DEPARTMENT OF
LIBRARY AND INFORMATION SCIENCE

Curriculum and Syllabus for MLibISc Programme

Under Credit Semester System

(with Effect from 2023 Admissions)

St Berchmans College

AUTONOMOUS — College with Potential for Excellence | Reaccredited by NAAC with A Grade

Affiliated to Mahatma Gandhi University, Kottayam, Kerala

Changanassery, Kottayam, Kerala, India-686101

PREFACE

Library and Information Science cover the creation, storage, retrieval and dissemination of Information in organizations and in society at large. A well-organized 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 MLibISc 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 organization's objectives. 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 MLibISc 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	
Ms. Yamuna P.B	Head Dept. of Library and Information Science St. Berchmans College
University Nominee	
Dr. Vasudevan T M	Professor Department of Library and Information Science University of Calicut
External Subject Experts	
Dr. K C Abdul Majeed	Associate Professor Dept. of Library and Information Science Kannur University, Kannur
Dr. Sudhi S Vijayan	Assistant Professor Dept. of Library and Information Science University of Kerala
Alumnus	
Fr. Tinju Tom	UGC Librarian Assumption College Changanacherry
Corporate Sector Representative	
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
Members	
Ms. Sheejamol Mathew	Asst. Professor Dept. of Library and Information Science St. Berchmans College
Ms. Shehitha Salim	Asst. Professor Dept. of Library and Information Science St. Berchmans College

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

MLibISc 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 (MLibISc) program prepares students to become reflective practitioners who connect people and communities with information. Upon completion of the MLibISc 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 tousers.

REGULATIONS FOR MLibISc PROGRAMME UNDER CREDIT SEMESTER SYSTEM 2023

1.   SHORTTITLE

1.1.   These Regulations shall be called St. Berchmans College (Autonomous) Regulations (2023) governing two year integrated MLibISc programme under credit semester system.

1.2.   These Regulations shall come into force with effect from the academic year 2023 – 24 onwards.

2.   SCOPE

2.1   The regulation provided herein shall apply to MLibISc programme conducted by St. Berchmans College (Autonomous) with effect from the academic year 2023 – 24 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 MLibISc 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 MLibISc programme shall be four (4) 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 '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.

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

3.17 '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.

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

3.19 'Internship' is a period of works experience offered by an organization for a limited period of time.

3.20 The minimum credits, required for completing a postgraduate programme is eighty (80).

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

3.22 '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.

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

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

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

3.26 '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.

3.27 '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.

3.28 '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.

3.29 '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.

3.30 '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.

3.31 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 eighty (80). The minimum credit of a course shall be 2 and maximum credit shall be 5.

4.3 **Internship**: Each student has to work for a period of 15 days (excluding holidays) in a selected well organized reputed library, preferably during the vacation or in between the second and third semester, to get firsthand experience under the guidance and supervision of the concerned library staff. They are expected to work in all the sections of the library. The library has to be approved by the Departmental Council. After the internship, a comprehensive report of the work done by them certified by the Head of the Library has to be submitted to the Department. An attendance certificate should be obtained from the organization as a proof of the successful completion of the study and the same should be incorporated in their report.

4.4 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.

4.5 **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.

4.6   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**

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

% of Attendance	Marks
Above 90	2
75 – 90	1

4.7   The components for ISA for Knowledge Organization - Library Classification and Knowledge Organization - Library Cataloguing are given below.

Component	Marks
Attendance	2
Viva	3
Record	8
Class Test	4
Model Examination	8
Total	**25**

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

- Knowledge Organization Library – Classification – Classification of not less than 50 documents, simple and complicated specific subjects using DDC and CC. Book numbers have to be derived using the Facet Formula prescribed in CC.
- Information Sources, Systems and Services – Evaluation of not less than 50 reference sources including electronic sources.
- Knowledge Organization Library – Cataloguing - Preparation of a sample Dictionary Catalogue of not less than 30 documents prepared in the card form.
- Information Processing and Retrieval (P)

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 each 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.

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.

Knowledge Origination Library Classification

	No. of Questions to be Answered	Mark for Each Question	Total Marks
Group A CC	3 out of 4	0.5	1.5
	4 out of 5	1	4
	4 out of 6	4	16
	2 out of 4	5	10
	1 out of 2	6	6
Group B DDC	3 out of 4	0.5	1.5
	4 out of 5	1	4
	4 out of 6	4	16
	2 out of 4	5	10
	1 out of 2	6	6
Total Group A & B			**75**

Knowledge Organization Library Cataloguing

No. of questions to be answered   : 6

Marks of each question   : 11

Neatness & style of presentation   : 9

Total marks   : $(6 \times 11) + 9 = 75$

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 fourth 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 is used to evaluate the performance of the students for various course of study Grades for Various courses are arrived based on the grade point (GP) obtained by the dividing the total marks secured out of hundred (ISA+ESA) by twenty. The Grade point obtained shall be rounded of two decimal places.

4.24 **Credit Point**

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

$$CP = C \times GP$$

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.

Students are graded based on their performance in courses/ semester/ programme according to the GP/SGPA/CGPA on a seven-point scale with seven letter grades as detailed below. GP/SGPA/CGPA shall be rounded of two decimal places.

Range	Grade	Indicator
4.50 to 5.00	A+	Outstanding
4.00 to 4.49	A	Excellent
3.50 to 3.99	B+	Very Good
3.00 to 3.49	B	Good (Average)
2.50 to 2.99	C+	Fair
2.00 to 2.49	C	Marginal (Pass)
Up to 1.99	D	Deficient (Fail)

4.27 No separate minimum is required for internal evaluation for a pass but a minimum of 40% marks is required for a pass in an external evaluation. However, a minimum of C grade is required for a pass in a course.

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 code, course objectives, 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 eight (8) continuous semesters from the date of commencement of the first semester of the programme.

9 ADMISSION

9.1 The admission to MLibISc 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.

9.5 **Lateral entry**: Candidates seeking admission to the third semester of MLibISc must have a pass with 50% marks or equivalent CGPA for their BLISc/BLibISc/equivalent degree examinations recognized by the MG University.

10 ADMISSIONREQUIREMENTS

Candidates for admission to the first semester of the MLibISc programme through SB-CSS-PG shall be required to have passed an appropriate degree examination of Mahatma Gandhi University or any University or authority, duly recognized by the Academic council of Mahatma Gandhi University as equivalent thereto. A minimum of 45% shall be obtained in the qualifying examination. In the case of SC and ST candidates, the minimum marks secured shall be 40%.

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 'C' 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 TRANSITORYPROVISION

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

St Berchmans College
AUTONOMOUS College with Potential for Excellence | Reaccredited by NAAC with A Grade

Affiliated to Mahatma Gandhi University, Kottayam, Kerala

Changanassery, Kottayam, Kerala, India-686101

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**

St Berchmans College

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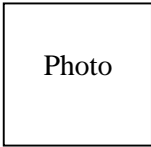
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E-mail: sbc@sbcollege.org Web: www.sbcollege.ac.in

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													
SEMESTER III													
SEMESTER IV													

PROGRAMME RESULT

Semester	Marks Awarded	Maximum Marks	Credit	Credit Point	SGPA	Grade	WAS	Month & Year of Passing	Result
I									
II									
III									
IV									
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 in semester assessment (ISA) and end semester assessment (ESA) components in the ratio 1:3. An indirect grading system is used to evaluate the performance of the students for various courses of study. Grades for various courses are arrived based on the grade point (GP) obtained by dividing the total marks obtained out of 100 (ISA + ESA) by 20. The grade point obtained shall be rounded off to two decimal places.

Credit Point and Grade Point Average

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

$$CP = C \times GP$$

Where C is the Credit and GP is the Grade Point

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

$$SGPA/CGPA = TCP \div TC$$

Where TCP is the Total Credit Point for the semester/programme and TC is the Total Credit for the semester/programme

GPA shall be rounded off to two decimal places.

Students are graded based on their performance in courses /semester/programme, according to the GP/SGPA/CGPA on a 7 point scale with 7 letter grades as detailed below. GP/SGPA/CGPA shall be rounded off to two decimal places.

