REGULATIONS FOR MLIS PROGRAMME

1. **Course Title:**
The one Year Master in Library & Information Science (MLIS) is a Professional degree programme under distance mode consisting of two semester examinations. After successful completion of the programme the MLIS degree will be awarded by the University.

2. **Eligibility Criteria for Admission:**
A student who has passed BLIS Degree or its equivalent from any recognized University shall be eligible for admission into the one year MLIS programme.

3. **Components of MLIS Programme:**
The MLIS programme comprises Ten courses of which Eight are Core (Out of which Six are theory papers, one Project/Dissertation paper and one Practical paper) and Two are Elective papers (to be selected from Four electives)

4. **Medium of Instruction:**
The programme is offered in English.

5. **Duration of the Course:**
The duration of the course is minimum one year and maximum four years. In case a student is not able to secure the pass percentage in four years, he/she has to take re-admission as a fresh candidate, in case he/she wants to pursue the programme.

6. **Attendance:**
A student has to attend a minimum of 75% of the classes to be permitted to sit in the semester examinations. In case of medical ground if certified by a Medical Officer not below M.B.B.S. doctor, his/her case may be considered with a minimum attendance of 60% and in no case below this. In case a Candidate is unable to acquire the stipulated attendance, he/she will not be allowed to take the examination. The candidate shall have to take re-admission to continue the programme.

....Cont.
7. **Counseling Sessions:**
The counseling sessions are held at the center during week ends, i.e. on Saturdays and Sundays and vacations. Counseling sessions are very different from classroom teaching. Counselors will not be delivering lecturers as in the conventional teaching method. They will try to overcome difficulties that you may face in your study. Before attending the counseling sessions, the students are advised to go through their course material. Counseling session will be made available by the study center.  
13(Thirteen) counseling sessions are provided for each theory paper and the duration of each session is 1.5 hours.

8. **Practical Sessions:**
There will be compulsory computer practical in four courses besides counseling sessions. These four courses are MLIS-103, MLIS-104, MLIS-201 and MLIS-202. The practical component of this programme involves hands-on experience of the candidate to the use of modern Information Technologies in the library.

   **The duration of practical sessions for these courses is as follows:**
   - MLIS-103: 12 Sessions of 1.5 hours each
   - MLIS-104: 24 Sessions of 1.5 hours each
   - MLIS-201: 12 Sessions of 1.5 hours each
   - MLIS-202: 12 Sessions of 1.5 hours each

9. **Seminar Guidelines:**
The continuous evaluation of MLIS consists of two components:
   i) Assignment – One for each theory course
   ii) Seminar/Practical

   Submission of assignments and participation in seminars is compulsory to qualify for the term end examinations. Out of 10 courses, 8 courses will have assignment and seminar/practical components. 4 core courses will have practical components. 2 other core courses and 2 Electives will have seminars. The students will have to participate in one seminar session for each of the four courses (two core and two electives selected by them.)

   **2 Core courses are:**
   - MLIS – 101: Information, Communication and Society
   - MLIS – 102: Management of Library and Information Centres
10. **Project/Dissertation Guidelines:**
In addition to theoretical, practical and seminar components of eight courses (including Electives), a student has to submit Project/Dissertation (Course – MLISP) which is considered as a core subject of full credits. The purpose of Project/Dissertation is to provide opportunities to the students to develop skills in the areas which they have studied in the various courses in this programme. In this case a student has to work in an area related to any area of his/her courses of study under the guidance of one guide. Students are advised to select a topic for work in consultation with his/her guide and should be approved by the programme Co-ordinator. A student has to secure a minimum of 50% mark to pass in Project/Dissertation.

The students will start their Project/Dissertation work after completion of the First semester examination and the submission of the report will be before completion of the Second semester examination.

11. **Examination and Evaluation:**
A student will take two semester examinations to complete all 10(ten) courses in one academic year.

The examination relating to this course has two components:

- a) Continuous evaluation 20%
- b) Terminal examination 80%

Continuous evaluation is related to the assignment (that each student has to submit one assignment in each Theory paper), seminar/practical before being declared eligible to appear for the terminal examination.

The term end examination and practical examination will be of **3 hours** duration. **To pass, a student has to secure minimum 40% mark both in continuous evaluation and term end examination of each theory paper and practical, but 50% mark in Project/Dissertation paper.**

On the basis of aggregate marks obtained in all the courses (Theory, practical and Project) the division will be awarded as under.

