DEPARTMENT OF
LIBRARY AND INFORMATION SCIENCE

Curriculum and Syllabus for
MLISc Programme
Under Credit Semester System
(with effect from 2019 admissions)

St Berchmans College
Founded 1922
AUTONOMOUS | College with Potential for Excellence | Reaccredited by NAAC with A Grade
Affiliated to Mahatma Gandhi University, Kottayam, Kerala
Changanassery, Kottayam, Kerala, India-686101

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Preface

Library and Information Science cover the creation, storage, retrieval and dissemination of Information in organisations and in society at large. A well organised library has become a key component in every educational research and manufacturing establishment, both in the public and private sectors.

The role of public libraries as agents of life-long education has been fully recognized and government patronage is slowly emerging to make our public libraries fully functional with trained staff. Thus there is ample opportunity for people who have obtained the MLISc degree to pursue a career in the field of Library and Information Science.

The field of Library and Information Science has undergone tremendous development in recent years as a result of the pervasiveness of Information Technology (IT) in all areas of human activity. The development of computer application in libraries, electronic publishing and online searching has generated an increased demand for people who have the required know-how to put information to work. IT has also had the effect of making the process of information management more efficient and more effective and more central to an organisation's effectiveness. It has created the opportunity for new kinds of service and products. It has changed the way service are organized and delivered. Therefore, people who have exposure to IT practices will have better job opportunity than those who possess training in traditional practices of librarianship.

The MLISc Programme offered in this college aims at preparing students to adopt state of the art techniques to carry out services for all types of institutions. The specific Programme objectives are to equip students with a knowledge and understanding of the characteristics and functions of:

Information sources and their use in specific contexts;

The organization and management of library and information services, resources and personnel;

The role of information in society;

Information technology ,its role within the library context; and

Communication pattern and information requirements of different groups of information users.

The Programme is thus designed to provide a range of potential employment to those who obtain the degree.

BOARD OF STUDIES

Chairman

Dr. A. Gopikuttan, Rtd. Professor, Dept of Library and Information Science, University of Kerala, Trivandrum.

University Nominee

Dr. B. Minidevi, Asst. Professor and HOD, Dept of Library and Information Science, University of Kerala, Trivandrum.

Members

Ms. Yamuna P.B	HOD
Ms. Deepa John	Lecturer
Ms. Vidya T	Lecturer

External Subject Experts

Dr. Mohamed Haneefa K., Associate Professor, Dept of Library and Information Science, University of Calicut.

Rev. Fr. Aneesh C.A., (UGC – Librarian, Nirmalagiri College, Koothuparampa)

Alumnus

Ms. Supriya Susan Kurian, (UGC- Librarian, Mar Thoma College for Women, Perumbavoor).

Representative – Corporate Sector

Mr. Ragesh T.R., Senior Manager, Business Development Group, Hitachi Systems Micro Clinic Pvt. Ltd., 601 A, 6th floor, Platina Tower, Opposite Bristol Hotel, MG Road, Gurgaon – 122 002

Programme Objectives:

On completion of their studies, students will have:

- acquired knowledge, understanding and experience of the underpinning principles of information science and be able to apply them in a range of professional sectors and situations;
- achieved enhanced knowledge and understanding in context through their contact with researchers and external experts in both public and private information sectors;
- acquired the intellectual capacity to work effectively and independently;
- acquired the intellectual capacity to work competently as a member of a team, being aware of group dynamics and the need for communication skills;
- acquired an attitude to scholarship that facilitates lifelong learning and continued professional development; and
- fulfilled the requirements for membership of relevant scholarly and professional societies.

Programme Outcome:

MLISc postgraduates get placed as Librarians, Information Scientists, Knowledge Managers, Technical Editors, Consultants, etc. Those who qualify UGC- NET examination can enter academics as Assistant Professor or Assistant Librarian of a University or Librarian of a College. Those who qualify UGC-JRF can also pursue research in the field of Library & Information Science with UGC fellowship.

The Master of Library and Information Science (MLISc) program prepares students to become reflective practitioners who connect people and communities with information. Upon completion of the MLISc program, graduates are prepared to:

Approach Professional Issues with Understanding

- Understand the social, political, ethical, and legal aspects of information creation, access, ownership, service, and communication
- Anticipate emerging trends and respond proactively

Assist and Educate Users

- Analyze and identify the information needs of diverse communities of users
- Educate users and potential users to locate, use, and evaluate information resources and tools
- Analyze and evaluate information systems and services in a variety of settings

Develop and Manage Collections of Information Resources

- Design and apply policies and procedures that support the selection and acquisition of information resources for particular communities of users
- Manage, evaluate, and preserve physical and virtual collections of information resources
- Uphold ethical and legal standards in acquiring, leasing, preserving, and providing access to information resources

Manage and Lead Libraries and Other Information Organizations

- Perform basic managerial functions, including planning, budgeting, and performance evaluation
- Communicate effectively to a variety of audiences
- Apply theories of organizational behavior and structure

Represent and Organize Information Resources

- Understand and apply principles of representation and organization

Use Research Effectively

- Design, conduct, interpret, and take action based upon research and evaluation

Deploy Information Technologies in Effective and Innovative Ways

Implement and evaluate information and communication technologies for efficiency, usability, and value to users.

REGULATIONS FOR MLISc PROGRAMME 2019

1. SHORT TITLE

1.1. These Regulations shall be called St. Berchmans College (Autonomous) Regulations (2019) governing MLISc programme under credit and semester system.

1.2. These Regulations shall come into force with effect from the academic year 2019 – 20 onwards.

2. SCOPE

2.1The regulation provided herein shall apply to MLISc programme conducted by St. Berchmans College (Autonomous) with effect from the academic year 2019 - 20 onwards.

3. DEFINITIONS

3.1 'University' means Mahatma Gandhi University, Kottayam, Kerala.

3.2 'College' means St. Berchmans College (Autonomous).

3.3 There shall be an Academic Committee nominated by the Principal to look after the matters relating to the MLISc Programme.

3.4 'Academic Council' means the Committee consisting of members as provided under section 107 of the University Act 2014, Government of Kerala.

3.5 'Parent Department' means the Department, which offers a particular postgraduate programme.

3.6 'Department Council' means the body of all teachers of a Department in the College.

3.7 'Faculty Mentor' is a teacher nominated by a Department Council to coordinate the continuous evaluation and other academic activities of the postgraduate programme undertaken in the Department.

3.8 'Programme' means the entire course of study and examinations.

3.9 'Duration of Programme' means the period of time required for the conduct of the programme. The duration of MLISc programme shall be two (2) semesters.

3.10 'Semester' means a term consisting of a minimum 90 working days, inclusive of tutorials, examination days and other academic activities within a period of six months.

3.11 'Course' means a segment of subject matter to be covered in a semester. Each Course is to be designed under lectures/seminar/project/practical/assignments/evaluation etc., to meet effective teaching and learning needs.

3.12 'Course Teacher' means the teacher who is taking classes on the course.

3.13 'Core Course' means a course that the student admitted to a particular programme must successfully complete to receive the Degree and which cannot be substituted by any other course.

3.14 'Elective Course' means a course, which can be substituted, by equivalent course from the same subject and the number of courses required to complete the programme shall be decided by the respective Board of Studies.

3.15 Elective courses shall be there in both the semesters.

3.16 'Dissertation' means a minor thesis to be submitted at the end of a research work carried out by each student on a specific area under the supervision of a teacher in the parent department.

3.17 'Plagiarism' is the unreferenced use of other authors' material in dissertations and is a serious academic offence.

3.18 'Seminar' means a lecture expected to train the student in self-study, collection of relevant matter from books and Internet resources, editing, document writing, typing and presentation.

3.19 'Tutorial' means a class to provide an opportunity to interact with students at their individual level to identify the strength and weakness of individual students.

3.20 'Supplementary Examination' is an examination conducted for students who fail in the courses of a particular semester.

3.21 The minimum credits, required for completing a postgraduate programme is forty (40).

3.22 'Credit' (C) of a course is a measure of the weekly unit of work assigned for that course in a semester.

