MATS UNIVERSITY RAIPUR(C.G.)

**MASTER OF LIBRARY AND INFORMATION SCIENCE
1 YEAR (2 – SEMESTER PROGRAMME)
SCHEME OF EXAMINATION & DETAILED SYLLABUS**

(2024- 2025)

MATS SCHOOL OF LIBRARY SCIENCE

**MATS TOWER, PANDRI, RAIPUR (C.G.)
492004**

MASTER OF LIBRARY AND INFORMATION SCIENCE

M.LIB.&I.SC. SESSION 2024-25

FIRST SEMESTER   **MINIMUM PASSING MARK- 40**

Paper code	Subject	Credit Point	Internal Mark	Examination		Total Mark
				Mark	Duration	
MLIB301	Fundamental of Information Science	6	30	70	2½Hrs.	100
MLIB302	Management of Library Centres and institutions	6	30	70	2½Hrs.	100
MLIB303	Research Methods and Statistical Techniques	6	30	70	2½Hrs.	100
MLIB304	Information Sources, System, Product and Services	6	30	70	2½Hrs.	100
MLIB305	Knowledge Organization	6	30	70	2½Hrs.	100
Total		**30**	**150**	**350**		**500**

M.LIB.&I.SC. (SECOND SEMESTER)   MINIMUM PASSING MARK- 40

Paper code	Subject	Credit Point	Internal Mark	Examination		Total Mark
				Mark	Duration	
MLIB401	Information Storage Retrieval System	6	30	70	2½Hrs.	100
MLIB402	Management Information System(MIS)	6	30	70	2½Hrs.	100
MLIB403	Preservation, conservation of Museum and Archeological	6	30	70	2½Hrs.	100
MLIB404	Digital library	6	30	70	2½Hrs.	100
MLIB405	Library Technical Process (Practical)	6	30	70	2½Hrs.	100
Total		**30**	**150**	**350**		**500**

Percent and Mark Grade Point and Letter Credits will be as following table

Marks Secured (in%)	Grade Point	Letter Grade
80 and above	10	Outstanding (O)
70 and above but below 80	9	Excellent (A+)
60 and above but below 70	8	Very Good (A)
55 and above but below 60	7	Good (B+)
50 and above but below 55	6	Above Average (B)
45 and above but below 50	5	Average (C)
40	4	Pass(P)
Below 40	0	Fail (F)
	0	Absent (AB)

M.LIB. & I.SC.(Master of Library and Informaton Science)

Paper 1. Fundamental of Information Science

Unit 01

- Information: Definition, Information nature, characteristics and use of information.
- Definition of Data, types, Purpose and nature Scope, Deference between data and information.
- Knowledge: Definition, Purpose scope and types.
- Communication Channels and Barriers.
- Communication of information.

Unit 02

- Information and Society, Characteristics and implication.
- Knowledge Society.
- Information Industry
- Various information Policies National and International.

Unit 03

- Information needs, Definition and models.
- Categories of information Users.
- Information seeking behavior.
- Evaluation of User studies, methods and techniques.
- UBC, UAP.

Unit 04

- Knowledge management: Definition, concept and tools.
- Information management.
- Knowledge Organization- FID, IFLA, UNESCO etc.

Unit 05

- Right to Information Act.
- Economics of information.
- e-commerce and e-Governance.
- Press and Registration Act.

Paper 2. Management of Library Centres and institutions

Unit 01

- Management – Definition, Objectives, need, types and functions.
- Scientific management, function and principles.
- Project management.
- Concept Management school of Thought.

Unit 02

- Human Resource Management.
- Personal Management.
- POSDCORB.
- Total quality Management (TQM).
- Job Evaluation, Motivation.

Unit 03

- Resource Mobilization.
- Budgeting Technique and methods- Zero base budget (ZBB), Planning, Programing, Budgeting System(PPBS).
- Budgetary control.
- Cost effectiveness and cost benefit analysis.

