

SEMESTER - II

Paper Code: PMLIS 121 **Title of Paper :** Management of Libraries and Information Centers - B
Credits : 4 **No. of Lectures** : 60

Course Objectives (COs):

1. To familiarize students with the concept of System Analysis, Management of Change TQM & Marketing of LIS services.
1. To make the students aware of principles & functions of management & their application to librarianship.
3. To train students in the organization of library work & collection development.
4. To familiarize with various library procedures & housekeeping activities.
5. To understand, monitor and evaluate library procedures & practices.
6. Identify the main approaches to the study of the management of an organization;
7. Equip with the skills of managing resources, money, people and time, change and demonstrate management skill in libraries and information centers.

Course Outcomes (COs):

- CO1. The students will be understand a theory of TQM, Management of Libraries And Information Centres.
- CO2. Training in organization of library work & collection development.
- CO3. Familiarize with various library procedures & library housekeeping activities.
- CO4. Make aware of principles & functions of management & their application to Librarianship.
- CO5. Understand, monitor & evaluate library procedures & practices.
- CO6. Describe the terminology of management with its related terminology as applied to libraries and information centres;
- CO7. Orient the students with different schools of thought;
- CO8. Identify the fundamental components of management, planning, organizing, staffing, directing and control;

TOPICS/CONTENTS:

	Total No Of Credits = 04	
UNIT 1	System Analysis & Design 1.1 Library as a system, System analysis & Design 1.2 Monitoring & Control techniques: Management Information System, Network Techniques- PERT/CPM, DELPHI. 1.3 Performance Measurement & Evaluation Technique 1.3.1 Performance Measurement : Concept, Need, Reengineering, Time & Motion Study 1.3.2 Performance Evaluation of libraries : Meaning, objectives, stages, areas, method, evaluation of library performance, SWOT analysis, DFD (Data Flow Diagram)	(15L)
UNIT 2	Total Quality Management 2.1 Total Quality Management: Concept, objectives, elements 2.2 Techniques and quality audit 2.3 TQM for LICs	(15L)
UNIT 3	Change Management 3.1 Change Management : Concept, forces of change 3.2 Changes in procedure, types, steps, techniques, problems, 3.3 Change Management in LICs Re-engineering- concept, steps, sources, Re-engineering in libraries	(14L)
UNIT 4	Marketing of Library & Information Services 4.1 Marketing of Library & Information Services: Concept, need, market analysis 4.2 Market Segmentation : Methods of Segmentation: Geographical segmentation, Psychographic segmentation, Behavioral segmentation, Demographic Segmentations 4.3 Marketing of library products & services, promotion techniques including electronic media	(16L)

Class : M.Lib.I.Sc. **Subject** : Library and Information Science

Course : Management of Libraries and Information Centres – B

Course Code : PMLIS-121

Weight age : 1= weak or relation, 2= moderate or partial relation, 3= strong or direct relation

Programme Outcomes (POs)								
Course Outcomes	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
CO 1	3		2					3
CO 2	3							
CO 3	3							3
CO 4								
CO 5		2						
CO 6		2					2	
CO 7		2					2	

Justification for the Mapping

PO1 Research-Related Skills and Scientific temper:

All of the course outcomes (COs) contribute to the development of students' Research-Related Skills and Scientific temper. For example, CO1, CO2, require students to Performance Measurement – concept, need, Performance Measurement in LICs, Time & Motion Study.

PO2 Effective Citizenship and Ethics:

The entire COs also contributes to Effective Citizenship and Ethics. For example CO5 and CO7 students will be understand Change Management.CO6 marketing of library products & services

PO3 Social competence and communication skills:

CO1 also contributes to Social competence and communication skills For example CO7 students will be social competence about management report.

PO7 Environment and Sustainability:

CO6 and CO7 contribute to Environment and Sustainability. For example CO6 and CO7 students to develop their marketing audit

PO8 Critical Thinking and Problem solving:

The entire COs also contributes to the development of students' critical thinking and problem-solving skills. For example, CO1 and CO3 require students to Market segmentation, marketing mix,

Paper Code: PMLIS 122 **Title of Paper** : Statistical Techniques of Research & Bibliometrics

Credits : 4

No. of Lectures : 60

Course Objectives (COs):

1. To understand the use of various data collection tools & statistical techniques for research.
2. To introduce the concept of Bibliometrics.
3. To familiarize the art and style of writing a research report.
4. Apply various sampling techniques to select representative sample from target population.
5. Understand the basics of descriptive and inferential statistics.
6. Apply various techniques for measuring research output.
7. To familiarize students with the various aspects of research methods and statistical techniques, and their application in the field of Library and Information Science.