3.23 'Course Credit': One credit of the course is defined as a minimum of one (1) hour lecture/minimum of two (2) hours lab/field work per week for eighteen (18) weeks in a semester. The course will be considered as completed only by conducting the final examination.

3.24 'Grade' means a letter symbol (A, B, C etc.) which indicates the broad level of performance of a student in a course/semester/programme.

3.25 'Grade Point' (GP) is the numerical indicator of the percentage of marks awarded to a student in a course.

3.26 'Credit Point' (CP) of a course is the value obtained by multiplying the grade point (GP) by the credit (C) of the course.

3.27 'Semester Grade Point Average' (SGPA) of a semester is calculated by dividing total credit points obtained by the student in a semester by total credits of that semester and shall be rounded off to two decimal places.

3.28 'Cumulative Grade Point Average' (CGPA) is the value obtained by dividing the sum of credit points in all the courses obtained by the student for the entire programme by the total credits of the whole programme and shall be rounded off to two decimal places.

3.29 'Institution average' is the value obtained by dividing the sum of the marks obtained by all students in a particular course by the number of students in respective course.

3.30 'Weighted Average Score' means the score obtained by dividing sum of the products of marks secured and credit of each course by the total credits of that semester/programme and shall be rounded off to two decimal places.

3.31 'Grace Marks' means the marks awarded to course/courses, in recognition of meritorious achievements of a student in NCC/NSS/Sports/Arts and cultural activities.

3.32 First, Second and Third position shall be awarded to students who come in the first three places based on the overall CGPA secured in the programme in the first chance itself.

4. PROGRAMME STRUCTURE

4.1 The programme shall include two types of courses; Core Courses and Elective Courses. There shall be a project/research work to be undertaken by all students. The programme will also include assignments, seminars, practical, viva-voce etc., if they are specified in the curriculum.

4.2 Total credits for a programme is forty (40). The minimum credit of a course shall be 2 and maximum credit shall be 5.

4.3 There shall be a dissertation to be undertaken by all students. Dissertation shall be carried out under the supervision of a teacher in the department. There should be an internal assessment and external assessment for the dissertation. The external evaluation of the dissertation is followed by presentation and viva-voce.

4.4 **Evaluations**

The evaluation of each course shall contain two parts;

i Internal or In-Semester Assessment (ISA)

ii External or End-Semester Assessment (ESA)

Both ISA and ESA shall be carried out using indirect grading. The ISA:ESA ratio is 1:3. Marks for ISA is 25 and ESA is 75 for all courses.

4.5 **In-semester assessment of theory courses**

The components for ISA are given below.

Component	Marks
Attendance	2
Viva	3
Assignment	4
Seminar	4
Class test	4
Model Exam	8
Total	**25**

4.6 Attendance evaluation of students for each course shall be as follows:

% of Attendance	Marks
Above 90	2
75 – 90	1

4.7 **Assignments**

Every student shall submit at least one assignment in each semester as an internal component for every course

4.8 **Seminar**

Every student shall deliver one seminar as an internal component for every course. The seminar is expected to train the student in self-study, collection of relevant matter from the books and internet resources, editing, document writing, typing and presentation.

4.9 **Record**

Every student shall submit a record as an internal component for the following course; for the elective course, Information Processing and Retrieval

i. Sample dictionary catalogue of not less than 25 documents prepared in the card form.
ii. MARC coded sheets for not less than 25 documents and their database.
iii. Metadata of 25 items prepared in Dublin Core.

4.10 **In-semester examination**

Every student shall undergo at least two in-semester examinations as class test and model examination as internal component for every course.

4.11 To ensure transparency of the evaluation process, the ISA mark awarded to the students in each course in a semester shall be published on the notice board according to the schedule in the academic calendar published by the College. There shall not be any chance for improvement for ISA. The course teacher and the faculty mentor shall maintain the academic record of each student registered for the course which shall be forwarded to the office of the Controller of Examinations through the Head of the Department and a copy shall be kept in the office of the Head of the Department for at least two years for verification.

4.12 **In-semester assessment of practical courses**

The internal assessment of practical courses shall be conducted annually. There shall be two in-semester examinations for practical courses. The components for internal assessment are given below.

Component	Marks
Attendance	2
Lab Test	15
Viva-Voce	5
Record	3
Total	**25**

4.13 Attendance evaluation of students for each course shall be as follows:

% of Attendance	Marks
Above 90	2
75 – 90	1

4.14 **End-semester assessment**

The end-semester examination in theory and practical courses shall be conducted by the College.

4.15 The end-semester examinations for theory courses shall be conducted at the end of each semester. There shall be one end-semester examination of three (3) hours duration in each lecture based course.

4.16 The question paper should be strictly on the basis of model question paper set by Board of Studies.

4.17 A question paper may contain short answer type/annotation, short essay type questions/problems and long essay type questions. Marks for each type of question can vary from programme to programme, but a general pattern may be followed by the Board of Studies.

4.18 Question Pattern for external theory examination shall be,

Section	Total No. of Questions	Questions to be Answered	Marks	Total Marks for the Section
A	10	7	2	14
B	8	5	5	25
C	5	3	12	36
			Maximum	**75**

4.19 Photocopies of the answer scripts of the external examination shall be made available to the students for scrutiny as per the regulations in the examination manual.

4.20 Practical examination shall be conducted annually. Practical examination shall be conducted by one external examiner and Head of the Department or his nominee. The duration of practical examination shall be decided by the Board of Studies.

4.21 The question paper pattern for practice course is as follows.

Information Processing and Retrieval

	No. of Questions to be Answered	Mark for Each Question	Total Marks
Classification (UDC)	7 out of 10	5	35
Cataloguing (AACR2)	2 out of 2	20	40
Total			**75**

4.22 The evaluation of dissertation shall be conducted at the end of the programme. All students shall submit two copies of dissertation in the second semester. Dissertation evaluation shall be conducted by one external examiner and Head of the Department or his nominee. Viva-Voce covers questions from the dissertation presented.

Components of Project Evaluation	Marks
Dissertation (External)	150
Viva-Voce (External)	50
Total	**200**

4.23 For all courses (theory and practical) an indirect grading system based on a seven (7) point scale according to the percentage of marks (ISA + ESA) is used to evaluate the performance of the

student in that course. The percentage shall be rounded mathematically to the nearest whole number.

Percentage of Marks	Grade	Performance	Grade Point
95 and above	S	Outstanding	10
85 to below 95	A+	Excellent	9
75 to below 85	A	Very Good	8
65 to below 75	B+	Good	7
55 to below 65	B	Above Average	6
45 to below 55	C	Satisfactory	5
40 to below 45	D	Pass	4
Below 40	F	Failure	0

4.24 **Credit Point**

Credit Point (CP) of a course is calculated using the formula

CP = C × GP

where C is the credit and GP is the grade point

4.25 **Semester Grade Point Average**

Semester Grade Point Average (SGPA) is calculated using the formula

SGPA = TCP/TCS

where TCP is the total credit point of all the courses in the semester and TCS is the total credits in the semester

GPA shall be rounded off to two decimal places.

4.26 **Cumulative Grade Point Average**

Cumulative Grade Point Average (CGPA) is calculated using the formula

CGPA = TCP/TC

where TCP is the total credit point of all the courses in the whole programme and TC is the total credit in the whole programme

GPA shall be rounded off to two decimal places.

Grades for the different courses, semesters, Semester Grade Point Average (SGPA) and grades for overall programme, Cumulative Grade Point Average (CGPA) are given based on the corresponding Grade Point Average (GPA) as shown below:

GPA	Grade	Performance
9.5 and above	S	Outstanding
8.5 to below 9.5	A+	Excellent
7.5 to below 8.5	A	Very Good
6.5 to below 7.5	B+	Good
5.5 to below 6.5	B	Above Average
4.5 to below 5.5	C	Satisfactory
4 to below 4.5	D	Pass
Below 4	F	Failure

4.27 A separate minimum of 40% marks each in ISA and ESA (for theory and practical) and aggregate minimum of 40% are required for a pass in a course. For a pass in a programme, a separate minimum of grade ‘D’ is required for all the individual courses.

5. SUPPLEMENTARY EXAMINATION

There will be supplementary examinations for students who fail in the courses of a particular semester.

