation and Communication, Information, Communication Process, Media and Diffusion.
- UNIT-III** Generation of Information: Modes and Forms, Information Theory: Measure and Contents Evaluation, Digital Information,
- UNIT-IV** Information and society, Social Implications of Information, Information as an Economic Resource, Information Policies: National and International, Information Infrastructure – National and Global, Information Society,
- UNIT-V** Knowledge and Society, Knowledge Society, Knowledge Management: Concept and tools,

### **COURSE OUTCOME :**

- Students should be able to identify the problems and capable to decide the application for future development.
- Apply critical thinking , independent judgment, intercultural sensitivity and regional, national and global perspectives to identify and solve problems in the discipline of the Arts, Languages and Social Sciences;
- Demonstrate capacity for reflection, planning, ethical decision- making and inter-disciplinary team work in diverse contexts of community engagement.

## Reference Books:

1. Information Communication and Society - - Ajay Pratap Singh ESS ESS Publications
2. Pustakalay tatha Suchna Seva ka Vikash (H) - Nupur Jhanji - Ajay Publishers Bhopal
3. Thesaurus construction and use: a practical manual Aitchison, J., Gilchrist, A. & Bawden, D-. 4th ed. London:
4. Guidelines for indexes and related information retrieval devices: a technical report. National Information Standard Organization. Baeza-Yates, R Bethesda, Maryland:
5. Modern information retrieval. Bawden, D. ACM Press; Harlow, Addison-Wesley England
6. Information seeking and information retrieval: the core of the information curriculum. Journal of Education for Library and Information Science, 48 (2), pp.125-138.
7. Web information retrieval. Ceri, S., Bozzon, A., Brambilla, M., Della Valle, E., Fraternali, P. & Quarteroni Heidelberg: Springer.

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**Chairperson**  
**(Board of Studies)**

**Dean**  
**(Academic Council)**

**(Registrar)**  
**Seal**



## MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

### COURSE OBJECTIVE :

- Make him/her alert and sharp about Surrounding Library Management
- To be able to understand the different kinds of Library Management
- Complete Development about Library Management
- Making Research in mind and approach.
- To be able to understanding The Library Management
- Complete Knowledge about Library Management
- Preparing him/her for national level competitive examination

### Syllabus

#### Theory:

- UNIT-I** Management Perspectives, Concepts and school of Management Thought, Management functions, Total Quality Management, Change Management,
- UNIT-II** Systems Analysis and Control, Systems Approach, Work Flow and Organisation Routines, Monitoring and. Control Techniques, Performance Measurement and Evaluation Techniques,
- UNIT-III** Human Resource Management, Organisational Behaviour, Managerial Quality and Leadership, Human Resource Planning and Development,
- UNIT-IV** Financial Management, Unit 11: Budgeting and Types, Budgetary Control System, Costing Techniques, Cost Analysis,
- UNIT-V** Marketing of Information Products and Services, Information as a Marketable Community, Marketing: Approach and Techniques, E-Marketing.

### COURSE OUTCOME :

- Student's expected capabilities in this area at the end of semester.
- Students should be able to identify the problems and capable to decide the application for future development.

### Reference Books:

1. Library Building And Furniture Design And Planning - Suresh C Sinha - ESS ESS Publications.
2. Library Managements Manual For Effective Management - Anil Kumar Dhiman - ESS ESS Publications
3. Foundations of information science. Bell, D. Facet Publishing. London:
4. The social framework of the information society. M C & Moses,L. (eds), In Derrouzos
5. Communication: concept and contexts. Dearnley, J. & Feather, J New York: Harper & Row.
6. The wired world: an introduction to the theory and practice of the information society. Debons, Anthony and Larson, Arvid G London: Library Association.
7. Information science in action: system design. Delanty, G 2 vols. Boston: Martinus Nijhoff Publishers.
8. Challenging knowledge: the university in the knowledge society. Open University Press.