Course Outcomes (COs):

- CO1. Can perform and access research based practices through the application of Information literacy, inquiry, and research methods including data discovery analytics and Qualitative measures
- CO2. Understand the stages of research.
- CO3. Comprehend the paradigms of research in terms of qualitative and quantitative approaches.
- CO4. Formulate research questions and hypotheses.
- CO5. Apply the research methods in the field of in Library and Information Science.
- CO6. Construct the suitable research instrument to gather the data.
- CO7. Acquire knowledge on the structure, style and content of research report writing.

TOPICS/CONTENTS

Total No Of Credits = 04	
UNIT 1	Research Tools and Techniques. (15L) 1.1 Questionnaire, Interview, Observation, Scales and Check lists, 1.2 Sampling Techniques: Meaning, Definition, Types (Probability & Non- probability)
UNIT 2	Data Analysis and Interpretation (15L) 2.1 Preliminary Analysis : Data editing, Classification, Tabulation, Graphical Presentation 2.2 Statistical Analysis : Descriptive Statistics : Measures of Central Tendency, Dispersion-Range, Variance, Standard Deviation, Correlation Inferential Statistics : Regression- Linear & Non-Linear, Z-T Test, Chi-Square Test Statistical Packages- SPSS
UNIT 3	Reporting Writing and Style Manual (15L) 4.1 Style Manual : Chicago, MLA, APA 4.2 Current Trends In LIS Research. 4.3 Plagiarism : Concept
UNIT 4	Laws of Bibliometrics (15L) 3.1 Bradford's Law: Concept ,formula& Application 3.2 Lotkas Law : Concept , formula & Application 3.3 Ziff Law : Concept ,formula & Application

Class : M.Lib.I.Sc.

Subject : Library and Information Science

Course : Statistical Techniques of Research Bibliometrics Course Code : PMLIS-122

Weight age : 1= weak or relation, 2= moderate or partial relation, 3= strong or direct relation

Programme Outcomes (POs)								
Course Outcomes	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
CO 1	3			3				3
CO 2	3	3		3				
CO 3	3	3						3
CO 4	3							
CO 5	3			2				
CO 6	3	2					2	
CO 7	3		2				2	

Justification for the Mapping

PO1 Research-Related Skills and Scientific temper:

All of the course outcomes (COs) contribute to the development of students' Research-Related Skills and Scientific temper. For example, CO1, CO2, and CO3 require students to access research based practices through the application of Information literacy, inquiry, and research methods including data discovery analytics and Qualitative measures. CO4 and CO5 require students to different methods and techniques of research and use of data collection tools, organization and representation of data. CO6 and CO7 require students to data analysis techniques and prepare research report.

PO2 Effective Citizenship and Ethics:

The entire COs also contributes to Effective Citizenship and Ethics. For example CO2 and CO3 students will be understand ethical aspect of research. CO6 students to use their Research awareness in data analysis.

PO3 Social competence and communication skills:

CO7 also contributes to Social competence and communication skills For example CO7 students will be social competence about research report.

PO7 Environment and Sustainability:

CO6 and CO7 contribute to Environment and Sustainability. For example CO6 and CO7 students to develop their data analysis technique to use prepare project work.

PO8 Critical Thinking and Problem solving:

The entire COs also contributes to the development of students' critical thinking and problem-solving skills. For example, CO1 and CO3 require students to think critically about how to used style manual in Research project.

Paper Code : PMLIS 123 **Title of Paper** : Bibliographic Control and Information Systems

Credits : 4

No. of Lectures : 60

Course Objectives (COs):

1. To familiarize students with the meaning and tools for Bibliographical Control of Information.
2. To provide knowledge about the information systems and understand the Rationale behind Internationalization in information systems.
3. Understand the role of social science associations and networks in the upliftment of social sciences.
4. To acquaint the students about the Information Sources of social science and Networks in the field of Social Sciences.
5. To provide knowledge about the information systems and understand the Rationale behind Internationalization in information systems.
6. Understand the role of social science associations and networks in the upliftment of social sciences.
7. To familiarize students with the meaning and tools for Bibliographical Control of Information.