6. ATTENDANCE

6.1 The minimum requirement of aggregate attendance during a semester for appearing the end semester examination shall be 75%. Condonation of shortage of attendance to a maximum of ten (10) days in a semester subject to a maximum of two times during the whole period of postgraduate programme may be granted by the College. This condonation shall not be counted for internal assessment.

6.2 Benefit of attendance may be granted to students representing the College, University, State or Nation in Sports, NCC, NSS or Cultural or any other officially sponsored activities such as College union/University union activities etc., on production of participation/attendance certificates, within one week from competent authorities, for the actual number of days participated, subject to a maximum of ten (10) days in a semester, on the specific recommendations of the Faculty Mentor and Head of the Department.

6.3 A student who does not satisfy the requirements of attendance shall not be permitted to appear in the end-semester examinations.

6.4 Those students who are not eligible even with condonation of shortage of attendance shall repeat the course along with the next batch after readmission.

7. BOARD OF STUDIES AND COURSES

7.1 The Board of Studies concerned shall design all the courses offered in the programme. The Board shall design and introduce new courses, modify or re-design existing courses and replace any existing courses with new/modified courses to facilitate better exposure and training for the students.

7.2 The syllabus of a programme shall contain programme objectives and programme outcome.

7.3 The syllabus of a course shall include the title of the course, course objectives, course outcome, contact hours, the number of credits and reference materials.

7.4 Each course shall have an alpha numeric code which includes abbreviation of the course in two letters, semester number, course code and serial number of the course.

7.5 Every programme conducted under Credit Semester System shall be monitored by the Academic Council.

8. REGISTRATION

8.1 A student who registers his/her name for the external examination for a semester will be eligible for promotion to the next semester.

8.2 A student who has completed the entire curriculum requirement, but could not register for the semester examination can register notionally, for getting eligibility for promotion to the next semester.

8.3 A student may be permitted to complete the programme, on valid reasons, within a period of four (4) continuous semesters from the date of commencement of the first semester of the programme.

9. ADMISSION

9.1 The admission to MLISc programme shall be as per the rules and regulations of the College/University.

9.2 The eligibility criteria for admission shall be as announced by the College/University from time to

time.

9.3 Separate rank lists shall be drawn up for reserved seats as per the existing rules.

9.4 There shall be academic and examination calendar prepared by the College for the conduct of the programme.

10. ADMISSION REQUIREMENTS

Candidates for admission to the first semester of the MLISc programme through SB- CSS-PG shall be required to have passed BLISc degree examination of Mahatma Gandhi University or any University or authority, duly recognized by the Academic council of Mahatma Gandhi University as equivalent thereto.

11. MARK CUM GRADE CARD

The College under its seal shall issue to the students, a Mark cum Grade Card on completion of each semester, which shall contain the following information.

i. Name of the Student
ii. Register Number
iii. Photo of the Student
iv. Degree
v. Programme
vi. Semester and Name of the Examination
vii. Month and Year of Examination
viii. Faculty
ix. Course Code, Title and Credits of each course opted in the semester
x. Marks for ISA, ESA, Total Marks (ISA + ESA), Maximum Marks, Letter Grade, Grade Point (GP), Credit Point (CP) and Institution Average in each course opted in the semester
xi. Total Credits, Marks Awarded, Credit Point, SGPA and Letter Grade in the semester
xii. Weighted Average Score
xiii. Result
xiv. Credits/Grade of extra credit and Audit courses

The final Mark cum Grade Card issued at the end of the final semester shall contain the details of all courses taken during the entire programme including those taken over and above the prescribed minimum credits for obtaining the degree. The final Mark cum Grade Card shall show the CGPA and the overall letter grade of a student for the entire programme.

12. AWARD OF DEGREE

The successful completion of all the courses with 'D' grade shall be the minimum requirement for the award of the degree.

13. MONITORING COMMITTEE

There shall be a Monitoring Committee constituted by the Principal to monitor the internal evaluation conducted by the College. The Course Teacher, Faculty Mentor, and the College Coordinator should keep all the records of the continuous evaluation, for at least a period of two years, for verification.

14. GRIEVANCE REDRESS COMMITTEE

14.1 In order to address the grievance of students relating to ISA, a two-level grievance redress mechanism is envisaged.

14.2 A student can approach the upper level only if grievance is not addressed at the lower level.

14.3 Department level: The Principal shall form a Grievance Redress Committee in each Department comprising of course teacher and one senior teacher as members and the Head of the Department as Chairman. The Committee shall address all grievances relating to the internal assessment of the students.

14.4 College level: There shall be a College level Grievance Redress Committee comprising of Faculty Mentor, two senior teachers and two staff council members (one shall be an elected member) and the Principal as Chairman. The Committee shall address all grievances relating to the internal assessment of the students.

15. TRANSITORY PROVISION

Notwithstanding anything contained in these regulations, the Principal shall, for a period of three years from the date of coming into force of these regulations, have the power to provide by order that these regulations shall be applied to any programme with such modifications as may be necessary.

Model Mark cum Grade Card

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MARK CUM GRADE CARD

Date:

Name of the Candidate :

Permanent Register Number (PRN) :

Degree :

Programme :

Name of Examination :

Faculty :

Photo

Course Code	Course Title	Credits (C)	Marks						Grade Awarded (G)	Grade Point (GP)	Credit Point (CP)	Institution Average	Result
			ISA		ESA		Total						
			Awarded	Maximum	Awarded	Maximum	Awarded	Maximum					
	Total SGPA: SG: WAS: ***End of Statement***												

*WAS: Weighted Average Score

Entered by:

Verified by:

Controller of Examinations **Principal**

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E-mail: sbc@sbcollege.org Web: www.sbcollege.ac.in

CONSOLIDATED MARK CUM GRADE CARD

Name of the Candidate :

Permanent Register Number (PRN) :

Degree :

Programme :

Faculty :

Date :

Photo

Course Code	Course Title	Credits (C)	Marks						Grade Awarded (G)	Grade Point (GP)	Credit Point (CP)	Institution Average	Result
			ISA		ESA		Total						
			Awarded	Maximum	Awarded	Maximum	Awarded	Maximum					
SEMESTER I													
SEMESTER II													

PROGRAMME RESULT

Semester	Marks Awarded	Maximum Marks	Credit	Credit Point	SGPA	Grade	WAS	Month & Year of Passing	Result
I II									
Total					**FINAL RESULT: CGPA =**		**; GRADE =**	**;WAS =**	

*** Separate grade card is issued for Audit and Extra Credit courses.**

**** Grace Mark awarded.**

Entered by:

Verified by:

Controller of Examinations **Principal**

Reverse side of the Mark cum Grade Card (COMMON FOR ALL SEMESTERS)

Description of the Evaluation Process

Grade and Grade Point

The evaluation of each course comprises of internal and external components in the ratio 1:3 for all Courses. Grades and Grade Points are given on a seven (7) point scale based on the percentage of Total Marks (ISA + ESA) as given in Table 1. Decimals are corrected to the nearest whole number.

Percentage of Marks	Grade	Performance	de Point
95 and above	S	Outstanding	10
85 to below 95	A+	Excellent	9
75 to below 85	A	Very Good	8
65 to below 75	B+	Good	7
55 to below 65	B	Above Average	6
45 to below 55	C	Satisfactory	5
40 to below 45	D	Pass	4
Below 40	F	Failure	0

Table 1

Credit Point and Grade Point Average

Credit Point (CP) of a course is calculated using the formula

CP = C × GP

where C is the Credit and GP is the Grade Point

Grade Point Average of a Semester (SGPA) or Cumulative Grade Point Average (CGPA)for a Programme is calculated using the formula

SGPA or CGPA = TCP/TC

where TCP is the Total Credit Point and TC is the Total Credit

GPA shall be rounded off to two decimal places.

The percentage of marks is calculated using the formula;

$$\% \text{ Marks} = \left(\frac{\text{total marks obtained}}{\text{maximum marks}}\right) \times 100$$

Grades for the different Semesters and overall Programme are given based on the corresponding GPA, as shown in Table 2.

