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पटना विश्वविद्यालय
PATNA UNIVERSITY

Letter No. Acad/ 8996   Dated: 18-09-19

To

1. The Director,
   Institute of Library & Information Science,
   Patna University
2. The Controller of Examinations,
   Patna University

Subject:- Regarding approved Ordinance and Regulations(Revised) and syllabus under semester system of Master of Library & Information Science (MLIS), a self-financing programme.

Sir,

I am directed to enclose the letter No. PU(Regulation)-32/2004-2575/GS(I) dated 28/08/2019 of the Officer on Special Duty (Judl.), Governor's Secretariat, Bihar, Patna , approved Ordinance, Regulations(revised) and syllabus under semester system of Master of Library & Information Science (MLIS), a self-financing programme for your information and necessary action.

Enclosures:- 1.Letter No. PU(Regulation)-32/2004-2575/GS(I) dated 28/08/2019
2. approved Ordinance and Regulations(Revised) and syllabus under semester system of Master of Library & Information Science (MLIS), a self-financing programme.

Yours faithfully,

Deputy Registrar
Patna University, Patna
Dated: 18-09-19

Memo No. Acad/ 8997
Copy along with its enclosures forwarded to the Incharge, Patna University Computer Centre for uploading on Patna University website.

Deputy Registrar
Patna University, Patna

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GOVERNOR'S SECRETARIAT, BIHAR
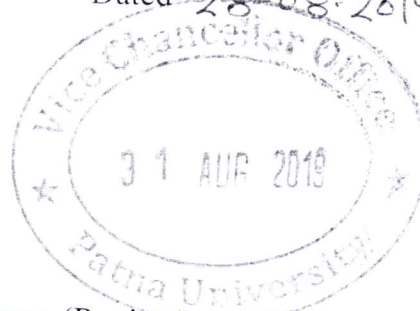## RAJ BHAVAN, PATNA-800022

Letter No.-PU(Regulation)-32/2004- 2575/GS(I).   Dated- 28-08-2019

From,

P. C. Choudhary,
Officer on Special Duty (Judl.)

To,

The Registrar,
Patna University,
Patna.

Sub:- Regarding approval of the Ordinance and Regulations (Revised) under semester system of Master of Library & Information Science (MLIS), a self-financing programme of Patna University, Patna.

Sir,

I am directed to invite a reference to the University's Letter No.- Acad/7976, dated 20-06-2019 on the subject mentioned above and to inform that Hon'ble Chancellor after due consideration of the proposal of the University and advice of the Advisory Committee and in exercise of the powers vested in him u/s 38(4) and 39(2)(ii-proviso) of the Patna University Act, 1976 as amended up to date, has been pleased to approve the Ordinance and Regulations (Revised) under semester system of Master of Library & Information Science (MLIS), a self-financing programme of Patna University, Patna duly authenticated with seal (copy enclosed).

However, with the approval of the revised Ordinance and Regulations under Semester System, approval granted earlier on the Admission Ordinance and Regulations (under semester system) of Master of Library & Information Science (MLIS) (self-financing course) vide this Secretariat's letter no. PU(Regulation)-32/2004-1482/GS(I), dated 17-10-2014 stands **repealed** to the extent aforesaid.

Further necessary action may kindly be taken accordingly.

Encl:-As above.

Yours faithfully,

(P.C. Choudhary)
Officer on Special Duty (Judl.)

RI 50 (Academic)
Send one copy to
Director Lib-Sc.
31-8-19

31-8-19

INSTITUTE OF LIBRARY & INFORMATION SCIENCE

PATNA CENTRAL LIBRARY

PATNA UNIVERSITY, PATNA -800005

ORDINANCE FOR MASTER OF LIBTRARY AND INFORMATION SCIENCCE (MLIS)

1. **DURATION OF THE COURSE**

   This course shall be of one academic year duration consisting of two semesters, each semester of six month duration. Semester one will run during July to December whereas semester two will run during January to June every year. There will be at least 18 to 20 weeks of teaching per semester.

2. **ELIGIBILITY FOR ADMISSION**

   (i) Bachelors degree from any university established and incorporated by law followed by

   (ii) Bachelor degree in Library and Information Science from a recognized university.

   (iii) Candidates having 50% marks (for general category students) or 45% marks (for S.C & S.T. students) in BLIS will be eligible for admission in MLIS.

3. **NUMBER OF SEATS**

   Sanctioned seats will be 45 (Forty Five) each year, subject to formal approval of State Government.

4. **SELECTION**

   (i) Selection of candidate for admission shall be made in order of merit. Merit list shall be prepared on the basis of open competitive exam followed by viva-vice.

5. **FEE STRUCTURE**

Fee structure per student for the complete course (Semester one and Semester two) shall be the following:

Sl. No	Particulars	Merit category (in Rs.)
1.	Admission fee	1,000
2.	Tuition fee	5,000
3.	Exam fee	1,000
4	Refundable Library Caution Money	1,000
5.	Development fee	2,000
6.	Supervisor fee	500
	Total	10,500

6. The fee structure may be reviewed every third year by the Vice-Chancellor in consultation with the Director of the course. However, the approval of the Chancellor will be must.

