



**HINDUSTAN  
UNIVERSITY**

HINDUSTAN INSTITUTE OF TECHNOLOGY & SCIENCE

(Estd. u/s 3 of the UGC Act, 1956)

Padur, Kancheepuram District - 603 103.

**Regulations Curriculum  
and Syllabus  
2013**

**M.L.I.S  
(Master of Library & Information Science)**



**M.L.I.S**

## ACADEMIC REGULATIONS (MLIS)

### 1. Vision, Mission and Objectives

#### 1.1 The Vision of the Institute is "To Make Everyman a Success and No Man a Failure".

In order to progress towards the vision, the Institute has identified itself with a mission to provide every individual, a conducive environment suitable to achieve his / her career goals, with a strong emphasis on personality development, and to offer quality education in all spheres of engineering, technology, applied sciences and management, without compromising on the quality and code of ethics.

#### 1.2 Further, the institute always strives

- To train our students with the latest and the best in the rapidly changing fields of Engineering, Technology, Management, Science & Humanities.
- To develop the students with a global outlook possessing, state of the art skills, vigor to face the challenging responsibilities in the respective field.
- To mould our students as citizens with moral, ethical and social values so as to fulfill their obligations to the nation and the society.
- To promote research in the field of science, Humanities, Engineering, Technology and allied branches.

#### 1.3 Our aims and objectives are focused on

- Providing good education in engineering, technology, applied science and management.
- Keeping pace with the ever changing technological scenario to help our students to gain proper direction to

emerge as competent professionals fully equipped to serve the society and nation.

- To inculcate a flair for research, development and entrepreneurship.

### 2. Admission

2.1. The admission policy and procedure shall be monitored from time to time by the Board of Management (BOM) of the Institute, following guidelines issued by Ministry of Human Resource Development (MHRD), Government of India. The admission strength in each branch of the MLIS programme will be decided by BOM as per the directives from Ministry of Human Resource Development (MHRD), Government of India. Reservation quota for Non Resident Indians and foreign nationals shall be made available.

2.2. The selected candidates will be admitted to the MLIS programme after he/she fulfills all the admission requirements set by the Institute and after payment of the prescribed fees.

2.3. Candidates for admission to the Master's Degree Programme shall be required to have qualified in any UG Degree Examination recognized by Hindustan University.

2.4. A candidate with a BLIS degree can join directly into second year MLIS programme under lateral entry scheme.

2.5. In all matters relating to admission to the MLIS Programme, the decision of the Institute and by the Chancellor shall be final.

2.6. If at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by the

Institute, the Institute may revoke the admission of the candidate with information to the Academic Council.

**3. Structure of the programme**

**3.1. The programme of instruction will have the following structure:**

Fundamentals of Library and Information Science in the first semester, Information Sources and services in the second semester. Research Methodology, ICT application practice and internship in the third semester, Digital Libraries, web-technologies and Project in the fourth semester.

**3.2. The minimum duration of the programme is as given below:**

Program	No. of Semesters
MLIS	4

Every MLIS programme will have a curriculum and syllabi for the courses approved by the Academic Council.

**3.3. Each course is normally assigned certain number of credits. The following norms will generally be followed in assigning credits for courses.**

- One credit for each lecture hour per week
- One credit for each tutorial hour per week
- Two credit for each practical of three hours per week.
- One credit for 4 weeks of Internship/ Field work
- One credit for 4 hours of project per week

**3.4. For the award of degree, a student has to earn a minimum number of credits**

specified in the curriculum of the relevant branch of study.

Program	Minimum prescribed credits range
MLIS	80 - 90

**3.5. The medium of instruction, examination and the language of the project reports will be English.**

**4. Faculty Advisor**

**4.1.** To help the students in planning their courses of study and for getting general advice on the academic programme, the department will assign a certain number of students to a faculty member who will be called as Faculty Advisor.

**5. Class Committee**

**5.1** A Class Committee consisting of the following will be constituted by the Head of the Department for each class:

- (i) A Chairman, who is not handling any subject for that class.
- (ii) All subject teachers of the class.
- (iii) Two students nominated by the department and as represented by the students of the class.

The Class Committee will meet as often as necessary as but not less than three times during a semester.

The functions of the Class Committee will include:

- (i) Addressing the problems experienced by students in the classroom and the laboratories.
- (ii) Analyzing the performance of the students of the class after each test and finding ways and means of addressing problems, if any.
- (iii) During the meetings, the student members shall express the opinions

and suggestions of the class students to improve the teaching / learning process.

## 6. Grading

6.1 A grading system as below will be adhered to.

Range of Marks	Letter Grade	Grade points
95-100	S	10
85 - 94	A	09
75- 84	B	08
65-74	C	07
55-64	D	06
50-54	E	05
< 50	U	00
	I (Incomplete)	–

## 6.2 GPA & CGPA

GPA is the ratio of the sum of the product of the number of credits  $C_i$  of course "i" and the grade points  $P_i$  earned for that course taken over all courses "i" registered by the student to the sum of  $C_i$  for all "i". That is,

$$GPA = \frac{\sum_i C_i P_i}{\sum_i C_i}$$

CGPA will be calculated in a similar manner, at any semester, considering all the courses enrolled from first semester onwards.

6.3. The letter grades I, U and W will not be included in the computation of GPA and CGPA.

## 7. Registration and Enrollment

7.1. Registration and enrollment will be done in the beginning of the semester as per the schedule announced by the University.

7.2 A student will be eligible for enrollment only if he/she satisfies the regulations laid by the University and will be permitted to enroll if

(i) he/she has cleared all dues in the Institute, up to the end of the previous semester and (ii) he/she is not having any pending disciplinary action against the candidate by the University.

7.3. Students are required to submit registration form duly filled in.

## 8. Registration requirement

8.1. A student admitted for regular programme (Full Time) shall register for not less than 16 credits and not more than 26 credits in any given semester.

8.2. A student for any valid reason, he/she may withdraw from the courses within three weeks of the commencement of the semester with the written approval of his/her Faculty Advisor and HOD. However the student should ensure that the total number of credits registered for any semester should enable him/her to earn the minimum number of credits per semester.