GPA	Grade	Performance
9.5 and above	S	Outstanding
8.5 to below 9.5	A+	Excellent
7.5 to below 8.5	A	Very Good
6.5 to below 7.5	B+	Good
5.5 to below 6.5	B	Above Average
4.5 to below 5.5	C	Satisfactory
4 to below 4.5	D	Pass
Below 4	F	Failure

Table 2

Note: Course title followed by (P) stands for practical course. A separate minimum of 40% marks each for internal and external assessments (for both theory and practical) and an aggregate minimum of 40% marks is required for a pass in each course. For a pass in a programme, a separate minimum of Grade D for all the individual courses and an overall Grade D or above are mandatory. If a candidate secures Grade F for any one of the courses offered in a Semester/Programme, only Grade F will be awarded for that Semester/Programme until the candidate improves this to Grade D or above within the permitted period.

PROGRAMME STRUCTURE

	Course Code	Course Title	Hours /Week	Total Hours	Credit	ISA	ESA	Total
Semester I	BMLB101	Information, Knowledge and Communication	6	108	4	25	75	100
	BMLB102	Information Processing and Retrieval	5	90	4	25	75	100
	BMLB103	Research Methodology	6	108	4	25	75	100
	BMLB104	Information Systems and Products	5	90	4	25	75	100
		Elective Course	3	54	3	25	75	100
		Total	**25**	**450**	**19**	**125**	**375**	**500**
Semester II	BMLB205	Information Technology Applications in LIS	6	108	4	25	75	100
	BMLB2P01	Information Technology Applications in LIS (P)	6	108	5	25	75	100
	BMLB206	Planning and Management of Library and Information Centres	5	90	4	25	75	100
	BMLB2VV	Dissertation and Viva Voce	5	90	5	-	200	200
		Elective Course	3	54	3	25	75	100
		Total	**25**	**450**	**21**	**100**	**500**	**600**
		Grand Total	**-**	**-**	**40**	**225**	**875**	**1100**

Elective courses

Course Code	Course Title
BMLB1E01	Information Processing and Retrieval (P)
BMLB1E02	Statistical Methods
BMLB1E03	Digital Libraries
BMLB2E04	Technical Communication
BMLB2E05	Knowledge Management
BMLB2E06	Competency Development

SEMESTER I

BMLB101: INFORMATION, KNOWLEDGE AND COMMUNICATION

Total Hours: 108 **Credit: 4**

Aim: To provide the students detailed information regarding various aspects of information, knowledge and communication.

Objectives:

To familiarize the students with the communication channels, models and barriers.

To gain knowledge in Intellectual property rights, Information management and Knowledge management.

To know about information and knowledge societies in detail.

Expected Outcome:

At the successful completion of this course, the student is supposed to acquire thorough knowledge on:

- Communication channels, models and barriers.
- Intellectual property rights, Information management and Knowledge management.
- Information and knowledge societies in detail

Module 1 Information and Communication (23 hours)

Information: Characteristics, nature, value and uses

Conceptual difference between data, information and knowledge Communication: Channels – formal and informal Communication models; Communication barriers

Trends in scientific communication.

Module 2 Information Science (17 hours)

Genesis and development; definitions and scope

Information Science as a discipline and its relationship with other subjects Bibliometrics, Informetrics, Webometrics, Scientometrics, Altmetrics Bibliometric laws and models

Module 3 Library, Information and Society (26 hours)

Information Society: genesis and characteristics; Intellectual Property Rights: IPR Legislations in India

Fair use provision in Copyright; Censorship, data security, Plagiarism Right to Information

Act, Information Technology Act

National policy of information Open access movement.

Module 4 Economics of Information (25 hours)

Information industry

Cost analysis: Cost Effectiveness Analysis; Cost Benefit Analysis Information audit; Marketing of information services and products Knowledge management: Types of Knowledge; Relation with Information management; Knowledge management procedures. Role of library professionals in knowledge management

Module 5 Sociology of Information (17 hours)

User studies and user behavior Methods of data collection Patterns of user behavior Information behavior models

Reading list

1. Andal, N. Communication theories and models. Mumbai: Himalaya Publishing House, 2005.
2. Bawden, David and Robinson, Lyn. Introduction to Information Science. Case, Donald O. Looking for information: a survey of research on information London: Facet Publishing, 2012.
3. Feather, John. The information society: a study of continuity and change. 5th ed. London: Facet Publishing, 2008.
4. McGarry, K. J. Changing context of information: an introductory analysis. 2nd ed. London: Library Association, 1993.
5. McGarry, K. J. Communication, knowledge and librarian. London: Clive Bingley, 1975.
6. McQuail, Denis and Windahl, Sven. Communication models for the study of mass communications. London: Longman, 1981.
7. Meadows, A. J., ed. Knowledge and communication: essays on the information chain. London: Library Association, 1991.
8. Norton, Melanie J. Introductory concepts in Information Science. New Jersey: Information Today, 2008.
9. Vickery, Brian C. and Vickery, Alina. Information Science in theory and practice. 3rded. Munchen: K. G. Saur, 2004.

BMLB102: INFORMATION PROCESSING AND RETRIEVAL

Total Hours: 90 **Credit: 4**

Aim: To familiarize the students with the cataloguing rules and information retrieved techniques.

Objectives:

- To gain knowledge in Cataloguing of non-book materials including electronic sources.
- To study subject indexing.
- To know about information retrieval and its various aspects in detail.

Expected Outcome:

At the successful completion of this course, the student is supposed to acquire thorough knowledge on:

- Cataloguing of non-book materials including electronic sources.
- Subject indexing
- Information retrieval and its various aspects in detail.

Module 1 Cataloguing Rules (30 hours)

Cataloguing of nonbook materials: manuscripts, cartographic materials, sound recording, motion picture and video recording, three dimensional artifacts, graphic materials, music work, microforms and electronic resources

Problems in description, choice and rendering of access points of nonbook materials

Module 2 Bibliographic Record Formats (15 hours)

ISO 2709, Z39.50, MARC, MARC 21, UNIMARC, CCF

Metadata Formats - FRBR, Dublin Core, XML

Module 3 Subject Indexing (15 hours)

Subject analysis and representation Subject indexing languages Semantics and syntax

Vocabulary control, Thesaurus Facet analysis in subject indexing

Natural language indexing, automatic indexing

Module 4 Information Retrieval Systems (25 hours)

Information Retrieval Systems - Purpose, Functions and Components

IR Models: Boolean, Probabilistic and Vector Processing Models; Bayesian network model;

Structured Text Retrieval Models.

Evaluation of Information Retrieval Systems - ASLIB Cranfield study, MEDLARS study, TREC

Module 5 Natural Language Processing (5 hours)

Application of NLP in information Retrieval Systems

Reading list

1. Baeza –Yates, Ricardo. Modern information retrieval. Delhi: Pearson Education, 1999.
2. Choudhury, G. G. and Choudhury, Sudatta. Organizing information from the shelf to the web. London: Facet Publishing, 2007.
3. Choudhury, G. G. Introduction to modern information retrieval. 3rd ed. London: Facet Publishing, 2010.
4. Date, C.J. An Introduction to database systems. Reading, MA: Addison-Wesley, 2000
5. Korfhage, Robert R. 1997. Information storage and retrieval. New York: Wiley, 1997.
6. Kumar, P S G. Knowledge organization, Information processing and retrieval theory. B. R. Publishing Corporation, 2003.
7. Kumar, P S G. Knowledge organization, Information processing and retrieval practice. B. R. Publishing Corporation, 2003.
8. Neelameghan, A. Online database searching and retrieval: Strategies, procedures, commands and problems – A brief guide. Bangalore: SRELS, 1995.
9. Sharma, C. K. and Sharma, A. K. Information process and retrieval. Atlantic Publishers, 2007.

BMLB103: RESEARCH METHODOLOGY

Total Hours: 108 **Credit: 4**

Aim: The aim of this paper is to develop research skills in students and enable them to carry out research in Library & Information Science

Objectives:

- To give an advanced exposure to the students about the research
- To develop acquaintance with intensive techniques and skills of research process.
- To familiarize the art and style of writing a research report.

Expected Outcome:

At the successful completion of this course, the student is supposed to acquire thorough knowledge on:

- Research design, research methods, research techniques and tools.
- Art and style of writing a research report.