7. Reservation of seats will be provided as per the State Government rules.

8. The Master of Library and Information Science subject shall be placed in the faculty of Social Science.

9. No applicant shall be admitted, who has not applied for admission within the notified time, or who on being selected for admission, does not get himself enrolled within the specified time.

10. No applicant shall be admitted, who in the opinion of the Vice-Chancellor should not be admitted in this course in the best interest of the university.

11. This ordinance shall come into effect from the academic session 2014-2015.

INSTITUTE OF LIBRARY & INFORMATION SCIENCE

PATNA CENTRAL LIBRARY

PATNA UNIVERSITY, PATNA -800005

REGULATIONS FOR MASTER OF LIBRARY AND INFORMATION SCIENCE (MLIS)

1. Every student shall undergo a certified study extending to an academic year consisting of two semesters, each semester of six months duration.
2. Admission to MLIS course is open to candidate who has passed Bachelor examination in any discipline followed by Bachelor degree in Library and Information Science conducted by any university established or incorporated by law.
3. Didactic lectures shall not exceed two third of the time schedule, Seminars, Group discussion and Problems oriented discussion shall be held regularly.
4. The Master of Library and Information Science Course shall consist of ten papers (Theory & Practice) each carrying 100 marks, one Viva voce carrying 50 marks and one practice paper carrying 50 marks. The syllabus of five papers shall be covered in each Semester. The breakup of the syllabus will be as follows:

SEMESTER	PAPER	NAME
SEMESTER ONE		
	MLIS 101-	Knowledge, Information and Communication
	MLIS 102-	Knowledge Organization– Library Classification & Cataloguing (Theory)
	MLIS 103-	Knowledge Organization- Library Classification & Cataloguing- (Practice)
	MLIS 104-	Universe of Knowledge and User Education
	MLIS 105-	Advanced Information Technology (Theory)
	MLIS 106-	Information Retrieval (Practice)
SEMESTER TWO		
	MLIS 201-	Research Methods and Statistical Techniques
	MLIS 202-	Information Repackaging and Retrieval
	MLIS 203-	Information Sources and Systems in Science & Technology
	MLIS 204-	Planning and Management of Academic Library System
	MLIS 205-	Advanced Information Technology (Practice)
	MLIS 206-	Viva Voce Exam

5. The examination for the degree in Master Of Library and Information Science (MLIS) shall consist of two parts namely MLIS semester one & MLIS semester two examination.
    (i) There shall be university examination at the end of each semester.
    (ii) To pass in the first semester examination, one must score at least 40% marks in each papers separately and minimum 45% in total.
    (iii) The result of second semester examination shall be declared on the basis of totality of student's performance in both semesters taken together.
6. The candidates may be examined for the award of MLIS degree provided he/she fulfills the following conditions:
    a) Any registered students of the university having requisite eligibility may after completion of each semesters with a minimum 75% attendance in theory & practical papers separately will be admitted to MLIS Semester one & MLIS Semester two examination separately.
    b) The performance of the student in each paper will be assessed on the basis of a Continuous Internal Assessment (CIA) of 25 marks and written/practical examination of 75 marks conducted towards the end of each semester, call the End Semester Evaluation (ESE).
    c) The components of CIA are as follows:
        i) Two mid semester written tests of one hour duration-   15 marks (7.5x2)
        ii) Semester/ Power point Presentation -   05 marks
        iii) Punctuaiity and conduct-   05 marks

                            Total   25 marks
                                        ----
7. Candidates shall be declared to have passed in a semester examination provided:
    a. He/she secures at least 40% marks in each paper E.S.E and C.I.A examination separately
    b. He/she has secured at least 45% marks in the aggregate of all the papers of the semester system.

8. A candidate, who has failed in not more than two papers, shall be promoted to next semester. However, he / she will have to clear those paper with the same semester system whichever is available.
    The final result of the promoted students will be declared only after he/she has cleared all papers.
9. The sent up candidates of semester one will be promoted in semester two class and they will carry on their CIA marks secured during semester one provided it is at least 40%, the minimum pass marks. If a candidate fails to secure 40% marks in one or more paper of the CIA examination of any semester, he/she will be allowed once in each semester re-examination after deposition of a fee of Rs. 100 per paper in the department.

10. In semester one there shall be examination of four theoretical papers (MLIS 101, 102, 104 and 105) and two Practical paper (MLIS -103, 106), whereas in semester two it will be of four theoretical papers (MLIS 201, 202 203 and 204), one practical paper (MLIS-205) and one Viva Voce (MLIS-206). The duration of the semester examination in all MLIS papers (MLIS-101 to 105 and MLIS- 201 to 205) will be 3 hrs, while the duration of paper MLIS-206 will be 2 hrs. In MLIS paper MLIS-101, MLIS-102, MLIS-104, MLIS-105, MLIS-201, MLIS-202, MLIS-203 and MLIS-204. candidate will be required to answer any five questions out of total 10 questions. In paper MLIS- 103 candidate will have design catalogue cards and develop class numbers accordingly. In paper MLIS-106, candidate will have to perform practical exam of 25 marks and face the viva of 25 marks taken by the external examiner. Besides in the practical exam (MLIS-103 and MLIS-205), 50 marks will be provided on the basis of the performance in written test, while 25 marks will be allotted on the base of his/her performance in the viva of the corresponding subject. These practical exams will be conducted by Internal examiner and External examiner both. Viva Voce (MLIS-206) will be based on the Viva voce assessment (for all subjects of the semester) by External Examiner.