## 9. Minimum requirement to continue the programme

9.1. For those students who have not earned the minimum credits prescribed for that particular semester, intimation to the concerned student and also to his parents regarding the shortage of his credit will be sent by the HOD after the announcement of the results of the university examinations.

**10. Maximum duration of the programme**

The minimum and maximum period for the completion of various programs are given below.

Program	Min.No. of Semesters	Max.No. of Semesters
MLIS	4	8

**11. Break**

11.1. A student may be permitted by the Director (Academic) for break in studies from the programme for a maximum duration of two semesters for reasons of ill health or other valid reasons.

**12. Discipline**

12.1. Every student is required to observe discipline and decorum both inside and outside the campus and not to indulge in any activity which will tend to bring down the prestige of the University.

12.2. Any act of indiscipline of a student reported to the Director (Academic) will be referred to a Discipline Committee so constituted. The Committee will enquire into the charges and decide on necessary action if the charges are substantiated. The committee will also authorize the Director (Academic) to recommend to the Vice-Chancellor the implementation of the decision. The student concerned may appeal to the Vice-Chancellor whose decision will be final. The Director (Academic) will report the action taken at the next meeting of the Council.

12.3. Ragging and harassment of women are strictly prohibited in the University campus and hostels.

**13. Attendance**

13.1. A student whose attendance is less than 75% in a semester is not eligible

to appear for the end - semester examination for that semester. The details of all students who have less than 75% attendance in a course will be announced by the teacher in the class. These details will be sent to the concerned HODs and Director (Academic).

13.2. Those who have less than 75% attendance will be considered for condonation of shortage of attendance. However, a condonation of 10% in attendance will be given on medical reasons. Application for condonation recommended by the Faculty Advisor, concerned faculty member and the HOD is to be submitted to the Director (Academic) who, depending on the merits of the case, may permit the student to appear for the end semester examination. A student will be eligible for this concession at most in two semesters during the entire degree programme. Application for medical leave, supported by medical certificate with endorsement by a Registered Medical Officer, should reach the HOD within seven days after returning from leave or, on or before the last instructional day of the semester, whichever is earlier.

13.3. As an incentive to those students who are involved in extracurricular activities such as representing the University in Sports and Games, Cultural Festivals, and Technical Festivals, NCC/ NSS events, a relaxation of up to 10% attendance will be given subject to the condition that these students take prior approval from the officer - in-charge. All such applications should be recommended by the concerned HOD and forwarded to Director (Academic) within seven instructional days after the programme / activity.

#### 14. Assessment Procedure

- 14.1. The Academic Council will decide from time to time the system of periodicals and examinations in each subject and in each semester.
- 14.2. For each theory course, the assessment will be done on a continuous basis as follows:

Test / Exam	Weightage	Duration of Test / Exam
First Periodical Test *	10%	2 Periods
Second Periodical Test *	10%	2 Periods
Model Exam	20%	3 hours
Seminar /Assignments / Quiz	10%	-
Attendance	10%	
End - semester examination	50%	3 Hours

\*Best out of the two tests will be considered.

- 14.3. For practical courses, the assessment will be done by the subject teachers as below:
- (i) Weekly assignment/Observation note book / lab records - weightage 60 %.
  - (ii) End semester examination of 3 hours duration including viva - weightage 40%.

#### 14.4 Seminar

Every student is expected to present a minimum of 4 seminars per semester. Each seminar carries 25% weightage. At the end of the semester, the marks can be consolidated and taken as the final mark and hence there is no need for end semester examination for seminar.

#### 15. Make up Examination

- 15.1. Students who miss the end-semester examinations / model examination for valid reasons are eligible for make-up examination /model examination. Those who miss the end-semester examination / model examination should apply to the Head of the Department concerned within five days after he / she missed examination, giving reasons for absence.
- 15.2. Permission to appear for make-up examination / periodical test will be given under exceptional circumstances such as admission to a hospital due to illness. Students should produce a medical certificate issued by a Registered Medical Practitioner certifying that he/she was admitted to hospital during the period of examination / model examination and the same should be duly endorsed by parent/guardian and also by a medical officer of the University within 5 days.

#### 16. Project evaluation

- 16.1. For Project work, the assessment will be done on a continuous basis as follows:

Review / Examination	Weightage
First Review	10%
Second Review	20%
Third Review	20%
End semester Examination	50%

For end semester exam, the student will submit a Project Report in a format specified by the Dean. The first three reviews will be conducted by a Committee constituted by the Head of the Department. The end - semester

exam will be conducted by a Committee constituted by the Controller of Examinations. This will include an external expert.

## **17. Declaration of results**

**17.1** A candidate who secures not less than 50% of total marks prescribed for a course with a minimum of 50% of the marks prescribed for the end semester examination shall be declared to have passed the course and earned the specified credits for the course.

**17.2** To be eligible to appear for the end semester examinations for a particular course, a candidate will have to secure a minimum of 40% marks in the sessional for that course.

**17.3** If a candidate fails to secure a pass in a course due to not satisfying the minimum requirement in the end semester examination, he/she shall register and re-appear for the end semester examination during the following semester. However, the internal marks secured by the candidate will be retained for all such attempts.

**17.4** If a candidate fails to secure a pass in a course due to insufficient internal marks though meeting the minimum requirements of the end semester examination, wishes to improve on his/her internal marks, he/she will have to register for the particular course and attend the course with permission of the HOD concerned and the Registrar. The sessional and external marks obtained by the candidate in this case will replace the earlier result.

**17.5** A candidate can apply for the revaluation of his/her end semester examination answer paper in a theory course within 2 weeks from the declaration of the

results, on payment of a prescribed fee through the Registrar / Controller of Examinations and the Head of the Department. The Registrar/ Controller of Examination will arrange for the revaluation and the results will be intimated to the candidate concerned through the Head of the Department. Revaluation is not permitted for practical courses and for project work.

**17.6** The weightage for internal marks in finalizing results and grades shall be waived off after completion of 3 semesters for BLIS and 5 semesters for MLIS.

