

Agenda No2.03 in AC
and Date:23/03/2022



Vidya Prasarak Mandal's
K.G. Joshi College of Arts and N.G. Bedekar College
of Commerce
(Autonomous)
(Affiliated to University of Mumbai)

Program: MLISc

Specific Programme: Master of Library and Information
Science (MLISc)
Two Year Programme (Semester Pattern)

Syllabus for First and Second Year MLISc

Year of Establishment: 2000

Year of Upgrading: 2022-2023

Specific Programme: Master of Library and Information Science (MLISc)

Two Year Programme (Semester Pattern) -JBCPALIS

PREAMBLE

Libraries as social institutions have become an integral part of society. They provide the basic conditions for lifelong learning, independent decision-making and cultural development of the individuals and social groups. Libraries as gateways to knowledge and culture also offer countless learning opportunities that can fuel economic, social and cultural development.

Institutions in all sectors of the economy – be it education sector, research sector, or service sector – need libraries. They need them because libraries are one of the most effective means of making information available for cultural, economic and social development.

Libraries offer a means by which students, scholars, teachers, professionals, or lay persons and others can gain access to information/ knowledge, in particular to the organised collections of books and other published material in printed or digital format for reading and borrowing.

To provide access to a collection of libraries there is a need for a trained person, who can acquire, store, organise and manage these information resources and provide different services. Hence this Master of Library and Information Science program is designed to meet the challenges of the LIS profession. Students in the program are introduced to the roles and functions of libraries. They become familiar with key policy issues and technological trends, and with how these issues and trends affect libraries and information centres of all kinds. Students learn to manage and evaluate collections, respond to the information needs of patrons, and use technology to improve access to information. Students who complete the program are prepared for careers in library administration, public services, technical services, and collection development at public, school, academic, and special libraries.

Master of Library and Information Science produces innovative next generation library professionals capable to work in national and global levels.

Eligibility: Graduate or Master Degree in any discipline; technical subject (of the pattern 10+2+4 or 10+2+5) such as Medical Science, Engineering, law etc. of this University or having an equivalent degree of any other University or institute recognized by this University will be eligible for admission for MLISc course.

The degree of Master of Library & Information Science (MLIS) course shall be awarded to a candidate who has completed a regular course of study for not less than two years and qualified the examinations after Semester-1, Semester-2, Semester-3 and Semester-4 in the such manner as prescribed by the appropriate authority of the Institution from time to time.

Programme Duration: Two Years (Four Semesters)

Intake Capacity: 30

Mode of Delivery: Offline (Online, in case of emergency)

DISTRIBUTION OF TOPICS AND CREDITS

Semester	Course Code	Course Nomenclature	No of Credits
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I	JBCPILIS101	Fundamentals of Librarianship	6
	JBCPILIS102	Library Cataloguing	4
	JBCPILIS103	Library Management -I	6
	JBCPILIS104	Computer Applications to Libraries	4
	JBCPILIS105	Library Cataloguing	2
	JBCPILIS106	Basics of Computer and application to Libraries	2
II	JBCPILIS201	Library Classification	4
	JBCPILIS202	Reference Sources and Services	4
	JBCPILIS203	Information Sources and Services	6
	JBCPILIS204	Library Management-II	6
	JBCPILIS205	Library Classification	2
	JBCPILIS206	Reference and Information Sources, Abstracting and Indexing and Thesaurus Construction	2
III	JBCPILIS301	Information Communication and Society	6
	JBCPILIS302	Soft Skills and Communication	4
	JBCPILIS303	Application of ICT to Libraries	6
	JBCPILIS304	Digital Libraries	6
	JBCPILIS305	Soft Skills and Communication	2
IV	JBCPILIS401	Research Methodology and Statistics	6
	JBCPILIS402	Dissertation	12
	JBCPILIS403	ICT Based Project	4
	JBCPILIS404	Library hours	2
		Internship: Four Weeks	
	Total		96

PROGRAMME - SPECIFIC OUTCOMES

PSO	PSO Description
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PSO1	To understand the foundation and fundamental of LIS principles, philosophy, policies and legislations.
PSO2	To manage information resources and the processes of collection development, organization, preservation, access, and dissemination of information in all formats.
PSO3	To apply management concepts, effective problem solving, decision making, in management of information and information services.
PSO4	To learn the national and international standards of cataloguing, metadata, indexing, and classification systems for organizing knowledge and information for easy retrieval.
PSO5	To understand and imply theory and methods involved in information storage, organisation and retrieval
PSO6	To make them utilize ICT in information storage, processing and retrieval; creation, administration, management and assessment of services.
PSO7	To equip the students to apply appropriate research methodologies to issues and professional concerns in LIS
PSO8	To develop in the students a commitment to professional values, standards and ethics.

Course Nomenclature: Fundamentals of Librarianship

Course Code: JBCPILIS101

COURSE OUTCOMES

1. To understand purpose, role and importance of libraries in society
2. To know about various types of libraries, their nature, objectives and services
3. To be familiar with the library scenario in general and the Indian scenario in particular
4. To study the role of professional library associations

JBCPILIS101	Fundamentals of Librarianship	Credits 6
Unit 1	Library and Society: Concept of library. Role and functions; Library as cultural, educational, political and social institution. Types of documents: Books and non-book material; primary, secondary & tertiary documents	
Unit 2	Historical overview of library development: growth of libraries in India with special reference to Saraswati Mahal Library, Khuda Baksh Oriental Public Library, Baroda Public Library Movement, Contribution of UNESCO to libraries and library profession, Reports of committees and commissions: Kothari, Faizee, Dainton, Professional Associations – ILA, IASLIC, IATLIS, ALA, LA, CILIP, ASLIB, IFLA.	
Unit 3	<p>Types of Libraries: Objectives, Features, Functions and Contemporary library scenario in India with reference to Public, National, Academic and Special Libraries</p> <ul style="list-style-type: none">● Academic Libraries– Definition, Scope: School, College and University libraries.● Public Libraries - public library as an agency of mass communication, public library systems- Delhi Public Library; RRRLF, Library Legislation in India with special reference to Maharashtra, Press and Registration Act, Delivery of Books Act,● National Libraries - The National Library of India, Library of Congress, The British Library.● Special Libraries- Research, subject specific Libraries Corporate Libraries <p>Introduction to Virtual Libraries, Digital libraries, Hybrid Libraries</p>	

Unit 4	Dr. Ranganathan's Contribution to Library and Information Science, Five Laws and their current relevance. Library cooperation, resource sharing, consortia.
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Reading List:

1. Avhad, Sharad. T: Academic Librarianship In 21st Century - 1 St Garima - Kanpur 2013
2. Bhatt, R. K.: UNESCO: Development of libraries & Documentation Centres in Developing Countries. New Delhi: KK, 2004.
3. Buragohain, Alka: Various Aspects Of Librarianship And Information Science - Ess
Ess-New Delhi 2000
Devarajan, G. Users' approach to information in libraries, New Delhi: EssEss
Publication, 1989.
4. Dhiman, A. Handbook of special libraries & librarianship. New Delhi: EssEss, 2008.
5. Festschrift, S.G. Mohajan University and College Librarianship in India in the 21st
Century - "Dept. Of Library & Information Science, University of Pune" 1st - Pune
2004
6. Guha, B. Documentation and information: services, Techniques and systems. 2nd Ed.
Calcutta: World Press, 1983.
7. Gupta, O.P.: Library & information services in University & College Libraries in India.
New Delhi: Reliance, 1998.
8. Patel, Jashu Libraries And Librarianship In India - Greenwood - Westport, Connecticut"
2004
9. Kapoor, S.K: Fundamental of Library Science and Librarianship - 1st Cyber - New Delhi
2010
10. Kaul, H.K. (Ed.): National library services: ICONLIS 2004. Calcutta: The National
Library, 2004.
11. Kochar, R.S. Theories & Principles of Librarianship. - Aph - New Delhi 1997
12. Krishan Kumar. Library Organization. New Delhi: Vikas, 1987.
13. Kumar, P.S.G. Foundations of Library and Information Science. Delhi: B. R. Publishing,
2003.
14. Kumar, P.S.G. Library and Users. Delhi: B. R. Publishing, 2004.
15. Mohanraj, V. M. Library Services for Children. New Delhi: EssEss Publications, 2004.
16. Patel, Jashu & Kumar, Krishan: Libraries & librarianship in India. London:
Greenwood, 2001.
17. Raju, A. A. N.: Documentary heritage of Indian libraries. New Delhi: EssEss
Publications, 2003.
18. Ranganathan, S. R. Five laws of library science. New Delhi: EssEss, 2006.
19. Sharma, Pandey S. K. Public libraries in India. New Delhi: EssEss Publication, 1987.
20. Taher, Mohammed & Davis, Donald Gordon: Librarianship and library science in India:
an outline of historical perspectives. New Delhi: Concept, 1994.
21. The Public Library Service: IFLA/UNESCO Guidelines for Development. Munchen: K.
G. Saur, 2001

22. Venkatappaiah, V. & Madhusudan, M.: Public library legislation in the new millennium. New Delhi: Bookwell, 2006.

Course Nomenclature: Library Cataloguing

Course Code: JBCPILIS102

1. To understand the role of cataloguing in retrieving library material.
2. To understand the fundamentals of cataloguing and catalogue construction.
3. To highlight the need for standardization in cataloguing.
4. To understand the different standards of subject approach to documents.

JBCPILIS102	Library Cataloguing	Credits 4
Unit 1	Library Catalogue: definitions, need, purpose. Catalogue: physical forms including OPAC, Web-OPAC and inner forms.	
Unit 2	Cataloguing codes: historical overview of different codes, canons of cataloguing, detailed study of AACR and their revisions, RDA Document Description: types of entries- main, added, analytical, cross reference, parts of an entry, rules for filing, authority files.	
Unit 3	Subject Cataloguing: Subject headings, descriptors, choice of terms, subject heading lists e.g. LCSH, Sear's list of subject headings and Cataloguing standards including ISBD, ISBN, ISSN, MARC, CCF, ISO 2709. Metadata (Including Dublin Core, XML), MARC21: Background and Features, BIBFRAME.	
Unit 4	Practical aspects of Cataloguing: <ul style="list-style-type: none">● Selective and simplified cataloguing● Centralized and Cooperative Cataloguing● Cataloguing in the Internet and Digital Era	

Reading List:

1. AACR, 2nd revised with 2005 updates. Chicago: A.L.A., 2005.
2. Aswal, R. S.: MARC 21: cataloging format for 21st century. New Delhi: EssEss, 2004.
3. Aswal,R.S: AACR 2 With Marc21: Cataloging Practice For 21st Century - Ess Ess - New Delhi 2005
4. Bowman J.H.: Essential Cataloguing. Facet: London 200
5. Cataloguing: theory and practice. New Delhi: S. Chand, 1999.
6. Dutta, D. N.:Introduction To Library Cataloguing . World Press: Calcutta 1969
7. Foskett, A C.: The Subject Approach to Information. 5th ed. London: Clive Bingley, 1996.
8. Foskett, A. C.: Subject approach to information, 6th ed. London: Library Association, 1982.
9. Girija Kumar: Theory of cataloguing, 5th rev. ed. New Delhi: Vikas Publishing House, 1986.
10. Girja K. & Krishan K. Theory of Cataloguing.5th Edition. Delhi: Vikas Publishing, 1986.
11. Khare, S.: Cataloguing Theory: A new perspective. Pune: Universal Prakashan, 2006.
12. Krishna Kumar: Introduction to cataloguing practice, 3rd rev. ed. New Delhi: Vikas Publishing House, 1986.
13. Kumar, P. S. G. & Mohammad, Riaz: Cataloguing: theory and practice. New
14. Delhi: S. Chand & Co., 1999.
15. Lazinger, Susan S.: Digital preservation and metadata: history, theory, practice
16. Colorado: Libraries Unlimited, 2001.
17. Sharp, Henry A.:Cataloguing-Textbook Foruse in Libraries . Allied: New Delhi 1964
18. Read, Jane M.: Cataloguing Without Tears: Managing Knowledge in The Information Society: Chandos
19. Welsh, Anne: Practical Cataloguing: AACR2 RDA and Marc 21. Neal: New York 2013

Course Code: JBCPILIS103

COURSE OUTCOMES

1. To be familiar with library procedures
2. To understand the principles of Library administration and library as an organization
3. To acquaint students with standard library procedure and services

JBCPILIS103	Course 3: Library Management -I	Credits 6
Unit 1	Management and administration: concept, definitions and distinction. Schools of Management: an overview (classical, neoclassical, scientific, systems), functions and principles of management. Functions of Management: POSDCORB, Library Committee. Organizing library and library departments	
Unit 2	Collection Management: Policies, selection, acquisition, maintenance. <ul style="list-style-type: none">● Acquisition: Policies for different types of materials - books, non-book, non-print, digital selection criteria, methods of acquisition (print and electronic), accessioning, records maintenance.● Serials Management: policies, selection criteria, methods of subscription and procurement, binding of periodicals, e-journals, Aggregators, records maintenance.	
Unit 3	Collection Maintenance: <ul style="list-style-type: none">● Technical Processing: Policies, Classifying, Cataloguing, Physical Processing, Records Maintenance.● Storage and Maintenance: policies; storage requirements, stack; maintenance and upkeep, stock verification, inventory control, weeding, preservation, binding, electronic storage, records maintenance.● In-house operations: acquisition, ordering and membership database, circulation, serials control, receipts and expenditure, library fines, retrospective conversion, accounting, stock verification, archiving of rare material, library security systems, application of computer to library work.● Preservation: Preservation, conservation, restoration of print, non- print, electronic material, archiving of digital and non-digital material, Digital Preservation.	