Range	Grade	Indicator
4.50 to 5.00	A+	Outstanding
4.00 to 4.49	A	Excellent
3.50 to 3.99	B+	Very good
3.00 to 3.49	B	Good (Average)
2.50 to 2.99	C+	Fair
2.00 to 2.49	C	Marginal (Pass)
Up to 1.99	D	Deficient (Fail)

Conversion of CGPA to percentage

Equivalent Percentage = CGPA obtained × 20 (Maximum CGPA = 5)

Note: Course title followed by (P) stands for practical course. No separate minimum is required for In-semester Assessment. A separate minimum of 40% marks for end semester assessment (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 C for all the individual courses and an overall Grade C or above are mandatory. If a candidate secures Grade D for any one of the courses offered in a Semester/Programme, only Grade D will be awarded for that Semester/Programme until the candidate improves this to Grade C or above within the permitted period.

OUTLINE OF CORE COURSES

Course Code	Course Title	Hours /Week	Total Hours	Credit	ISA	ESA	Total
Semester I							
CMLB101	Foundations of Library and Information Science	5	90	4	25	75	100
CMLB102	Library and Information Centre Management	5	90	4	25	75	100
CMLB103	Knowledge Organization – Library Classification	5	90	4	25	75	100
CMLB104	Knowledge Organization - Library Cataloguing	5	90	4	25	75	100
CMLB105	Information Sources and Services	5	90	4	25	75	100
	Total	**25**	**450**	**20**	**125**	**375**	**500**
Semester II							
CMLB206	Information Systems and Products	5	90	4	25	75	100
CMLB2P01	Knowledge Organization-Library Classification (P)	5	90	4	25	75	100
CMLB2P02	Knowledge Organization Library Cataloguing (P)	6	108	5	25	75	100
CMLB2P03	Information Technology (P)	6	108	5	25	75	100
	Elective Course	3	54	3	25	75	100
	Total	**25**	**450**	**21**	**125**	**375**	**500**
Semester III							
CMLB307	Information, Knowledge and Communication	8	144	5	25	75	100
CMLB308	Information Processing and Retrieval	8	144	5	25	75	100
CMLB309	Research Methodology	6	108	4	25	75	100
CMLB3IN	Internship		-	2	25	75	100
	Elective Course	3	54	3	25	75	100
	Total	**25**	**450**	**19**	**125**	**375**	**500**
Semester IV							
CMLB410	Technical Communication	5	90	4	25	75	100
CMLB411	Planning and Management of Library and Information Centres	5	90	4	25	75	100
CMLB4P04	Information Technology Applications in LIS (P)	5	90	4	25	75	100
CMLB4VV	Dissertation	7	126	5	75	125	200
	Elective Course	3	54	3	25	75	100
	Total	**25**	**450**	**20**	**175**	**425**	**600**
	Grand Total	**-**	**-**	**80**	**550**	**1550**	**2100**

ELECTIVE COURSES

Course Code	Course Title	Hours /Week	Total Hours	Credit	ISA	ESA	Total
Semester II							
CMLB2E01	Information Technology	3	54	3	25	75	100
CMLB2E02	Computer Application in Libraries	3	54	3	25	75	100
CMLB2E03	Statistical Methods	3	54	3	25	75	100
Semester III							
CMLB3E01	Information Processing and Retrieval (P)	3	54	3	25	75	100
CMLB3E02	Digital Libraries	3	54	3	25	75	100
CMLB3E03	Advances in ICT and Libraries	3	54	3	25	75	100
Semester IV							
CMLB4E01	Knowledge Management	3	54	3	25	75	100
CMLB4E02	Competency Development	3	54	3	25	75	100
CMLB4E03	Informetrics and Scientometrics	3	54	3	25	75	100

SEMESTER I

CMLB101: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

Credit: 4   **Total Hours: 90**

Aim: To provide basic knowledge regarding library and information science.

Objectives:

- To understand scientific basis of library and library science.
- To familiarize various types of libraries and library movements.
- To study selected international and national associations and organizations.

Expected Outcome

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

- Roles that modern libraries play in educational institutions, lifelong learning and in the lives of ordinary people.
- Professional ethics of librarianship.

Module 1: Library in the Social Context   **(10 hours)**

Library: Conceptual change.

Role of Libraries in Modern Society and Education. Five Laws of Library Science.

Implications of Five Laws

Module 2: Types of Libraries   **(18 hours)**

Types of libraries: their distinguishing features and functions. National Libraries, Public Libraries, Special Libraries, Kerala State Central Library

Academic Libraries: School, College and University Libraries National Library of India

Module 3: Resource Sharing and Extension Service   **(12 hours)**

Resource Sharing

Library Extension Service, Library Publicity

Library Networks: NICNET, DELNET, ERNET, INFLIBNET

Module 4: Library Movement and Public Library Legislation   **(30 hours)**

Need for Library Legislation

Essential features for Library Legislation

Library Movement and Library Legislation in India; National Mission on Libraries

Public Library Movement and Legislation in Kerala; Kerala Public Libraries Act, 1989

Press and Registration Act, Indian Copy Right Act, Delivery of Books and Newspaper Act.

Module 5: Library and Information Science Profession   **(20 hours)**

Librarianship as a Profession Professional Ethics

Professional Associations and Their Role: IFLA, ILA, IASLIC, IATLIS, CILIP, SLA, ALA, ASLIB, Promotion of library and information services by UNESCO, UGC, and RRRLF

LEARNING RESOURCES

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CMLB102: LIBRARY AND INFORMATION CENTRE MANAGEMENT

Credit: 4   **Total Hours: 90**

Aim: To provide basic knowledge regarding library and information centre management.

Objectives:

- To understand the principles of management.
- To familiarize library housekeeping operations and readers service.
- To study human resource management and other aspects of management.

Expected Outcome:

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

- Principles of Management
- Various housekeeping operations and readers service
- Human resource management and other aspects of management

Module 1: Principles of Management   **(20 hours)**

Concept of Management History of management thought Principles of management Functions of management Library and Information Centre Organization; Patterns of Organization

Module 2: Library Housekeeping Operations   **(25 hours)**

Acquisition: Collection Development: Selection, Ordering and Accessioning

Technical Processing: Classification, Cataloguing and Physical Processing of documents

Maintenance of Collection: Shelving, Rectification, Stock Verification, Binding and Weeding out, Care and Preservation

Module 3: Reader Services   **(20 hours)**

Circulation of Documents: Issue of membership, Charging systems Reference Collection and service routines

Serials Control: Selection, ordering, recording the receipt and display Documentation Services

Module 4: Library Administrative Tools and Techniques   **(10 hours)**

Library Committee, Library Rules, Staff Manual, Library Statistics, Annual Report.

Module 5: Library Budgeting   **(15 hours)**

Methods of financial estimation, Sources of Finance, Types of Expenditure

Types of Budgets - Line budget, Performance budget, PPBS, ZBB

LEARNING RESOURCES

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CMLB103: KNOWLEDGE ORGANIZATION – LIBRARY CLASSIFICATION

Credit: 4   **Total Hours: 90**

Aim: To provide basic knowledge regarding library classification.

Objectives:

- To be able to understand the different kinds of Library Classification schemes.

- Complete Development about Library Classification.

Expected Outcome

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

- Modes of formation and development of subjects

- Enumerative and faceted schemes

- Various classification schemes

Module 1: Library Classification   **(15 hours)**

Concept, meaning, definition, evolution, need and purpose Enumerative and faceted schemes

Module 2: Notation   **(20 hours)**

Notation, need, qualities and types Hospitality in array and chain Different devices used Mnemonics - types and functions Class number, book number and collection number

Module 3: Facet Analysis and Fundamental Categories   **(25 hours)**

Canons of library classification for idea plane Principles of helpful sequence Concept of facet analysis Ranganathan's five fundamental categories Postulates of facet analysis and facet sequence Principles of facet sequence Common Isolates - ACI and PCI

Module 4: Library Classification Schemes   **(15 hours)**

Salient features of DDC, UDC and CC Web Dewey

Module 5: Universe of Knowledge   **(15 hours)**

Different types of subjects - simple, compound, complex subjects Modes of formation and development of subjects Phase relation: Kinds and levels, Use of phase relation in CC and DDC

LEARNING RESOURCES

References

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2. Dewey, M., & Beall, J. (2019). Dewey decimal classification: January 2019. Dublin, Ohio: OCLC Online Computer Library Center, Inc.