## **18. Grade Card**

**18.1.** After results are declared, grade sheet will be issued to each student, which will contain the following details:

- (i) Program and branch for which the student has enrolled.
- (ii) Semester of registration.
- (iii) List of courses registered during the semester and the grade scored.
- (iv) Semester Grade Point Average (GPA)
- (v) Cumulative Grade Point Average (CGPA).

## **19. Class / Division**

**19.1** Classification is based on CGPA and is as follows:

**CGPA  $\geq$  8.0 : First Class with distinction**

**6.5  $\leq$  CGPA < 8.0 : First Class**

**5.0  $\leq$  CGPA < 6.5 : Second Class.**

**19.2** (i) Further, the award of 'First class with distinction' is subject to the candidate becoming eligible for the award of the degree having passed the examination in all the courses in his/her first



- appearance within the minimum duration of the programme.
- (ii) The award of 'First Class' is further subject to the candidate becoming eligible for the award of the degree having passed the examination in all the courses within 3 semesters for BLIS and within 5 semesters for MLIS.
  - (iii) The period of authorized discontinuation of the programme will not be counted for the purpose of the above classification.
- 20. Transfer of credits**
- 20.1.** Within the broad framework of these regulations, the Academic Council, based on the recommendation of the transfer of credits, committee so constituted by the Chancellor may permit students to earn part of the credit requirement in other approved institutions of repute and status in the country or abroad.
- 21. Eligibility for the award of BLIS / MLIS Degree**
- 21.1.** A student will be declared to be eligible for the award of the MLIS Degree if he/she has
- i) Registered and successfully completed all the core courses,
  - ii) Successfully acquired the credits in the different categories as specified in the curriculum corresponding to the discipline (branch) of his/her study within the stipulated time,
  - iii) The syllabus has been set in accordance with the provision of BLIS. After the completion of the first year program, if the candidate desires to discontinue BLIS degree will be awarded to the successful candidate.
  - iv) No dues to any section.
  - v) No disciplinary action pending against him / her.
- The award of the degree must be recommended by the Academic Council and approved by the Board of Management of the University.
- 22. Power to modify**
- 22.1.** Notwithstanding all that has been stated above, the Academic Council has the right to modify any of the above regulations from time to time subject to approval by the Board of Management.

**HINDUSTAN UNIVERSITY  
HINDUSTAN INSTITUTE OF TECHNOLOGY AND SCIENCE  
DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE  
MLIS**

**OBJECTIVES OF THE PROGRAMME**

- To serve the society providing information services, reference services in public libraries, academic libraries and special libraries.
- To enable the students to be strong public relations and human relations by conducting readers' circle meeting and library committee meetings.
- To make the students aware of knowledge from books to bytes.
- To provide the hands on experience in transformation of hardcopies and softcopies.
- Students will be guided various methods of research and its techniques to enable them to guide research scholars on their research topics.

**PROGRAMME OUTCOME**

- The student will have sound knowledge in library functions and services
- The students will be able to classify and cataloguing the documents.
- The students will be able to implement library automation and networking.
- Students will be observed in Private sector, Government sector, Corporate sector, Research centres, Academic and special libraries for their employment.
- After completion of MLIS they will be bold enough orientation programmes and refreshment courses in library and information centres.

**HINDUSTAN UNIVERSITY**  
**DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE**  
**MLIS**  
**CURRICULUM - 2013**  
**SEMESTER - I**

Sl. No.	Course	Course Title	L	T	P	C	TCH
<b>Theory</b>							
1	PLS101	Fundamentals of Library and Information Science	4	0	0	4	4
2	PLS102	Management of Library and Information Centres	3	1	0	4	4
3	PLS103	Information Processing- I : Classification and Cataloging	4	0	0	4	4
4	PLS104	Information Processing-II : Cataloguing and Indexing	4	0	0	4	4
<b>Practical</b>							
5	PLS105	Information Processing-III : Classification & Cataloguing Practice	0	0	4	2	4
6	PLS106	In-Plant Training-I	0	0	6	2	6
		<b>Total</b>				<b>20</b>	<b>26</b>

**SEMESTER - II**

Sl. No.	Course	Course Title	L	T	P	C	TCH
<b>Theory</b>							
1	PLS201	Information Sources	3	1	0	4	4
2	PLS202	Information Systems & Services	3	1	0	4	4
3	PLS203	Information Technology	3	1	0	4	4
4	PLS204	Library Automation and Networking	3	1	0	4	4
<b>Practical</b>							
5	PLS205	Library Automation (Practical)	0	0	4	2	4
6	PLS206	In-Plant Training -II	0	0	6	2	6
		<b>Total</b>				<b>20</b>	<b>26</b>

**SEMESTER - III**

Sl. No.	Course	Course Title	L	T	P	C	TCH
<b>Theory</b>							
1	PLS301	Research Methods and Techniques	4	0	0	4	4
2	PLS302	Marketing of Information Products and Services	4	0	0	4	4
3	PLS303	Internship/Field Work	0	0	20	10	20
<b>Practical</b>							
4	PLS304	Application of ICT (Practical)	0	0	4	2	4
5	PLS305	Web Technology (Practical)	0	0	4	2	4
		<b>Total</b>				<b>22</b>	<b>36</b>

**SEMESTER - IV**

Sl. No.	Course	Course Title	L	T	P	C	TCH
<b>Theory</b>							
1	PLS401	Knowledge Management	4	0	0	4	4
2	PLS402	Digital Libraries	3	1	0	4	4
3	PLS403	Technical Writing	4	0	0	4	4
4	PLS404	Project	0	0	24	12	24
		<b>Total</b>				<b>24</b>	<b>36</b>

**Total No. of Credits = 86**

## SEMESTER-I

### PLS101 FUNDAMENTALS OF LIBRARY AND INFORMATION SCIENCE

L	T	P	C
4	0	0	4

#### GOAL

To make the students about the functions of Library.

#### OBJECTIVES

1. To enable the students to understand the concept of information science as a discipline.
2. To enable the students to understand the importance of information in the context of social, political, cultural, economical and industrial environments.
3. To enable the students to understand the different levels of library in the society and their functions.