Unit 4	<p>Library Services:</p> <ul style="list-style-type: none"> ● Circulation Services: Policies, Methods and Procedures, Barcoding, RFID, QR code, Biometric, Smartcard; Interlibrary loan, records maintenance. ● Extension Services: Concept, policies, outreach methods - mobile libraries, display and exhibitions, book discussions, discussion forum. ● Financial Planning –, types of budgets Sources of funds, funds generation, accounting and auditing practices, costing, cost analysis of library services.
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Reading List:

1. Agee, Jim: Acquisitions Go Global : An Introduction To Library Collection Management In The 21st Century - Chandos : Oxford 2007
2. Balakrishnan, S.: Library Management - Anmol : New Delhi 2001
3. Balakrishnan, Shyama: Library Serials Management - Common Wealth: New Delhi
4. Brophy, Peter: Quality Management: For Information & Library Managers - Jaico - Mumbai 1997
5. Burgett, James: Collaborative Collection Development: A Practical Guide for Your Library. A.L.A.: Chicago 2004
6. Dawra, Manisha: Library Science and Theories of Management - 1st Rajat: New Delhi 2004
7. Dulta, D. N.: Manual of Library Management - World Press: Calcutta
8. Evans, G. Edward: Developing Library And Information Center Collections - 4 Libraries Unlimited - New : Delhi 2004
9. Evans, G. Edward: Introduction To Technical Services - 7th Ed. 7th Libraries : London 2005
10. Evans, G. Edward: Introduction to Library Public Services - 6th Ed. : London 1999
11. Dhiman, Anil K.: Library Management - Ess Ess - New Delhi 2005
12. Hyde, James H.: Library Collection Management - Dominant: New Delhi
13. Iyer, V.K: Management Of Library Information Services. Rajat: New Delhi
14. Krishna Kumar: Library administration and management. New Delhi: Vikas, 1987.
15. Kumar, P.S.G.: Management Of Library And Information Centres. B.R.P: Delhi 2003
16. Parkash, Chander Library Administration & Management. Mangal Deep - Jaipur
17. Mishra, Krutartha. Chandra 21st Century Library Management - 1st Ess Ess - New Delhi
18. Mittal, R. L.: Library Administration: Theory and Practice. 5th rev. Ed. New Delhi: Metropolitan Books. 1983
19. Panda, B. D.: Library Administration and Management. Anmol: New Delhi 1993
20. Pandey, S. K. (Ed.): Library Information Management. Anmol: New Delhi 2000
21. Singh, S.K.: Essentials of Integrated Library Management. Authorspress : Delhi 2002
22. Singh, R.S.P: Library Administration and Management. Ocean: New Delhi 1999

23. Sharma, C. K.: Library Management Vol. I & II Atlantic - New Delhi 2005
24. Stueart, R. D. & Eastlick, J. T.: Library management, 2nd ed. Littleton (Colorado): Libraries, 1981.
25. Sukula, Shiva: Electronic Resource Management: What, Why and How . Ess - New Delhi 2010

Course Nomenclature: Computer Applications to Libraries

Course Code: JBCPILIS104

COURSE OUTCOMES

1. To understand the fundamentals of Computer, its hardware, software
2. To get familiar with applications of Computers and Information Technology in libraries
3. To know the concept of RDBMS in library environment

JBCPILIS104	Computer Applications to Libraries	Credits 4
Unit 1	<ul style="list-style-type: none">● Introduction to Computers:● An overview of historical developments in computers.● Hardware and software: <i>Hardware</i>: Memory- core and auxiliary, storage media – magnetic tapes, disks, optical discs, pen drive, input and output devices – keyboard, mouse, monitors, printers, scanners, OCR, communication ports – serial, parallel, USB.● Software Concepts: System Software – operating systems e.g. Windows, Unix, Linux, Programming Languages. Application Software – features of MS Office.● Data representation and storage – binary system, character codes, records and files	
Unit 2	Database Management Systems: Concepts, components and use, database management tools, an outline of WINISIS. RDBMS – MS Access, SQL, MySQL, Oracle. Database design – bibliographic and non-bibliographic databases. Library Management Software: SOUL, KOHA	
Unit 3	Information and Communication Technology: Basic concepts and application to Library and Information Science, transmission media-cables, microwave, satellite. Data Communication Systems: Introduction, band-width and channel capacity, WiFi, PDA, bluetooth, smart phone, teleconferencing, ipod, RFID, data security systems	

Unit 4	<p>Networks and Networking:</p> <ul style="list-style-type: none"> ● Network topology ● Networking – LAN, MAN, WAN, Intranet, Extranet, Internet. <p>● Features of Library Networks in India - INFLIBNET, DELNET, ERNET, NICNET, National Knowledge Network (NKN), Biotechnology Information System Network</p>
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Reading List:

1. Agarwal, Vibhuti: Information Networking Concepts in Library. Rajat: New Delhi 2002
2. Aswal, R. S.: Library automation for 21st Century. New Delhi: EssEss Publications, 2006.
3. Aswal, R.S.: CDS/ISIS for windows. New Delhi: EssEss, 2003.
4. Aswal, R.S.: Information Networks In India - Ess.Ess - New Delhi 2003
5. Balakrishnan, S.: Role of Computers In Library Science. Anmol: New Delhi 2001
6. Devraja, G. & Rehelamma, A.V. (Eds.): Library computerization in India. New Delhi: EssEss, 1980.
7. Haravu, L. J.: Library automation design, principles and practice. New Delhi:
8. Allied, 2004.
9. Jeevan, V.K.J: Computers @ Libraries .Ess Ess : New Delhi 2006
10. Kashyap, M.M.: Computer Based Library And Information Systems Designing Techniques - Ess Ess - : New Delhi 2006
11. Mishra, Lakshmikant: Automation And Networking Of Libraries - 1st Ed. - 1st New Age - New Delhi 2008
12. NISO. A Framework of Guidance for Building Good Digital Collections (3rd edition). Available at <http://www.niso.org/publications/rp/framework3.pdf>, 2007.
13. Passi, B. K.: Computers and Libraries . National : Agra 1991
14. Parthasarathy, S.: Computer Application To Libraries Ir And Networking. Sarada R. - Bangalore 1986
15. Rajaraman, V.: Introduction to information technology. New Delhi: Prentice-Hall, 2003.