Course Outcomes (COs):

- CO1. The students will be able to identify the concept of Bibliographic Control and Information Systems
- CO2. Examine the structure and development of Social Sciences.
- CO3. Know the recent research trends in the field of Social Sciences.
- CO4. Know about the Social Science Information Sources, products and services.
- CO5. Critically evaluate various social sciences information sources.
- CO6. Develop acquaintance with the role of national and International Social Science Institutions engaged in Information generation and dissemination.
- CO7. Evaluate the Social Science Databases and Repositories

TOPICS/CONTENTS:

Total No Of Credits = 04	
UNIT 1	<p>Bibliographic control. (15L)</p> <p>1.1 Concept, definition, aim, need</p> <p>1.2 UBC : Concept and Definition, Needs and prerequisite to UBC at National and International level.</p> <p>1.3 UAP : Historical background and IFLA's Role, Objectives and scope , Inter Library Loan, International Agreement on Book exchange.</p>
UNIT 2	<p>Bibliographic organization in India (15L)</p> <p>2.1 Government initiative: Delivery of book act, National Library- INB, RRRLF, (ISBN).</p> <p>2.2 Bibliographic services in India</p> <p>2.3 Library Networks and Consortia : Definition, Need, Objectives, use, Activities services & examples (national & international)</p> <p>2.4 Information and Documentation Centre in India: Role, Objective, scope, services & products : NISCAIR, NASSDOC, DESIDOC, SENDOC, DSIR, NCSI , IASLIC.</p>
UNIT 3	<p>Information policy (15L)</p> <p>3.1 Information policy : Meaning, Need ,importance, process of formulation, guidelines</p> <p>3.2 International Policy Issues : UNESCO,IFLA, FID, ICSU/AB</p> <p>3.3 Indian Initiatives: National Information Policy 1986, Right to Information Act, National Knowledge Commission 2008.</p> <p>3.4 Intellectual Property Rights, Copyright Act, Information Technology act.</p>
UNIT 4	<p>Information Systems . (15L)</p> <p>4.1 Definition, Objectives, Need, importance and types</p> <p>4.2 UNISIST (Global Information system) : rationale, objectives, impact of UNISIST</p> <p>4.3 NISSAT : History, Structure, Objectives, Activities, of NISSAT, Sect oral Centers: their field, scope and contribution.</p> <p>4.4 International Information Systems :Subject scope, input-output processing, services & Products e.g. INIS, AGRIS, IFIS, ASFIS, TITUS, DEVSIS, ASTINFO, BIOSIS, INSPEC, VINITI, INFOTERA, POPIN International etc. Commercial / Private Information systems : CAS, MEDLARS</p>

Class : M.Lib.I.Sc. **Subject** : Library and Information Science

Course : Bibliographic Control & Information Systems **Course Code** : PMLIS-123

Weight age: 1= weak or relation, 2= moderate or partial relation, 3= strong or direct relation

Programme Outcomes (POs)								
Course Outcomes	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
CO 1				2				
CO 2								
CO 3			3					
CO 4								

Justification for the Mapping

PO3 Social competence and communication skills:

CO3 also contributes to Social competence and communication skills For example CO3students to develop new skills for design of Information Systems.

PO4 Disciplinary Knowledge:

All of the course outcomes (COs) contribute to the disciplinary Knowledge For example, CO4 require The students will be able to identify the concept of Bibliographic Control and Information Systems to acquire disciplinary knowledge.

Paper Code : PMLIS 124

Title of Paper : Project

Credits : 4

No. of Lectures : 60

Course Objectives (COs):

1. To develop skills using research methods, techniques and tools
2. Discover a suitable topic on current issues from Library and Information Centres and develop analytical thinking
3. Objectives and Methodology Devise the methodology, Plan for the execution of the project work, and sketch the work plan
4. Analysis Solve the problem through various Statistical techniques
5. Summarize the findings
6. Justify results in logical and scientific way
7. Defend the findings

Course Outcomes (COs):

1. Choose an appropriate problem and suitable methodology with respect to current challenges in the field
2. Survey literature sources to know the origin and development of a problem to fill up the research gap
3. Compile project findings for presenting the solution to broader audience
4. Practice ethical and professional values
5. Justify the findings and give recommendations
6. Propose new, sustainable and innovative solutions for real time problems in Library and Information Centres
7. Justify the conclusion

TOPICS/CONTENTS

	Total No Of Credits = 04
	The Project report shall be on an approved topic pertaining to Library and Information Science. Each student shall work under the supervision and guidance of a teacher for his / her Project report.

