



UNIVERSITY OF CALICUT

Abstract

Master of Library and Information Science (M.L.I.Sc) - Post Graduate Programmes in affiliated Colleges - Revised Scheme and Syllabus Implemented from the Academic year 2015 Admission onwards-approved-Orders issued

G & A - IV - B

U.O.No. 9138/2015/Admn

Dated, Calicut University.P.O, 26.08.2015

*Read:-*1. U.O No.GA IV/J1/1373/08 dated 23-07-2010

2. Minutes of the meeting of the Board of Studies in Library and Information Science held on 30.05.2015 Item No. 1
3. Minutes of the meeting of the Faculty of Humanities held on 04-06-2015 item XV.
4. Minutes of the meeting of the Academic Council held on 11-07-2015 (item II B)
5. Circular No. 53986/GA - I - F 1/2015/Admn Dated: 04.08.2015.

ORDER

As per paper read first, Calicut University Credit Semester System for all regular Post Graduate Programmes in affiliated Colleges (CUCSS-PG-2010) was implemented with effect from 2010 admission onwards.

Vide paper read second , the Board of Studies in Library and Information Science held on 30.05.2015 (Item No.1) resolved to approve the Syllabus of Master of Library and Information Science (M.L.I.Sc) programme under CUCSS.

Vide paper read third, the meeting of the Faculty of Humanities at its meeting held on 04-06-2015 as per item XV, has resolved to approve the Minutes of the Master of Library and Information Science (M.L.I.Sc) held on 30.05.2015

Vide item read fourth above, the Academic Council at its meeting held on 11.07.2015 as per Item II B has resolved to approve the Minutes of the meeting of Faculty of Humanities.

Vide paper read fifth above sanction has been accorded to implement the syllabus of Master of Library and Information Science (M.L.I.Sc)under CUCSS P.G in affiliated Colleges in the University with effect from 2015 admission onwards.

Orders are issued accordingly.

The syllabus is appended herewith

Deputy Registrar

To

The principal of affiliated colleges.

Copy to:

PA to CE/ Ex/EG/ EX 4/DR-AR PG Sn/PG Tabulation Sn/Library/System Administrator with
a request to upload the syllabus/ GAI F Sn/SF/DF/FC

Forwarded / By Order

Section Officer

Master of Library and Information Science (M.L.I.Sc) Scheme

(Credit & Semester System)

(From 2015 admission onwards for affiliated Colleges CUCSS)

Semester	Course Code	Course Title	Credits	Duration	Internal Assessment	Theory/ Practical/Dissertation	Total
First	LIS1 C01	Library, Information and Society	4	3 hours	4 weightage	36 weightage	
	LIS1 C02	Library Management	4	3 hours	4 weightage	36 weightage	
	LIS1 C03	Information Sources and Services	4	3 hours	4 weightage	36 weightage	
	LIS1 C04	Information Processing Theory (Classification and Cataloguing)	4	3 hours	4 weightage	36 weightage	
Second	LIS2 C05	Information and Communication	4	3 hours	4 weightage	36 weightage	
	LIS2 C06	Fundamentals of Information Communication Technology - Theory	4	3 hours	4 weightage	36 weightage	
	LIS2 C07	Information Processing Practice (Classification – DDC 23 rd ed.)	4	3 hours	4 weightage	36 weightage	
	LIS3 C08	Information Processing Practice (Cataloguing – AACR II)	4	3 hours	4weightage	36 weightage	
	LIS2 C09	Fundamentals of Information Communication Technology – Practice	4	3 hours	4 weightage	36 weightage	
❖ Internship of 15 working days in a library approved by the department council.			2		8 weightage	12 weightage	
Third	LIS2 C10	Information Systems and Products	4	3 hours	4 weightage	36 weightage	
	LIS4 C11	Research Methodology	4	3 hours	4weightage	36 weightage	
	LIS3 C12	Application of ICT in Libraries and Information Centres – Theory	4	3 hours	4weightage	36 weightage	
	LIS3 C13	Statistics and Bibliometrics	4	3 hours	4weightage	36 weightage	
	LIS3 C14	Technical Communication	4	3 hours	4weightage	36 weightage	
Fourth							
	LIS3 C15	Information Processing and Retrieval	4	3 hours	4weightage	36 weightage	
	LIS4 C16	Information Processing Practice (Classification – UDC Std. Ed. BSI)	4	3 hours	4weightage	36 weightage	
	LIS4 C17	Application of ICT in Libraries and Information Centres – Practice	4	3 hours	4weightage	36 weightage	
		Dissertation	8			40 weightage	
		TOTAL	78				

❖ **20 Weightage** for Internship (**8 weightage** has to be awarded by the librarian of the library where the student has undergone internship and **12 weightage** awarded by the Dept. for the internship records).