#### OUTCOME

Students will be aware of information science

#### UNIT I

12

Notion and Nature of Information: Data, Knowledge, Concept & Working Definition of Information & Knowledge, Characteristics of Information: Various Patterns & Models of Information, Factors Influencing Growth of Information, Information Transfer Cycle; Impact of Social Economic Changes

#### UNIT II

12

Communication: Concept & Definition, Theories & Model, Channel of Communication, Barriers of Communication

#### UNIT III

12

Library: Concepts & Types, Five Laws of Library Science; Professional Ethics of Librarian; Role of Professional Associations: National and International

#### UNIT IV

12

Library Movement & legislation in India, Model Library Bill for State and Centre, Delivery of Books and Newspaper Act, Intellectual Property Rights, Information Policy.

#### UNIT V

12

Information Science as Discipline, Evolution, Growth and Development of LIS Schools in India, Current Trends.

**Total No. of Periods: 60**

#### REFERENCES

1. Khanna, J.K: Library and Society. Kurushektra: Research Publication, 1987
2. Atherton, Pauline. Handbook of Information System and Services. Paris: UNESCO, 1977.

3. Benge,R.C: Libraries and Cultural Change.London:Clive Bingley,1983
4. Gravey,William D.Communication: Essence of Science Facilitating Information Exchange among Libraries,Scientists,Engineers and Students.Oxford:Perganton Press,1979
5. Ranganathan S.R: Five Laws of Library Science.London:Vikas,1957.

**PLS102 MANAGEMENT OF LIBRARY AND INFORMATION CENTRES**

<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>

**GOAL**

To make the students aware of functions of Library Management.

**OBJECTIVES**

1. To know the concepts, definition of management.
2. To understand the various managerial operations of LICs
3. To apply the relevant management techniques in modern LICs

**OUTCOME**

Students will be familiar in various aspects of Library Management

**UNIT I 12**

Management: Concept, Definitions and scope, Schools of Management Thought, System Analysis and Design, Library as a System.

**UNIT II 12**

Human Resource Management: Organization Models, Job Description and Job Analysis, Selection Recruitment, Training and Development, Leadership, Team building, Motivation, TQM

**UNIT III 12**

Financial Management: Planning and Control, Resource Generation, Budget, Budgeting, Budgetary Control Techniques, PPBS, ZBBS, Cost Benefit, Effective Analysis and Accounting.

**UNIT IV 12**

Material Management: Collection Development and Evaluation, Polices, Issues, Relation to Selection Acquisition, Maintenance and Preservation of Print and non print Materials, Planning of Library Building, Furniture, Equipments, Standards.

**UNIT V 12**

Planning and Planning Strategies: Concept, Definition; need and steps in planning, MBO, Planning Techniques, Decision Making.

**Total No. of Periods: 60**

## REFERENCES

1. Cowley, John. Personal Management in Libraries, London, Clive Bingley. 1982
2. Evans, G.E. Management Techniques for Libraries, New York, Academic Press, 1983.
3. Lancaster, F.W. Guidelines for Evaluation of Information Systems and Services, Paris. UNESCO, 1998.
4. Mittal, R.L. Library Administration, Theory and Practice, Delhi, Metropolitan Book Company.
5. Ranganathan, S.R. Library Administration, 2nd ed, Bombay, Asia Publishing, 1959.
6. Seetharama, S. Guidelines for Planning of Libraries and Information Centres, IASLIC, 1990.

## PLS103 INFORMATION PROCESSING I - CLASSIFICATIONS

L	T	P	C
4	0	0	4

### GOAL

To make the students expert in classification theory

### OBJECTIVES

1. To know the basic concepts and terminologies in information processing
2. To understand the importance of various classification methods

### OUTCOME

Students will be knowing the important of classification and functions of classification

### UNIT I 12

Need and purpose of Classification, for physical arrangement of documents and for the preparation of subject catalogue/Index.

### UNIT II 12

Introduction to Library Classification, Kinds of schemes for classification: CC, DDC & UDC.

### UNIT III 12

General theory of Classification, Kinds of Normative Principles, Planes of Work, Principles of Facet Sequence, Canons of Classification (Idea Plane), Principles of helpful Sequence, Modes of Formation of Universe of Subjects.

### UNIT IV 12

Postulates for classification, Basic subjects, Fundamental categories, Facet Analysis, Phase Analysis, Systems and Specials, Terminology-Cannons for Terminology.

### UNIT V 12

Common isolates and standard subdivisions, CC, DDC.

**Total No. of Periods: 60**

**REFERENCES :**

1. Ranganathan, S. R. Prolegomena to Library Classification, 3rd Ed., Asia Publishing House, 1967.
2. Ranganathan, S. R., Colon Classification.
3. Dewey Decimal Classification.

**PLS104 INFORMATION PROCESSING II: (CATALOGUING & INDEXING)**

**L T P C**  
**4 0 0 4**

**GOAL**

To make the students expert in cataloguing theory

**OBJECTIVES**

1. To know the basic concepts of Library Cataloguing
2. To understand the importance of indexing system

**OUTCOME**

Students will be knowing the important of cataloguing and functions of cataloguing

**UNIT I** **12**

Concept of Library Catalogue, Objectives and Functions; Catalogue Vs Bibliography.

**UNIT II** **12**

Development of Codes for Cataloguing Since 1930, Types of Catalogues, Physical Forms and Inner Forms.

**UNIT III** **12**

Normative Principles, Canons, Laws and Principles, Entries, Parts of Entries, Kinds, Unit Card System, Arrangement of Entries.

**UNIT IV** **12**

Standardization, ISBD (G), MARC Format, Centralized Cataloguing, Co-operative Cataloguing, Compilation of Union Catalogue, UDC

**UNIT V** **12**

Indexing Systems: Pre co-ordinate; Chain Indexing, PRECIS, POPSI, Post Co-ordinate: Uniterm Indexing - Vocabulary Control Devices - Thesaurus, Definition, Functions, Types, Subject Heading Lists - Sear's List, LC Subject Headings.