Module 1 Research **(15 hours)**

Concept, meaning and need of research Research process

Types of research-fundamental, applied including Inter-disciplinary and multi- disciplinary approach; Ethical aspects of research

Module 2 Research Design **(20 hours)**

Types of research design

Identification and formulation of research problem Hypothesis: formulation and testing

Literature search: print, non-print and electronic sources Review of related literature

Module 3 Research Methods **(20 hours)**

Scientific method Historical method Descriptive method Survey method Case study method Experimental method

Delphi method; Brainstorming method

Module 4 Research Techniques and Tools **(25 hours)**

Questionnaire Interview Observation

Scales and scaling techniques Online research tools

Sample and sampling techniques

Module 5 Data Analysis, Interpretation and Report Writing (28 hours)

Processing data: editing, coding and analyzing data

Descriptive and inferential data analysis Presentation of data- tables and graphs Techniques of data analysis: SPSS

Structure, style and contents of research report: Style manuals-MLA and APA E-citation and reference management tools – Zotero and EndNote

How to avoid plagiarism- Best practices and methods

Current trends in Library and Information Science research in India

Reading list

1. Alvesson, M. and Skoldberg, K. Reflexive methodology: new vistas in qualitative research. Ed. 2. London: Sage Publication, 2009.
2. Busha, Charles T.and Harter, Stephen. P. Research methods in librarianship. New York: Academic Press, 1980.
3. Greenfield, T. Research methods: guidance for postgraduates. London: Hodder Arnold, 1996.
4. Kothari, C. R. Research methodology. New Delhi: New Age International, 2011.
5. Krishan Kumar. Research methods in Library and Information Science. Rev. Ed. 1999. New Delhi: Har-Anand Publications, 1999.
6. Kumar, P S G. Research methods and statistical techniques. New Delhi: B. R. Publications, 2004.
7. Lancaster, F. W. and Powell, R. R. Basic research methods for librarians. New Jersey: Ablex Publishing, 1995.
8. Martyn, John and Lancaster, F. Wilfrid. Investigative methods in library and Information Science: an introduction. Arlington, Virginia: Information Resources Press, 1981.
9. Powell, R. R. and Silipigni, C. L. Basic research methods for librarians. Ed. 4. Westport: Libraries Unlimited, 2004.
10. Slater, M., ed. Research methods in Library and Information Studies. London: Library Association Publishing, 1990.

BMLB104: INFORMATION SYSTEMS AND PRODUCTS

Total Hours: 90 **Credit: 4**

Aim: To understand various information systems and information products.

Objectives:

- To provide detailed information regarding global information systems and its services.
- To understand system approach and national information policy.

Expected Outcome:

At the successful completion of this course, the student is supposed to acquire thorough knowledge on:

- Global information systems and its services.
- System approach and national information policy.

Module 1 Libraries and Information Agencies (17 hours)

History and development

Libraries, Documentation centres and Information centres

Data banks and Archives, Information analysis centres, Referral centre Clearing houses, Translation centres and Reprographic centres

Module 2 Information System (18 hours)

Definition, Characteristics and Properties of a system

Concept, Types, Characteristics and Components of Information System Planning and designing of information system

Role of information system in technology transfer and national development

Module 3 Global Information Systems (25 hours)

BIOSIS, AGRIS, INIS, INSPEC, MEDLINE, OCLC, JANET, PubMed, IEE electronic library, ACM Digital library, EBSCO, PROQUEST, Elsevier, Ingenta, J-Gate, portals, wikis

Module 4 Documentation and Information Centres and Systems in India (15 hours)

NISCAIR, NASSDOC, DESIDOC, SENDOC, INFLIBNET, DELNET, NICNET, UGC-INFONET, INDEST

Module 5 Information Products and Services (15 hours)

Concept, Definition and types

Information analysis and consolidation products: preparation of trend reports, progress report, reviews, house journals, bibliographies, indexes and abstracts.

Reading list

1. Bopp, Richard E. and Smith, Linda C. Reference and information services: An introduction, 4th ed. Libraries Unlimited, 2011.
2. Cassell,, Kay Ann and Uma Hiremath. Reference and Information Services: An introduction, 3rd ed, Chicago: ALA, 2013.
3. Gurdev Singh. Information Sources, Services and Systems. New Delhi: PHI Learning, 2013.
4. Hurt, C.D. Information Sources in Science and Technology. 3rd ed. Westport Conn.: Libraries Unlimited, 1998
5. Katz, William A. Reference and information services: A reader for the nineties. London: Scarecrow Press, 1986.
6. Krishan Kumar. Reference Service, 5th ed. New Delhi: Vikas Publishing House, 2004.
7. Rastogi, K.G. Reference services in Library Science. New Delhi: Alfa Publications, 2006.
8. Stebbins, Leslie F. Student guide to research in the digital age: how to locate and evaluate information sources. Santa Barbara: Libraries Unlimited, 2005.
9. Valecich, J. Information systems today: Managing the digital world. New Delhi: PHI, 2009.

SEMESTER II

BMLB205: INFORMATION TECHNOLOGY APPLICATIONS IN LIS

Total Hours: 108 **Credit: 4**

Aim: To provide the students detailed information regarding development of information technology.

Objectives:

To provide information regarding database, telecommunication, internet and its various aspects.

To familiarize with library automation and various software.

To provide information regarding the development of digital library.

Expected Outcome:

At the successful completion of this course, the student is supposed to acquire thorough knowledge on:

- Information regarding database, telecommunication, internet and its various aspects.
- Library automation and various software.
- Development of digital library.

Module 1 Database **(18 hours)**

Database: concepts and components, types

Database Management System (DBMS): Content organization and formats

Module 2 Digital Libraries **(30 hours)**

Digital library – Technical infrastructure and architecture

Digital Library – Planning, implementation, marketing and promotion Digital library standards – IPR in digital libraries/Legal issues

Digital rights management/Access management Digital preservation.

Module 3 Institutional Repositories **(30 hours)**

Institutional repositories-concepts and characteristics Design and architecture of institutional repositories Contents and standards of institutional repositories Institutional repository software – DSpace. EPrints, GSDL

Module 4 Modern Technologies in Libraries (20 hours)

Library Security Technologies: RFID, Smart Card, etc. Cloud Computing Applications

Crowd Sourcing

Open Data and Open Licensing Augmented Reality

Internet of Things

Ethics in Cyberspace: Plagiarism (software)

Module 5 Artificial Intelligence (AI) and Expert Systems (ES) (10 hours)

Artificial intelligence: Concepts and Components Expert Systems: Concepts and Components

Application of AI and ES in Library and Information Services

Reading list

1. Arthur, Lowell Jay and Burns, Ted. Unix Shell Programming. New Delhi: Galgotia, 1995.
2. Date, C. and Darwen, H. A Guide to the SQL Standard. 3rd ed. Reading, MA: Addison-Wesley, 1994.
3. Date, C.J. An Introduction to Database Systems. 7th ed. Boston, MA, USA: Addison-Wesley Longman, 2000.
4. Elmasri, Ramez and Navathe, Shamakant B. Fundamentals of Database Systems. 5th ed. Boston: Pearson/Addison Wesley, 2007.
5. Matthew, Neil et al. Professional Linux Programming. Mumbai: SPD, 2001.
6. Rowley, Jennifer. The electronic library. London: Library Association Publishing, 1998.
7. Michael, Randal K. Mastering UNIX Shell Scripting. Canada: Robert Ispen, 2003.
8. Peterson, Richard. Linux: the Complete Reference. New York: McGraw-Hill, 2006
9. Ravichandra Rao. Library automation. New Delhi: Wiley Eastern, 1990.
10. Williams, Brian K. and Sawyer, Stacey C. Using information technology: A practical introduction to computers & communications, 11th ed. McGraw-Hill, 2014.

PRACTICAL

BMLB2P01: INFORMATION TECHNOLOGY APPLICATIONS IN LIS

Total hours: 108 **Credit: 5**

Aim: The overall purpose is to provide students hands-on experience in the use of ICT for providing library and information services.

Objectives:

- To provide hands-on experience in the use of library automation packages
- To develop skills in web page designing.