❖ **20 weightage** for course viva voce.

Master of Library and Information Science (M.L.I.Sc)

WEEKLY WORK LOAD

Semester	Course title	Theory/ practice	Credits	Actual hours	Work load	Total Workload
First	Library, Information and Society	Theory	4	5	7.5	
	Library Management	Theory	4	5	7.5	
	Information Sources and Services	Theory	4	5	7.5	
	Information Processing Theory (Classification and Cataloguing)	Theory	4	5	7.5	
	Total		16	20	30	30
Second	Information and Communication	Theory	4	5	7.5	
	Fundamentals of Information Communication Technology - Theory	Theory	4	5	7.5	
	Information Processing Practice (Classification – DDC 23 rd Ed.)	Practice	4	5	5	
	Information Processing Practice (Cataloguing – AACR II)	Practice	4	5	5	
	Fundamentals of Information Communication Technology – Practice	Practice	4	5	5	
	Total		20	25	30	30
Internship of 15 working days in a library approved by the department council.			2			
Third	Information Systems and Products	Theory	4	5	7.5	
	Research Methodology	Theory	4	5	7.5	
	Application of ICT in Libraries and Information Centres – Theory	Theory	4	5	7.5	
	Statistics and Bibliometrics	Theory	4	5	7.5	
	Technical Communication	Theory	4	5	7.5	
	Total		20	25	37.5	38
Fourth	Information Processing and Retrieval	Theory	4	6	9	
	Information Processing Practice (Classification – UDC Std. Ed.)	Practice	4	7	10.5	
	Application of ICT in Libraries and Information Centres – Practice	Practice	4	7	10.5	
	Dissertation and Viva Voce		8	5	5	
	TOTAL		20	25	35	35
	GRAND TOTAL		78			133

Workload of I & III semesters put together is 68 hours and II & IV semesters put together is 65 hours

Master of Library and Information Science (M.L.I.Sc.)

(For Affiliated Colleges of Calicut University CUCSS)

FIRST SEMESTER

Course LIS1 C01 Library, Information and Society (4 credits)

Unit 1 Library in the social context

- Concept of modern libraries, Information society
- Role of libraries in contemporary society
- Five Laws of Library Science
- Implications of five laws in the context of emerging information society

Unit 2 Types of libraries and their functions

- Public, Academic, Special libraries
- Academic libraries – School, College and University libraries
- National libraries – National Library of India

Unit 3 Resource sharing, Networking and Extension services

- Resource sharing
- Library Networking – National and International: NICNET, CALIBNET, DELNET, ERNET, INFLIBNET
- Library extension services
- Library publicity

Unit 4 Library development

- Library movement in India
- Library movement in Kerala

Unit 5 Library legislation

Need for library legislation, Features of library legislation

Library legislation in India – Model public library Act of S.R.Ranganathan

Public library legislation in Kerala – Kerala Public Libraries Act, 1989

Indian Copyright Act, Delivery of Books and Newspapers (Public Libraries) Act

Unit 6 Library and Information Profession

Librarianship as a profession – Professional ethics

Promoters of library and information services and their programmes and activities: UNESCO, IFLA, ILA, IASLIC, UGC and RRRLF

Course LIS1 C02 Library Management (4credits)

Unit 1 Management in general

- Concept, definition and scope
- Management schools of thought
- Principles of scientific management
- Fayol's principles
- POSDCORB, MBO
- TQM: Definition, Concepts And Elements

Unit 2 Library Collection Management

- Different section of library and information centres and their functions
- Acquisition procedures: selection, ordering and accessioning
- Circulation control: charging system
- Serial control: selection, ordering, receipt and display
- Collection development: policies and procedures, special collection
- Maintenance of documents: stock verification and shelf rectification, withdrawals, replacements, preservation and conservation of library resources

Unit 3 System Analysis and Design

- Library as a system
- Project management PERT/CPM
- SWOT (Strength, Weakness, Opportunities, Threat)
- MIS, Decision Tables
- DFD (Data Flow Diagram)