11. In the prescribed examination a candidate shall be required to pass in both theoretical as well as in the practical papers.

12. Candidate will be required to have successfully cleared all the papers for the award of degree.

13. As soon as possible after the MLIS second semester examination, the university shall publish the list of successful candidates in order of merit in the manner stated below on the basis of aggregate of total marks secured in semester one and two examination taken together:-

   a. Candidates securing 75% and above marks will be placed in the First Class with distinction.

   b. Candidates securing 60% to 74% marks shall be placed in the First Class.

   c. Candidates securing 45% to 59% marks shall be placed in the Second Class.

14. Each successful candidate of MLIS examination shall received a degree in duly approved prescribed Performa specifying a subject and the class in which he/she was placed.

15. A candidate securing first position in First Class shall be awarded with a gold medal.

16. Name of promoted students shall not be included in the merit list of successful students.

17. No student shall be permitted to be registered as student in other course leading to a diploma or degree during the academic year of his/her study for the MLIS Course.

18. GUIDELINES FOR ADMISSION PROCESS OF MLIS COURSE

   (i) The selection of candidates for admission to the MLIS course shall be made strictly in accordance to the merit list prepare on the basis of open competitive examination (100 marks) followed by viva voce (25 marks).

   (ii) The Director of the Institute of Library and Information Science, P.U. will act as convener of the complete admission process of MLIS course.

(iii) The Entrance examination will be of 90 minutes duration and conducted by the Institute on the date fixed by the University.

(iv) The question booklet for the Entrance test of MLIS will consist of 100 multiple choice questions from the subject- Library & Information Science pertaining to the level of BLIS standard. Each question will carry one mark.

(v) There will be no negative marking.

(vi) The convener will prepare manuscript of three Entrance test booklet out of which one will be selected by Vice- Chancellor for its use in Entrance test as question booklet.

(vii) The printing of the Entrance test booklet will be undertaken under the strict supervision of the Director or any other person or agency authorized by the Vice Chancellor.

(viii) The evolution of the Entrance test booklet will undertaken by a panel of evaluators, duly approved by the University.

(ix) The tabulation work will be undertaken by the Director.

(x) The list of qualified candidates in the Written Entrance examination will be published on the Notice Board of the Institute after seeking the approval of the Vice-Chancellor.

(xi) The viva – voce for 25 marks of the qualified candidate will be conducted by a panel of experts, duly approved by the university. The panel of experts must consist of one member from the Schedule Cast/Schedule Tribe Category and one Vice-Chancellor's nominee.

(xii) The final tabulation (after addition of marks obtained by a candidate in the written Entrance examination and viva voce as well) of merit list of all candidates with detailed information alongwith the list of selected candidates (guaranteed as well as non-guaranteed) will be prepared by the director.

(xiii) The final result and list of selected candidates for admission in MLIS course will be displayed on the Notice Board of the Institute after seeking approval of the University.

(xiv) The Entire admission processes must be completed before 30th June so the classes should start soon after opening of the University after summer vacation for new academic year.

(xv) The entire expenses towards the complete admission process will be met from the amount collected from sale of admission application form.

(xvi) The payments for personnel engaged in the Admission Process of MLIS course shall be as follows:

1. Convener : Rs.1000.00
2. Centre Superintendent : Rs. 500.00
3. Invigilator : Rs 250.00 per head
4. Evaluator : Rs. 500.00 per head
5. Tabulator : Rs. 500.00 per Tabulation
6. Experts : Rs. 500.00+100.00 as C.A. per expert

7. Grade III Staff : Rs. 200.00 per staff
8. Grade IV Staff : Rs. 100.00 per staff
9. Admission work
   a. Director : Rs. 1000.00
   b. Grade III Staff : Rs. 400.00
   c. Grade IV Staff : Rs. 250.00
   d. Hospitality : Rs 100.00 per engaged personnel in each activity

viz. Entrance test, Evaluation, Tabulation, Viva-voce and Admission Work.

19. The regulation shall come in to effect from the academic session 2019-2020.

INSTITUTE OF LIBRARY & INFORMATION SCIENCE
PATNA UNIVERSITY, PATNA-800005

SYLLABUS OF
MASTER DEGREE IN LIBRARY & INFORMATION SCIENCE
(M.L.I.S. 1st Semester)

SEMESTER I (July to December)

Paper No.	Course No.	Course Title	Credits	CIA Marks	Exam. Marks	Total Marks
I	MLIS-101	Knowledge, Information and Communication	4 Credits	25	75	_00
II	MLIS-102	Knowledge Organisation– Library Classification & Cataloguing (Theory)	4 Credits	25	75	100
III	MLIS-103	Knowledge Organisation- Library Classification & Cataloguing- (Practice)	4 Credits	25	75	100
IV	MLIS-104	Universe of Knowledge and User Education	4 Credits	25	75	100
V	MLIS-105	Advanced Information Technology (Theory)	4 Credits	25	75	100
VI	MLIS-106	Information Retrieval (Practice)	2 Credits		50	50
			22 Credits		Total Marks- 550	