## INFORMATION PROCESSING AND RETRIEVAL

### COURSE OBJECTIVE :

- Make him/her alert and sharp about Surrounding Information Processing and Retrieval
- To be able to understand the different kinds of Information Processing and Retrieval
- Complete Development about Information Processing and Retrieval
- Making Research in mind and approach.
- To be able to understanding The Information Processing and Retrieval
- Complete Knowledge about Information Processing and Retrieval
- Preparing him/her for national level competitive examination

### Syllabus

#### Theory:

- UNIT-I** Organizations of Information, Intellectual Organization of Information, Indexing Languages Part-I – Concepts and Types, Indexing Languages, Classification Systems, Indexing Systems and Techniques, Evaluation of IR Systems,
- UNIT-II** Bibliographic Description, Principles and Evaluation of Bibliographic Description, Rules for Bibliographic Description, Standards for Bibliographic Record Format, Metadata,
- UNIT-III** Content Development, Norms and Guidelines of Content Development, Introduction to HTML and XML, Web-based Content Development, Multilingual Content Development,
- UNIT-IV** Information Storage and Retrieval Systems, ISAR Systems: Objectives and Types, Compatibility ISAR Systems, Intelligent IR Systems,
- UNIT-V** Information Retrieval, Information Retrieval – Processes and Techniques, Information Retrieval – Models and their Applications, Search Strategy, Processes and Techniques.

### COURSE OUTCOME :

- Student's expected capabilities in this area at the end of semester.
- Students should be able to identify the problems and capable to decide the application for future development.

#### Reference Books:

1. Information Technology For Librarians, Information Managers - J K Khanna - Y.K. Publishers New Delhi
2. Introduction to modern information retrieval. 3rd ed. Chowdhury, G. G. Facet Publishing. London,
3. Subject approach to information.: The Library Association. Fugmann, R.: Subject analysis and indexing: theoretical foundation and practical advice. Frankfurt: Verlag, 5th Ed. London
4. Introduction to information retrieval. Salton, G. and McGill, Michael J McGraw-Hill. . New York
5. Information analysis in theory and practice Sarkhel, Juran Krishna. Classique Books, Kolkata:
6. Information retrieval experiment Sparck Jones, Karen London,

## FUNDAMENTALS OF INFORMATION COMMUNICATION TECHNOLOGIES

### COURSE OBJECTIVE :

- Make him/her alert and sharp about Surrounding IT & Library
- To be able to understand the different kinds of IT & Library
- Complete Development about IT & Library
- Making Research in mind and approach.
- To be able to understanding The IT & Library
- Complete Knowledge about IT & Library
- Preparing him/her for national level competitive examination

### Syllabus

#### Theory:

- UNIT-I** Computer Technology, Architecture and Technology, Software, Programming,
- UNIT-II** Communication Technology, Fundamentals of Communication Technology, Networks and Networking, Data Networks, Convergence Technology and Applications,
- UNIT-III** Communication media network technology, BMS.
- UNIT-IV** Media and Publishing Technology, Print and Non-Print Media, Publishing and Printing Technology, E-Publishing and Networking Publishing, Reprography and Micrography,
- UNIT-V** Resource Sharing Networks, Library and Information Networks, Bibliographic Utility Networks, Library and Information Networks in India.

### COURSE OUTCOME:

- Student's expected capabilities in this area at the end of semester.
- At the end of the course the students should be able to identify the problems and capable to decide the application for future development.

### Reference Books:

1. Information Technology For Librarians, Information Managers - J K Khanna - Y.K. Publishers Agra
2. Fundamentals Of Information Communication Technology - Manish Tripathi - Y.K. Publishers. Agra
3. Computers today. Basandra, Suresh K. New Delhi: Galgotia Bob, W., & McKellen, M.
4. A beginner's guide to the PC. Botto, Francis Delhi: Affiliated East West Press,.
5. Bradley Multimedia, CD-ROM and compact disc: a guide for users and developers. New Delhi Galgotia
6. Facet. Bradley, P. How to use Web 2.0 in your library. London
7. Bradley, P., & Aslib. Internet power searching: the advanced manual. NealSchuman Publishers New York
8. Chowdhury, G. G., & Chowdhury, S. World Wide Web: how to design and construct web pages. Aslib London
9. Searching CD-ROM and online information sources. Facet Publishing London:

## INFORMATION RETRIEVAL & NETWORK

### COURSE OBJECTIVE :

- To provide an overview of Information Retrieval.
- To introduce students about insights of the several topics of Information retrieval such as – Boolean retrieval model,  
Vector space model  
Latent semantic indexing,  
XML and Image retrieval model.
- To provide comprehensive details about various Evaluation methods. d. To provide Implementation insight about the topics covered in the course.

