

GOVT. BILASA GIRLS' P.G. (Auto.) COLLEGE

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SYLLABUS

Master of Library and Information Science

2021-22



Rules and Regulations for the Semester System at the Graduation Level

1. These subjects are compulsory for all students:-
 - (a) Environmental Studies (I Semester)
 - (b) English Language (II and III Semester)
 - (c) Hindi Language (IV and V Semester)
 - (d) Skill Based Course (VI Semester)
2. In each semester there will be only one theory paper in each elective Subject.
3. For Honours Degree Course, there will be one additional theory paper in each semester i.e. semesters, III to VI.
For Honours Degree Course, separate practical classes will be held round the year but the examinations shall be held only in even semesters i.e. semesters II, IV and VI.
4. **Marks Pattern:-**
 - (i) For non practical subjects, each theory paper will be of 100 marks i.e. 80 External + 20 Internal.
 - (ii) For practical subjects, each theory paper will be of 75 marks i.e. 60 External + 15 Internal.
 - (iii) Practical examination will be of 50 marks. Practical Classes will be held round the year but examination shall be held only in even semesters i.e. semesters II, IV and VI.
5. **Theory Examination:-**
Duration for theory examination shall be of two and half hours.
6. **Practical Examination:-**
Duration for Practical examination shall be as suggested in the syllabi.
7. **Admission Period:-**
 - (i) Admissions in the First Semester shall be completed before 15th of July every year.
 - (ii) Admissions in Semesters i.e. II, III, IV, V and VI shall be completed within 7 days after the completion of examinations on the provisional basis.
 - (iii) The provisional admission shall be regularized within 7 days from the date of declaration of result.
 - (iv) Request for permission for late admission shall not be entertained.
8. **Schedule of Classes-**
 - (i) I Semester's classes will be commenced from 16th of July every year
 - (ii) III and V Semester's classes will be commenced from 2nd July every year.
 - (iii) II, IV and VI Semester's classes will be commenced from 2nd January every year.
 - (iv) All the classes shall be continued till seven days prior to the commencement of the examination.
9. **Examination Schedule- Tentative Schedules of examinations are as under-**
 - (i) Odd semester (I, III & V) - 20th November to 20th December.
 - (ii) Even semester (II, IV & VI) - 15th April to 14th May.
10. **Examination Pattern -**
 - (a) Questions will be asked Unit wise and Section wise. Questions will be set from all Units Covering the entire syllabi.
 - (b) For non practical subjects, maximum marks will be 80 (External).
 - (c) For the practical based subjects, maximum marks will be 60 (External).
 - (d) In each theory paper there will be three sections and the marks distributed for different sections will be in the following pattern -

Theory (Non- Practical):- There will be three sections A, B and C in the question paper.
Section - A Objective Type/ In few words (30 words)

There will be 15 questions to be set, three from each unit and 10 to be attempted. Each question will carry 2 marks.

Section - B Short Answer Type (60 words)

There will be 5 questions to be set, 1 from each unit and all five questions to be attempted. Each question will carry 6 marks.

Section - C Long Answer / Essay Type Question

There will be 5 questions to be set, 1 from each unit and 2 to be attempted. Each question will carry 15 marks.

Marks Scheme for - Non-practical subject -

Types of Questions	Question to be set from each Unit	Total No. of Questions	Questions to be solved	Marks assigned	Total Marks
Objective / In few words	03	15	10	02	20
Short Answer Type Questions	01	05	05	06	30
Long / Essay type of questions	01	05	02	15	30
					Total - 80

(i) **Theory (Practical Subject):-** There will be three sections A, B and C in the question paper.

Section - A Objective Type/ In few words (30 words)

There will be 15 questions to be set, three from each unit and 10 to be attempted. Each question will carry 2 marks.

Section - B Short Answer Type (60 words)

There will be 5 questions to be set, 1 from each unit and all five questions to be attempted. Each question will carry 4 marks.

Section - C Long Answer / Essay Type Question

There will be 5 questions to be set, 1 from each unit and 2 to be attempted. Each question will carry 10 marks.

Marks Scheme for - Practical Subject -

Types of Questions	Question to be set from each Unit	Total No. of Questions	Questions to be solved	Marks assigned	Total Marks
Objective / In few words	03	15	10	02	20
Short Answer Type Questions	01	05	05	04	20
Long / Essay type of questions	01	05	02	10	20
					Total - 60

For question papers of compulsory papers of General group subjects i.e. Environmental Studies, English Language, Hindi Language and Skill Based Course, the pattern of question shall be applicable as suggested by the concerned Board of Studies.