Paper- I   Credits- 4

MLIS- 101   Knowledge, Information and Communication   Marks- 100

(CIA- 25 + Exam- 75)

Unit 1: Information: Basics

  (i) Information: Definition, Characteristics, Nature and Use

  (ii) Representation of Information: Signal, Sign, Symbol and Language

  (iii)Information Life Cycle

Unit 2: Information and its relation with Society

  (i) Information and Society

  (ii) Information Industry-Generators

  (iii)Information Providers and Intermediaries

  (iv)Information Profession

Unit 3: Communication of Information

  (i) Communication of Information: Information generation

  (ii) Communication Process, Channels, Models and Barriers

  (iii)Trends in Scientific Communication

Unit 4: IPR

(i) Concept of freedom, Censorship

(ii) Data security and fair use

(iii) Intellectual Property Rights Acts

(iv) National Policy on Library and Information Systems and Services □

Unit 5: Knowledge Management

(i) Knowledge Management: Definition, concept and need

(ii) Tools of Knowledge Management

(iii) Knowledge Management Systems: Basic components

(iv) Trends in Knowledge Management

(v) Role of Knowledge Managers

Paper- II

MLIS- 102 **Knowledge Organisation– Library Classification & Cataloguing (Theory)**

Credits- 4

Marks- 100

(CIA- 25 + Exam- 75)

Unit 1: Subject Analysis and Representation

(i) Fundamentals of Retrieval Systems : Nature & Characteristics

(ii) Problems of Subject Analysis & Representation : Contribution of Cutter, Kaiser, Ranganathan, Farradane & Coates

(iii) Thesaurus: Structure & Construction, Thesaurofacet

Unit 2: Subject Indexing

(i) Subject Indexing : History & Development

(ii) Pre-coordinate Indexing System – Chain Indexing, PRECIS, POPSI, KWIC, KWOC

(iii) Post Coordinate Indexing System – Uniterm, Optical-Coincidence

(iv) Citation Indexing

Unit 3: Information Searching & Retrieval

(i) Retrieval Performance Evaluation

(ii) Search Techniques : Boolean Searches, Proximity search, Truncation etc.

(iii) Retrieval models : Cognitive, Probabilistic etc.

Unit 4: Abstracting

(i) Abstracting : Definition, Types, Slant in Abstracting

(ii) Principles & Canons of Abstracting

Unit 5: Information Retrieval & Artificial Intelligence

    (i) Intelligent Intermediaries

    (ii) Interface

Paper- III   **Credits- 4**

MLIS- 103   **Knowledge Organisation– Library Classification**   **Marks- 100**

                & Cataloguing (~~Theory~~ _Practical_)   (CIA- 25 + Exam- 75)

Section 'A'

Classification of documents with complex subjects according to Colon Classification

Section 'B'

Cataloguing of documents involving complicated personal & corporate authorship, complex periodicals & non-book materials.

(Pattern of examination and distribution of marks: 50 marks for written test and 25 marks for viva. Paper setting, evaluation of answer scripts and viva will be assessed/conducted by internal and external examiners)

Paper- IV   **Credits- 4**

MLIS- 104   **Universe of Knowledge, Bibliometrics and**   **Marks- 100**

                User Education   (CIA- 25 + Exam- 75)

Unit 1: Universe of Knowledge

    (i) Characteristics of the Universe of Knowledge

    (ii) Subjects having knowledge as their field of study

    (iii)Historical Development of Knowledge : Natural Science, Social Science & Humanities.

Unit 2: Modes of Formation of Subjects

    (i) Fission, Fusion, Distillation, Lamination, Loose Assemblage

    (ii) Spiral of Scientific method

Unit 3: User Studies

    (i) Scope and Content of User Studies

    (ii) Studies by Types of Libraries: Different User Groups, Different Disciplines

    (iii)User Survey

Unit 4: User Education

(i) User Education: Concept and Importance

(ii) Methods of User Education

Unit 5: Bibliometrics

(i) Bibliometrics Studies : Meaning, Scope & Parameters

(ii) Bibliometric Laws

(iii)Application of Bibliometrics

Paper- V

MLIS- 105   Advanced Information Technology (Theory)

Credits- 4

Marks- 100

(CIA- 25 + Exam- 75)

Unit 1: Information Technology and Libraries

(i) Information and Communication Technology: Concept, Components and application in Libraries

(ii) Software packages: Utility software, application software

(iii)Criteria for selection of application software

Unit 2: Digitization and Digital Library

(i) Digitization: Concept and Need

(ii) Digitization process

(iii)Digital Library: Concept, Need and Features

(iv)Digital library Software: DSpace, Greenstone

Unit 3: Library Automation Software Packages

(i) Library Software Packages: Features, Market Value

(ii) Comparative study of Library Automation Software like

- SOUL
- Libsys
- Koha
- E-Granthalaya

Unit 4: Database Management System

(i) Database: Definition, Concept and Components

(ii) Database Structure: Logical Data Organization, Physical Data Structure

(iii)Types of Database Management System

- Hierarchical, Relational, Object oriented
- Bibliographic, Full Text, Numeric, Non-Numeric

Unit 5: System Analysis & System Design

    (i) Kinds of Systems
    (ii) System Analysis
    (iii)Systems design and Development
    (iv)Implementation & Evaluation