Course Nomenclature: Library Cataloguing

Course Code: JBCPILIS105

COURSE OUTCOMES

1. To imply AACR II rules for cataloguing different types of information sources

JBCPILIS105	Library Cataloguing	Credits 2
	<p>Books: Personal Authors: single, shared, mixed and diffused authorship. Corporate Body (including Simple Corporate Body, Subordinate Corporate Body, Government Publications, Census Report Annual Reports, Conference Proceedings), Religious works, Serial Publications and Non-Book Materials.</p> <p>Note: Minimum 50 documents, covering different varieties are to be covered for cataloguing</p>	

Nomenclature: Basics of Computer and application to Libraries

Course Code: JBCPILIS106

COURSE OUTCOMES

1. To learn basic computer skills
2. To get acquainted with application /DBMS software for libraries

JBCPILIS106	Basics of Computer and application to Libraries	Credits 2
	<p>Use of Operating System, MS-Office Creation of database using MS Access and WINISIS / KOHA.</p>	

Semester II

Course Nomenclature: Library Classification

Course Code: JBCPILIS201

COURSE OUTCOMES

1. To understand the role of library classification in knowledge organization
2. b.. To understand the elements of library classification
3. To get familiar with the select schemes of classification
4. To analyse, apply and evaluate DDC Scheme
5. To acquaint with special schemes of classifications and latest development in the field of classification

JBCPILIS201	Library Classification	Credits 4
Unit 1	<p>Knowledge Organization: origin, Universe of Knowledge, knowledge classification, Library classification- history of classification Need, purpose, APUPA pattern: Types and features of Classification Schemes:</p> <ul style="list-style-type: none">● Enumerative, faceted, analytico-synthetic.● Special or Auxiliary Features of Library Classification Notation – need, functions, characteristics, notational systems, hospitality. form classes, form divisions, generalia class, index. Other auxiliary features – broken order, call number. <p>Comparison of knowledge and library classification.</p>	
Unit 2	General Principles and Theory of Library Classification: Modes of subject formation, Rules of Division,. Canons of Classification	
Unit 3	<p>Library Classification Schemes:</p> <ul style="list-style-type: none">● DDC – a detailed study (latest edition)● UDC, CC., Library of Congress classification scheme– an introductory study● Comparison of DDC, UDC and CC	
Unit 4	Special Classification Schemes: Need and Purpose, Classification schemes for Patents, Pamphlets, Computer Science, Music, Mathematics, Medicine, LIS. Current development trends in classification: Semantic Web, Ontology	

	Tools (RDF, RDFS, Potege), Taxonomy, Folksonomy. Institutions in Classification: CRG, ISKO, B.S.O.
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Reading List:

1. Raju, A. N.: Decimal Universal Decimal and Colon Classification: A Study In Comparison - Ajanta - New Delhi 1984
2. Broughton, Vanda: Essential classification. London, Facet, 2004.
3. Chan, Lois: Mai: Guide To The Library Of Congress Classification - 5 Libraries Unlimited - Colorado 2004
4. Dewey, M.: Dewey Decimal Classification and relative Index, Vols. 1-4. 21st ed. New York: Forest Press, 1996.
5. Dewey, M.: Dewey decimal classification and relative index. 23rd ed. Ohio: OCLC, 2011.
6. Dhyani, Pushpa: Classification Schemes and Indian Libraries - Metropolitan - Delhi 1983
7. Dhiman, Anil K.: Learn : Library Classification - Ess Ess - New Delhi 2005
8. Hussain, Shabhat: Library classification. New Delhi: Tata McGraw Hill, 1973.
9. Kao, Mary Liu: Cataloging and Classification for Library Personnel - 1st Jaico - Mumbai 2003
10. Kaushik, Prashant: Library Classification - Anmol - New Delhi 2006
11. Lal, C: Library Classification : Theory & Practical - Paper 3 - Ess Ess - New Delhi 2005
12. Marcella, Rita and Newton, Robert: A New manual of classification. Hampshire: Gower, 1994.
13. Ranganathan, S. R.: Colon Classification. 7th ed. Vol. 1. Bangalore Sarda
14. Ranganathan Endowment for Library Science, 1989.
15. Ranganathan, S. R.: Prolegomena to Library Classification. London: The Library Association, 1957.
16. Ranganathan, S. R.: Elements of Library Classification. Bombay: Asia, 1962.
17. Ranganathan, S. R.: Prolegomena of library classification. 3rd ed. (Reprint). New Delhi: EssEss, 2006.
18. Ranganathan, S.R.: Descriptive account of colon classification. Bombay: Asia, 1967.
19. Ranganathan, S.R.: Classification And Communication - S.R.E.L.S - Bangalore 1998
20. Sharma, S.K.: Library Classification - Shree - New Delhi 2006

Course Nomenclature: Reference Sources and Services

Course Code: JBCPILIS202

COURSE OUTCOMES

1. To understand the basic concept of reference service and its organization.
2. To be familiar with different categories of reference and information sources.
3. To develop the students' ability to critically evaluate reference sources.

JBCPILIS202	Reference Sources and Services	Credits 4
Unit 1	Reference Service: Concept, definition, need & scope. Reference & Information Sources: types, criteria for selection and Evaluation (authority, scope, treatment, arrangement, special features and utility), different physical formats (print, non-print, electronic reference sources); Reference Librarian: role, functions and qualities	
Unit 2	Categories of Reference and Information Sources: Dictionaries, Encyclopedias, Yearbooks, Directories, Handbooks, Bibliographies and Abstracts; News Digest, Indexes, Biographical Sources, Statistical Sources, Geographical Sources.	
Unit 3	Reference Services: Referral Service, user education, Reference Service Delivery in different types of libraries such as public, academic, special Steps in reference service, reference interview	
Unit 4	Internet based reference services: Ready reference service, bibliographical and fact-finding assistance, advisory and guiding assistance-, short- and long-range reference service, proactive and responsive services, delivery of internet-based services, virtual reference service.	

Reading List

1. Bopp, Richard E & Smith, Linda C.: Reference and information services : an introduction, 3rd ed. Colorado, Libraries Unlimited, 2001.
2. Cassell, Hay Ann & Hiremath, Uma: Reference and information services in the
3. 21st century: an introduction. London, Facet Publishing, 2006.
4. Katz, W. A.: Introduction to Reference Work. Vol 1 & 2. New York: McGraw Hill,
5. Krishna Kumar: Reference service, 5th rev. ed. New Delhi: Vikas Publishing House, 2002.
6. Kumar, P.S.G. (2004). Information Sources and Services. Delhi: B. R. Publishing. Science, 2001.
7. Morgan, Pamela J.: Training Paraprofessionals for Reference Service 2nd Ed. Neal Schuman: New York 2009
8. Ranganathan, S. R.: Reference service, 2nd ed. Bombay: Asia Publishing House, 1961.
9. Ross, Catherine Sheldrick: Conducting the Reference Interview 2nd Ed. Schuman: New York 2004

Course Nomenclature: Information Sources and Services

Course Code: JBCPILIS203

COURSE OUTCOMES

1. To understand different methods of processing information.
2. To be familiar with different information centres at national and international level.
3. To assess the information needs and to know the factors affecting information organization.