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6. Kumar, P.S.G. (2010). Practical guide to Colon classification, edition-6. Agra: Associated Pub. House.

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13. https://onlinelibrary.wiley.com/doi/abs/10.1002/asi.5090120406

14. https://openlibrary.org/subjects/colon_classification

15. https://mypages.iit.edu/~smart/halsey/lesson1.htm

16. http://sixthformstudyskills.ncl.ac.uk/libraries/overview-the-dewey-decimal-system/

17. https://www.gutenberg.org/files/12513/12513-h/12513-h.htm

CMLB104: KNOWLEDGE ORGANIZATION – LIBRARY CATALOGUING

Credit: 4   **Total Hours: 90**

Aim: To provide the students basic knowledge of library cataloguing.

Objectives:

- To understand the need for cataloguing.
- To provide the basic knowledge of important cataloguing codes (AACR2 and CCC).
- To study different methods used for preparing subject entries, Pre-coordinate and Post coordinate indexing systems.

Expected Outcome

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

- Important cataloguing codes (AACR2 and CCC).
- Different methods used for preparing subject entries, Pre-coordinate and Post coordinate indexing systems.

Module 1: Library Catalogue   **(15 hours)**

Library Catalogue - Meaning and Definition - Objectives and Functions Physical forms of Library Catalogue – Conventional and Nonconventional Inner forms of Library Catalogue - Alphabetical, Classified and Alphabetico-classed normative principles of Library Cataloguing.

Module 2: Dictionary Catalogue and Classified Catalogue   **(20 hours)**

Types of entries according to AACR2 – Main entry, Added entries, Reference entries – Formatand Structure. Types of entries according to CCC – Main entry, Cross-Reference entry, Class index entry, Book index entry and Cross-Reference index entry–Format and Structure Comparison of catalogue entries in CCC 5 and AACR2 Filing of entries in Alphabetical and Classified order

Module 3: Choice and Rendering of Names   **(25 hours)**

Choice and rendering of headings: Personal names, Pseudonym and Corporate bodies as per CCC and AACR2, ISBD, RDA

Module 4: Subject Cataloguing   **(15 hours)**

Subject Catalogue-Subject entries in AACR2 and CCC

List of Subject headings - LC List of Subject Headings and Sears List of Subject Headings Verbal Indexing Languages: Pre-coordinate and Post coordinate indexing Keyword indexing and Citation indexing

Module 5: Centralized and Cooperative Cataloguing   **(15 hours)**

Centralized catalogue services - Card service, MARC service, Bibliographic service, CIP, CIS and Prenatal cataloguing Cooperative cataloguing programmes - NPAC, Union Catalogue

LEARNING RESOURCES

References

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3. Foulonneu, M. Metadata for Digital Resources. Oxford, UK: Chandos, 2008.

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9. Taylor, A.G. and Miller, David P.Wynar's introduction to cataloging and Classification. Ed.10. London: Libraries Unlimited, 2006.

Codes/ Standards

10. Anglo-American Cataloging Rules (most recent edition to be used)

11. Dublin Core and other relevant metadata standards for different kinds of objects /resources Library of Congress Subject Headings

12. MARC 21 and related standards for bibliographic records

13. OCLC. 2002. Bibliographic formats and standards. 3rd ed. Dublin, Ohio: OCLC (Also available online at http://www.oclc.org/oclc/bib/toc.htm)

14. Ranganathan, S. R. Classified Catalogue Code, etc. 5th ed. Bangalore: SRELS, 1964 MARC 21 and related standards for bibliographic records

15. Sears List of Subject Headings, 21st ed.

CMLB105: INFORMATION SOURCES AND SERVICES

Credit: 4   **Total Hours: 90**

Aim: To understand various information sources, systems and services.

Objectives:

- To learn about different information sources, reference books and its evaluation.
- To familiarize with various information services.
- To gain knowledge about various information systems in national and international level.

Expected Outcome

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

- Different information sources, reference books and its evaluation.
- Various information services.
- Various information systems in national and international level.

Module 1: Information Sources   **(10 hours)**

Information and documents

Classification of information sources –Documentary sources: Primary, Secondary and Tertiary Sources of Information; their categories and characteristics.

Non-Documentary; E-resources: E-books, E journals, ETDs, Databases, Subject Gateways; Open Access Resources

Module 2: Reference Sources: Use and Evaluation Criteria   **(20 hours)**

Criteria for the evaluation of reference sources

Detailed Study of dictionaries, encyclopedias, yearbooks, directories, handbooks and manuals, biographical sources, geographical sources, statistical sources, sources of current information

Module 3: Reference Services   **(20 hours)**

Reference Service: Concept, Need, Types, Theories and Trends, Ready reference and long-range reference services

E-Reference Service and Digital Reference Service; Reference Interview & Search Techniques

Reference Librarian: Role, Skills &Competencies. Literature search

Module 4: Information Services   **(25 hours)**

Information Services: Concept, Need Information search

Alerting Services: Concept, Need & Techniques: Current Awareness Service (CAS), Referral, Document Delivery & Translation Services, Computer-Based Alerting Service; Information

Intermediaries

Module 5: Information Users and User Studies   (15 hours)

Information Users and their information needs: category of information users & their needs

User Studies, User Education Information Behaviours; Information Literacy

Record of Term Work:

Evaluation of not less than 30 reference sources including electronic sources.

LEARNING RESOURCES

References

1. Bopp, Richard E. and Smith, Linda C. Reference and information services: Anintroduction, 4thed. Libraries Unlimited, 2011.

2. Cassel, Kay Ann and Hiremath, Uma. Reference and information services: Anintroduction, 3rd ed. London: Facet Publishing, 2013.

3. Gurdev Singh. Information Sources, Services and Systems. New Delhi: PHILearning,2013

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9. Webb, William H. et al. Sources of information with social sciences. 3rd ed. Chicago: ALA,1986.

10. Stebbins, Leslie, F. Student guide to research in the digital age evaluate information sources. Santa Barbara: Libraries Unlimited, 2005CVFGT.

Online Sources

11. Kenchakkanavar, A. (2014). Types of e-resources and its utilities in library International Journal of Information Sources and Services, 1(2), 97-104. Retrieved from http://file:///C:/Users/JP/Downloads/TYPESOFERESOURCESANDITSUTILITIESINLI BRARY9.pdf.

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SEMESTER II

CMLB206: INFORMATION SYSTEMS AND PRODUCTS

Credit: 4   **Total Hours: 90**

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)**

CSIR-NIScPR, NASSDOC, DESIDOC, SENDOC, INFLIBNET, DELNET, NICNET

Module 5: Information Products and Services   **(15 hours)**

Concept, Definition and types

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

LEARNING RESOURCES

References

1. Bopp, R.E., & Smith, L.C. (1995).

2. Reference and Information Services: An Introduction. Library Science Text Series. Englewood: Libraries Unlimited

3. Cassell, K.A., & Hiremath, U. (2019). Reference and information services: An introduction. American Library Association.

4. Grobelny, J. (2013). A Review of "Reference and Information Services: An Introduction" 4th ed.

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12. Stebbins, L. (2005). Student Guide to Research in the Digital Age: How to Locate and Evaluate Information Sources. ABC-CLIO.

13. Valacich, J., & Schneider, C. (2009). Information Systems Today: Managing the Digital World. Prentice Hall Press.

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14. Informationliteracy2.0(LIB) (2016, July23). https://www.youtube.com/watch?v=zAI7c0N 5jak&feature=youtu.be

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18. Rath, P. (1995). Information Seeking Behavior of the user: methods and techniques.

19. Referral, document delivery & translation services (LIB)—YouTube. (n.d.). from https://www.youtube.com/watch?v=2JV2q1IsQBI&feature=youtube

CMLB2P01: KNOWLEDGE ORGANIZATION – LIBRARY CLASSIFICATION

Credit: 4   **Total Hours: 90**

Aim: To understand the use of important classification schemes.