Paper- VI	**Credits- 2**
MLIS- 106 Information Retrieval (Practice)	**Marks- 50**
	(Practical- 30 + Viva- 20)

Practical and Hands on practices on the following areas:

- Citation Tools, Use of Mandley

- Compilation of Bibliography

- Technical Report writing (Structure/framework of any type of Report)

- Searching of Databases

(Pattern of examination and distribution of marks: 50 marks for Practical/Hands on performance and 25 marks for viva. Paper setting, assessment and viva will be assessed/conducted by internal and external examiners)

INSTITUTE OF LIBRARY & INFORMATION SCIENCE
PATNA UNIVERSITY, PATNA-800005

SYLLABUS OF
MASTER DEGREE IN LIBRARY & INFORMATION SCIENCE
(M.L.I.S. 2nd Semester)

SEMESTER II (January to June)

Paper No.	Course No.	Course Title	Credits	Sessional marks	Exam. Marks	Total Marks
I	MLIS-201	Research Methods and Statistical Techniques	4 Credits	25	75	100
II	MLIS-202	Information Repackaging and Retrieval	4 Credits	25	75	100
III	MLIS-203	Information Sources and Systems in Science & Technology	4 Credits	25	75	100
IV	MLIS-204	Planning and Management of Academic Library System	4 Credits	25	75	100
V	MLIS-205	Advanced Information Technology (Practice)	4 Credits	25	75	100
VI	MLIS-206	Viva-Voce Examination	2 Credits		50	50
			22 Credits		Total Marks- 550	

Paper- I

MLIS- 201   Research Methods and Statistical Techniques

Credits- 4

Marks- 100

(CIA- 25 + Exam- 75)

Unit 1: Research: Basics

(i) Research: Concept and definition

(ii) Types of research: Fundamental and Applied, Inter disciplinary and Multidisciplinary

(iii) Research Design: concept and types; Hypothesis

(iv) Literature Search: Print & Non-print

Unit 2: Research Methods

(i) Elements of Research methods, Identification and formulation of problem

(ii) Research Methods: Scientific, Historical methods, Descriptive methods, Survey and Case Study Methods, Experimental and Delphi Methods

(iii) Designing of Research Proposal

Unit 3: Sampling and Data Collection

(i) Sampling: Concept and Need

(ii) Sampling Techniques

(iii) Data collection Methods & Tools:

- Questionnaire, Interview, Observation
- Scales and Check lists
- Library Records and Reports

Unit 4: Data Analysis & Data Representation

(i) Data analysis and interpretation: concept and use □
(ii) Tabulation and Generalization
(iii) Graphical presentation of data: bar, Pie-line graphs, Histograms
(iv) Statistical packages – SPSS,

Unit 5: Statistical Methods

(i) Descriptive Statistics – Measures of Central Tendency, Mean, Mode, Median and Standard Deviation
(ii) Measures of dispersion, Variance and Covariance
(iii) Inferential Statistics: Correlation, T-test, Regression – linear and non-linear, Chi square test

Paper- II **Credits- 4**

MLIS- 202   **Information Repackaging and Retrieval**   **Marks- 100**

(CIA- 25 + Exam- 75)

Unit 1: Information Analysis & Repackaging

(i) Information Repackaging: Concept and Need

(ii) Information Repackaging: Procedure:

- Content Analysis
- Condensation
- Consolidation
- Compilation

Unit 2: Information Retrieval Services

Study of few Internationally recognized Abstracting /Indexing Services:

- Sci-Finder,
- PUB-MED,
- Web of Science
- Scopus

Unit 3: Information Retrieval System

  (i) Information Retrieval System – concepts and types

  (ii) Features and elements of online IR

  (iii)Trends in IR

  (iv)Evaluation of IR systems

Unit 4: Information Products

  (i) Information Products: Nature, Concepts, Types

  (ii) Design and Development of Information Products.

Unit 5: Marketing of Information

  (i) Marketing: Concept, Need and Objectives

  (ii) Market Segmentation and Marketing Mix

  (iii)Marketing of Information Products

Paper- III

MLIS- 203   **Information Sources and Systems in Science & Technology**

Credits- 4

Marks- 100

(CIA- 25 + Exam- 75)

Unit 1: Science & Technology

  (i) Overview of Major Subjects of Science & Technology
- Physics
- Chemistry
- Engineering & Technology

Unit 2: Sources of Information

  (i) Primary Sources of Information: Their Types, Characteristics & Role with Emphasis on Periodicals, Research Reports, Patents, Specifications etc.

  (ii) Secondary Sources of Information: Their Types & Characteristics–Bibliographies, Indexes and Abstracts, Encyclopaedia, Year books etc.

  (iii)Evaluation of Important Secondary Sources from the view of their Information Value

Unit 3: Electronic Resources in Science & Technology

  (i) Online & Web resources in Science & Technology

  (ii) Databases in Science & Technology

  (iii)Prominent publishers of Science & Technology E-Recources

  (iv)Evaluation of Electronic Sources

Unit 4: Research Institutes & Professional Organizations

    (i) Role of Research Institutes & Professional Organizations in the development of Science & Technology

        – India

        – U.K.