<table>
<thead>
<tr>
<th>Division</th>
<th>Mark Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Division</td>
<td>60% and above</td>
</tr>
<tr>
<td>Second Division</td>
<td>50% and above but less than 60%</td>
</tr>
<tr>
<td>Third Division</td>
<td>40% and above but less than 50%</td>
</tr>
</tbody>
</table>

12. **Evaluation of Answer scripts:**
Answer scripts of the final examination will be valued by the examiners appointed by this University.

....Cont.
13. **Course Structure, Distribution of Marks and Pass Marks:**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course</th>
<th>Mark Distribution and Pass Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Continuous Evaluation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Full Mark</td>
</tr>
<tr>
<td>First Sem.</td>
<td>MLIS-101</td>
<td>Information, Communication &amp; Society</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>MLIS-102</td>
<td>Management of Library &amp; Information Centres</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>MLIS-103</td>
<td>Information Sources, Systems and Programmes</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>MLIS-104</td>
<td>Applications of Information &amp; Communication Technologies</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>MLIS-104P</td>
<td>Applications of I &amp; C T Practical</td>
<td>100</td>
</tr>
<tr>
<td>Second Sem.</td>
<td>MLIS-201</td>
<td>Information, Institutions, Products and Services</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>MLIS-202</td>
<td>Information Processing and Retrieval</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>ELECTIVE</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>ELECTIVE</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>MLISP</td>
<td>Project/Dissertation Work</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Mark</td>
<td>1000</td>
</tr>
</tbody>
</table>

**Elective Papers (Any two Papers from the given Four)**
- MLISE-01: Preservation and Conservation of Library Materials
- MLISE-02: Academic Library System
- MLISE-03: Public Library System and Services
- MLISE-04: Research Methodology

****
CURRICULUM AND SYLLABUS

CORE COURSES

MLIS-101: INFORMATION, COMMUNICATION AND SOCIETY

Unit-1: Data, Information and Knowledge
   Data: Definition, Types, Nature, Properties and Scope
   Information: Nature, Definition, Types, Properties, Barriers and Scope
Unit-2: Communication: Types, process, Media
   Generation of information: Models and forms
   Information Diffusion: Meaning, Verities of diffusion and diffusion process
Unit-3: Knowledge: Scope, Nature, and formation of Knowledge.
   Origin and Growth Pattern of disciplines
   Development of knowledge.
   Knowledge Generation to Utilization.
Unit-4: Knowledge and societal survival: Knowledge grows the power of man
   Towards a Knowledge base in India,
   Learning process, Theories of learning, Ranganathans spiral of scientific methods.
Unit-5: Impact of Information on different sectors,
   Impact on Information systems and services
   National Information policy: Need and Issues
   Concept of Information society, Impact of Information society on Information profession.

MLIS-102: MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

Unit:1: Principles of Management
   Management Functions
   Managerial Quality and Leadership.
Unit:2: System Analysis and Design
   Work flow and Organizational Routines
   Monitoring Techniques, Evaluation Techniques.
Unit-3: Personnel/ Human Resource Management
   Human Resource Development
   Human Resource Planning
   Total Quality Management, TQM for Library and information centres
Unit-4: Sources of Finance
   Budgeting, Budget Formulation, Budgetary control system
   Costing Techniques, Cost Analysis
Unit:5: Information as a Marketable commodity
   Pricing of Information Products and services
   Marketing strategies
MIIS-103: INFORMATION SOURCES, SYSTEMS AND PROGRAMMES

Unit-1: Physical Media Information: History, Paper Media, Modern Physical Media and Electronic Media, Print Media, Multimedia (Hypermedia) and Hypertext. Non-print Media, Microform, electronic and optical Media

Unit-2: National Library system, Information centre, systems and Programmes
Social Sciences: Definition and scope
Information systems and programmes: NASSDOC, DEVVIS.

Unit-3: Science & Technology (S&T) Information systems under Central Government, State Government and Private Sector
International Organisations of Information systems: UNESCO, FID, IFLA, INIS, AGRIS

Unit-4: Content Analysis, customised organization of Information sources, Citation Analysis, Aids to Information sources.

Unit-5: Library and Information personnel, Science and Technology Information intermediaries, Database Designer and Information system professionals and their Role.

MLIS-104: APPLICATION OF INFORMATION TECHNOLOGY

Unit-1: Computer technology: Generation, Processor Technology, storage technology Application software packages.
Communication Technology: Satellite communications, Fibre optic Communications, Telephone Networks, packet switching, Satellite Based Data Networks, Local area Networks (LAN), Integrated Services Digital Network
Reprography: Meaning, Methods, Photographic and Non-Photographic process, Multicopying Methods, copyright.