Objectives:

- To classify documents according to Colon Classification (CC) (6th rev. ed) and Dewey Decimal Classification (DDC) (22nd ed.).

Expected Outcome:

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

- Classifying documents according to CC (6th rev. Edn.)
- Classifying documents according to DDC (22nd Edn.)

Module 1: Colon Classification: Basic Subjects   **(22 hours)**

Familiarization of Main Classes/ Basic Classes and Fundamental categories. Classification of simple specific subjects.

Module 2: Colon Classification: Complex Subjects   **(23 hours)**

Classification of complicated titles covering all the Main Classes, Facets, Common Isolates, Phase relation and the Devices in the Colon Classification (6th ed.).

Record of Term Work: CC

Classification of not less than 30 documents, of simple and complicated specific subjects, applying the postulation Procedure. Book numbers have to be derived using the Facet Formula prescribed in CC

Module 3: Dewey Decimal Classification: Basic Subjects   **(22 hours)**

Familiarization of Main Classes, Subdivisions and Relative Index, Classification of simple specific subjects

Module 4: Dewey Decimal Classification: Complex Subjects   **(23 hours)**

Complicated titles by applying schedules, tables and 'add.....' instructions in the Dewey Decimal Classification (22nd ed.)

Record of Term Work: DDC

Classification of not less than 75 documents, indicating the steps followed. Books numbers have to be derived using the Cutter table.

LEARNING RESOURCES

References

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2. Dewey, M., & Beall, J. (2019). Dewey decimal classification: January 2019. Dublin, Ohio: OCLC Online Computer Library Center, Inc.

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10. Satija, M.P. (2011). A guide to the theory and practice of colon classification. New Delhi: Ess Ess Publications.

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13. https://openlibrary.org/subjects/colon_classification

14. https://mypages.iit.edu/~smart/halsey/lesson1.htm

15. http://sixthformstudyskills.ncl.ac.uk/libraries/overview-the-dewey-decimal-system/

16. https://www.gutenberg.org/files/12513/12513-h/12513-h.htm

CMLB2P02: KNOWLEDGE ORGANIZATION – LIBRARY CATALOGUING

Credit: 5   **Total Hours: 108**

Aim: To understand various catalogue codes.

Objectives:

- To catalogue documents according to CCC and AACR2.

Expected Outcome:

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

- Cataloguing various documents according to CCC and AACR2.

Module 1: Cataloguing of documents according to CCC edition 5   **(54 hours)**

Cataloguing of Single-volumed and multi-volumed books: Cataloguing of simple books Cataloguing of books by personal authors and corporate bodies. Cataloguing of committee reports and conference proceedings. Cataloguing of simple periodical publications

Use Chain indexing forderiving headings for Class Index Entries according to CCC 5.

Module 2: Cataloguing of documents according to AACR2   **(54 hours)**

Cataloguing of Single-volumed and multi-volumed books: Cataloguing of simple books Cataloguing of books by personal authors and corporate bodies Cataloguing of committee reports and conference proceedings. Cataloguing of simple periodical publications

Use 19th edition of Sears's List of Subject Headings/Chain Indexing for deriving headings for subject added entries according to AACR 2

Record of Term Work:

Preparation of a sample Dictionary Catalogue of not less than 30 documents prepared in the card form.

CMLB2P03: INFORMATION TECHNOLOGY

Credit: 5   **Total Hours: 108**

Module 1: Operating System - Windows   **(21 hours)**

Module 2: Word processing – MS Word   **(21 hours)**

Module 3: Spreadsheet: MS Excel   **(22 hours)**

Module 4: Presentation –MS Power Point   **(22 hours)**

Module 5: Library automation packages– KOHA   **(22 hours)**

LEARNING RESOURCES

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SEMESTER III

CMLB307: INFORMATION, KNOWLEDGE AND COMMUNICATION

Credit: 5   **Total Hours: 144**

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   **(27 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   **(30 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   **(30 hours)**

Information Society: genesis and characteristics; Intellectual Property Rights: IPR Legislations in India Fair use provision in Copyright; Censorship, data security, Right to Information Act, Information Technology Act National policy of information Open access movement.

Module 4: Economics of Information   **(30 hours)**

Information industry Cost analysis: Cost Effectiveness Analysis; Cost Benefit Analysis

Information audit; Knowledge management: Types of Knowledge; Relation with Information management; Knowledge management procedures. Role of library professionals in knowledge management

Module 5: Sociology of Information (27 hours)

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

LEARNINGRESOURCES

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CMLB308: INFORMATION PROCESSING AND RETRIEVAL

Credit: 5   **Total Hours: 144**

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 non book 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 non book materials

Module 2: Bibliographic Record Formats   **(30 hours)**

ISO2709, Z39.50, MARC, MARC21, UNIMARC, CCF

Metadata Formats - FRBR, DublinCore, XML

Module 3: Subject Indexing   **(30 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   **(35 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   **(19 hours)**

Application of NLP in information Retrieval Systems

LEARNING RESOURCES

References

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CMLB309: RESEARCH METHODOLOGY

Credit: 4   **Total Hours: 108**

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   **(20 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   **(20 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 Structure, style and contents of Research report:

How to avoid plagiarism- Best practices and methods Current trends in Library and Information Science research in India

LEARNING RESOURCES

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CMLB3IN: INTERNSHIP

Credit: 2

Duration	:	15 days
Period	:	Preferably between Semester II and III
Place	:	Any Library and Information Centre approved by the Department
Valuation	:	Written Report in the prescribed format certified by the Head of the Library and Information Centre
Prerequisite	:	Attendance Certified by the Head of the Library and Information Centre

SEMESTER IV

CMLB410: TECHNICAL COMMUNICATION

Credit: 4   **Total Hours: 90**

Aim: Articulate and exemplify basic knowledge about technical writing, presentation of information, and to familiarize students with various oral presentation skills.

Objectives

- To gain knowledge about the Communication Process and different types of writing
- To gain knowledge about repackaging and consolidation of information**.**
- To familiarize students with publication ethics

Expected Outcome

At the Successful completion of this course, the student is supposed to aquire thorough knowledge on: Communication Process, repackaging and consolidation of information, style manuals, proof reading and reference management

Module 1: Communication Process   **(20 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   **(15 hours)**

Preparation of: Trend reports Reviews

State-of- the art report Digests

Abstracts – Types, Preparation, Guidelines

Module 4: Mechanics of Writings   **(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

Module 5: Publication Ethics   **(25 hours)**

Publication ethics: definition, introduction and importance

Best practices / standards setting initiatives and guidelines: COPE, WAME, etc.

Conflicts of interest Publication misconduct: definition, concept, problems that lead to unethical behaviour and vice versa, types Violation of publication ethics, authorship and contributor ship Identification of publication misconduct, complaints and appeals

Predatory publisher and journals.

LEARNING RESOURCES

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CMLB411: PLANNING AND MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

Credit: 4   **Total Hours: 90**

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   **(20 hours)**

Library Mangers and their roles Organizational structure Job analysis and description; recruitment, selection and induction; training; performance appraisal Motivation Group dynamics, Team management

Module 3: Marketing Management   **(20 hours)**

Marketing of information services and products.

Module 4: Other Realms of Management   **(25 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.

LEARNING RESOURCES

References

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CMLB4P04: INFORMATION TECHNOLOGY APPLICATIONS IN LIS

Credit: 4   **Total Hours: 90**

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 management software- MS Access   **(15 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   **(10 hours)**

Module 5: Reference management software – Zotero   **(15 hours)**

LEARNING RESOURCES

References

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19. ISDN-Integrated Services Digital Network. (2018, November)

CMLB4VV: DISSERTATION AND VIVA VOCE

Credit: 5   **Total Hours: 126**

Theoretical and methodological preparation for this course begins in the 3rd Semester with Course on: Research Methodology is offered during the present semester. These two courses would help to understand about the methodological aspects of research. Allocation of Supervisors for undertaking dissertation is done during the beginning of the 3rd semester and the students are given necessary guidance. Students are required to give seminars on their chosen topics for continuous/internal assessment.