        – USA

Unit 5: Information Systems and Services

    (i) Information Systems and Services in Science & Technology

        – National

        – International

Paper- IV

MLIS- 204   **Planning and Management of Academic Library System**

Credits- 4

Marks- 100
(CIA- 25 + Exam- 75)

Unit 1: Academic Institutions

    (i) Role of the Library in Academic Institutions

    (ii) Development of Academic Libraries in India after Independence

    (iii)Planning of Academic Libraries

    (iv)Study of the recommendations of various Committees and Commissions in India.

Unit 2: Library Authority

    (i) Library Governance: Authority and Library Committees (Various types of-)

    (ii) Duties and functions of Library Authority

    (iii)Role of Librarian

Unit 3: Human Resource & Finance

    (i) Organizational Pattern

    (ii) Human Resource Management: Staffing, Selection & Recruitment. Performance Appraisal.

    (iii)Budgeting for Academic Library

Unit 4: Resource Sharing &Library Building

    (i) Library & Information Services: Need and Types

    (ii) Library Co-operation and Resource Sharing

    (iii)Academic Library Buildings:

        – Planning and Design

        – Basic elements in designing

– Furniture and fittings

Unit-5 E-Resources & Library Consortia

    (i) INFLIBNET: Objectives and Activities
    (ii) Library Consortia: Concept, Need and Benefits
    (iii)Online Computer Library Centre (OCLC)
    (iv)Study of Select University Libraries in India: Banaras Hindu University, Aligarh
        Muslim University, Delhi University, Jawaharlal Nehru University

Paper- V

                                            Credits- 4

MLIS- 205   Advanced Information Technology (Practice)   **Marks- 100**

                                         (CIA- 25 + Exam- 75)

- MS- Access: Creating of Database using MS- Access
- CDS/ISIS: Creation of Bibliographic Database (FDT, Worksheet, Format, FST)
- Installation and use of various modules of the following Library Automation Software:
  - (i) SOUL
  - (ii) E-Granthalaya

(Pattern of examination and distribution of marks: 50 marks for IT practice and 25 marks for viva. Paper setting, assessment and viva will be conducted by internal and external examiners)
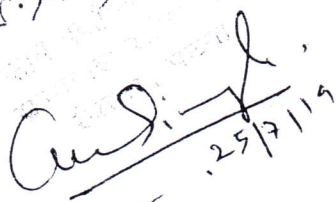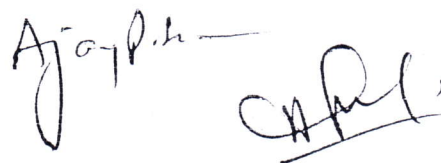
Paper- VI

                                            Credits- 2

MLIS- 206   Viva Voce   **Marks- 50**

INSTITUTE OF LIBRARY & INFORMATION SCIENCE
PATNA UNIVERSITY, PATNA-800005

SYLLABUS OF
MASTER DEGREE IN LIBRARY & INFORMATION SCIENCE
(M.L.I.S. 1st Semester)

SEMESTER I (July to December)

Paper No.	Course No.	Course Title	CIA Marks	Exam. Marks	Total Marks
I	MLIS-101	Knowledge, Information and Communication	25	75	100
II	MLIS-102	Knowledge Organisation– Library Classification & Cataloguing (Theory)	25	75	100
III	MLIS-103	Knowledge Organisation- Library Classification & Cataloguing- (Practice)	25	75	100
IV	MLIS-104	Universe of Knowledge and User Education	25	75	100
V	MLIS-105	Advanced Information Technology (Theory)	25	75	100
VI	MLIS-106	Information Retrieval (Practice)		50	50
				Total Marks- 550	

Paper- I

MLIS- 101   Knowledge, Information and Communication   Marks- 100

(CIA- 25 + Exam- 75)

Unit 1: Information: Basics

   (i) Information: Definition, Characteristics, Nature and Use

   (ii) Representation of Information: Signal, Sign, Symbol and Language

   (iii)Information Life Cycle

Unit 2: Information and its relation with Society

   (i) Information and Society

   (ii) Information Industry-Generators

   (iii)Information Providers and Intermediaries

   (iv)Information Profession

Unit 3: Communication of Information

   (i) Communication of Information: Information generation

   (ii) Communication Process, Channels, Models and Barriers

   (iii)Trends in Scientific Communication

Unit 4: IPR

(i) Concept of freedom, Censorship

(ii) Data security and fair use

(iii)Intellectual Property Rights Acts

(iv)National Policy on Library and Information Systems and Services ☐

Unit 5: Knowledge Management

(i) Knowledge Management: Definition, concept and need
(ii) Tools of Knowledge Management
(iii)Knowledge Management Systems: Basic components
(iv)Trends in Knowledge Management
(v) Role of Knowledge Managers

Paper- II

MLIS- 102   Knowledge Organisation– Library Classification   Marks- 100
& Cataloguing (Theory)   (CIA- 25 + Exam- 75)

Unit 1: Subject Analysis and Representation

(i) Fundamentals of Retrieval Systems : Nature & Characteristics
(ii) Problems of Subject Analysis & Representation : Contribution of Cutter, Kaiser, Ranganathan, Farradane & Coates
(iii)Thesaurus: Structure & Construction, Thesaurofacet

Unit 2: Subject Indexing

(i)   Subject Indexing : History & Development
(ii) Pre-coordinate Indexing System – Chain Indexing, PRECIS, POPSI, KWIC, KWOC
(iii) Post Coordinate Indexing System – Uniterm, Optical-Coincidence
(iv) Citation Indexing

Unit 3: Information Searching & Retrieval

(i) Retrieval Performance Evaluation
(ii) Search Techniques : Boolean Searches, Proximity search, Truncation etc.
(iii)Retrieval models : Cognitive, Probabilistic etc.