JBCPILIS203	Information Sources and Services	Credits 6
Unit 1	Information service: Concept, definition, need and scope	
Unit 2	Information Processing: historical background of abstracting and indexing, types of abstracts - informative, indicative, statistical, special purpose. types of indexes, indexing language, pre and post coordinate indexing systems – Chain Indexing, POPSI, PRECIS, Keyword indexing – KWIC, KWAC, KWOC. Citations and citation indexing, annotations, thesauri, Metadata harvesting Consolidation and Repackaging. In-house information Products: Bibliographies, state-of the-art reports, trend reports, newsletters, house journals, library manual, library websites, blogs.	
Unit 3	Information Dissemination: CAS and SDI services, translation service, Document Delivery Services Documentation and Information Centres: OCLC, INPADOC, I.S.I. (USA), NISCAIR, DRTC, DESIDOC, NASSDOC, SENDOC, CMIE, National Informatics Center. Information Systems: INIS, AGRIS, MEDLARS, INSPEC, BIOSIS, ERIC, Patent Information System (PIS), Biotechnology Information System (BIS), ENVIS, PIS, India Information Retrieval: Search process, search strategies, Boolean Expressions, online searching, formulations of search statements. Search through Internet, online databases and e-journals, retrieval from electronic archival material, J-Stor, aggregators	
Unit 4	Information users and their needs: Categories of users and their information needs, information seeking behaviour, information seeking models, user studies –methods, techniques and evaluation, needs of distance users and e-learners, Information Literacy - Areas, Standards, Types and Models; Trends in Information Literacy.	

	<p>Information Services and System for Persons with Disability, Children and Women</p> <p>Factors influencing organization of information: Information architecture, information overload, information anxiety, information analysis.</p> <p>Evaluation of information storage and retrieval systems, relevance, recall, precision, impact factor and other criteria, information audit.</p>
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Reading List:

1. Baker, David.: Strategic Management of Technology: A Guide for Library and Information Services. Chandos:USA, 2005
2. Bopp, Richard E & Smith, Linda C.: Reference and information services: an introduction, 3rd ed. Colorado, Libraries Unlimited, 2001.
3. Cleveland, D.B. & Cleveland, A.D.: Introduction to indexing & abstracting, 3rd Ed., Colorado: Libraries Unlimited, 2001
4. Guha, B.: Documentation & information services: techniques and systems. Calcutta: World Press, 1999.
5. Jain,M.K.: Teaching - Learning : Library And Information Services - A Manual . Shipra: Delhi 2006
6. Kawatra, P. S.: Library user studies: a manual for librarians and information Scientists. New Delhi: Jaico, 1992.
7. Prasher,R.G.: Index & Indexing Systems. - Medallion - Ludhiana 1989
8. Rajan, T. N.: Indexing Systems: concepts, models and techniques. Calcutta: IASLIC, 1981.
9. Riaz, M.: Advanced Indexing and Abstracting Practices. New Delhi: Atlantic, 1989.
10. Rowley, J.E.: Abstracting and indexing. 2nd Ed. London: Aslib,1984.
11. Parekh, R. L: Advanced Indexing and Abstracting Practice. Ess Ess: New Delhi 2000
12. Seetharama, S.: Information consolidation and repackaging. New Delhi: Ess,Ess, 1997.
13. Shera, Jesse H.: Documentation & the organisation of knowledge. London: Crosby Lockwood, 1966.
14. Sorgal, Dagobert: Organising information: principles of database and retrieval systems. Orlando: Academic Press, 1985.
15. UNESCO: Consolidation of information: a handbook of evaluation, restructuring, repackaging of scientific and technical information. Paris: Unesco, 1981.
16. Webb, J: Providing Effective Library Services for Research. Facet: London 2007

Course Code: JBCPILIS204

COURSE OUTCOMES

1. To apply principles and techniques of management to Libraries and Information Centres.
2. To apply the concepts of planning, marketing, Human Resource Development and control in libraries and information centres.
3. To be familiar with the techniques of monitoring and evaluating libraries

JBCPILIS204	Library Management-II	Credits 6
Unit 1	Management approach to Library: <ul style="list-style-type: none">● Management – concept, definition and scope.● Systems approach: Concept – Library as a system, environmental influence and responses.● Management of change.● Knowledge Management	
Unit 2	Planning: Need and importance of planning. <ul style="list-style-type: none">● Planning process, time and motion study, data flow diagram,● Planning tools – SWOT analysis, MBO, PERT/CPM, DELPHI, MIS, decision tree, brainstorming.● Planning of library building and its interior.● Organizing: Purpose and need for organizing, organizational structure, line and staff functions, departmentalization, organization charts, authority and decentralization, quality circles, total quality management, quality audit● Marketing: Publicity and marketing and of library services: need, policies, methods, annual reports, library guides, Public Relations, library promotion programmes, promotion techniques including use of electronic media Identification of markets for● libraries, market segmentation, best and innovative practices, outreach services	
Unit 3	Human Resource Management: <ul style="list-style-type: none">● Staffing – job description, recruitment, job analysis, training and development, people skill: personal competencies, skills for communication, negotiation, decision making, assertiveness, time management, interpersonal relations, motivation, job enrichment, evaluation and appraisal.	

	<ul style="list-style-type: none"> ● Leadership and Creativity – effective leadership in library, functions, activities and qualities of library managers, creativity and innovation, entrepreneurship. ● Communication in library – methods and barriers.
Unit 4	<p>Financial Management:</p> <ul style="list-style-type: none"> ● Control: Techniques, budgetary and non-budgetary techniques. ● Library Insurance, Disaster Management. ● Evaluation and Feedback: Standards, measurement of performance, evaluation of services, Balanced Scorecard, corrective measures.