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

SEMESTER II

CMLB2E01: INFORMATION TECHNOLOGY

Credit: 3   **Total Hours: 54**

Module1 Fundamentals of Communication Technology   **(10 hours)**

Data communication Transmission media Computer networks-types of computer networks; LAN, MAN, WAN LAN topologies-Bus, Ring, Star, Tree, Mesh, Hybrid The Internet and the World Wide Web Web 2.0/3.0 Semantic web

Module 2: Software   **(10 hours)**

Programming Languages; Generations of programming languages

Types of software-System software and application software Operating system-Windows and Linux, Application software –DBMS, word processor, presentation software, electronic spreadsheet

Module 3: Library Automation and Institutional Repositories   **(14 hours)**

Library Automation: Planning and Implementation, Automation of in-house operations- file requirements for Acquisition, Cataloguing, Circulation Control, Serials Control, OPAC and Library Automation Package: KOHA, Institutional repositories-concepts and characteristics Institutional repository software – DSpace. EPrints, GSDL digital Library

Module 4: Modern Technologies in Libraries   **(10 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

LEARNING RESOURCES

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17. Rowley, Jennifer. The electronic library. London: Library Association Publishing, 1998.

18. Williams, Brain K. and Sawyer, Stacey C. Using information technology: A practical introduction to computers & communications, 6th Ed. New Delhi: Tata McGraw-Hill, 2005.

CMLB2E02: COMPUTER APPLICATION IN LIBRARIES

Credit: 3   **Total Hours: 54**

Module 1: Library Automation   **(17 hours)**

Need for library automation Planning and implementation Areas of library automation
Automation of library housekeeping operations-Acquisition, Cataloguing, Circulation, Serial
Control, OPAC Integrated library management software: KOHA, SOUL

Module 2: Digital Libraries   **(17 hours)**

Digital library - Definition, scope and characteristics, Digital library initiatives - Major
initiatives in the world and in India Digital library technologies-Digital representation and
compression Publication and file formats, Digital library creation - prerequisites; content
development; metadata development; and search options, Open source digital library software
– GSDL

Module 3: Institutional Repositories   **(10 hours)**

Institutional repositories-concepts and characteristics Structure, contents and standards of
institutional repositories Institutional repository software – DSpace
After Completion of this module, the student should be able to:

Module 4: Internet in Libraries   **(10 hours)**

Application of the Internet in libraries Web based resources and services Library 2.0/3.0
Library portals

LEARNING RESOURCES

References

1. Rohith Khurana. HTML 4 U. New Delhi: APH Publishing Corporation, 2001.
2. Sue, Jenkins. Web Design. New Delhi: Wiley India Publication, 2007.
3. Uma V, Suseela J. Automation of Library integration operation: A how to do manual. New Delhi: Ess Ess Publications, 2017.
4. Vinodkumar Mishar. Basics of library automation. KOHA library management software and data migration. New Delhi: Ess Ess Publications,2016.
5. Armstrong, C.J. and Large J.A. Manual of Online Search Strategies. Taylor & Francis group. 1992. Available at https://doi.org/10.4324/9780429450617
6. Khalid K Faruqi. Online database searching and retrieval: Strategies, procedures, commands, and problems: A brief Guide Khalid K Faruqi. Bangalore: Sarada Ranganathan endowment 1995

7. Poornima G Naik and Girish R. Naik. Creating and Managing Institutional Repository Using DSpace: A Case Study. Chhattisgarh: Educreation Publishing,

8. Priya Ranjan Trivedhi. User perceptions on Search Engines in Library and Information Science Priya Ranjan Trivedhi and Gururaj S Hadagali. New Delhi: Ess Ess Publications, 2019.

CMLB2E03: STATISTICAL METHODS

Credit: 3   **Total Hours: 54**

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 course discusses the theoretical concepts in statistics applicable to Library and Information)

LEARNING RESOURCES

References

1. Agarwal, B. L. (2009). Basic statistics. New Delhi: New Age International Publishers.
2. Gupta, C. B. and Gupta, V. (2014). An Introduction to statistical methods. New Delhi: Vikas Publishing House.

3. Gupta, K. R. (2012). Practical statistics. New Delhi: Atlantic Publishers.

4. Gupta, S. C. (2013). Fundamentals of statistics. Mumbai: Himalaya Publishing House.

5. Gupta, Santhosh. (2010). Research methodology and statistical techniques. New Delhi: Deep & Deep Publications.

6. Hooda, R. P. (2005). Data collection and Sampling: Introduction to statistics

7. Kothari, C. R. and Garg, Gaurav. (2014). Research methodology: methods and techniques. New Delhi: New Age International Publishers.

8. Pillai, R. S. N. and Bagavathi. (2013). Data analysis (Practical). New Delhi: Chand & Company.

9. Singh, G. B. (2011). Research methodology: Advanced techniques with statistical methods. Jaipur: Paradise Publishers.

SEMESTER III

CMLB3E01: INFORMATION PROCESSING AND RETRIEVAL

Credit: 3   **Total Hours: 54**

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 non book materials and E-resources as per AACR2

Records of Term Work:

Sample Dictionary Catalogue of not less than 25 documents prepared in the card form.

LEARNINGRESOURCES

References

1. Date, C.J. An Introduction to database systems. Reading, MA: Addison-Wesley,2000

2. Korfhage, Robert R. 1997. Information storage and retrieval. New York: Wiley, 1997.

3. Kumar, P.S.G. Knowledge organization, Information processing and retrieval theory. B.R. Publishing Corporation, 2003.

4. Kumar, P.S.G. Knowledge organization, Information processing and retrieval practice. B.R. Publishing Corporation, 2003.

5. Neelameghan, A. Online database searching and retrieval: Strategies, procedures, commands and problems–A brief guide. Bangalore: SRELS,1995.

CMLB3E02: DIGITAL LIBRARIES

Credit: 3   **Total Hours: 54**

Module 1: Digital Libraries   **(17 hours)**

Concept and definition; Historical Development of Digital Libraries; Digital Library Architecture, Grid architecture; Open URL integration; Digital Preservation: Persistent identifiers: DOI and CNRI Handles; Multilingual digital repositories and Cross-language information retrieval.

Module 2: Copyright in DL   **(17 hours)**

Copyright and license issues; Standards, Protocols and Formats for DL, Open Standards and File Formats, Harvesting Metadata, OAI-PMH and DL Interoperability; Data curation.

Module 3: Digitization Process   **(10 hours)**

Software, Hardware and best practices; Scanners and scanner types; OCR and OCR software.

Module 4: Technology for DLs   **(10 hours)**

Open source software; DSpace, GSDL: Features and comparative study of DSpace, E-prints and Fedora. After Completion of this module, the student should be able to:

LEARNING RESOURCES

References

1. Fenner, Audrey, ed. (2005). Managing digital resources in libraries. New York: Haworth.
2. Gopal, K. (2000). Digital libraries in electronic information era. New Delhi: Authors Press.
3. Lesk, Michael. (1996). Understanding digital libraries, 2nd ed. San Francisco: Morgan Kaufman.
4. Pitkin, G. M, ed. (1996). National electronic library: A guide to the future for library managers. London: Greenwood Press.
5. Tedd, Lucy A. and Large, Andrew. (2005). Digital libraries: Principles and practice in a global environment. Munchen, Gernany: K. G. Saur.
6. William, Arms. (2005). Digital libraries. New Delhi: Anne.
7. Witten, Ian H. and Bainbridge, David. (2005). How to build a digital library. Amsterdam: Morgan Kaufman

CMLB3E03: ADVANCES IN ICT AND LIBRARIES

Credit: 3   **Total Hours: 54**

Module 1: Artificial Intelligence   **(17 hours)**

The Conceptual Framework, A Basic Understanding of how AI and ML work, their underlying Logic and their Limitations; Understanding the potential societal impacts of AI, especially in the area of Education and Libraries Scope of AI in Library Functions, Resources and Services Examples of AI Application in Libraries

Module 2: Library Carpentry   **(17 hours)**

Impact of big data on the business, society and libraries, need for managing data for the benefit of the stakeholders, The Concept of Data Carpentry and Library Carpentry; Skill requirements (Core- regex, shell scripting, Openrefine; standards- SQL, NoSQL, Python; and advanced (MARC Edit, data reconciliation, named entity extraction, sentiment analysis, etc.