Unit 4 human Resource Management

- Organizational structure
- Recruitment, selection, induction
- Continuous professional development
- Motivation, Performance appraisal
- Stress management, Time management

Unit 5 Financial and Record Management

- Source of finance
- Methods of financial estimation Budgeting techniques – Line, PPBS, Zero based budgeting
- Cost effectiveness and cost benefit analysis
- Annual report, staff manual, library rules and regulations

Course LIS1 C03 Information Sources and Services (4credits)

Unit 1 Basic concepts: Data, information, knowledge and wisdom

- Information : Need, use and types
- Information sources : Nature and characteristics – Classification: Documentary and Non-documentary sources – Conventional and Non-conventional sources – Meta documents
- Documentary sources: Primary, secondary and tertiary sources

Unit 2 Reference sources: Criteria for evaluation of different types of reference sources

- Primary sources : Periodicals, patents, standards and specifications, research reports theses, dissertations, and government publications
- Secondary sources: Bibliographical sources – Subject bibliography, trade bibliography, national bibliography INB and BNB, Indexing and Abstracting Periodicals
- Tertiary sources: Bibliography of bibliographies, reviews and guide to literature

Unit 3 Reference Services

- Concept, definition and types: Ready reference services and long range reference services - Referral services - Online reference services
- Reference interview and search techniques
- User studies: categories of information users - Information needs: definition and types - Information seeking behavior - methods, techniques and evaluation of user studies
- User education: objectives, techniques and method. Information Literacy.

Unit 4 Information services

- Concept, definition, need and trends of information services
- Documentation: Active and Passive documentation
- Current Awareness Services (CAS),
- Selective Dissemination of Information (SDI),
- Translation services, national and international translation centres
- Document delivery services, Reprographic services.

Unit 5 Evaluation of 30 reference sources will be a project as a part of internal assessment

Course LIS1 C04 Information Processing Theory (Classification and Cataloguing) (4 credits)

Unit 1 Library classification

- Concept, meaning, definition, need and functions
- Normative principles of classification: Canons of classification for Idea plane and terminology
- Principles of helpful sequence
- Notation: Need, qualities and types
- Class Number, Book Number and Collection Number

Unit 2 Facet analysis and fundamental categories

- Concept of facet analysis
- Ranganathan's five fundamental categories
- Postulates of facet analysis and facet sequence
- Principles of facet sequence

Unit 3 Library classification schemes

- Enumerative and Faceted schemes
- Salient features of DDC, CC and UDC

Unit 4 Universe of Knowledge

- Different types of subjects: Simple, compound and complex subjects
- Structure and attributes

- Modes of formation and development of subjects

Unit 5 Bibliographic description

- Library catalogue: Purpose and functions
- Physical form: Book form, card form, OPAC, WebOPAC
- Types of catalogue: Author catalogue and Title catalogue. Dictionary catalogue and classified catalogue
- Catalogue Codes: CCC, ALA, AACR –I, AACR-II
- Bibliographic description and Meta Data standards: ISBD, CCF, MARC-21, DUBLIN CORE

Unit 6 Subject Cataloguing

- Problems in assigning subject headings
- Methods of subject cataloguing: Chain procedure and list of subject headings
- L.C.List of subject headings and Sears list of subject headings.
- Centralised and Cooperative cataloguing. Union catalogue.

SECOND SEMESTER

Course LIS2 C05 Information and Communication (4 credits)

Unit 1 Information vs. Knowledge

- Information: Characteristics, properties and behavior of information. Value and use of information. Information explosion
- Conceptual difference between data, information, knowledge, wisdom
- Information Science as a discipline – Genesis and development. Definition. Scope and Relationship with other disciplines.

Unit 2 Information and communication

- Communication : concept, definition, media and systems
- Generation and Communication of Information
- Classification of communication – formal and informal, print, digital and virtual
- Communication channels, models and barriers
- Trends in scientific communication, Social Media
- Invisible college, Technological gate keepers

Unit 3 Information Society

- Genesis, characteristics and implications
- Information industry – Generators, providers and intermediaries
- Intellectual property right,
- Right to Information Act
- Concept of freedom, censorship, data security and fair use
- International and national programmes and policies- NAPLIS, UAP, UBC
- Open Access Movement

Unit 4 Economics of Information

- Information as a source
- Information audit
- Cost analysis of information systems
- Marketing of information products and services

Unit 5 Knowledge Management

- Growth process of knowledge
- Digital content resources
- Content management systems
- Role of library professionals in content management