Unit 4: Abstracting

(i) Abstracting : Definition, Types, Slant in Abstracting
(ii) Principles & Canons of Abstracting

Unit 5: Information Retrieval & Artificial Intelligence

(i) Intelligent Intermediaries

(ii) Interface

Paper- III

MLIS- 103 **Knowledge Organisation– Library Classification** **Marks- 100**
& Cataloguing (Theory) Practical (CIA- 25 + Exam- 75)

Section 'A'

Classification of documents with complex subjects according to Colon Classification

Section 'B'

Cataloguing of documents involving complicated personal & corporate authorship, complex periodicals & non-book materials.

(Pattern of examination and distribution of marks: 50 marks for written test and 25 marks for viva. Paper setting, evaluation of answer scripts and viva will be assessed/conducted by internal and external examiners)

Paper- IV

MLIS- 104 **Universe of Knowledge, Bibliometrics and** **Marks- 100**
User Education (CIA- 25 + Exam- 75)

Unit 1: Universe of Knowledge

(i) Characteristics of the Universe of Knowledge

(ii) Subjects having knowledge as their field of study

(iii)Historical Development of Knowledge : Natural Science, Social Science & Humanities.

Unit 2: Modes of Formation of Subjects

(i) Fission, Fusion, Distillation, Lamination, Loose Assemblage

(ii) Spiral of Scientific method

Unit 3: User Studies

(i) Scope and Content of User Studies

(ii) Studies by Types of Libraries: Different User Groups, Different Disciplines

(iii)User Survey

Unit 4: User Education

(i) User Education: Concept and Importance

(ii) Methods of User Education

Unit 5: Bibliometrics

(i) Bibliometrics Studies : Meaning, Scope & Parameters

(ii) Bibliometric Laws

(iii)Application of Bibliometrics

Paper- V

MLIS- 105   Advanced Information Technology (Theory)

Marks- 100

(CIA- 25 + Exam- 75)

Unit 1: Information Technology and Libraries

(i) Information and Communication Technology: Concept, Components and application in Libraries

(ii) Software packages: Utility software, application software

(iii)Criteria for selection of application software

Unit 2: Digitization and Digital Library

(i) Digitization: Concept and Need

(ii) Digitization process

(iii)Digital Library: Concept, Need and Features

(iv)Digital library Software: DSpace, Greenstone

Unit 3: Library Automation Software Packages

(i) Library Software Packages: Features, Market Value

(ii) Comparative study of Library Automation Software like

- SOUL
- Libsys
- Koha
- E-Granthalaya

Unit 4: Database Management System

(i) Database: Definition, Concept and Components

(ii) Database Structure: Logical Data Organization, Physical Data Structure

(iii)Types of Database Management System

- Hierarchical, Relational, Object oriented
- Bibliographic, Full Text, Numeric, Non-Numeric

Unit 5: System Analysis & System Design

    (i) Kinds of Systems
    (ii) System Analysis
    (iii) Systems design and Development
    (iv) Implementation & Evaluation

Paper- VI

MLIS- 106   Information Retrieval (Practice)
                            Marks- 50
                          (Practical- 30 + Viva- 20)

Practical and Hands on practices on the following areas:

- Citation Tools, Use of Mandley

- Compilation of Bibliography

- Technical Report writing (Structure/framework of any type of Report)

- Searching of Databases

(Pattern of examination and distribution of marks: 50 marks for Practical/Hands on performance and 25 marks for viva. Paper setting, assessment and viva will be assessed/conducted by internal and external examiners)

INSTITUTE OF LIBRARY & INFORMATION SCIENCE
PATNA UNIVERSITY, PATNA-800005

SYLLABUS OF
MASTER DEGREE IN LIBRARY & INFORMATION SCIENCE
(M.L.I.S. 2nd Semester)

SEMESTER II (January to June)

Paper No.	Course No.	Course Title	Sessional marks	Exam. Marks	Total Marks
I	MLIS-201	Research Methods and Statistical Techniques	25	75	100
II	MLIS-202	Information Repackaging and Retrieval	25	75	100
III	MLIS-203	Information Sources and Systems in Science & Technology	25	75	100
IV	MLIS-204	Planning and Management of Academic Library System	25	75	100
V	MLIS-205	Advanced Information Technology (Practice)	25	75	100
VI	MLIS-206	Viva-Voce Examination		50	50
				Total Marks- 550	

Paper- I

MLIS- 201   Research Methods and Statistical Techniques

Marks- 100

(CIA- 25 + Exam- 75)

Unit 1: Research: Basics

(i) Research: Concept and definition

(ii) Types of research: Fundamental and Applied, Inter disciplinary and Multidisciplinary