Reading List:

1. Awad, Elias M. & Ghaziri, Hassan M.: Knowledge management. Delhi: Pearson Education, 2003.
2. Baker, David: Strategic change management in public sector organizations. Oxford: Chandos, 2007.
3. Cohn, John M. Staffing the Modern Library: A Manual, Neal Schuman:NY, 2005
4. Handzic, Meliha & Zhou, Albert Z.: Knowledge management: an integrative approach. Oxford: Chandos Publishing, 2005.
5. Haravu, L.: Lectures on knowledge management: paradigms, challenges and opportunities. Bangalore: SRELS, 2002.
6. Hyde, James H.: Library collection management. New Delhi: Dominant Pub., 2003.
7. Jagannathan, N. (ed.): Outreach library services for distance learners. New Delhi: Viva, 2004.
8. Kamalavijayan, D. [et al]. (Eds.). International Conference on Information Management in a Knowledge Society (ICIM 2005) February 21-25, 2005: Conference Papers. New Delhi: Allied, 2005
9. Kashyap, M. M. The systems view of the library. Library Herald 26(1-4). p. 39-65, 1988
10. Koontz, M. & O'Donnell: Essentials of Management. New Delhi: Tata McGraw Hill, 1978
11. Rikowski Ruth (ed.): Knowledge management: Social, cultural and theoretical perspective. Oxford: Chandos, 2007.
12. Stuart, R. D & Eastlick, J. T: Library management, 2nd ed. Littleton: Libraries Unlimited, 1981.

Course Nomenclature: Library Classification

Course Code: JBCPILIS205

COURSE OUTCOMES

1. To learn classifying different types of documents with DDC

JBCPILIS205	Library Classification	Credits 2
	Classification of documents using DDC. Building class numbers using tables. Note: Minimum 50 examples to be covered.	

Course Nomenclature: Reference and Information Sources, Abstracting and Indexing and Thesaurus Construction

Course Code: JBCPILIS206

COURSE OUTCOMES

1. To get acquainted with different types of reference sources for providing reference service
2. To understand evaluation of reference sources according to standard criteria

JBCPILIS206	Reference and Information Sources, Abstracting and Indexing and Thesaurus Construction	Credits 2
	Evaluation of reference sources and queries Preparing Abstracts and Indexes Thesaurus Construction	

Semester III

Course Nomenclature: Information Communication and Society

Course Code: JBCPILIS301

COURSE OUTCOMES

1. To understand the importance of library in the communication process
2. To understand the concept of information society and its implications
3. To study the role of Library Profession.

JBCPILIS301	Information Communication and Society	Credits 6
Unit 1	Information and Information Science: Concept, Characteristics, definitions, scope and objectives. Information needs in different fields of knowledge. Economics of Information and its components.	
Unit 2	Library and Communication: Communication Process in Society- Personal and mass communication, scholarly communication process, scientific communication, channels, models and barriers. Role of libraries in communication process	
Unit 3	Information Society-its genesis, characteristics, Impact of information society on libraries, National Information Policy, Censorship, IPR, Copyright and Fair Use.	
Unit 4	Library Profession: Concept, criteria LIS as profession, its relationship with other subjects, professional ethics, Education and training in LIS in USA, UK and India, National Knowledge Commission, National Mission on Libraries, NAAC, National Education Policy 2020. NIRF Ranking	

Reading List :

1. Andal, N.: Communication theories and models. Mumbai: Himalaya, 1998.
2. Bridges, K. ed.: Expectations of librarians in the 21st century. Westport: Greenwood press, 2003.
3. Brophy, P.: The library in the 21st Century – new services for the information age. London: Library Association, 2001.
4. Foskett, D.J.: Pathways for communications: books and libraries in an information age. London: Clive Bingley, 1984.
5. Parekh, Harsha: Internet in the Scholarly Communication Process. Mumbai: Knowledge Ware Association. 1999
6. Prashar, R. G.: Information and its communication. New Delhi: Medallion, 1991.

7. S. R. E. L. S.: Information policies and cyber laws. Bangalore: SRELS, 2000.
8. Shera, Jesse H.: Foundations of education for librarians, New York: Wiley, 1972.
9. T, Ashok Babu [et al] (Eds.). Vision of Future Library and Information Systems. New Delhi: Viva. 2000.

Course Nomenclature: Soft Skills and Communication

Course Code: JBCPILIS302

COURSE OUTCOMES

1. To prepare students to enter into the profession.
2. To train students to be employable.
3. To inculcate in students a professional work culture.

JBCPILIS302	Soft Skills and Communication	Credits 4
Unit 1	Soft skills: Leadership skills, creative thinking and problem solving, Interview skills.	
Unit 2	Listening & Tactful handling of library problems.	
Unit 3	Personality development, Work Culture, Time Management, Stress and anger management. Building support within the organization.	
Unit 4	Written and spoken communication skills.	

Reading List:

1. Butterfield, Jeff.: Soft Skills for Everyone - 2nd. Cengage: Delhi 2011.
2. Carnegie, Dale: The art of public speaking. New Delhi: Ocean Paperback, 2013.
3. Carnegie, Dale: How to win friends and influence people. U. K. Vermilion, 2004.
4. Covey, Stephen R.: The 7 habits of highly effective people. New Delhi: Tata McGraw Hill, 2006.
5. Khera, Shiv: You can win. New Delhi: McGraw Hill, 2009.
6. Kumar, Suresh: Communication skills and soft skills: an integrated approach. India: Pearson, 2010.
7. Mitra, Barun K.: Personality Development and Soft Skills. Oxford: New Delhi 2011
8. Sharma, Robin: The monk who sold his Ferrari. Mumbai: Jaico, 2012.

Course Nomenclature: Application of ICT to Libraries

Course Code: JBCPILIS303

COURSE OUTCOMES

1. To introduce the elements of Information and Communication Technology.
2. To familiarize with internet and digital libraries.
3. To understand the managerial aspect of computer application in LIS.

JBCPILIS303	Application of ICT to Libraries	Credits 6
Unit 1	<p>Information Communication Technology (ICT) in libraries: Components of ICT, impact of ICT on libraries, ICT based library and information services.</p> <p>Listserv, push and pull technology, e-learning, web 2.0, Library 2.0 Lib 4.0 Concepts, characteristics, components Data and Information Mapping, Data warehousing, Knowledge Discovery tools and techniques, data mining, Data Harvesting.</p> <p>Linked Data, Big Data</p> <p>Collaborative Services- Social Networks, Academics Social Networks, Social Tagging, Social Bookmarking.</p> <p>Recent trends in ICT: Augmented Technologies, IOT, Cloud Computing, Web – Scale Discovery Services, Mobile based Library Services and Tools – Mobile OPAC, Mobile Databases, Mobile Library Website, Library Apps, Mobile Library Instructions, Augmented Reality, SMS Alerts, Geo-Location, Reference Enquiry.</p>	
Unit 2	<p>Internet</p> <ul style="list-style-type: none">● Internet: Basic features and tools. Connectivity – Dial up, lease lines, microwave, ISDN, cable modem● Protocols – Telnet, FTP, HTTP.● Digital Subscriber Lines● E-mail, SMTP, wireless, POP3.● Web browsers – Netscape Navigator, Internet Explorer, Mozilla, Google Chrome● Web servers – Apache, Internet Information Server.● Server-side scripting language – PHP/ASP● Database Connectivity – ODBC, IDBC.● Search Engines and Meta Search Engines and their evaluation.● Web design – SGML, HTML, DHTML, XML● Evaluation of websites● Internet security – Firewalls, proxy servers, Intrusion	