### Syllabus

#### Theory

- Unit -1:** Models for information retrieval: Input- Output Models and Theoretical Models. type of search- keyword search, Phrase search, keyword and subject search, truncation search, range search. Boolean logic and Venn Diagram.
- Unit-2 :** Indexing : History and Development subject indexing, Pre-coordinate Indexing and Post-coordinate Indexing, Special type of indexing - citation indexing; automatic indexing - PRECIS, POPSI, KWIC, KWOC.
- Unit-3 :** Abstracting : Uses and Techniques of abstracting, Abstracting services in different disciplines, Indexes in abstracting services.
- Unit -4 :** Professional Organizations Promoting Information System Professional Organizations at international level (FID, IFLA, ISKO) Professional Organization at National level (ALA, SLA, LA, ASLIB, ILA, IASLIC, SIS, ALSD)
- Unit -5:** Information Systems: definition, objectives, need, importance and types. UNISIST (Global Information system)-rationale, objectives, impact of UNISIST , NISSAT- history, structure, objectives, Activities, of NISSAT, Sectoral Centers- their field, scope and contribution.

### COURSE OUTCOME :

- Student's expected capabilities in this area at the end of semester.
- Capable students in the basics of professional skills for information / knowledge management, so that they serve the society through their knowledge .
- To give the students an understanding of the basic principles of Library and Information Science and to enable them to understand, appreciate and develop.

#### Reference Books:

- 1 Library legislation in India Rout, R. K. Reliance. Ray, Swapna New Delhi:
2. Public library act in Indian perspective. Sahai, S. Prova Prakashani. Kolkata
3. Library and community. Today & Tomorrow. Sandy, N. New Delhi
4. Copyright in further and higher education libraries. Sharma, Pandey S.K. Facet Publishing. London
5. Library and society. Shera, J. H. Ess Ess Publications. New Delhi
6. Sociological foundations of librarianship. Shera, J. H. Asia Pub. House. New York:

# PRESERVATION AND CONSERVATION OF LIBRARY MATERIAL

## COURSE OBJECTIVE :

- Make him/her alert and sharp about Surrounding Library
- To be able to understand the different kinds of Library Material
- Complete Development about Library Preservation and Conservation.
- Making Research in mind and approach.
- To be able to understanding The Library Management
- Complete Knowledge about Library Acquisition and Preservation
- Preparing him/her for national level competitive examination

## Syllabus

### Theory:

- UNIT-I** Library Materials: Preservation and conservation, Need for Preservation and Conservation, Historical Development of Writing Materials, Palm Leaves 'Birch'Bark: Their Nature and Preservation, Manuscripts, Books, Periodicals, News
- UNIT-II** PAPERS, Pamphlets, ets., Non-book Materials,
- UNIT-III** Hazards to Library Materials and Control Measures, Environmental Factors, Biological Factors, Chemical Factors, Disaster Management,
- UNIT-IV** Binding, Types of Binding, Binding Materials, Binding Process, Standards of Building,
- UNIT-V** Restoration and Reformatting, Materials Repair, Microfilming and Digitization,

### Practicals:

## COURSE OUTCOME :

- Student's expected capabilities in this area at the end of semester.
- Students should be able to identify the problems and capable to decide the application for future development.

### Reference Books:

1. Preservation And Conservation For Libraries And Archives - Nelly Balloffet -ESS  
ESS Publications
2. Preservation of information resources in academic libraries in Nigeria: case study  
of Federal University of technology, Amazi, I. Imo State University, Owerri.
3. Principles of the use of the library. Edom, B. O. Springfield publishers. Owerri:
4. The future of the past: preservation in Amorval Research Libraries. Smith, A.  
Council of Library and Information Resources. Washington,

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Chairperson  
(Board of Studies)

Dean  
(Academic Council)

(Registrar)  
Seal

## RESEARCH METHODOLOGY

### COURSE OBJECTIVE :

- Make him/her alert and sharp about Surrounding Library Research
- To be able to understand the different kinds of Library Research
- Complete Development about Library Research
- Making Research in mind and approach.
- To be able to understanding The Library Research
- Complete Knowledge about Library Research
- Preparing him/her for national level competitive examination

### Syllabus

#### Theory:

- UNIT-I** Introduction to Research Methodology, Meaning, Concept, Need, Historical Research, Survey Research, Experimental Research, Fundamental and Applied Research,
- UNIT-II** Tools for Research, Measurement of Variables, Presentation of Data, Statistical Techniques, Statistical Packages,
- UNIT-III** Research Methods, Observation Method, Questionnaire Method, Interview Method, Experimental Method, Case Study,
- UNIT-IV** Research Process, Designing a Research: Characteristics, Purpose, Research Plan v, Analysis and Testing, Presentation of Results.
- UNIT-V** Bibolimutrics Study : Meaning, Scope, Bibliuginetrics Law and their application.