Unit 04

- Concept of Planning-definition, Types and Procedures.
- Strategic Management- Definition, objectives and Policies.
- Management by Objectives (MBO) and Management by exception (MBE).
- SWOT Analysis.
- Physical Planning of Libraries.

Unit 05

- System Analysis- Definition, Concepts and Characteristics
- Decision Table
- Critical Path method (CPM) and Project Evaluation and Review Technique (PERT).
- Data Flow Diagram (DFD).
- Flow Chart, Gantt Chart and Block Diagrams.
- Time and Motion.

PAPER 3 – Research Methods and Statistical Techniques

Unit 01

- Research meaning, Concept, Meaning, Purpose, characteristics and need.
- Types of Research and their concept – Fundamental and Applied.
- Review of Literature.

Unit 02

- Research methods- Historical, Descriptive, survey and Experimental, Case study.
- Scientific Methods- Features, Spiral of Scientific methods.
- Delphi Methods of Research.

Unit 03

- Meaning and Definition of research design.
- Types of Research design, Identification and Formulation of Problem.
- Hypothesis: concept, Definition, Need, Objectives and Types.
- Formulation of Hypothesis and Hypothesis testing.
- Methods of Data Collection.

Unit 04

- Meaning and Definition of Research design.
- Sampling Techniques.
- Sampling, Questionnaire, Schedule, Interview.
- Presentation of Data and Data Analysis.

Unit 05

- Bibliometrics, Informetrics and Scientometrics concepts, Definition and Scope.
- Bibliometrics Law – Brodford, Zipf, Lotka Law.
- Sociometry.
- Content Analysis.
- Citation Studies theory and Analysis.
- Current Trend in Library and Information Science research.

Paper 4-Information Sources, System, Product and Services

Unit 01

- Concept Categories of Information source.
- Documentary Source of Information.
- Non documentary Information Source.
- Characteristics Utility and Evaluation of different types of information sources.
- Print and non Print including electronic Nature.
- Internet as a Source of information.

Unit 02

- Concept of Information Services, Definition, Need and trends.
- Document delivery and Translation Services.
- Alerting services CAS and SDI.
- User Education: Concept, Need, and Methods.
- Retrieval Services.

Unit 03

- Information Product- Nature, concept and Types.
- Design and marketing of information Products.
- Types and Guidelines in preparing abstracts.
- Repackaging of Information and consolidation.

Unit 04

- Library Information system- Education and Training level.
- National and International Information systems.
- Reference Interview and search technique.
- Resource sharing and Library networking.
- Data Centers.

Unit 05

- National Network Organization – DESIDOC, NISSAT, INSDOC, CALIBNET, DELNET, INFLIBNET, MALIBNET.
- International Network Organization – AGRIS, DEVSIS, ICSU, INIS, MEDLAR, INSPEC.

PAPER 5-Knowledge Organization

Unit 01

- Mode of Formation of Subjects.
- Different types of subjects and their modes of formation.
- Universe of Knowledge as mapped in different schemes of Classification.

Unit 02

- Notation: types, Structure and Qualities, canons of Notation.
- Indicator Digits.
- Mnemonics- types and canon.
- Canons for book classification.
- Systems of book Number.

Unit 03

- Choice of schemes of classification.
- Universal and special schemes of classification.
- Postulates and Principles for face sequence.
- Telescoping of Faces.

Unit 04

- Features of Broad System Ordering (BSO).
- Design and development of Schemes of Library Classification.
- Role of FID, CRG, DRTC.

Unit 05

- Standard schemes of Library classification DDC, CC and UDC
- Canons and Normative Principles of Sayers and Ranganathan of classification.

Second Semester

Paper 1-Information Storage Retrieval System

Unit 01

- Information retrieval processes and techniques.
- ISAR objective, uses and important.
- Compatibility of ISAR system.
- IR Model, SQL.
- Library of Congress Subject Headings.