Tools & services related to data discovery (Kaggle, Google Data search, Zenodo, re3data); data repositories (Dataverse, Dryad, Zenodo); and governmental data portals including data.gov.in. and Data wrangling processes through REST/API based data fetching and GREL based data extraction in the open-source data wrangling software called Open refine.

Module 3: Research Data Management   **(10 hours)**

Concept of Research Data, Quality of Research Data, Research Cycle and generation of research Data Presentation of research data, Research Data Storage and Preservation, Metadata practices and key elements, Citing Research data, Research Data Management Technologies and Tools: Cloud based and Machine hosted

Module 4: Application of GIS in Libraries   **(10 hours)**

Introduction to Geographical Information System; Geographical Data in Libraries, GIS Data Standards Accessibility (Critical GIS, Ontologies, and Semantics), GIS and Managing collection and services, GIS and LIS education Understanding how to store, manipulate and analyze GIS data

LEARNING RESOURCES

References

1. Bishop, L., Van den Eynden, V., Corti, L., Woollard, M. (2019). Managing and Sharing Research Data: A Guide to Good Practice. United Kingdom: SAGE Publications.

2. Cox, A., & Verbaan, E. (2018). *Exploring research data management*. Facet publishing.

3. Griffey, J. (2019). AI and Machine Learning: The challenges of artificial intelligence in

libraries. *American Libraries*, *50*(3), 4.

4. Khan, H. R., Du, Y. (2020). Data Science for Librarians. United States: ABC-CLIO.

5. Kruse, F., & Thestrup, J. B. (Eds.). (2017). *Research data management-A European perspective*. Walter de Gruyter GmbH & Co KG.

6. Kumar, K. (2018). Identification of library location through Arc GIS software: Geographical information system. *IJ Agri. L. Inf. Serv*, *34*(3), 227.

7. Singh, A., Rai, P., & Singh, S. (2019). Scaling Bots in Libraries: Trending Aptness of Artificial Intelligence in Information System. *Available at SSRN 3861818*.

8. Slayton, E., & Benner, J. (2020). The Role of Libraries in Geography and GIS Education: Report on a series of conversations about libraries, geography, GIS, and education in 2020.

9. Soares, L. (2020). Artificial Intelligence in Canadian Law Libraries. *Can. L. Libr. Rev.*, *45*, 16.

10. Stoddart, R., & Godfrey, B. (2020). Gathering Evidence of Learning in Library Curriculum Center Spaces with Web GIS. *Evidence Based Library and Information Practice*, *15*(3), 21-35.

11. Strasser, C. A., Krier, L. (2014). Data Management for Libraries: A LITA Guide. United States: American Library Association.

12. Tian, Z. (2021, June). Application of Artificial Intelligence System in Libraries through Data Mining and Content Filtering Methods. In *Journal of Physics: Conference Series* (Vol. 1952, No. 4, p. 042091). IOP Publishing.

13. Wheatley, A., & Hervieux, S. (2019). Artificial intelligence in academic libraries: An environmental scan. *Information Services & Use*, *39*(4), 347-35

SEMESTER IV

CMLB4E01: KNOWLEDGE MANAGEMENT

Credit: 3   **Total Hours: 54**

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 of negotiation

LEARNING RESOURCES

References

1. Alavi, M., & Leidner, D. E. Review: Knowledge management and knowledge management systems: Conceptual foundations and research issues. MIS Quarterly, 25(1), 107-136, 2001

2. Ambarish Gupta. Application of knowledge management in digital era. New Delhi: Centrum Press, 2015.

3. Anil Kumar Dhiman and Hemant Sharma. Knowledge management for librarians. New Delhi, Essess Publication, 2009.

4. Becerra-Fernandez, I., & Sabherwal, R. Knowledge Management: Systems and Processes. Routledge,2014

5. D.G. Schwartz, 538–543. Hershey, PA: Idea Group Publishing, 2006

6. Davenport, T. H., & Prusak, L, Working knowledge. Boston, MA: Harvard Business School Press, 1998

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8. Earl, M. Knowledge management strategies. Journal of Management Information Systems

18(1): 215–223,2001

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10. King, W.R. In "Knowledge transfer": The encyclopedia of knowledge management, ed.

11. Koenig, Michael EP&Srikantalah, T.K. (Eds.). Knowledge management lessons learned: what works & what doesn't. New Delhi, Ess Ess Publications, 2008.

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15. McInerney, Claire, and Koenig, Michael E. D., Knowledge Management (KM) Processes in Organizations: Theoretical Foundations and Practice, Morgan and Claypool,2011

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18. Rupali Shah. Practical knowledge management. New Delhi: Horizon Press, 2013.

19. Sanchez, R. Strategic Learning and Knowledge Management. Chichester: Wiley,1996.

20. Srikantaiah, T. K., Koenig, M., "Knowledge Management for the Information Professional" Information Today, Inc., 2000.

On-line Sources

21. Knowledge codification (2017). [video] retrievable from https://www.youtube.com/ watch?v= CLxS-jX28mA

22. Knowledge management system (2017). [video] retrievable from https://www.youtube.com/watch?v=1K3mUa0-1Js

23. Knowledge Management. [pdf]. Retrievable from https://www.tutorialspoint.com/ knowledge_management/knowledge_management_tutorial.pdf.

24. Knowledge Management. (2020). [video]. Retrievable from https://www.youtube.com/watch ?v=Zaffxj5f5hg

25. Ponzi, Leonard., & Koenig, M.E.D. (2002). Knowledge Management: Another Management Fad?" Information Research, 8(1). Retrievable from http://informationr. net/ir/8-1/paper145.html

CMLB4E02: COMPETENCY DEVELOPMENT

Credit: 3   **Total Hours: 54**

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

LEARNING RESOURCES

Reference

1. Seemiller, C., & Whitney, R. (2020). Creating a taxonomy of leadership competency development. *Journal of Leadership Education*, *19*(1).

2. Matukhin, D. L., & Gorkaltseva, E. N. (2015). Teaching foreign language for specific purposes in terms of professional competency development. *Mediterranean Journal of Social Sciences*, *6*(1), 525.

3. Burns, P., & Poster, E. C. (2008). Competency development in new registered nurse graduates: Closing the gap between education and practice. *The journal of continuing education in nursing*, *39*(2), 67-73.

4. Ruben, B. D. (2019). An overview of the leadership competency framework. *Competencies for Effective Leadership*, 19-28.

CMLB4E03: INFORMETRICS AND SCIENTOMETRICS

Credit: 3   **Total Hours: 54**

Module 1: Introduction to Bibliometrics, Scientometrics, and Informetrics and related Laws **(17 hours)**

Concept and Definition of Librametrics, Bibliometrics, Scientometrics, Informetrics, Webometrics and Altmetrics. Laws of Bradford, Lotka, Zipf, Brooks, Vickery, Bookstein, Garfield, Price. Informetric models.

Module 2: Sources for Informetric Data **(17 hours)**

Bibliometric data sources: Scopus, Web of Science, Google Scholar; Crossref; Microsoft academic

Module 3: Bibliometrics/ Scientometrics Indicators and Emerging Trends **(10 hours)**

Bibliometric Data Collection: Citation counting methods. Journal citation measures - Journal impact factor, Journal Citation Indicator, Immediacy index, CiteScore, SNIP, Weighted Impact -Eigenfactor, SJR; Half-life; Normalized Impact Indicators Individual Impact measures-H-Index, g-index, etc; Co-Citation Analysis, Bibliographic coupling.

Module 4: Advanced learning in Bibliometrics/ Scientometrics **(10 hours)**

Scientometrics Analysis Tools- R Software -Bibliometrix, Publish or Perish, Bibexcel, etc.; Network Visualization Software – Vosviewer; Pajek, Sci^{2}Tools, CiteSpace, etc Responsible Research Metrics – DORA declaration, Leiden Manifesto, etc.