**Total No. of Periods: 60**



**REFERENCES:**

1. Ranganathan, S. R. Prolegomena to Library Classification 3rd Ed., Asia Publishing House, 1967.
2. Anglo American Cataloging Rules Ed. 2: 1988
3. Bakewell, KGB Manual of Cataloguing Practice, 1972.
4. Girija Kumar and Krishnakumar. Theory of Cataloguing, Ed.4, Vikas Publishing House - New Delhi, 1986.
5. Krishna Kumar: Introduction to AACRII, 1986.
6. Tripathy, S. M. Modern Cataloguing Theory and Practice Agra Shivalal Agarwala and Company, 1978.

**PLS105 INFORMATION PROCESSING III  
CLASSIFICATION & CATALOGUING (PRACTICAL)**

**L T P C  
0 0 4 2**

**GOAL**

To train the students in classifying the documents

**OBJECTIVE**

1. To know the working knowledge of classification of books
2. To know the working experience in cataloguing of books

**OUTCOME**

Students will be familiar in classification and cataloguing of documents.

**MODE**

1. Classifying documents according to Colon Classification (6th Revised Edition) and Dewey Decimal Classification 21st Edition.
2. Cataloguing of documents using Classified Catalogue Code, Edition. 5 and Anglo America Cataloguing Rules II (1978).

## PLS106 IN-PLANT TRAINING-I

L T P C  
0 0 6 2

### GOAL

To make the students know about the functions of various leading Libraries viz. Medical Library, Engineering Library and Public Libraries.

### OBJECTIVES

1. To enable the students to gain experience by working in various sections of the library.
2. To provide computer exposure to the students as well as to develop their career.
3. This training will enable the students to acquire more practical knowledge on web technologies.

### OUTCOME

Students will be familiar in the services provided in different types of libraries. They will be aware of e-resources.

### DURATION

Field work will be given as part of the curriculum, the students will work in the afternoon session in the library. They will spend 120 hours in the whole semester for field work programme.

### EVALUATION CRITERIA:

1.	Submission of observation record	40
2.	Conducting group programmes	20
3.	Performance Evaluation	15
4.	Viva- Voce	25
	Total Marks	100

**SEMESTER II**  
**PLS201 INFORMATION SOURCES**

**L T P C**  
**3 1 0 4**

**GOAL**

To highlight the students about various information sources.

**OBJECTIVES**

1. To introduce the various information sources
2. To enable the students to acquaint themselves with the various sources
3. To enable the students to evaluate and use the resources

**OUTCOME**

Students will be familiar in the usage of information sources.

<b>UNIT I</b>	<b>12</b>
Information Sources - Definition, Types, Characteristics, Primary, Secondary, and Tertiary Sources, Evaluation of Print Reference Sources.	
<b>UNIT II</b>	<b>12</b>
Study of Secondary Source; Definition, Types - Dictionaries, Encyclopedia, Directories, Manuals and Handbooks, Bibliographic Sources. (See Annexure)	
<b>UNIT III</b>	<b>12</b>
Non- Documentary Sources: Formal and Informal, Human Resources, Institutional Information Sources, Technological Gate Keepers and Invisible Colleges.	
<b>UNIT IV</b>	<b>12</b>
Electronic Information Sources; Meaning, Characteristics, Types: E-Books, E-Journals and Databases	
<b>UNIT V</b>	<b>12</b>
Online Publishers: Detailed study of E-books (Amazon, sage publication), E-journals (Springer verlog), Database (INSPEC)- Evaluation of E- Resources.	

**Total No. of Periods: 60**

**ANNEXURE - INFORMATION SOURCES**

**Primary Sources**

Journals, Conference Papers, Patents, Standards, Technical Reports, Thesis/ Dissertations

**Secondary Sources**

- |                         |   |  |
|-------------------------|---|--|
| 1. Dictionaries         | : | Oxford English Dictionary - Unabridged L.M. Harrod's Glossary of Library Terms |
| 2. Encyclopedia         | : | Encyclopedia Britannica, Encyclopedia of Library Information Science           |
| 3. Year Book            | : | Statemen Year Book, Manorama Year Book   |
| 4. Almanac              | : | Whitaker Almanac   |
| 5. Geographical Sources | : | Indian Gazetteer, Fodor's Guide  |

- |     |                        |   |   |
|-----|------------------------|---|---|
| 6.  | Abstracting Periodical | : | LISA  |
| 7.  | Indexing Periodical    | : | Current Contents, Library Literature  |
| 8.  | News Summary           | : | Keesing's Record of World Events, Asian recorder  |
| 9.  | Bibliography           | : | INB / BNB   |
| 10. | Directories            | : | Common Wealth Directory, Hand Book of Indian Universities.  |
| 11. | Union Catalogue        | : | NUCSSI - National Union Catalogue of Scientific Serials in India, Ulrich's International Periodical's Directory |

**REFERENCES:**

1. Battin, W.L. Ed. Hand Book of Special Librarianship and Information Work, ASLIB, 1975.
2. Cheney Francis, Neel: Fundamentals of Reference Sources, 1980
3. Grogan, Denis, J. Science and Technology; Introduction to Literature, London: Chic Bingley, 1982.
4. Higgens, G. Ed., Printed Reference Materials - 2nd ed, London, Library Association, 1892
5. Houghtons, B. Technical Information Sources, London: Chic Bingley, 1967.
6. Katz, W.A. Introduction to Reference Work - 5th ed., 1987.
7. Chowdry G & Chowdry Sunitha. Electronic Information Sources, London: Fact, 2001.

**PLS202 INFORMATION SYSTEMS AND SERVICES**

<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>

**GOAL**

To abreast students knowledge in knowing national level Information Systems and their services.

**OBJECTIVES**

1. To enable the students to understand the need for information systems and services
2. To understand the different information users and their needs
3. To understand the various National and International Information Systems.

**OUTCOME**

Students will understand the networking Libraries and their functions.

**UNIT I** **12**

Reference Service: Definition, Need and Types - Information Services; CAS, SDI, Indexing, Abstracting, Translation and Reprographic - Information Products: Preparation and Compilation.

**UNIT II** **12**

Documentation - Documentation Facets - Documentation Centres - Documentation List.