Unit 02

- Indexing languages: types and characteristics.
- Recall and Precision devices in indexing Language.
- Vocabulary control tools.
- Thesaurus structure and construction of an IR Thesaurus, Thesaurofacet.
- Trend in automatic indexing.

Unit 03

- Pre and Post Co-ordinating indexing system.
- Chain indexing_ PRECIS and POPSI .
- Uniterm indexing, Citation indexing.
- KWIC and KWOC.
- Peek-a-book, Auto coding indexing system.

Unit 04

- Man and Machine retrieval system.
- Search strategy - process and techniques.
- Search Technique s - Boolean searches online.
- Standard for bibliographic description AACR 2, ISBD, MARC, CCF.

Unit 05

- Information Retrieval through OPAC and Internet.
- Information retrieval through CD-ROM.
- Data mining, Data harvesting.
- Important test results- Cranfield, medlars, Smart.
- Project and Parameters.

Paper 2- Management Information System(MIS)

Unit 01

- MIS: Definition, concept, elements and objectives.
- Information and Management effectiveness.
- Information need and management levels.
- Features of MIS system approach to MIS.
- Properties of MIS.

Unit 02

- MIS and decision making.
- Structure of MIS.
- Techniques for MIS planning and system analysis.
- MIS system design.

Unit 03

- Office automation system.
- Management reporting system.
- Decision support system.
- Knowledge based system.

Unit 04

- Financial information systems , marketing, human resources
- Implementation , evaluation and maintenance of MIS

Unit 05

- MIS in computer.
- Data Base management, software need, selection and development.
- Data communication and networking.
- Using information superhighways- Internet and Intranet.

Paper 3- Preservation, conservation of Museum and Archeological

Unit 01

- History, development and types of archival centers.
- Kind and identification of archival material.

Unit 02

- Source material on archival, manuscript.
- Acquisition, classification, cataloguing and indexing of archival materials.
- Microfilm and machine readable of archival records.
- Database and digitization of archives.
- Roll of UNESCO.

Unit 03

- Cause of Deterioration.
- Physical, chemical and atmospheric pollution.
- Biological enemies of material- Fungi, mould, insect and rodents.

Unit 04

- Building design and standard.
- Planning, furniture and fillings.
- Binding material and binding process,Types.
- Use of copy right to information in relation to archives.

Unit 05

- Repair and restoration technique.
- Lamination.
- Storage conditions.
- Cleaning, removal of stains.
- Fuming and de acidification.

Paper 4- Digital library

Unit 01

- History of digital library.
- Digital library concept and definition.
- Planning and implementation.
- Digital library services.

Unit 02

- Major components of digital Library.
- Software and hardware requirements.
- Scanner and their types.
- OCR, OCR software.

Unit 03

- Library software- KOHA, WINISIS, SOUL, LYBSIS, ERP, JOOMLA.
- Open source software.
- Green stone digital library, DSpace software, eprint and Fedora.
- Open access and digital library.
- Open standard and file formats, Harvesting metadata.

Unit 04

- Digital Preservation of scanning and OCR.
- Persistent Identifier DOI and CNRI handles.
- Multilingual digital repositories.

Unit 05

- Area of preservation, lamination and safeguard.
- Preservation methods and remedies.
- Impact of IT on collection development.

Paper 5- Library Technical Process (Practical)

- Book Acquisition Process.
- Accessioning of books.
- How to make a Book Card, Due date slip.
- Knowledge about Book arrangement.
- Know how about book shelving in Library.
- Practical work related Classification.
- Practical work related Cataloguing.
- Journal Acquisition Process.
- How to Generate Barcode.
- Work on Library Software ERP, SOUL.
- Practice on Circulation work.
- Physical verification of Library books.
- How to preserve the reading material of the Library.
- Inter Library Loan (ILL)
- Searching for Open Access.