LEARNING RESOURCES

References

1. Egghe, L. C. J. (2000). Lectures on Informetrics and Scientometrics. SaradaRanganathan Endowment for Library Science.

2. Egghe, L., & Rousseau, R. (1990). Introduction to informetrics: Quantitative methods in library, documentation and information science. Elsevier Science Publishers.

3. Elkana, Y. (1976). Sociology of Science-Theoretical and Empirical Investigations-Merton, Rk.

4. Tiwari, A. (2006). Bibliometrics, Informetrics and Scientometrics: Opening new vistas of information science. RBSA Publishers.

5. Vinkler, P. (2010). The evaluation of research by scientometric indicators. Elsevier. Zuckerman, H. (1977). Scientific elite: Nobel laureates in the United States. Transaction Publishers.

Online Resource

6. Bailón-Moreno, R., Jurado-Alameda, E., Ruiz-Baños, R., & Courtial, J. P. (2005).

7. Ball, R., & Tunger, D. (2006). Bibliometric analysis-a new business area for information professionals in libraries? support for scientific research by perception and trend analysis. Scientometrics, 66 (3), 561-577.

8. Bibliometric laws: Empirical flaws of fit. Scientometrics, 63 (2), 209-229.

9. Garfield, E., & Merton, R. K. (1979). Citation indexing: Its theory and application in science, technology, and humanities (Vol. 8). New York: Wiley.

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12. Narin, F. (1976). Evaluative bibliometrics: The use of publication and citation analysis in the evaluation of scientific activity (pp. 334-337). Cherry Hill, NJ: Computer Horizons

13. Patra, S. K., Bhattacharya, P., &Verma, N. (2006). Bibliometric study of literature on bibliometrics. DESIDOC Journal of Library & Information Technology, 26(1).

14. Librametry, Bibliometrics, Scientometrics, Informetrics and Webometrics: Historical Development—YouTube. (n.d.). Retrieved July 27, 2020, from https://www.youtube.com/watch?v=HxYUXF9_IK8&feature=youtu.be

26. Bibliometrics (8): Preparing a Citation Network File using BibExcel. (2018, February 3). https://www.youtube.com/watch?v=_LHbZzgxjH8&feature=youtu.be

MODEL QUESTION PAPERS

MLibISc DEGREE EXAMINATION

Semester I

FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

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

I. Answer any 7 of the following questions, each in about 50 words:-

    1. Role of libraries on the modern society.

    2. Digital library.

    3. State various types of college libraries.

    4. Define library cess.

    5. What are the various library systems in India?

    6. Year of 'Delivery of Books Act'.

    7. Location of National library of India.

    8. What are the probable areas of Library Co-operation?

    9. Name three major Library Associations in India.

    10. Types and properties of information.   (7×2=14)

II. Write notes on any five of the following, in about 200 words each:-

    1. Types of libraries.

    2. Attributes of a profession.

    3. Functions of a university library.

    4. Resource sharing.

    5. Librarianship as a profession.

    6. Characteristics of information society.

    7. ILA and its activities.

    8. Ethics of Librarianship.   (5×5=25)

III. Write essays on any three of the following, about 1000 word search:-

    1. Explain the role of RRRLF in promoting public library and information activities in India.

    2. 'Resource sharing at all levels will help the libraries in providing effective services'. Discuss.

    3. Discuss the changing role of Library and Information centers in the society.

    4. What do you mean by library legislation? Discuss the salient features of Kerala Public Library Act.

    5. Explain five laws of library science and its implications in a public library.

                                                                      (3×12 = 36)

MLibISc DEGREE EXAMINATION

Semester I

LIBRARY AND INFORMATION CENTRE MANAGEMENT

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

I. Answer any 7 of the following questions, each in about 50 words:-

   1. What are the elements of management?

   2. Name various types of budgeting techniques.

   3. List various methods of stacking.

   4. State various types of documents stocked in library collection.

   5. Who is the father of 'Scientific Management'?

   6. What is meant by 'Human Resource Management'?

   7. What are the various elements of 'TQM'?

   8. Define MIS.

   9. What are the various methods of financial estimation?

   10. What are the basic and sub- elements of costing?   ($7\times 2 = 14$)

II. Write notes on any five of the following, in about 200 words each:-

   1. Various types of organization structure.

   2. Need for library rules.

   3. PPBS.

   4. Staff manual

   5. Tools for selection of library materials.

   6. Annual Report

   7. Marketing Management

   8. Problems in acquisition of Periodicals   ($5\times5=25$)

III. Write essays on any three of the following, about 1000 words each:-

   1. Describe the principles of management. Which should be kept in the view of assignment of duties to the staff of the library

   2. Discuss the various sources of finance for a library.

   3. What is 'Performance Evaluation'? Elaborate the criteria for performance measurement.

   4. Describe various methods of shelving arrangements of books.

   5. Explain the management schools of thought.   ($3\times12=36$)

MLibISc DEGREE EXAMINATION

Semester I

KNOWLEDGE ORGANIZATION– LIBRARY CLASSIFICATION

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

I. Answer any 7 of the following questions, each in about 50words:-

1. Who introduced the term 'Canon'?

2. Number of canons for verbal plane.

3. Which plane of work is considered to be paramount in the design of classification system?

4. Empty digit.

5. Literary warrant.

6. UDC is published in how many versions?

7. State canon of Characteristics.

8. Year of Publication of DDC 21stedition.

9. Enumerate the type of common isolates in CC, DDC and UDC.

10. What is a mixed notation?   (7×2 =14)

II. Write notes on any five of the following, in about 200 words each:-

1. Verbal plane.

2. What are the different modes of formation of subjects?

3. State the differences between Array and Chain.

4. What is the meaning of notation and what are its qualities?

5. APUPA pattern.

6. Rounds and Levels

7. Zone analysis

8. Systems and Specials   (5×5=25)

III. Write essays on any three of the following, about 1000 words each:-

1. Discuss the need and purpose of library classification.

2. State the principles of 'helpful sequence' and explain any three of them.

3. Discuss the advantages and disadvantages of faceted scheme of classification.

4. Justify why will or will not choose Dewey Decimal Classification as the Classification scheme to be used in a University Library.

5. Define Call number. Explain book number devised by Dr. S.R. Ranganathan.

(3×12=36 marks)

MLibISc DEGREE EXAMINATION

Semester I

KNOWLEDGE ORGANIZATION – LIBRARY CATALOGUING

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

I. Answer any 7 of the following questions, each in about 50 words:-

1. What is 'Dictionary catalogue'?

2. Define 'Main entry'.

3. When was MARC project started?

4. State 'Canon of Context'.

5. Define 'Co-operative cataloguing'.

6. Define Normative principles.

7. Define OPAC.

8. What do you mean by 'Shared Responsibility'?

9. Reference entry in CCC.

10. What do you mean by 'Principle of Osmosis'? $(7 \times 2 = 14)$

II. Write notes on any five of the following, in about 200 words each:-

1. Functions of Library Catalogue.

2. ISBD

3. Enumerate the steps in Thesaurus Construction.

4. What is chain procedure and what are its other names?

5. Sears List of Subject Headings

6. Indexing Systems

7. Centralized Cataloguing

8. Union catalogue $(5 \times 5 = 25)$

III. Write essays on any three of the following, about 1000 words each

1. State various kinds of entries according to CCC and AACR. Discuss different sections of main entry.

2. Describe in brief the 'Canons of Cataloguing'.

3. What are the methods prevalent for deriving 'subject headings'? Describe the method you prefer for preparing 'subject headings'.