Module 1 Library automation packages – KOHA **(18 hours)**

Module 2 Digital library/Institutional Repository software – Greenstone/DSpace **(25 hours)**

Module 3 Library website / portal design using HTML. **(25 hours)**

Module 4 Creation of Metadata – Dublin Core **(20 hours)**

Module 5 Reference management software – Zotero **(20 hours)**

BMLB206: PLANNING AND MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

Total hours: 90 **Credit: 4**

Aim: The intention of this paper is to inculcate managerial skills in the students.

Objectives:

- To introduce students with the concept, history, styles and schools of management thoughts
- To familiarize students with the concept of TQM, management of change and marketing of library and information service.

Expected Outcome:

At the successful completion of this course, the student is supposed to acquire thorough knowledge on:

- Concept, history, styles and schools of management thoughts.
- Concept of TQM, management of change and marketing of library and information service.

Module 1 System Analysis and Design (15 hours)

Systems Theory; Open and Closed Systems;

Project management Techniques – PERT/ CPM, decision tables; data flow diagram.

Module 2 Human Resource Management (28 hours)

Library Mangers and their roles Organizational structure

Job analysis and description; recruitment, selection and induction; training; performance appraisal

Motivation

Group dynamics, Team management Stress management

Module 3 Marketing Management (9 hours)

Marketing of information services and products.

Module 4 Other Realms of Management (28 hours)

Quality Management: TQM, Quality audit; SERVQUAL, LibQual, ISO 9000 series of Standards

Crisis Management Change Management

Management of Technologies

Module 5 Library Building **(10 hours)**

Planning of library building Types of furniture

Space Management.

Reading list

1. Bryson, Jo. Effective library and information centre management. Hampshire, U. K.: Gower, 1990.
2. Bryson, Jo. Managing information services: A transformational approach. 2nd ed.
3. Aldershot, UK: Ashgate Publishing, 2006.
4. Corrall, Sheila and Brewerton, Antony. The new professionals handbook: Your guide to information services management. London: Library Association, 1999.
5. Evans, G. Edward G. Management techniques for librarians. 2nded. New York: Academic Press, 1983.
6. Evans, G. Edward and Alire, Camila A. Management basics for information professionals. 3rded. London: Facet, 2013.
7. Khanna, J. K. Handbook of library administration. New Delhi: Crest Publishing House, 2001.
8. Mittal, R. L. Library administration: Theory and Practice. 5thed. New Delhi: EssEss Publications, 2007.
9. Seetharama S. Guidelines for planning and management of libraries and information centres. Calcutta: IASLIC, 1990.
10. Stueart, Robert D. and Moran, Barbara B. Library and Information Centre Management. Colorado: Libraries Unlimited, 2004.
11. Walters, Suzanne. Library Marketing That Works! New York: Neal-Schuman, 2004.

BMLB2VV: DISSERTATION AND VIVA VOCE

Credit: 5

Students have to carry out research on a topic approved by the Department, under the guidance of a faculty member and prepare a dissertation. Appropriate size of the dissertation shall be 100 typed pages in A4 size paper. The students should also appear for a viva-voce.

ELECTIVE COURSES

BMLB1E01: INFORMATION PROCESSING AND RETRIEVAL

Total hours: 54 **Credit: 3**

Module 1 Classification of Complex Subjects (27 hours)

Classification of Simple, Compound and Complex subjects according to UDC (Abridged edition 1961) and fascicules

Module 2 Cataloguing of Complex Titles (27 hours)

Preparation of bibliographic description of nonbook materials and E-resources as per AACR2

Coding of data elements in bibliographic description using MARC21 format

Records of Term Work:

i. Sample Dictionary Catalogue of not less than 25 documents prepared in the card form.
ii. MARC coded sheets for not less than 25 documents and their database
iii. Metadata of 25 items prepared in Dublin Core

BMLB1E02: STATISTICAL METHODS

Total hours: 54 **Credit: 3**

Aim: The intention of this paper is to provide theoretical concepts in statistics applicable to library and information science.

Objectives:

- To introduce students with the origin and meaning of statistics, measures of central tendency, measures of dispersion.
- To familiarize students with the concept of Correlation and regression, Probability and probability distribution and Testing of hypothesis.

Expected Outcome:

At the successful completion of this course, the student is supposed to acquire thorough knowledge on:

- Origin and meaning of statistics, measures of central tendency, measures of dispersion.
- Concept of Correlation and regression, probability, probability distribution and Testing of hypothesis.

Module 1 Introduction to Statistics (17 hours)

Origin and meaning of Statistics- General uses, relation with other disciplines, limitations and minuses of Statistics.

Measures of central tendency- arithmetic mean, weighted arithmetic mean, median, mode, geometric mean, Harmonic mean.

Measures of dispersion - Definition and characteristics of good dispersion. Range, 21Quartile deviation, mean deviation, standard deviation and variance, percentiles, deciles. Relative measure of dispersion- coefficient of variation. Definition of measures of skewness and measures of kurtosis.

Module 2 Correlation and Regression (7 hours)

Correlation: Karl Pearson's coefficient of correlation and its properties. Scatter diagram. Concept of rank correlation, spearman's rank correlation coefficient, repeated ranks. Simple regression, regression equation, properties and uses.

Module 3 Probability and Probability Distribution (15 hours)

Random experiment- sample space, events, types of events, classical and frequency

approaches to probability, Addition theorem for two events, independence of events, conditional probability, multiplication theorem.

Random variable: Discrete and continuous random variables. Binomial, Poisson and Normal distributions (Concept and definition only), mean and variance (without derivation)

Module 4 Testing of Hypothesis (15 hours)

Hypothesis testing: Types of hypotheses; testing of hypotheses: significance level, one tailed test, two tailed tests, Type I error and Type II error, Power of a test, Z test, t test, Chi square test for variance, F test, Chi square test for independence of attributes. ANOVA (One way only).

(Note: This paper discusses the theoretical concepts in statistics applicable to Library and Information Science. Therefore, only simple problems may be discussed).

BMLB1E03: DIGITAL LIBRARIES

Total hours: 54 **Credit: 3**

Aim: The paper provides information regarding digital libraries.

Objectives:

- To know about the characteristics, architecture, protocols and standards of digital libraries.
- To familiarize students with the digital library technologies, digital resources management and creation and use of digital library.

Expected Outcome:

At the successful completion of this course, the student is supposed to acquire thorough knowledge on:

- Characteristics, architecture, protocols and standards of digital libraries.
- Digital library technologies, digital resources management and creation and use of digital library.

Module 1 Digital Libraries (12 hours)

Digital library - Definition, scope and characteristics

Digital library initiatives - Major initiatives in the world and in India Design and organization of digital libraries - Architecture, Interoperability, Compatibility

User interfaces, protocols and standards

Module 2 Digital Library Technologies (8 hours)

Digital representation and compression Publication and file formats

Scanning, OC Ring, editing and publishing Network platforms, server management

Module 3 Digital Resources Management (20 hours)

Digital collection - nature and scope

Scholarly communication - formats - Multimedia and Internet-related formats Identification of, accessing, processing, storage, delivery and use of digital resources

Digital library user - assessment of user behaviour and needs

Module 4 Digital Library-Creation and Use (14 hours)

Digital library creation - prerequisites; content development; metadata development; and search options

Open source software – GSDL

Digital preservation and conservation - archiving

Digital information - Intellectual property issues; rights management

BMLB2E04: TECHNICAL COMMUNICATION

Total hours: 54 **Credit: 3**

Aim: The paper provides information regarding technical communication.

Objectives:

- To gain knowledge about the communication process, organization, layout and presentation of information.
- To familiarize students with the mechanics of writing and presentation.
- To know about the repackaging and consolidation of information.

Expected Outcome:

At the successful completion of this course, the student is supposed to acquire thorough knowledge on:

- Communication process, organization, layout and presentation of information.
- Mechanics of writing and presentation.
- Repackaging and consolidation of information.

Module 1 Communication Process (12 hours)

Types: Verbal, Non-verbal, Formal, Informal; Types of writing;

Technical writing: Principles, characteristics;

Language as a medium for communication, readability; Audience Research

Module 2 Organization, Lay out and Presentation of Information (15 hours)

Preparation of: Learned papers Popular articles Technical reports Project proposals

Book design and page layout.