(iii) Research Design: concept and types; Hypothesis

(iv) Literature Search: Print & Non-print

Unit 2: Research Methods

(i) Elements of Research methods, Identification and formulation of problem

(ii) Research Methods: Scientific, Historical methods, Descriptive methods, Survey and Case ☐ Study Methods, Experimental and Delphi Methods

(iii) Designing of Research Proposal ☐

Unit 3: Sampling and Data Collection

    (i) Sampling: Concept and Need

    (ii) Sampling Techniques

    (iii)Data collection Methods & Tools:

- Questionnaire, Interview, Observation
- Scales and Check lists
- Library Records and Reports

Unit 4: Data Analysis & Data Representation

    (i) Data analysis and interpretation: concept and use□

    (ii) Tabulation and Generalization

    (iii)Graphical presentation of data: bar, Pie-line graphs, Histograms

    (iv)Statistical packages – SPSS,

Unit 5: Statistical Methods

    (i) Descriptive Statistics – Measures of Central Tendency, Mean, Mode, Median and Standard Deviation

    (ii) Measures of dispersion, Variance and Covariance

    (iii)Inferential Statistics: Correlation, T-test, Regression – linear and non-linear, Chi square test

Paper- II

MLIS- 202   Information Repackaging and Retrieval   **Marks- 100**

(CIA- 25 + Exam- 75)

Unit 1: Information Analysis & Repackaging

    (i) Information Repackaging: Concept and Need

    (ii) Information Repackaging: Procedure:

- Content Analysis
- Condensation
- Consolidation
- Compilation

Unit 2: Information Retrieval Services

Study of few Internationally recognized Abstracting /Indexing Services:

- Sci-Finder,
- PUB-MED,
- Web of Science
- Scopus

Unit 3: Information Retrieval System

(i) Information Retrieval System – concepts and types

(ii) Features and elements of online IR

(iii)Trends in IR

(iv)Evaluation of IR systems

Unit 4: Information Products

(i) Information Products: Nature, Concepts, Types

(ii) Design and Development of Information Products.

Unit 5: Marketing of Information

(i) Marketing: Concept, Need and Objectives

(ii) Market Segmentation and Marketing Mix

(iii)Marketing of Information Products

Paper- III

MLIS- 203   Information Sources and Systems in Science & Technology

Marks- 100
(CIA- 25 + Exam- 75)

Unit 1: Science & Technology

(i) Overview of Major Subjects of Science & Technology
  - Physics
  - Chemistry
  - Engineering & Technology

Unit 2: Sources of Information

(i) Primary Sources of Information: Their Types, Characteristics & Role with Emphasis on Periodicals, Research Reports, Patents, Specifications etc.

(ii) Secondary Sources of Information: Their Types & Characteristics–Bibliographies, Indexes and Abstracts, Encyclopaedia, Year books etc.

(iii)Evaluation of Important Secondary Sources from the view of their Information Value

Unit 3: Electronic Resources in Science & Technology

(i) Online & Web resources in Science & Technology

(ii) Databases in Science & Technology

(iii)Prominent publishers of Science & Technology E-Recources

(iv)Evaluation of Electronic Sources

Unit 4: Research Institutes & Professional Organizations

(i) Role of Research Institutes & Professional Organizations in the development of Science & Technology

- India
- U.K.
- USA

Unit 5: Information Systems and Services

(i) Information Systems and Services in Science & Technology
- National
- International

Paper- IV

MLIS- 204   Planning and Management of   **Marks- 100**
Academic Library System   **(CIA- 25 + Exam- 75)**

Unit 1: Academic Institutions

(i) Role of the Library in Academic Institutions
(ii) Development of Academic Libraries in India after Independence
(iii)Planning of Academic Libraries
(iv)Study of the recommendations of various Committees and Commissions in India.

Unit 2: Library Authority

(i) Library Governance: Authority and Library Committees (Various types of-)
(ii) Duties and functions of Library Authority
(iii)Role of Librarian

Unit 3: Human Resource & Finance

(i) Organizational Pattern
(ii) Human Resource Management: Staffing, Selection & Recruitment. Performance Appraisal.
(iii)Budgeting for Academic Library

Unit 4: Resource Sharing &Library Building

(i) Library & Information Services: Need and Types
(ii) Library Co-operation and Resource Sharing
(iii)Academic Library Buildings:
- Planning and Design
- Basic elements in designing
- Furniture and fittings

Unit-5 E-Resources & Library Consortia

    (i) INFLIBNET: Objectives and Activities

    (ii) Library Consortia: Concept, Need and Benefits

    (iii)Online Computer Library Centre (OCLC)

    (iv)Study of Select University Libraries in India: Banaras Hindu University, Aligarh Muslim University, Delhi University, Jawaharlal Nehru University

Paper- V

MLIS- 205   **Advanced Information Technology (Practice)**   **Marks- 100**

                                                                   (CIA- 25 + Exam- 75)

- MS- Access: Creating of Database using MS- Access
- CDS/ISIS: Creation of Bibliographic Database (FDT, Worksheet, Format, FST)
- Installation and use of various modules of the following Library Automation Software:
  - (i) SOUL
  - (ii) E-Granthalaya

(Pattern of examination and distribution of marks: 50 marks for IT practice and 25 marks for viva. Paper setting, assessment and viva will be conducted by internal and external examiners)

Paper- VI

MLIS- 206   **Viva Voce**   **Marks- 50**