Course LIS2 C06 Fundamentals of Information and Communication Technology Theory (4 credits)

Unit 1 Data Processing

- File design, data files, records
- File organization: Serial, sequential direct access, index sequential and random access file organization
- Data base: Concepts, organization and utility

Unit 2. Fundamentals of Communication Technology

- Communication Systems: Electrical Communication, Optical communication, Radio Communication, Satellite Communication
- Signal, noise and attenuation - Pure waves, complex signals, Digital Communication

Unit 3. Computer Networks and Networking

- Computer Architecture. Computer networks – definition and examples
- Switching techniques - Circuit switching, packet switching, cell switching Network media - UTP, Optical fiber, Ethernet, Network Interface Cards, Hubs, Routers, Gateway, Modem
- Network types LAN, MAN, WAN
- Wireless Network: WiFi, WiMAX
- LAN topologies bus, star, ring, tree, mesh and token ring networks

Unit 4. Internet: Basic features, Tools Services and Utilities

- History and development - Connectivity Dialup, Lease line, ISDN, Digital subscriber lines
- WWW, E-mail, FTP, Telnet, Mailing lists, Newsgroups, Video conferencing
- POP3CK, SMTP, HTTP
- Search engines and Meta search engines
- Internet security, Firewall, Proxy servers, Web browsers
- Web 2.0 technologies - Semantic Web, Invisible Web and Deep Web Application of Internet in Library and Information work and services

Course LIS2 C07 Information Processing Practice (Classification – DDC 23rd Ed.) (4 credits)

Classification of simple, compound and complex subjects according to DDC 23rd Ed.

Course LIS2 C08 Information Processing Practice (Cataloguing – AACR II) (4 credits)

Cataloguing of books according to the cataloguing code AACR-II

**Course LIS2 C09 Fundamentals of Information and Communication Technology
Practice (4 Credits)**

Unit 1. Windows

Unit 2. Linux

Unit 3. Word

Unit 4. Excel

Unit 5. Power point

THIRD SEMESTER

Course LIS3 C10 Information Systems and Products (4 credits)

Unit 1 Information institutions:

- Evolution, growth and types
- Libraries, documentation and information centres, data banks, information analysis centres (IAC), data centres, referral centre, clearing houses, translation pools, archives and reprographic centres

Unit 2 System approach:

- Definition, characteristics and properties of a system
- Information system: basic concept, types, characteristics and components
- Planning and designing of information system
- Role of information systems in technology transfer and national development.

Unit 3 Global information systems and services

- Databases, multimedia sources, online sources and vendors
- Search tools and techniques
- BIOSIS, AGRIS, INIS, INSPEC, MEDLINE, OCLC, JANET
- PubMed, IEEE/IEE Electronic Library
- ACM Digital Library, EBSCO, ProQuest, Elsevier, Ingenta, J-Gate
- Web sources, Portals, Wikis

Unit 4 Information centers and networks:

- National documentation centres in India: NISCAIR, NASSDOC, DESIDOC, SENDOC
- Information networks in India: INFLIBNET, DELNET, NICNET
- Library and Information Consortia in India: UGC-INFONET, INDEST.

Course LIS3 C11 Research Methodology (4 credits)

Unit 1. Research

- Concept, meaning, need and process of research
- Types of research - fundamental, applied, Inter-disciplinary and multi-disciplinary Approach.

Unit 2. Research Design

- Conceptualization - Types of Research Design - Identification and formulation of problem –
- Hypothesis: formulation and testing, nominal
- Literature search: print, non-print, electronic sources

Unit 3. Research Methods

- Scientific methods - Historical method - Descriptive method - Survey method - Case Study method - Experimental method - Delphi method

Unit 4. Research Techniques and Tools

- Questionnaire – Schedule – Interview – Observation - Scales and check lists - Records and reports - Sampling techniques

Unit 5. Data Analysis, Interpretation and Report Writing

- Tabulation and generalization - Graphical presentation of data, bar diagram, graphs, histograms
Structure of research report –
- Style manual in general - MLA style manual in detail.
- Methods of research evaluation
- Current Trends in Library and Information Science Research

Course LIS3 C12 Application of ICT in Library and Information Centres Theory (4 credits)

Unit 1. Library Automation

- Planning and Implementation
- Housekeeping operations-Acquisition, Cataloguing, Circulation, Serial Control, OPAC,
- Library automation packages SOUL
- Integrated Library Management System
- Application of RFID in Libraries