Module 3 Repackaging and Consolidation (12 hours)

Preparation of: Trend reports Reviews

State-of- the art report Digests

Abstracts – Types, Preparation, Guidelines

Module 4 Mechanics of Writing and Presentation (15 hours)

Common problems in spelling, grammar, usage and punctuation

Use of Style manuals – Chicago, APA and MLA; Reference Management Software

Copy editing and proof reading.

Oral Presentation Skills; Tips for effective visual aids

BMLB2E05: KNOWLEDGE MANAGEMENT

Total hours: 54 **Credit: 3**

Aim: The paper provides information regarding knowledge management.

Objectives:

- To provide information regarding basics of knowledge management, knowledge capture, codification and transfer.
- To know about knowledge management system tools and portals.

Expected Outcome:

At the successful completion of this course, the student is supposed to acquire thorough knowledge on :

- Basics of knowledge management, knowledge capture, codification and transfer.
- Knowledge management system tools and portals and other aspects.

Module 1 Knowledge Management Basics (17 hours)

KM-Concepts and definition Need for knowledge management Types of knowledge; KM systems

Knowledge creation and knowledge architecture – Nonaka's model.

Module 2 Knowledge Capture, Codification and Transfer (10 hours)

Capturing tacit knowledge – methods Knowledge codification – tools and procedures Knowledge testing; Knowledge transfer

Module 3 Knowledge Base (10 hours)

Knowledge mapping

Decision trees, decision tables, frames Knowledge works

Module 4 Knowledge Management System Tools and Portals (17 hours)

Data visualization

Tools and techniques of knowledge management

Neural networks, data mining; managing knowledge workers Knowledge management in Library and Information Centres

BMLB2E06: COMPETENCY DEVELOPMENT

Total hours: 54 **Credit: 3**

Aim: The paper provides information regarding competency development and its various aspects.

Objectives:

- To provide information regarding professional and personal competencies.
- To know about communication skills, stress management and other management skills.

Expected Outcome:

At the successful completion of this course, the student is supposed to acquire thorough knowledge on :

- Professional and personal competencies.
- Communication skills, stress management and other management skills.

Module 1 Professional and Personal Competencies (12 hours)

Professional and personal competencies Soft skills and hard skills

Categories of soft skills - Corporate skills, employability skills and life skills

Module 2 Communication Skills (15 hours)

Types of communication – verbal and non-verbal

Types of oral communication; Structure of an oral presentation; Body language; Use of visual aids

Listening skills; Types of listening -- Passive Listening, Active Listening, Reflective Listening

Module 3 Stress Management (12 hours)

Understanding stress; Types of stress Symptoms of work stress

Causes of harmful work stress Personality and stress

Stress management techniques

Module 4 Other Management Skills (15 hours)

Time management: Delegation and time management Barriers to time management

Identifying and handling time consuming tasks, Procrastination Techniques of time management

Negotiation skills: Types of negotiation Stages of negotiation; Skills of negotiation

Model Question Papers

MLISc DEGREE EXAMINATION

First Semester

BMLB101: INFORMATION, KNOWLEDGE AND COMMUNICATION

Time: 3 Hours **Maximum: 75 marks**

Part A

I. Answer any 7 of the following questions in one or two sentences.

1. Properties of information.
2. Technological gatekeepers.
3. Noise
4. Knowledge society
5. Censorship
6. Webometrics
7. Data security
8. Invisible colleague
9. Value and uses of information.
10. Information industry.

(7× 2 =14)

Part B

II. Write notes on any five of the following in about 150 words.

1. Citation analysis
2. Non-verbal communication
3. Institutional repositories
4. Information audit
5. Ageing and obsolescence
6. Right to Information Act.
7. Open Access Movement
8. Scientometrics

(5×5 = 25)

Part C

III. Write essays on any three of the following in about 900 words.

1. Discuss the trends in scientific communication.
2. Trace the genesis and development of Information Science.
3. Discuss the new trends in marketing of information services and products.

4. Examine the changing role of library and information centres in society.

5. Discuss the concept and challenges in knowledge management.

(3 × 12 = 36)

MLISc DEGREE EXAMINATION

First Semester

BMLB102: INFORMATION PROCESSING AND RETRIEVAL

Time: 3 Hours **Maximum: 75 marks**

I. Answer any 7 of the following questions, each in one or two sentences:-

1. Mention the different modes of formation of subjects.
2. Define non- books materials.
3. Define bibliographic record format.
4. What do you mean by subject analysis?
5. What is syntax?
6. Define Automatic indexing.
7. What is meant by search strategy?
8. List any four thesauri.
9. What do you mean by CCF?
10. UNIMARC

(7×2= 14 marks)

II. Write notes on any five of the following, each in about 150 words :-

1. Sears List of Subject Headings.
2. Modes of formation of subjects.
3. Conventional catalogue vs. OPAC
4. Natural language indexing
5. FRBR
6. Semantic Web technologies 7. ISO – 2709
8. Information retrieval models.

(5 × 5 = 25 marks)

III. Write essays on any three of the following, each in about 900 words.

1. Describe the characteristics of universe of knowledge.
2. Attempt a comparison of the representation of subjects in DDC and CC.
3. Give a general account of the various bibliographic record formats.
4. What are the steps in the search process? Describe the search process using Boolean model with examples.
5. Discuss the utility of library Classification schemes in the organization of digital documents and examine the recent trends in the field.

(3 ×12 = 36 marks)

MLISc DEGREE EXAMINATION
First Semester
BMLB103: RESEARCH METHODOLOGY

Time: 3 Hours **Maximum: 75 marks**

I. Answer any 7 of the following questions, each in one or two sentences:-

1. Pure research.
2. Mode.
3. Variables.
4. End Note.
5. Kurtosis.
6. Secondary data.
7. Checklist.
8. Sample.
9. Null Hypothesis
10. Median.

(7 ×2 = 14)

II. Write notes on any five of the following, each in about 150 words :-

1. Testing of hypothesis.
2. Literature Review.
3. Types of hypothesis.
4. References.
5. Measures of dispersion.
6. ANOVA.
7. Probability theory.
8. SPSS.

(5 × 5 = 25)

III. Write essays on any three of the following, each in about 900 words.

1. What is scientific method? Discuss the various steps in scientific method of research.
2. Explain the various steps in research design.
3. Discuss the current trends in Library and Information science research in India.
4. Explain the application of attitude measurement and attitude scales in research studies.
5. What is primary data? Prepare a model questionnaire for a study entitled 'An investigation into the evaluation of information sources and services in M.G University library'.

(3 ×12 = 36)

MLISc DEGREE EXAMINATION

First Semester

BMLB104: INFORMATION SYSTEMS AND PRODUCTS

Time: 3 hours **Maximum: 75 marks**

I. Answer any 7 of the following questions, each in one or two sentences:-

1. List any three publications of NISCAIR.
2. What do you mean by data?
3. What is electrostatic process?
4. What do you mean by consolidation of information?
5. What do you mean by data centre.
6. List any two international information centers in science and technology.
7. Define documentation centre.
8. Write any three objectives of OCLC.
9. What do you mean by portals?
10. Write any two web sources.

(7× 2=14)

II. Write notes on any five of the following in about 150 words:-

1. Referral Centres
2. Archives
3. OCLC
4. JANET
5. DEVSIS
6. INFLIBNET
7. DELNET
8. NICNET

(5×5 =25)

III. Write essay on any three of the following, each in about 900 words :-

1. Briefly explain e valuation and growth of different types of information institutions.
2. Discuss the objectives, process of information analysis and consolidation. Explain the planning and management of information analysis and consolidation centre.
3. Elucidate the role played by IFLA in the promotion of library services at global level.
4. Discuss the structure the structure and functions of AGRIS.
5. Write an essay on the objectives, programmes and services of NISCAIR.