(ii) Practical

	<i>Each Practical</i>
Laboratory Note Book / Project	10
Vive voce	10
Lab work / Field work	30
Total - 50	

- (e) In odd semester examination, a candidate shall appear in papers of odd semester(s) only. Similarly in even semester examinations, a candidate shall appear in papers of even semester(s) only. Papers of odd and even semesters shall not be confined in one examination.
- (f) Minimum passing marks for external/ semester end theory and practical shall be 34%.

- (g) There shall be provision of 3 grace marks and it would be distributed in maximum two theory Papers / Practical.

Internal Assessment

- Internal Tests are compulsory for theory papers and must be held as per following calendar:-
Odd Semesters 1st Test - August, 2nd Test - October and 01 Assignment (during semester)
Even Semesters 1st Test - February, 2nd Test - March and 01 Assignment (during semester)
- Each test & Assignment will be of 20 marks for the subjects without practical & 15 marks for the subjects having practicals. Average of the marks obtained in the best of two tests & assignment shall be incorporated as the final marks. Qualifying marks is 40%.
- If a candidate failed to attend the test on bonafide grounds, one special test may be arranged on the production of relevant documents, before submission of application forms and fees to the office.
- The Unit tests/Assignment marks to be sent to the examination cell of the college as per notification to be issued by the Principal/ Controller Examination from time to time.
- If a candidate (whose status is Regular / Ex/Supplementary) failed in First Year of the current session (2013-14) of annual system will be appeared in the first semester examination as ex-student with under the rules and regulations of Semester System. Number of Internal Test of passed year (2013-14) will not be incorporated or carried forward.

	Non Practical Subject		Practical Subject	
	External	Internal	External	Internal
MAX MARKS	80	20	60	15
MIN MARKS	28	08	21	06

Eligibility criteria for appearing in the examinations

- A candidate should have 75% of attendance both in theory and practical classes. 65% attendance may be considered only on special circumstances and on certification by the Principal of the college.
- A candidate shall have to qualify in the internal tests securing at least 40% marks.
- A candidate shall be allowed to appear in those papers only in which she has secured qualifying marks in internal test.
- If a candidate after taking admission in 1st semester could not continue the classes or could not obtain eligibility cannot appear in the 1st semester examinations. In such cases the student will not be allowed to continue in second semester and she has to continue the classes and obtain eligibility in 1st semester again in next academic year as ex-student.

11. Lecture Periods /Classes

There shall be a minimum of 50-60 hours Classes for each theory papers in respective course. Minimum of 50-60 hours shall be for each practical paper. This shall be strictly adhered to.

12. Other Guidelines

- There will be no provision for Revaluation, Supplementry or Betterment (Division Improvement).
- A candidate has to clear all the papers within 12 semesters (six years) from the year of first admission in the programme.
- A candidate will choose Honours subject just before the start of third semester from any one of the three elective subjects /group selected by her in the first semester. A candidate can change the Honours subject within 15 days from the date of admission in the third semester.
- The system of credit of ten point scale examination marks in the final mark sheet shall be introduced only after its formal approval by the competent authorities.

- (v) The system of Choice based credit system and Gradation system shall be introduced only after its formal approval by the competent authorities.

For Honours Degree Course (Total Marks: 2800).

13. Admission -

The process of admission in Honours Degree Course will be as follows -

- (i) Student shall select course (Pass Course / Honours Degree Course) at the time of first admission in the college.
- (ii) Admission shall be on merit basis after receiving the application from students.
- (iii) Number of seats for Honours Degree Course will be decided as per the Govt. Rules.

(A) Each theory Paper (Non Practical Subject)

<i>Each Theory Paper</i>		<i>Internal Assessment</i>	
Full Marks	Minimum Passing 34%	Full Marks	Minimum Marks 40%
80	28	20	08

(B) Each theory Paper (Practical Subject)

<i>Each Theory Paper</i>		<i>Internal Assessment</i>	
Full Marks	Minimum Passing 34%	Full Marks	Minimum Marks 40%
60	21	15	06

(C) Each Practical Paper

<i>Minimum Passing Percentage</i>	<i>Full Marks</i>	<i>Minimum Passing Marks</i>
34%	50	17

(D) Grace Marks

Total/Maximum 03 in two theory paper/practical.