#### Practicals:

### COURSE OUTCOMES :

- Student's expected capabilities in this area at the end of semester.
- Students should be able to identify the problems and capable to decide the application for future development

#### Reference Books:

1. Measurement in information science. Busha, Charles A, & Harter, Stephen P. Academic Press. San Diego, CA:
2. Research methods in librarianship: techniques and interpretations. Lynn Silipigni & Powell, Ronald R Academic Press. Connaway. New York:
3. A classification of library & information science Das, N.G. . Library Association. London
6. Statistical methods Glazier, Jack D, & Hall, Peter M. Tata McGraw-Hill. Calcutta:
7. Qualitative research in information management. Englewood, CO: Libraries Unlimited. Goon, A.M., Gupta, M.K. and Dasgupta, B. (1978).
8. Basic statistics. Calcutta: World Press. Gorman, G.E. & Clayton, Peter.
9. Qualitative Research for the Information Professional: a practical handbook. Gupta, S.P. Facet. London:

## ACADEMIC LIBRARY SYSTEM & SERVICES

### COURSE OBJECTIVE :

- Make him/her alert and sharp about Surrounding Academic Library
- To be able to understand the different kinds of Academic Library
- Complete Development about Academic Library
- Making Research in mind and approach.
- To be able to understanding The Academic Library
- Complete Knowledge about Academic Library
- Preparing him/her for national level competitive examination

### Syllabus

#### Theory:

- UNIT-I** Development of Academic Libraries, Academic Libraries: Objectives and Functions, Role of UGC and Other Bodies in Promoting Libraries in Universities.
- UNIT-II** Colleges and Other Institutions of Higher Learning, Library Governance, Academic Library Services, Financial Management of Academic Libraries,
- UNIT-III** Collection Development, Collection Development Policy, Weeding Out Policy, Problems in Collection Organization, Collection Development Programmes,
- UNIT-IV** Staffing Pattern and Staff Development for Academic Libraries, Norms and Patterns of Staffing, Continuing Education Programmes, Personal Management,
- UNIT-V** Resource Sharing Programme, Resource Sharing: Need and Objectives, INFLIBNET, Library Networks and Consortia.

#### Practicals:

### COURSE OUTCOME :

- Student's expected capabilities in this area at the end of semester.
- Students should be able to identify the problems and capable to decide the application for future development.

### Reference Books:

1. Libraries in higher education           Bavakutty, M.   New Delhi Ess Ess.
2. The academic library. 2nd rev. ed.   Brophy, Peter           London: Facet Publishing.
3. The academic library: its context, its purposes, and its operation. Laura B. John Englewood, CO : Libraries Unlimited. Cohen,
4. **L**ibrary 2.0 initiatives in academic libraries. ALA. Cowley, Chicago:
5. **P**ersonnel management in libraries. Beard, J. & Holland, M Clive Bingley. Dale. P. London

## PUBLIC LIBRARY SYSTEM & SERVICES

### COURSE OBJECTIVE :

- Make him/her alert and sharp about Surrounding Public Library
- To be able to understand the different kinds of Public Library
- Complete Development about Public Library
- Making Research in mind and approach.
- To be able to understanding The Public Library
- Complete Knowledge about Public Library
- Preparing him/her for national level competitive examination

### Syllabus

#### Theory:

**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, Organizational 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 to Public Library.

**UNIT-V** Resource Sharing Networking, Public Library Scenario in India, UK, USA and Canada

#### Practicals:

### COURSE OUTCOME :

- Student's expected capabilities in this area at the end of semester
- Students should be able to identify the problems and capable to decide the application for future development.

#### Reference Books:

1. Libraries in higher education Bavakutty, M. Ess Ess. New Delhi:
2. The academic library. Brophy, Peter Budd, J 2nd rev. ed. Facet Publishing. London
3. The academic library: its context, its purposes, and its operation. Laura B. Englewood, CO: Libraries Unlimited. Cohen,
4. Library 2.0 initiatives in academic libraries Cowley, John ALA. Chicago
5. University libraries and digital learning environments.): Ashgate Publishing Aldershot GB.