(3×12 =36)

MLISc. DEGREE EXAMINATION
Second Semester
BMLB205: INFORMATION TECHNOLOGY APPLICATIONS IN LIS

Time:3 hours **Maximum: 75 marks**

I. Answer any 7 of the following questions, each in one or two sentences:-

1. Define Information Technology.
2. Define hypertext.
3. List any four online database vendors.
4. What is meant DBMS?
5. Define digital library.
6. What is meant by search engine?
7. What is World Wide Web?
8. What is meant by Browsers?
9. Define Extranet.
10. What is meant by Wide Area Network?

(7× 2=14)

II. Write notes on any five of the following in about 150 words:-

1. Networking Topologies
2. E - publishing
3. Subject gateways
4. Multimedia
5. Data Communication Standards
6. LISA
7. File Organization
8. Criteria for selection of computers

(5×5=25)

III. Write essay on any three of the following, each in about 900 words:-

1. Comment on the advantages of the internet Services in modern libraries.
2. What do you mean by online information system? Discuss the methods to be completed to conduct an online search.
3. What do you mean by digital libraries? Explain the digitization process and the copyright issues.
4. What is meant by networking protocols? Explain Open System Interconnection.
5. Define library automation. Describe the various housekeeping operations of a library.

(3×12=36)

MLISc. DEGREE EXAMINATION
Second Semester
BMLB206: PLANNING AND MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

Time: 3 hours **Maximum: 75 marks**

I. Answer any 7 of the following questions, each in one or two sentences:-

1. Define Management
2. TQM
3. Stress management
4. ISO 9000
5. PERT
6. Systems Theory
7. Group dynamics
8. Performance Appraisal
9. Team management
10. Recruitment

(7× 2=14)

II. Write notes on any five of the following in about 150 words:-

1. Describe Job Analysis and description
2. Project management techniques
3. Explain system approach to libraries
4. Organisational structure
5. Human Resource Management
6. Marketing Management
7. Management of Technologies
8. Space Management

(5×5=25)

III. Write essay on any three of the following, each in about 900 words :-

1. Describe the selection, recruitment and training procedures adopted in libraries.
2. What is 'Performance Evaluation'? Elaborate the criteria for performance measurement.
3. Define Human Resource Management. Explain in detail about library managers and their roles.
4. Write an essay on the marketing of information services and products.
5. Explain in detail about the types of furniture and equipments required for a university library.

(3×12=36)

MLISc DEGREE EXAMINATION

First Semester

BMLB1E02: STATISTICAL METHODS

Time : 3 Hours **Maximum : 75 marks**

1. Answer any 7 the following questions, each in one or two sentences:-

1. Statistics
2. Mode.
3. Simple regression
4. Random variable
5. Kurtosis.
6. Secondary data.
7. Checklist.
8. Sample.
9. Null Hypothesis
10. Median.

(7 ×2 = 14)

II. Write notes on any five of the following, each in about 150 words :-

1. Random experiment
2. Types of hypothesis.
3. Testing of hypothesis.
4. Measures of central tendency
5. F test
6. Probability theory.
7. SPSS.
8. Relationship of statistics with other disciplines

(5 × 5 = 25)

III. Write essays on any three of the following, each in about 900 words.

1. What is hypothesis? Explain different types of hypothesis.
2. Write an essay on probability and probability distribution.
3. Define Measures of central tendency? Explain in detail measures of central tendency.
4. Define statistics. Explain in detail the relationship of statistics with other disciplines.
5. Define measures of Dispersion. Write an essay on the characteristics of good dispersion.

(3 ×12 = 36)

MLISc DEGREE EXAMINATION
First Semester
BMLB1E03: DIGITAL LIBRARIES

Time: 3 Hours **Maximum: 75 marks**

I. Answer any 7 the following questions, each in one or two sentences:-

1. Define digital library.
2. Scanning
3. GSDL
4. Digital Archiving
5. Meta Data
6. Multimedia
7. Standards
8. Inter-operability
9. Rights management
10. User Interface

(7×2 = 14)

II. Write notes on any five of the following, each in about 150 words :-

1. Assessment of user behaviour and nature
2. Digital library initiatives
3. Digital collection
4. Scholarly communication
5. Open source software
6. Digital preservation and conservation
7. Digital information
8. Editing and publishing (5× 5 = 25)

III.Write essays on any three of the following, each in about 900 words.

1. Discuss in detail IPR issues related with the use of Digital information.
2. Explain the identification, accessing, processing, storage, delivery and use of digital resources.
3. Explain various digital library technologies.
4. Explain digital library initiatives. Explain the major digital library initiatives in the world and India.
5. Explain the design and organisation of the digital library with emphasis to its architecture, interoperability and compatibility.

(3 ×12 = 36)

MLISc DEGREE EXAMINATION

Second Semester

BMLB2E04: TECHNICAL COMMUNICATION

Time: 3 Hours **Maximum: 75 marks**

1. Answer any 7 the following questions, each in one or two sentences:-

1. Formal communication
2. Technical writing
3. Learned papers
4. Technical reports
5. Project proposal
6. Trend reports
7. Reviews
8. State of the Art report
9. Digest
10. Style Manual

(7 ×2 = 14)

II. Write notes on any five of the following, each in about 150 words :-

1. Communication Processes
2. Different types of communication
3. Audience research
4. Copy editing and Proof reading
5. Repackaging and Consolidation
6. Type of Writing
7. Different types of Abstracts
8. Book design and Page layout

(5 × 5 = 25)

III. Write essays on any three of the following, each in about 900 words.

1. Define Technical writing? Explain the principles and characteristics of technical writing.
2. Discuss the organisation, layout and presentation of information while preparing a technical report.
3. Differentiate between repackaging and consolidation. Discuss various steps involved in the presentation of reviews.
4. Explain common problems in spelling, grammar, usage and punctuations. Explain the

mechanism to overcome these problems.

5. Explore the mechanism of writing and presentation by using different style manuals.

(3 ×12 = 36)

MLISc DEGREE EXAMINATION

Second Semester

BMLB2E05: KNOWLEDGE MANAGEMENT

Time: 3 Hours **Maximum: 75 marks**

I Answer any 7 the following questions, each in one or two sentences:-

1. Define Knowledge
2. Knowledge Management
3. Knowledge Transfer
4. Data mining
5. Data visualisation
6. Knowledge Maping
7. Decision Trees
8. Tacit Knowledge
9. Neural Networks
10. Knowledge Architecture (7× 2=14)

II. Write notes on any five of the following, each in about 150 words:-

1. Need for Knowledge Management
2. Types of Knowledge
3. Knowledge Mapping
4. Tools and Techniques for knowledge management
5. Decision table
6. Knowledge works
7. Knowledge Base
8. Managing knowledge workers (5 × 5 = 25)

III.Write essays on any three of the following, each in about 900 words.

1. Define knowledge management
2. Explain knowledge management systems
3. Describe knowledge creation and knowledge Architecture with special reference to Nonakas model
4. Discuss different Knowledge management system tools and portals
5. Explain knowledge management in library and information centre with special reference to academic libraries.

(3 ×12 = 36)

MLISc DEGREE EXAMINATION
Second Semester
BMLB2E06: COMPETENCY DEVELOPMENT

Time: 3 Hours **Maximum: 75 marks**

I Answer any 7 the following questions, each in one or two sentences:-

1. Define Competency
2. Corporate skills
3. Types of listening
4. Define Stress
5. Time management
6. Negotiation skills
7. Procrastination
8. Active listening
9. Verbal communication
10. Soft skills

(7× 2=14)

III. Write notes on any five of the following, each in about 150 words :-

1. Use of visual aids in communication
2. Categories of soft skills
3. Stress management techniques
4. Techniques of time management
5. Stages of Negotiation
6. Difference between soft skills and hard skills
7. Structure of oral presentation
8. Causes of harmful work stress

(5×5 = 25)

III. Write essays on any three of the following, each in about 900 words.

1. Define communication. Explain different types of communication with suitable examples.
2. Define stress management. Explain symptoms of work stress and its causes.
3. What do you mean by time management? Identify different types of time consuming tasks.
4. Explain different types of negotiation with its different stages.
5. Differentiate between professional and personal competencies. Explain the professional competencies required for an information professional in a special library.

(3×12 = 36)

St Berchmans College

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Affiliated to Mahatma Gandhi University, Kottayam, Kerala

Changanassery, Kottayam, Kerala, India-686101