<b>UNIT III</b>	<b>12</b>
Information users: Definition, Types- User studies - User Education - User Psychology - Guidance and Counseling.	
<b>UNIT IV</b>	<b>12</b>
Information System: Concepts, Characteristics, Types and Functions - International, National and Mission Oriented Information Systems.	
<b>UNIT V</b>	<b>12</b>
Case studies: NISCAIR, DESIDOC, NASSDOC, NISSAT, INIS, AGRIS, UNESCO, INSPEC, BLAISE, MEDLARS and UNISIST.	

**Total No. of Periods: 60**

**REFERENCES:**

1. Agarwal, S.P. Library and Information Services in India, New Delhi : Concept Publishing 1987.
2. Atherton P. Hand book of Information Systems and service, Paris: UNESCO , 1977.
3. Bunch, Allan. Community Information Service this Origin, Scope and Development, London: Clive Bingley, 1980.
4. Davinson, Donald. Reference Service, London: Clive Bingley 1980.
5. Fjallbrant, N and Mallay. Service in Libraries, New Delhi: Akashdeep Publishing House, 1990.
6. Foskett, D.J. Information Service in Libraries, New Delhi: Akashdeep Publishing House, 1990.
7. Girija Kumar and Krishna Kumar. Bibliography. Rev 3rd Ed., New Delhi: Vikas, 1990.
8. Guna, B. Documentation and Information Services, Techniques and Systems, Calcutta: World Press, 1983.
9. Agardsh Saram Sherma and Grover, Reference Service and Sources of Information, New Delhi : ESS, 1987.

**PLS203 INFORMATION TECHNOLOGY**

<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>

**GOAL**

To make the students know about applications of I.T. in Libraries

**OBJECTIVES**

1. To know the basic concepts of Information Technology
2. To train the students in Applying Information Technology in Libraries and Information Centers.
3. To understand the Concepts of Networking and Web Technology.

**OUTCOME**

Students will come to know various application softwares

<b>UNIT I</b>	<b>12</b>
Information Technology: Components - Impact of IT on Society - Application of IT in Libraries and Information centers - Computer Technology: Input, Output and Storage Devices.	
<b>UNIT II</b>	<b>12</b>
Software: Definition, System Software and Application Software, System Software: Operating Systems, Translators, Loaders, Assemblers, etc. Application Software: Ms Office, CDS/ISIS, SOUL, etc.	
<b>UNIT III</b>	<b>12</b>
Communication Technology: Telecommunication - Transmission Media: Switching, Bandwidth Multiplexing, Modulation Protocols - Wireless Communication.	
<b>UNIT IV</b>	<b>12</b>
Communication Tools and Techniques: Fax, Teleconferencing, Video Conferencing, Tele Text, Video Text and Bulletin Board Services	
<b>UNIT V</b>	<b>12</b>
Web Technology: Web Browser, Search Engines, Hypertext, Hypermedia and Multimedia - Integrated services Digital Network (ISDN)	

**Total No. of Periods: 60**

**REFERENCES:**

1. Bose Sanjay, K. Hardware and Software of Personal Computers, New Delhi: Wiley Eastern 1991.
2. Mahpatra, P.K. The Computer in Library Service, Calcutta: Word Press, 1985.
3. Basandra, K. Computers Today, New Delhi, BPB, 1998.
4. Subramanian, N. Introduction to Computers: Fundamentals of Computer Science, New Delhi: Tata McGraw - Hill, 1990.

**PLS204 LIBRARY AUTOMATION AND NETWORKING**

<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>

**GOAL**

To enrich the knowledge of the students about library Computerisation and Digital Library Softwares.

**OBJECTIVES**

1. To enable the students acquire knowledge regarding Library Automation and Networking
2. To enable the students apply their knowledge in the Automation & Networking

**OUTCOME**

Students will be knowing Library Automation and Networking.

<b>UNIT I</b>	<b>12</b>
Library Automation - Definition, need and importance of Library Automation, Software / Hardware Selection for Automation, Modules in SOUL.	

<b>UNIT II</b>	<b>12</b>
Automation of Acquisition & Serials Control.	
<b>UNIT III</b>	<b>12</b>
Automated Cataloguing System, Document Delivery (circulation) and Online Public Access Catalogue (OPAC).	
<b>UNIT IV</b>	<b>12</b>
Digital Library - Greenstone and D-Space	
<b>UNIT V</b>	<b>12</b>
Types of Network - Local Area Network (LAN), Metropolitan Area Network (MAN), Wide Area Network (WAN) - Internet & Intranet; Library Networks - INFLIBNET, INFONET & DELNET.	

**Total No. of Periods: 60**

**REFERENCES:**

1. Reynolds, D. 1984. Library Automation: Issues and Application, New York: Bowker & Co.
2. Luck Tedd, Introduction to Computer Based Library System Hyden, 1977.
3. Rao, Ravichandra, I.K., Library Automation 2nd ed , New Age International Publishers, (1996)
4. Lovency, Isn Automating Library Procedures: a Survivors Handbook, D.K. Publisher (Library Association London), New Delhi, 1992.

**PLS205 LIBRARY AUTOMATION PRACTICAL (LAB)**

<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
<b>0</b>	<b>0</b>	<b>4</b>	<b>2</b>

**GOAL**

To give hands on training on various Library Softwares.

**OBJECTIVE**

To know various application software and library softwares.

**OUTCOME**

Students will have experience with working knowledge of different types of library softwares.

MS- OFFICE

MS- DOS

MS- WINDOWS

CDS / ISIS

LIBSYS

SCANNING

## PLS 206 IN-PLANT TRAINING- II

L T P C  
0 0 6 2

### GOAL

To make the students know about the functions and services of various leading Libraries viz. Medical Library, Engineering Library and Public Libraries.

### OBJECTIVES

1. To enable the students to provide various services viz. Current Awareness Service, Selective Dissemination of Information service
2. After the successful completion of studies, students have to face the competitive world with this knowledge, to face many problems and to find the right solutions which is to be solved in the minimum duration of time. The Inplant training will be totally different from the class environment.
3. This training will enable the students to acquire more practical knowledge on web technologies.

### OUTCOME

Students will be familiar in the services provided in different types of libraries. They will be aware of e-resources.

### DURATION

Field work will be given as part of the curriculum, the students will work in the afternoon session in the library. They will spend 120 hours in the whole semester for field work programme.