Course : Project

Course Code : PMLIS- 124

Weight age : 1= weak or relation, 2= moderate or partial relation, 3= strong or direct relation

Programme Outcomes (POs)								
Course Outcomes	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
CO 1	3			2				
CO 2								
CO 3	3		2			3		
CO 4	3		2		3			
CO 5								3
CO 6				2				
CO 7	3			2				

Justification for the Mapping

PO1 Research-Related Skills and Scientific temper:

All of the course outcomes (COs) contribute to the development of students' Research-Related Skills and Scientific temper. For example, CO1, CO3, and CO4 require students to be acquainted with research process and understanding the research databases. CO7 presents and discusses the research results with colleagues with scientific temper.

PO3 Social competence and communication skills:

CO3 also contributes to Social competence and communication skills. For example, CO3 students acquire research skills.

PO4 Disciplinary Knowledge:

All of the course outcomes (COs) contribute to the development of students' disciplinary Knowledge. For example, CO1 makes students acquainted with research process. CO6 and CO7 students gain knowledge to present and discuss the research results with colleagues and senior researchers.

PO5 Personal and professional competence:

CO4 also contributes to Personal and professional competence. For example, CO4 students perform a research project according to an individual study plan for professional competence.

PO6 Self-directed and Life-long learning:

The entire COs also contribute to Self-directed and Life-long learning. For example, CO3 student directed learning to writing research proposal.

PO8 Critical Thinking and Problem solving:

CO also contributes to Critical thinking and problem solving. For example, CO5 shows independence, critical and creative thinking for the students.

Paper Code: PMLIS 125

Title of Paper : Information Technology Applications
(Practical)

Credits : 4

No. of Lectures : 60

Course Objectives (COs):

1. To provide students with hands-on-experience in the use of Library Software, CD and Internet Search.
2. To develop skills in web page designing.
3. Should be able to use application software like word processor, spread sheets, power point presentation and MS access
4. Designing of web page by using HTML tags.
5. Should be able to understand technology and issues involved in using library automation software's.
6. To select appropriate library automation software and effectively use it.
7. To plan and design automated library system.

Course Outcomes (COs):

1. The students will be able to learning library software, CD search Webpage designing.
2. Understand and learn the basic skills of Information Technology and computer
3. Identify and understand the different useful application software and Learn system software
4. Learn about the different Number Systems (Binary, Octal, Decimal and Hexadecimal)
5. Analyze the different programming languages (Machine, Assembly and High-Level Languages)
6. Understand fundamentals of Telecommunication and e-publishing
7. Develop understanding of Digitization process.

TOPICS/CONTENTS

Total No Of Credits = 04	
UNIT 1	Using Library Software E - Granthalaya / KOHA or any locally available library software. Creation & maintenance of bibliographic database of minimum 50 documents using E-granthalaya or any locally available library software
UNIT 2	CD search :Study of minimum 5 CDs (text, graphic) Digitization of documents (scanning, OCR etc.)
UNIT 3	Web Search : Searching information on two subjects using various search Strategies-Basic, Advanced, truncation, wild card, pearl citation, Google Scholar, N-list etc. Content management software
UNIT 4	Web Page Designing Open a Page, Create a New Page, and Give Pages a Consistent Look (eg.-themes), Add Page Elements (eg. Page Banner), Create Hyperlink

Class : M.Lib.I.Sc.

Subject : Library and Information Science

Course : Information Applications Technology: Practical

Course Code : MLIS-125

Weight age : 1= weak or relation, 2= moderate or partial relation, 3= strong or direct relation

Programme Outcomes (POs)								
Course Outcomes	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
CO 1	3	3						
CO 2	3	3		2				
CO 3	3			3				
CO 4	3	3						
CO 5	2		3					
CO 6	3	2						
CO 7	2			2				

Justification for the Mapping

PO1 Research-Related Skills and Scientific temper:

All of the course outcomes (COs) contribute to the development of students' Research-Related Skills and Scientific temper. For example, CO1, CO2, and CO3 require students to standard developing digital library system and content management system, web 2.0 and semantic web technologies CO4 and CO5 students understanding the institutional repositories and their usages. CO6 and CO7 use of communication and networking technologies.

PO2 Effective Citizenship and Ethics:

The entire COs also contributes to Effective Citizenship and Ethics. For example CO1 and CO2 to explore the applications of software. CO6 students to use their knowledge about the database management.

PO3 Social competence and communication skills:

CO5 also contributes to Social competence and communication skills For example CO5 students will trained in ICT and automation skills.

PO4 Disciplinary Knowledge:

All of the course outcomes (COs) contribute to the development of students' disciplinary Knowledge. For example CO2 and CO3 require students understand the web 2.0 and semantic web technologies in digital library systems.CO7 students gain knowledge to current trends in library networks in india .

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