# UNIVERSE OF KNOWLEDGE, INFORMATION AND COMMUNICATION

## COURSE OBJECTIVE :

- 1.Make him/her alert and sharp about Surrounding Subjects.
- To be able to understand the different kinds of Subjects
- Complete Development about Public Library
- Making Research in mind and approach.
- To be able to understanding The Public Library
- Complete Knowledge about Public Library
- Preparing him/her for national level competitive examination

## Syllabus

- Unit -1 :** Data (Definition, Properties, Types, Scope and Conceptual difference between data, information and knowledge), Growth of Knowledge (Reason and Implication) and Factors affecting knowledge, Source of Knowledge, Personal and Public Knowledge.
- Unit-2 :** Knowledge Management Definition and concept of knowledge management, Principles of knowledge management, Tools and techniques of knowledge management, Knowledge Management framework.
- Unit-3 :** Information Products Nature, concepts, types and design of different information products such as-Newsletter, House Journals, Trade and product-Bulletins, Technical Digests, Trend Report etc., Marketing of Information Products.
- Unit-4 :** Information Analysis and Consolidation Centres Genesis, Types, Function and Activities of information analysis and consolidation centers, Planning and Management of Information Analysis and Consolidation Centers (Policy formulation, Management and Resource needed .
- Unit -5:** Characteristics of development of universe of subjects, Structure and attributes of universe of subjects, Modes of formation of subjects, Universe of subjects as mapped in DDC, UDC and CC. ) Normative Principles: Law ,Canon of cataloguing.

## COURSE OUTCOME :

- Student's expected capabilities in this area at the end of semester.
- Promotes the development of a coherent learning programme, helps to guide students through the programme , enables an institution to demonstrate how a particular lecture course or paper contributes to the overall aims of its teaching.

## TOUR REPORT/ SURVEY REPORT/ PROJECT REPORT

## **Practicals:**

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## **Reference Books:**

1. Research methods in library and information science. Khan, M. A. Cosmo Publications. New Delhi
2. Basic statistics. Goon, A.M., Gupta, M.K. and Dasgupta, B World Press. . Calcutta:
3. Qualitative Research for the Information Professional: a practical handbook. Gorman, G.E. & Clayton, Peter. 2nd ed. Facet. London
4. Descriptive statistical techniques for librarians. (2nd ed.). Hafner, Arthur W American Library Association. Chicago:
5. Jennifer G., Gradiva C. Search engine optimization: An hour a day. London: John Wiley & Sons.
6. Electronic publishing: The definitive guide. Karen S. W. Marilyn B, Stone, T. A. Hard Shell Word Factory. UK:
7. Networking in the humanities: Proceeding. Kenna, S. & Ross S. Bowker-Saur, London.

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**Chairperson**  
**(Board of Studies)**

**Dean**  
**(Academic Council)**

**(Registrar)**  
**Seal**

## Communication Skill & Personality Development

**Objective:** To make the students understand the basics of personality, public speaking, language, Listening, conversation & writing skills, along with the communication process Syllabus

**THEORY –**

**Unit- I:**

Basics of Personality, Do's and Don't's in Personality, Salutations and Greetings, Presenting Yourself, Proper Introduction of Oneself.

**Unit- II:**

Administration- your work style, Overcoming Phobias, Public Speaking, General Etiquettes and Mannerism, Time Management, Attire, Attitude, Self Actualization, Magic of Positive Thinking.

**Unit- III :**

Tips of Preparing CV, Interviews tips.

**Unit-IV:**

Language Skill, Writing Skill, Speaking Skill, Listening Skill, Conversation Practice, Mysticism of Body Language, Basics of Grammar.

**Unit- V :**

Communication- Meaning, Functions, Channels, Process, Barriers and Interpersonal Skills.

**PRACTICAL –**

1. To present self introduction of yours.
2. Mock interview.
3. Group discussions.
4. SWOT analysis of self.
5. Extempore.
6. Debate.
7. Preparation of CV.
8. Role play.
9. Present a speech.
10. Make a power point presentation of communication.

**Reference Books:**

1. Business Communication, Universal Pub. Agra – Dr. Ramesh Mangal
2. English Grammar- Wren & Martin
3. Putting your best foot forward- Lt. Co. (Dr.) Pramod Deogirikar

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**Chairperson**

**Dean (Academics)**

**(Board of studies)**

**(Academic Council)**

**(Registrar) Seal**

**Outcome-** After the completion of this subject the learners will understand the basics of personality, public speaking, language, Listening, conversation & writing skills, along with the communication process.