Unit 2. Digital Libraries

- Introduction to digital libraries-concepts and issues
- Content creation – electronic documents, files and file formats,
- Image formats, audio formation, storage media format 180-9669 DVD
- Collection building-issues and challenges
- Metadata and Metadata Schemes - Dublin Core
- Digital Library Software
- SW & HW for DLS, OCR, image editing software, Data ware housing, data mining & metadata, Artificial intelligence & Expert systems

Unit 3. Institutional Repositories

- Institutional repositories-concepts and issues
- Implementing institutional repositories
- Institutional repository software – Key features and functionality

Unit 4. Artificial Intelligence, Expert System

Course LIS3 C13 Statistics and Bibliometrics (4 Credits)

Unit 1. Basics of Statistics

- Nature and Scope of statistics
- Use of Statistics in libraries and information centres

Unit 2. Presentation of Data

- Tabular, graphical and diagrammatic presentation
- Construction of freq tables, graphs
- Measures of central tendency
- Measures of Dispersion, skewness, kurtosis

Unit 3. Inferential Statistics

- Correlation
- Linear regression
- Chi-square test
- Z-test

Unit 4. Statistical Packages: SPSS

Unit 5. Bibliometrics

- Bibliometrics: genetics, scope and definition,
- Bibliometrics laws-Bradford's law, Zipf's law and Lotka's law – Their application
- Citation analysis & citation study, Bibliographic coupling, Cocitation analysis
- Growth and obsolescence of literature
- Definition, scope and genesis of scientometrics, infometrics and webometrics

Course LIS3 C14 Technical Communication (4 Credits)

Unit 1. Technical Writing

- Verbal and nonverbal communication, different types of writing
- Characteristic features of technical writing, prewriting, writing & rewriting, Audience research
- Language as a medium for communication of thought, readability and test

Unit 2. Abstracting

- Types of Abstract
- Guidelines in preparing abstracts

Unit 3. Repackaging and Consolidation

- Content analysis
- Repackaging, Formatting, consolidation

Unit 4. Products of Technical Writings

- Preparation of popular articles, technical reports, review articles, digests, briefs, trend reports, state-of-the-art report, project proposals

Unit 5. Mechanics of Writings

- Preparation of common problems in spelling, grammar, usage and punctuation
- Style manual – Chicago Manual, APA and MLA style manuals
- Copy editing and proof reading
- Online reference tool : Zotero, Plagiarism

FOURTH SEMESTER

Course LIS4 C15 –Information Processing and Retrieval (4 credits)

Unit 1. Information Retrieval Systems

- Information Retrieval Systems – Purpose, functions and components
- Shannon & Weaver model
- Search strategy – formulation of strategy for On-line Search

Unit 2. Indexing systems

- Indexing – Meaning, Purpose and Need
- Principles of subject indexing – Indexing models
- Pre coordinate indexing : PRECIS,
- Post Coordinate Indexing : Uniterm indexing
- Key word indexing KWIC & KWOC,
- Automatic indexing - Web of knowledge -
- Citation indexing: Science Citation Index, Social Science Citation Index, Arts & Humanities Citation Index.

Unit 3. Vocabulary control

- Vocabulary Control – Meaning and importance
- Vocabulary Control Tools: Subject heading Lists, Thesaurus, Thesaurifacet, Classarus
- Thesaurus – Purpose, structure and formats
- Thesaurus construction techniques

Unit 4. Evaluation of Information Retrieval Systems

- Criteria for evaluation - Design of evaluation programmes - Steps of evaluation
- Evaluation Projects – Aslib – Cranfield studies, Medlars Evaluation Project

Unit 5 Natural Language Processing (NLP)

- Concept of NLP
- Application of NLP in IRS

Course LIS4 C16 –Information Processing Practice (Classification - UDC Standard Edition BSI) (4 credits)

Classification of micro documents and complex subjects according to UDC Standard Edition BSI

Course LIS4 C17 Application of Information and Communication Technology in LIC – Practice (4 credits)

- Unit 1 Library Automation Packages – Koha, SOUL
- Unit 2 Digital Library Software – Greenstone
- Unit 3 Institutional Repository Software – Dspace
- Unit 4 Library website / Portal design
- Unit 5 Internet tools / services / utilities, google drive, RSS feeds

Dissertation

Viva Voce

Internship