### Evaluation Criteria:

1.	Submission of observation record	40
2.	Conducting group programmes	20
3.	Performance Evaluation	15
4.	Viva- Voce	25
	<b>Total Marks</b>	<b>100</b>



**SEMESTER III**  
**PLS301 RESEARCH METHODS AND TECHNIQUES**

**L T P C**  
**4 0 0 4**

**GOAL**

To enrich the students' knowledge about various methods and techniques of research.

**OBJECTIVES**

To know the basic concepts of research, their types, planning and methods

To teach on research tools and techniques in analyze and reporting.

**OUTCOME**

To enable the students to write the research report writing.

**UNIT I** **12**

Introduction: Concepts, Definition, Objectives and Significance of Research, Types of Research and Research Problems.

**UNIT II** **12**

Research Design: Definition, Need, Sampling, Fundamentals and Techniques, Hypothesis: Definition, Formulation, Types and Testing.

**UNIT III** **12**

Methods and tools of data collection: Survey, Experimental, Case-study, Observation, statistical, Delphi Tools: Questionnaire, Interview Schedules.

**UNIT IV** **12**

Processing and Analysis of Data: Measures and Scaling Techniques. Interpretation, Inferences, Presentation of data.

**UNIT V** **12**

Report Writing: Components of a Research Report; Style Manuals.

**Total No. of Periods: 60**

**REFERENCES:**

1. Panner Selvam, Research Methodology, PHI, New Delhi.
2. Saravanavel, P. Research and Report Writing, 1993.
3. Uma Sekaran, Research Methods for Business, Pearson, New Delhi.

## PLS302 MARKETING OF INFORMATION PRODUCTS AND SERVICES

L	T	P	C
4	0	0	4

### GOAL

To make familiar with regarding the marketing of Information products and services.

### OBJECTIVES

To know the basics of marketing, principles and models of marketing.

To teach the marketing strategies of information products and services

### OUTCOME

Students will market the information products and services

#### UNIT I 12

Information as a Resource: Economics of Information; Marketing Concepts - Corporate Mission; Marketing Strategies

#### UNIT II 12

Portfolio Management, BCG Matrix Model; Product Market Matrix; Product Life Cycle, Pricing Information

#### UNIT III 12

Marketing Mix; Kotler's Four C's and McCarthy's Four P's

#### UNIT IV 12

Marketing Plan & Research: Corporate Identity, Marketing plan, Marketing Research. Market Segmentation and Targeting, Geographic and Demographic Segmentation; Behavioral and Psychographics Segmentation, User Behavior and Adoption

#### UNIT V 12

Information Industry, Marketing Information Products & Services.

**Total No. of Periods: 60**

### REFERENCES:

1. Kelley E. J. Marketing: Strategy and functions. N J. Prentice Hall, 1965.
2. Anderson, W. T. Jr. Bentley, C.C. and Sharpe, L K IV. Multi-dimensional marketing: Managerial, Societal, Philosophical. Austin TX: Austin Press 1976.
3. Bellardo, T. and Waldhart, T J. Marketing Products and Services in Academic Libraries, Libri. 27 (3), 1977. pp. 181-194.
4. Berry J. The test of the marketplace. Library Journal. 104. Sept. 1979. pp. 1605.
5. Dragon, A.C. Marketing the library. Wilson Library Bulletin 53, 1979,pp. 498-500.
6. Eisner, J, ed. Beyond PR: Marketing for Libraries. A Library Journal Special Report, 1981.
7. Ferguson, D. Marketing Online Services in the University. (Online) 1 Jul. 1977. pp. 15-23.

## PLS 303 INTERNSHIP /FIELD WORK

L T P C  
0 0 20 10

### GOAL

To provide the real experience by deputing the students to leading libraries to get the practical knowledge.

### OBJECTIVES

1. To enable the students to have first hand experience by working in various libraries and information centers.
2. To enable the students to develop enough competence and leadership qualities.
3. To enable the students in developing interpersonal relationships and communication skills.

### OUTCOME

Students will have exposure towards the functioning of various libraries.

### MODE:

1. The Leading libraries and information centers in and around Chennai to be identified.
2. The Students are grouped based on the number of available libraries, which can give training to the students.
3. The group will go to various libraries hence could work and observe the practices of all libraries.

### DURATION

Field work is given in last semester the students will work for two days in a week in any one of the selected libraries. They spent 120 hours in the whole semester for field work programme.

### Evaluation Criteria:

- |    |                                  |     |
|----|----------------------------------|-----|
| 1. | Submission of observation record | 40  |
| 2. | Conducting group programmes      | 20  |
| 3. | Evaluation by the libraries      | 15  |
| 4. | Viva- Voice                      | 25  |
|    | Total Marks                      | 100 |

### PLS 304 APPLICATION OF ICT (PRACTICAL)

L	T	P	C
0	0	4	2

#### GOAL

To make the students about ICT applications to library activities.

#### OBJECTIVE

To make familiar the various ICT practices applied in Library services.

#### OUTCOME

Students will get practical knowledge in open source softwares like GSDL, D Space and KOHA

#### Hands on experience with the following softwares:

1. Library Automation Softwares :WINISIS, LIBSYS, KOHA, Soul
2. Digital Library Softwares : Greenstone, DSpace and E-Prints.

### PLS305 WEB TECHNOLOGY (PRACTICAL)

L	T	P	C
0	0	4	2

#### GOAL

To make students to create the web design.

#### OBJECTIVE

1. To make familiar of various Web-Technologies Application for the Library and Information Services in the Digital Environment.
2. Information Analysis and Consolidation Documentation, Indexing & Abstracting Literature Search Current Awareness and Reference Services.

#### OUTCOME

Students will develop websight and web blogs on their own.

#### Hands on experience with the following web pages:

1. HTML, XML, JAVA Script, PHP, CSS and Web Server.
2. Web Blog Designing.

**SEMESTER IV**  
**PLS 401 KNOWLEDGE MANAGEMENT**

**L T P C**  
**4 0 0 4**

**GOAL**

To make students aware of Knowledge Management

**OBJECTIVE**

1. To know the concepts and types of knowledge Management.
2. To Familiar the knowledge Management practices and process in libraries.