	Detection System, Digital footprint
Unit 3	<p>Digital Library: Concept, definition, evolution, emerging trends in Digital Library</p> <ul style="list-style-type: none"> ● Digital Libraries of the world – Gutenberg, Alexandria, World ● Digital Library, Digital Library of India ● Image formats: JPEG, GIF/BMP ● Audio formats: WAV, MIDI, MP3 MPEG, AV1, QuickTime ● Storage media formats: ISO 9660, DVD ● Software-Digital library software: ● D-Space and GreenStone, OCR and image editing software. ● Input / capture devices: Scanners, scanning and digitization process, digital and movie cameras.
Unit 4	<p>Managerial aspects of ICT's: Planning for Information and Communication Technology in Libraries: assessment of needs, priority settings, hardware selection, software evaluation and selection, website and portal development, restructuring of physical set up, ergonomics, staff training, financial aspects, maintenance aspects- Maintenance of hardware, software security, Institutional repositories - Need, Purpose, Types and Tools; Institutional Repositories in India; ROAR, DOAR, SHARPA-ROMIO., web content management, data migration</p>

Reading List:

1. Aswal, R. S.: Library automation for 21st Century. New Delhi: EssEss, 2006.
2. Bilal, Dania: Automating Media Centers And Small Libraries: A Microcomputer-Based Approach - 2nd Ed. . Raintree: Chennai 2005
3. Borgman, C. L.: From Gutenberg to the Global Information Infrastructure: access to information in the networked world. Cambridge: MIT Press, 2001.
3. Bradley, P.: How to use web 2.0 in your library. Facet Publishing: London, 2007.
4. Brophy, Peter: The Library in the Twenty-First Century: new services for the information age. London: Library Association, 2001.
5. Chowdhury, G. G. & Chowdhury, S.: Introduction to digital libraries. London: Facet, 2003.
6. Dhiman, A. K.: Manual of digital libraries. vols. I-II. New Delhi, EssEss Publication, 2012.
7. Eden, Bradford Lee,Ed. : Innovative redesign and reorganization of library technical services. Westport: Libraries Unlimited, 2004.

8. Haravu, L.J.: Library automation: design, principles and practice. New Delhi: Allied, 2004
Hussain, Akhtar: Ict Based Library And Information Services - Ess Ess : New Delhi 2013
9. Haynes, D.: Metadata: for information management and retrieval. London: Facet, 2004.
10. International Conference on Digital Libraries 2004: Knowledge Creation, Preservation, Access and Management. 2 vols. New Delhi: TERI, 2004.
11. Jamsa, K., King, K., & Anderson, A.: HTML and Web Design: tips and techniques. New Delhi: Tata McGraw Hill, 2005.
12. John, Richard & others: Institutional repository. Oxford: Chandos Publication, 2006.
13. Kalliammal, A.: Role Of ICT^s In Library And Information Science . Authorspress: Delhi 2005
14. Kennedy, Mary Lee & Dysart, Jane, eds : Intranets for info pros. New Delhi: EssEss, 2008.
15. Parekh, H. & Sen, B.: Introduction to digitisation – a librarian's guide. Mumbai : SHPT School of Library Science, 2001.
16. Parekh, H.: Internet in the Scholarly Communication Process. Mumbai: Knowledge Ware Association, 1999.
17. Rajaraman, V.: Introduction to information technology. New Delhi: Prentice-hall of India, 2007.
18. Turban, E., Rainer, R.K. & Potter, R.E.: Introduction to information technology. New York, Wiley, 2003.
19. Verma, Kusum: Icts In Library - Akansha - New Delhi 2004 -.
20. White, Martin: Content management handbook. London: Facet, 2005.

Course Nomenclature: Digital Libraries

Course Code: JBCPILIS304

COURSE OUTCOMES

1. To study the concept of digital libraries.
2. To understand the characteristics and components of digital libraries.
3. To develop skills for organizing digital resources.

JBCPILIS304	Digital Libraries	Credits 6
Unit 1	Digital Library: Concept, definition and characteristics Hardware and software: types, characteristics and requirements. Introduction to Open Archives	

Unit 2	<ul style="list-style-type: none"> ● Collection development: Print and electronic. Digitization: Selection criteria, process and work flow management, file formats. Born digital resources, licensing agreements and open-source material. ● Collection organization: File naming conventions, mark up languages-html and XML; Metadata and Folksonomy ● Repositories
Unit 3	Digital Library Services: Browse, Search and retrieval, user interfaces, Digital reference services, search engines, Boolean operators, personalization and authentication. Preservation and archiving. Migration, back up and data security.
Unit 4	Management: Planning, evaluation and feedback, social and legal issues including IPR

Reading List:

1. Arms, William Y.: Digital Libraries. Cambridge: MIT Press.
2. Jeevan, V K J.: Digital libraries. New Delhi: Ess Ess Publications.
3. Judith, Andrews. Digital libraries: policy, planning and practice. Aldershot: Ashgate.
4. Vijay, Lakshmi: Digital libraries, Vol.1: digital library : principles. Delhi: Isha books
5. Vijay, Lakshmi: Digital libraries, Vol.2: digital library and archives. Delhi: Isha books
6. Amjad, Ali.: Digital libraries in higher education, New Delhi: Ess Ess, 2005
7. Dahl, Mark and others.: Digital libraries: integrating content and systems. Oxford: Chandos, 2006
8. Ali, Amjad.: Digital libraries and information networks. New Delhi: Ess Ess, 2007
9. Anandan, C: Digital libraries: from technology to culture. New Delhi: Kanishka Publishers. 2006
10. Papy, Fabrice: Digital libraries. Hoboken: John wiley & Sons.2008
11. Janakiraman , C: Digital libraries. Delhi: pacific Books International. 2011
12. Peterson, Ann.: Digital library use: social practice in design and evaluation. New Delhi: Ane books. 2005
13. Dwivedi, S C.: Digital library, Vol. 1. New Delhi: Shree Publishers & Distributors.
14. Baker, David: Digital library economics: an academic perspective. Oxford: Chandos, 2009
15. Rajshekharan, K. Digital library basics: a practical manual. New Delhi: Ess Ess Publications, 2010
16. Satyanarayan, V V V.: Modern librarianship ushering in digital library. Delhi: Author Press, 2006.
17. Li, Lili: Emerging technologies for academic libraries in the digital age. Oxford. Chandos Publishing, 2009.
18. Lesk,Michael : Understanding Digital Libraries - Elsevier - Amsterdam 2005
19. Singh, Gurdev: Digital libraries and digitization. New Delhi : Ess Ess, 2011.
20. Sathaiah, B.: Management of digital libraries: trends, issues and challenges. New Delhi: Swastik Publication, 2012.