Unit-2: Library Automation and Housekeeping operations
Computer based Acquisition control (CAC): Concept, scope, need, Application, Functions of CASS, Model (CAM) Taxonomy of CAS implementation operations.
Computer based cataloguing: (Standardization, files, Records and fields, Input and storage of Data, Manipulation of the Data and output of the Data.)

Unit-3: Database concept and Database components
Database structure and accessing a Database
Database Management system (DBMS) and Relational Database Management systems (RDBMS), Distributed Database.

Unit-4: Resource sharing through Networks
Networks and their classifications.
Network Architecture and Open Systems Interconnection (OSI)

Unit-5: Basics of Internet, Use of Search Engines, Internet Services, Internet Information Resource, E-publishing and Networking publishing.

MLIS-104 P: APPLICATION OF INFORMATION TECHNOLOGY – PRACTICAL WORK
MLIS-201: INFORMATION PROCESSING AND RETRIEVAL

Unit -1: General Classification Systems: DDC and CC
    Special Classification systems: (Need, Species, Approaches, Organisational Activity, Design, Trends and Developments.)
Unit -2: Bibliographic Description : An overview
    Standards for Bibliographic record format
    Bibliographic Description of Non-print materials
Unit -3: Information storage and Retrieval systems (ISAR) :
Unit -4: Information Retrieval process (IRP)
    The process of searching
    Search strategies
    Common command Language and multiple Database searching
Unit- 5: Intellectual organization of Information: Concept , Search Process, Development of effective search guides, patterns of presentation of Information.
    Thesaurus: Definition, Need, perpose Type, Functions and Construction.
    Indexing process and models (précis and Popsi)

MLIS-202: INFORMATION INSTITUTIONS, PRODUCT AND SERVICES

Unit-1: Information Institutions: Concept and Types
    (Indian Scenario, Institution Building)
    Information Centres: Definition, Need, Types, Organisation, Services and planning.
    National Information Centres: INSDOC, DESIDOC, NASSDOC.
Unit -2: Data Centres: Definition, Structure, Function, Types
    Referral Centres: Definition, Need and purpose, Functions
    Information Analysis and Consolidation centres (IAC Centre): Meaning, Activities, Users, Planning and Management of IAC Centres.
Unit -3: Literature searches and Bibliographies
    Technical Enquiry service
    Document Delivery service
    Translation service.
    Trade and Product Bulletins
    State of the art Reports and Tread Reports.
    Technical Digest.
Unit- 5: Database: Types and Uses
    Database Intermediaries
    On line Information systems and Information Networks
    International standards for Database Design and Development.
Electives

MLIS-E1: PRESERVATION AND CONSERVATION OF LIBRARY MATERIAL

Unit-1: Concept of preservation and conservation.
- General Approach to preservation
- Preservation Measures
- Conservation: Restoration.
- Evolution of writing Materials
- Early writing Materials in India, Paper

Unit-2: Palm leaves and Birch Bark: Their Nature and Preservation
- Preservation of Manuscripts, Books, Periodicals, newspaper, Pamphlets
- Preservation of Non-Book Materials: Audio and video Records, Micro Documents, Microfilm, Microfiche, Floppy diskettes etc.

Unit-3: Environmental Factors
- Biological Factors
- Chemical factors
- Disaster Management

Unit-4: Types of Binding
- Binding Materials
- Binding Process
- Standards of Binding

Unit-5: Restoration and reformatting
- Material Repair
- Microfilming and Digitisation

MLIS-E2: ACADEMIC LIBRARY SYSTEM

Unit-1: Role of Academic Library in Education
- Academic Library: Objectives, Functions and Types
- Library Authorities and Governance.
- Library Committee

Unit-2: Role of UGC in promoting Academic Libraries
- Theory of Library Services
- Academic Library Services
- Barriers of services
- Financial Management of Academic Libraries

Unit-3: Collection Development policy, Weeding out policy
- Problems in collection organization
- Collection Development programmes
- Role of library committee in collection Development

Unit-4: Norms and patterns of Staffing
- Continuing Education programme
- Personnel Management in Academic Library

Unit-5: Resource Sharing: Meaning, Objectives, Need and Organisation of RS
- INFLIBNET and its implication to library resource sharing
- Library Network: Meaning, Need and advantage
- Components of a Network
- Impart of city library Networks on Library Services