**OUTCOME**

Students will be familiar in Knowledge Management practices.

**UNIT I**

**12**

Knowledge Management: concepts and definitions - Need for knowledge Management in the emerging changing IT environment - Understanding Knowledge; Types of Knowledge - Explicit and Tacit Knowledge Knowledge Works - Changing role of Library and Information Science Professionals.

**UNIT II**

**12**

Knowledge creation and capturing knowledge creation model - Capturing tacit knowledge.

**UNIT III**

**12**

Knowledge codification and organization: Knowledge Mapping, Decision Trees, Decision Tables, Frames etc.

**UNIT IV**

**12**

Tools and Techniques of Knowledge Management: Neural Network, Data Mining, Knowledge Management.

**UNIT V**

**12**

Case Studies

**Total No. of Periods: 60**

**REFERENCES:**

1. Elias M. Awad, Knowledge Management, Pearson Education India, 2007-Information Resources Management.
2. Todd R. Groff, Thomas Jones, Introduction to Knowledge Management, Taylor & Francis, 2003.
3. The Knowledge Management Toolkit: Orchestrating It, Strategy, and Knowledge Platforms, 2/E (With Cd) Amrit Tiwana, Pearson Education India, 01-Sep-2003
4. Bikowitz, W.R. Knowledge Management. Delhi: PHI, 2000.
5. Argyris, C. Organizational Learning and Management Information System, Accounting Organizations and Society, 2(2), 1977, pp.113-123.

## PLS 402 DIGITAL LIBRARIES

L T P C  
3 1 0 4

### GOAL

To make students aware of Digital resources / e-resources.

### OBJECTIVE

1. To teach the concepts of digital library, organization of digital Information, latest web tools used in digital information access.
2. To know the methods and practices involved in digital libraries.

### OUTCOME

Students will convert books into e-books.

#### UNIT I

12

Digital Libraries : Definitions, Fundamentals and Theoretical Aspects; Characteristics of Digital Library and Nature of Digital Library Collections - Major Digital Library Initiatives, Open Archives Initiative (OAI) and Similar Developments.

#### UNIT II

12

Design and Organization of Digital Libraries: Architecture, Interoperability, Protocols and Standards; User Interfaces

#### UNIT III

12

Digital Content Creation: Electronic Documents, Files & Formats & Conversion to PDF.

#### UNIT IV

12

Digital Resources Management; Access to and Use of Digital Libraries; Storage, Archiving and Preserving Digital Collections.

#### UNIT V

12

Web Technology: An Overview; Web Browsers and Service; Mark -up Languages, Web Sites: Tools and Techniques; Search Engines.

**Total No. of Periods: 60**

### REFERENCES:

1. Xavier, C. World Wide Web Design with HTML, New Delhi: TMH, 2000.
2. Cooper, Michel D. Design of Library Automation Systems: File Structure, Data Structures and tools, New York: John Wiley, 1996.
3. Chowdhury, G.G. Introduction to Digital Libraries. London: Facet Publishing, 2003.
4. M.Cohn, John., Keslsey, Ann L. and Keith Michael Fiels. Planning for Automation: A How -to-do -it for Librarian.2nd ed. (S.I): Neal - Schuman, 1997.
5. M.Cohn, John., Keslsey, Ann L. and Keith Michael Fiels. Planning for Automation: A Practical Handbook - London: Library Association, 1998.

## PLS 403 TECHNICAL WRITING

L T P C  
4 0 0 4

### GOAL

To make the students aware of various aspects of technical writing.

### OBJECTIVES

1. To create awareness students about tools, tips, guidelines as well as various theoretical and practical aspects of Technical Writing (TW).
2. To produce documents reflecting difference types of technical communication.
3. To appreciate principles of documents design and how they enhance meaning.

### OUTCOME

Students will be familiar in presentation in technical writing.

#### UNIT I

12

Technical Writing: Definition - Scope - Applications - Document Development Cycle - Different kinds of Technical Communication Documents.

Papers and short communication - Technical Articles - Review Articles - Technical Reports - Popular Articles - Monographs - Dissertations - House bulletins - Approach to writing a document - Design methodologies - ISO standards - Quality control - Indexing.

#### UNIT II

12

Language: Role of language in Technical Writing - Functional Style - Semantics - Syntax and diction - Sentence Structure and Readability.

#### UNIT III

12

Technical Writing Process: Writing Styles - Editing, Proof reading - Style Manuals - MLA, APA, Chicago Manual - Steps in preparing effective resumes - Graphics - Guidelines for Writing Proposals - Presentations - Writing for web - Multimedia - White Papers Instructional Design.

#### UNIT IV

12

Technical Writing Software tools: Microsoft word - Adobe Frame Maker - Adobe Photoshop - Adobe Page Maker.

#### UNIT V

12

Recent Trends in Technical Writing: Usability - Human Factors - Time Estimations - Single Sourcing - Outsourcing etc.

**Total No. of Periods: 60**

### REFERENCES

1. Brown, L. Communicating Facts and Ideas in Business, 2nd ed., 1970.
2. Chander, H.E., Technnical Writer's Hand Book, 1983.
3. Houp, H. W., Reporting Technical Information 4th Ed., 1987

4. Peterson, MS., Scientific Thinking and Scientific Writing, 1981
5. Saravanel, P. Research and Report Writing, 1993.
6. Turner, M.T. Technical Writing: A Practical Approach, 1954.
7. Ulman, J. M. Technical Report, Ed.3, 1972.

### PLS 404 PROJECT WORK AND VIVA VOCE

L	T	P	C
0	0	24	12

#### GOAL

To train the students to present their project reports through power point presentation.

#### OBJECTIVE

1. To teach the students about power point presentation (PPT)
2. To make the students learn to write project report.
3. To develop the students' skill in presenting a paper in seminar / conferences.

#### OUTCOME

Students will have confidence in presenting a paper in any seminar / conferences.

#### Evaluation Criteria:

1.	Submission of 1st review report	15
2.	Submission of 2nd review report	15
3.	Submission of 3rd review report	15
4.	Evaluation final report	30
5.	Viva - Voce	25
	<b>Total Marks</b>	<b>100</b>