21. Gathegi, John N. : Digital librarian`s legal handbook : powerful, concise insight into intellectual property rights in 21st century digital library collections. New Delhi : Ess Ess, 2013.

Course Code: JBCPILIS305

Course Nomenclature: Soft Skills and Communication

COURSE OUTCOMES

1. To imply written and spoken communication skills
2. To practise interview and resume writing skills

JBCPILIS305	Soft Skills and Communication	Credits 2
	Written Communication Public Speaking and presentation skills Resume writing Report Writing Group Discussion Interview skills	

Semester IV

Course Nomenclature: Research Methodology and Statistics

Course Code: JBCPILIS401

COURSE OUTCOMES

1. To understand the value of research in Library and Information Science.
2. To understand the process of research in Library and Information Science
3. To understand the importance of qualitative and quantitative aspects of research and management.

JBCPILIS401	Research Methodology and Statistics	Credits 6
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Unit 1	<ul style="list-style-type: none"> ● Research Process and elements: Definition and meaning of research, characteristics of scientific research, Spiral of scientific research, types of research – pure, applied, action, qualitative and quantitative approaches to research, Relevance of RM in LIS. ● Research Design: Problem identification, selection of suitable approach and method, formulation of hypotheses, variables – dependent and independent, Scales of measurement.
Unit 2	<ul style="list-style-type: none"> ● Research Methods and Techniques: Historical, Experimental, Descriptive Methods, Survey, Case Study. Delphi method, content analysis, operations research-matrix structure, evidence based research method, use and user study, usability study. Sampling, need for sampling, types of samples, Morgan Table. ● Data Collection: Sources – individuals, documentary and non-documentary sources, instruments – survey, questionnaire, interview, observation, Checklist Bibliometrics: Concept, method, Librametry, informetrics, scientometrics, webometrics altmetrics. ● Laws of bibliometrics – Bradford, Zipf, Lotka, analysis of bibliometric data, quantitative content analysis ● Indicators of citation Impact. What is a citation? Reasons for citing. Citation Indexes. Citation databases (Scopus, Web of Knowledge, Google Scholar etc.). Application of citation indexes Factors that influence citation impact. Journal citation measures: the impact factor, immediacy index, half-life etc., Relative citation indicators Role of H-Index in evaluation. Co-Citation coupling and bibliographic Coupling analysis, i 10 index, g index, Cite Score.
Unit 3	<p>Statistics and Data Analysis:</p> <ul style="list-style-type: none"> ● Descriptive statistics – Concept of Validity and Reliability, Tabulation and Generalization, Measures of central tendency, mean, mode, median, measures of dispersion, variance, standard deviation, and graphical presentation. ● Inferential statistics – outlines of parametric and non-parametric tests, z and t-tests, correlation, regression – linear and non-linear, chi square test, ANOVA, sociometry, ● Use of Excel and Statistical Packages
Unit 4	<ul style="list-style-type: none"> ● Research report writing: Structure, style, content; style manuals – Chicago, MLA, APA, E-Citations. ● Current trends in Library and Information Science research, criteria for research evaluation, peer reviewing, research and publication ethics, plagiarism. Plagiarism detection software. Reference

Reading List:

1. Beck, S. E., & Manuel, K.: Practical research methods for librarians and information professionals. Munchen: Neal Schuman, 2008.
2. Busha, C. H., Harter, S. P.: Research methods in librarianship. New York: Academic Press, 1980.
3. Devarajan, G.: Applied research in library and information science. New Delhi: Ess Ess, 2005
4. Krishnaswami, O. R.: Methodology of Research in Social Sciences. Mumbai: Himalaya, 1993.
5. Lancaster, F. W.: Bibliometric methods in assessing productivity and impact of research. Bangalore: SRELS, 1991.
6. Moore, Nick: How to do research: a practical guide to designing and managing research projects. 3rd ed. London: Facet, 2006.
7. Prichard, Alison Jane: Research methods in formation. London: Facet, 2007.
8. Powell, R. R., & Conway, L. S.: Basic Research methods for Librarians. Westport: Libraries Unlimited, 2004
9. Savanur, S.K.: Research Methodology for Information Sciences. Pune: Universal, 2008.
10. Sehgal, R. L. (n.d.). Statistical Techniques for Librarians, New Delhi: EssEss Publications.
11. Sehgal, R. L.: Applied statistics for library science research, Vol I and II. New Delhi, Ess. Ess, 1998.
12. Walliman, Nicholas: Your research project: a step-by-step guide for the first-time researcher. New Delhi: Vistaar Pub., 2005.

Course Nomenclature: Dissertation**Course Code: JBCPILIS402****COURSE OUTCOMES**

1. To apply research methods and techniques for library science research
2. To learn data analysis using Excel

JBCPILIS402	Dissertation	Credits 12
	Report Presentation and viva	

Course Nomenclature: ICT Based Project

Course Code: JBCPILIS403

COURSE OUTCOMES

1. To learn creation of blog and website
2. To become familiar with digital library software for creating IR

JBCPILIS403	ICT Based Project	Credits 4
	Creation of Blog Web Page Design Creation of digital library using Open-Source Software.	

Course Nomenclature: Library hours

Course Code: JBCPILIS404

COURSE OUTCOMES

1. To get acquainted with routine library work
2. To become familiar with KOHA software

JBCPILIS404	Library hours	Credits 2
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	<p>Every week Students should spend 2 hrs in the library and learn library functions</p> <p>Searching information from E Resources</p> <p>Will also learn cataloguing and other features of Koha</p>
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Course Nomenclature: Internship: Four Weeks

Evaluation Scheme (Pattern of Examination)

A. Theory Examination (60: 40)

1. Semester End Exam – 60 marks

- There shall be 6 questions, out of which one will be short note question. Each question carries 15 marks.
- Candidate will attempt any 4 questions

2. Internal Assessment – 40 marks

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|--|----------|
| a. Attendance & Participation in Class | 10 marks |
| b. One Classroom Test | 10 marks |
| c. Two Classroom Assignments | 20 marks |

(Field Visit Report, Book Review, Preparation of Bibliography on a given topic, Seminar, Essay Writing)

B. Practical Examination

Practical examination will be conducted in each semester at the Department of Library and Information Science, VPM's Joshi- Bedekar College, Thane. External examiners shall be appointed from the panel of examiners appointed by the BOS, VPM's Joshi- Bedekar College, Thane

C. Dissertation Evaluation

Assessment of the written dissertation and viva voce will be held at Department of Library and Information Science, VPM's Joshi- Bedekar College, Thane. It will be conducted by the panel of external and internal examiners appointed by the BOS, VPM's Joshi- Bedekar College, Thane