4. Describe in brief different kinds of authors. Compare the rules for cataloguing pseudonymous books in CCC andAACR2.

5. Define Centralised cataloguing. Explain various forms of centralized cataloguing.

$(3 \times 12 = 36)$

MLibISc DEGREE EXAMINATION

Semester I

INFORMATION SOURCES AND SERVICES

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

I. Answer any 7 of the following questions, each in about 50words: -

   1. Define Information.

   2. Technological gatekeeper

   3. What is meant by secondary sources?

   4. List the various categories of ready reference sources.

   5. List any two publications of BIOSIS.

   6. What do you mean by translation service.

   7. Who is the publisher of Ulrich's International Periodical Directory?

   8. Name any three information services.

   9. What is meant by year book?

   10. What are the various uses of dictionaries?   (7×2=14)

II. Write notes on any five of the following, in about 200 words each:-

   1. Tertiary sources of information

   2. E-sources

   3. Differentiate between CAS and SDI.

   4. Sabdadharavali

   5. McGraw Hill Encyclopedia of Science and Technology

   6. Types of bibliography

   7. Translation service.

   8. Explain reprographic services.   (5×5=25)

III. Write essays on any three of the following, about 1000 words each.

   9. Bring out the essential difference between primary, secondary and tertiary sources of information.

   10. Differentiate between long range and short range reference service.

   11. List the type of information that usually gather from geographical sources. Discuss the criteria for evaluation of geographical sources.

   12. Explain the activities programmes and structure of AGRIS.

   13. Elaborate the products and activities of NISCAIR.   (3×12 =36)

MLibISc DEGREE EXAMINATION

Semester II

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 datacentre.

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 150words:-

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)

MLibISc DEGREE EXAMINATION

Semester II

KNOWLEDGE ORGANISATION- LIBRARY CLASSIFICATION

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

Note:

1. Construct class numbers for the prescribed number of titles in Group A and Group B.

2. Write Class Numbers along with the respective titles in the answer book.

3. Alternate Class numbers may be given, if desired.

4. Copies of Colon Classification (Ed.6) and DDC (Ed 22) are available for use.

5. Answer the questions as instructed.

Group A (37.5 Marks)

Classify according to Colon Classification

1. *Classify any three of the following:-*

    1.1 Modern Yorkshire Dialect

    1.2 Cartoon making

    1.3 Historical Atlas of India of 19thcentury

    1.4 Horticulture $(3 \times 0.5=1.5)$

2. *Classify any four of the following:-*

    2.1 Morphology of animals.

    2.2 Nerves of eyes

    2.3 Theory of evolution

    2.4 Iron industry

    2.5 Library cataloguing $(4\times1= 4)$

3. *Classify any four of the following:-*

    3.1 Comparative study of Income tax and Profession tax

    3.2. Influence of Royalty on Military class

    3.3. Horticulture in Godavari valley

    3.4. History of French rule India

    3.5. Photosynthesis.

    3.6. Railway signaling system. $(4 \times4= 16)$

4. *Classify any two of the following:-*

    4.1   French – Hindi, Punjabi dictionary.

    4.2   Cataloguing of books in agriculture library.

    4.3 X-ray diagnosis of epilepsy.

4.4 Computer education in Hyderabad city $(2 \times 5 = 10)$

5. *Classify any one of the following:-*

5.1 Influence of William Shakespeare (1564- 1616) on George Bernard Shaw (1856-1950)

5.2 Annual report of the director of Central Mining Research Institute, Dhanbad for 1998.

$(1 \times 6 = 6)$

Group B (37.5 Marks)

Classify according to Dewey Decimal Classification:-

1. *Classify any three of the following:-*

1.1 Encyclopedia of science

1.2 Criminology

1.3 Experimental Psychology.

1.4 Word processing programes. $(3 \times 0.5 = 1.5)$

2. *Classify any four of the following:-*

2.1 English Epic Poetry

2.2 Control of diseases in the tropics.

2.3 General Statistics of Asia.

2.4 Dry farming.

2.5 Constitution of labourunions. $(4 \times 1 = 4)$

3. *Classify any four of the following:-*

3.1 Herald of Library Science (India, 1962).

3.2 Emigration from India to U.K

3.3 English-Malayalam dictionary

3.4 Banking in Kerala

3.5 Low budget films

3.6 Biography of Jawaharlal Nehru. $(4 \times 4 = 16)$

4. *Classify any two of the following:-*

4.1 India, A reference annual (started in1953)

4.2 Customs of eating and drinking

4.3 Biography of Agriculture in India.

4.4 Spinning of cotton for textiles. $(2 \times 5 = 10)$

5. *Classify any one of the following:-*

5.1 Migration of birds in America.

5.2 Local broadcasting channels in Tamil Nadu. $(1 \times 6 = 6)$

MLibISc DEGREE EXAMINATION

Semester II

INFORMATION TECHNOLOGY

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

I.   Answer any 7 of the following questions, each in about 50 words:-

1. System Software

2. Primary Memory

3. Operating System

4. DBMS

5. Word Processor

6. Web 2.0

7. LAN

8. List various input devices

9. Hybrid

10. Operating System $(7 \times 2 = 14)$

II. Write notes on any five of the following, in about 200 words each:-

1. Semantic Web

2. Database

3. Worldwide Web

4. File Organization

5. Transmission Media

6. Data Communication

7. Electronic Spreadsheet

8. Generation of computers $(5 \times 5 = 25)$

III. Write essays on any three of the following, about 1000 words each.

1. What is a computer? Explain the parts of computers and how it works.

2. Explain Library Software. Discuss the various types of software available for automation.

3. What is internet? Discuss the various services of internet.

4. What are computer networks? Discuss different types of computer networks,

5. What is database? Explain the organisation and types of databases. $(3 \times 12 = 36)$

MLibISc DEGREE EXAMINATION

Semester II

COMPUTER APPLICATION IN LIBRARIES

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

I. Answer any 7 of the following questions, each in about 50 words:-

    1. OPAC

    2. Library2.0

    3. GSDL

    4. DSpace

    5. File Formats

    6. Metadata

    7. KOHA

    8. Internet

    9. Library Portal

    10. Define Digital Library $(7\times 2=14)$

II. Write notes on any five of the following, in about 200 words each:-

    1. Need for library automation

    2. RFID and its application in libraries

    3. Major digital library initiatives in India

    4. Application of internet in libraries

    5. Prerequisite for digital library creation

    6. Web based sources and services

    7. Institutional Repositories

    8. Open source digital library software $(5\times5=25)$

III. Write essays on any three of the following, about 1000 words each.

    1. What is library automation? Discuss the areas library automation.

    2. Define digital library. Explain the scope and characteristics of digital library.

    3. Describe the structure, content and standards of institutional repositories.

    4. Make a comparison between KOHA and SOUL.

    5. Describe digital library technologies in detail. $(3\times12 =36)$

MLibISc DEGREE EXAMINATION

Semester II

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. $(7\times2 = 14)$

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. Ftest

    6. Probability theory.

    7. SPSS.

    8. Relationship of statistics with other disciplines $(5\times5 = 25)$

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. $(3\times12 = 36)$

MLibISc DEGREE EXAMINATION

Semester III

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. $(7\times 2 = 14)$

Part B

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

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 $(5\times5 = 25)$

Part C

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

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 centre in society.

5.   Discuss the concept and challenges in knowledge management. $(3\times12= 36)$

MLibISc DEGREE EXAMINATION

Semester III

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= 14marks)

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)

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

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)

MLibISc DEGREE EXAMINATION

Semester III

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. EndNote.

    5. Kurtosis.

    6. Secondary data.

    7. Checklist.

    8. Sample.

    9. Null Hypothesis

    10. Median. $(7\times2 =14)$

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. $(5\times5 =25)$

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

    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 servicing University library'. $(3\times12= 36)$

MLibISc DEGREE EXAMINATION

Semester III

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. MetaData

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 behavior 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 900words.

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 toits architecture, interoperability and compatibility.   (3×12= 36)

MLibISc DEGREE EXAMINATION

Semester IV

TECHNICAL COMMUNICATION

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

I. 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 Proofreading

   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 about900 words.

   1. Define Technical writing? Explain the principles and characteristics of technical writing.

   2. Discuss the organisation, layout and presentation of information while preparing atechnical 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)

MLibISc. DEGREE EXAMINATION

Semester IV

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. ISO9000

    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)

MLibISc. DEGREE EXAMINATION

Semester IV

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 150words:-

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)

MLibISc DEGREE EXAMINATION

Semester IV

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 900words.

1.   Define knowledge management

2.   Explain knowledge management systems

3.   Describe knowledge creation and knowledge Architecture with special reference to Nonaka 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)

MLibISc DEGREE EXAMINATION

Semester IV

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. Corporates kills

  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)

II. 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 900words.

  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)