Amendments in Promotion Rules for Semester System at the Graduation Level

- (a) A Candidate is eligible to continue the second semester classes immediately after the 1st Semester examinations and can appear in the 2nd semester examinations notwithstanding the number of arrear papers in 1st semester provided she must have appeared in the 1st semester examination.
- (b) A candidate will be promoted to 3rd semester with not more than two papers of 1st semester and she will continue to attend classes of 3rd semester provisionally. She will be allowed to get final admission in the 3rd semester with maximum of four back papers in all 1st semester and 2nd semester.
- (c) A Candidate is eligible to continue the 4th semester classes immediately after 3rd semester examination and can appear in the 4th semester examination with maximum 2 back papers in 1st semester and/or any numbers of back papers in 2nd and 3rd semester.
- (d) A candidate will be promoted in 5th semester with not more than 2 back papers in 3rd semester and not more than 4 back papers in all 3rd and 4th semester provided she has cleared 1st and 2nd semester examination.
- (e) A candidate is eligible to continue the 6th semester immediately after the 5th semester examination and can appear in 6th semester examination with maximum of 2 back papers in 3rd semester and/or any number of back papers in 4th and 5th semester examination.
- (f) If a Candidate of 6th Semester is passed in all the semesters except the 5th Semester with back in only one subject, she is allowed to appear in the back paper of the 5th Semester with the examination of 6th Semester.

- (g) The students at the UG Level can view their valued answer copies and apply for the **Challenged Valuation** within 03 days from the date of the declaration of the result.
- (h) A candidate will be eligible to get Graduation and Graduation Honours degree after passing all the six semester examination. For clearing all semester papers a candidate will be given a period 6 years (12 semesters) from the year of first admission.

सेमेस्टर स्नातक स्तर प्रमोशन नियम

प्रथम सेमेस्टर में प्रवेश की पात्रता:-

- प्रथम सेमेस्टर में छात्राओं का प्रवेश छ.ग. शासन के प्रवेश नियम के आधार पर किया जावेगा।

द्वितीय सेमेस्टर में प्रवेश की पात्रता:-

- विद्यार्थी को प्रथम सेमेस्टर की परीक्षा के तत्काल बाद कितने भी विषयों में बैक के साथ द्वितीय सेमेस्टर में अध्ययन की पात्रता होगी, बशर्ते वह प्रथम सेमेस्टर की परीक्षा में शामिल हुआ हो।

तृतीय सेमेस्टर में प्रवेश की पात्रता:-

- प्रथम सेमेस्टर में 02 से अधिक विषयों में बैक नहीं होना चाहिए।
- प्रथम एवं द्वितीय सेमेस्टर में सम्मिलित रूप से 04 विषयों से अधिक में बैक न हो।

चतुर्थ सेमेस्टर में प्रवेश की पात्रता:-

- प्रथम सेमेस्टर में 02 से अधिक विषयों में बैक नहीं होना चाहिए।
- द्वितीय एवं तृतीय सेमेस्टर में कितने भी विषयों में बैक हो।

पंचम सेमेस्टर में प्रवेश की पात्रता:-

- प्रथम सेमेस्टर उत्तीर्ण होना चाहिए।
- द्वितीय सेमेस्टर उत्तीर्ण होना चाहिए।
- तृतीय सेमेस्टर में 02 से अधिक विषयों में बैक न हो।
- तृतीय एवं चतुर्थ सेमेस्टर में सम्मिलित रूप से 04 विषयों से अधिक में बैक न हो।

षष्ठम् सेमेस्टर में प्रवेश की पात्रता:-

- प्रथम सेमेस्टर उत्तीर्ण होना चाहिए।
- द्वितीय सेमेस्टर उत्तीर्ण होना चाहिए।
- तृतीय सेमेस्टर में 02 से अधिक विषयों में बैक न हो।
- चतुर्थ एवं पंचम सेमेस्टर में कितने भी विषयों में बैक हो।
- यदि कोई छात्र सभी सेमेस्टर में उत्तीर्ण है एवं केवल पंचम सेमेस्टर में 01 (एक) विषय में बैक है, ऐसी छात्रा को षष्ठम् सेमेस्टर की परीक्षा के साथ परीक्षा देने का अवसर दिया जावेगा।
- विशेष -
 - ✓ मूल्यांकित उत्तर-पुस्तिकाओं के अवलोकन व Challenged Valuation की प्रक्रिया इस स्नातक स्तर सेमेस्टर परीक्षा अप्रैल-मई से लागू है। छात्राएं परीक्षा परिणाम घोषित होने की तिथि से 3 दिन के भीतर इस हेतु आवेदन प्राचार्य को दे सकती हैं।
 - ✓ विद्यार्थी को स्नातक एवं स्नातक आर्नस की उपाधि तभी प्राप्त होगी जबकि उसने सभी 06 सेमेस्टर की परीक्षाएँ उत्तीर्ण कर ली हों एवं 06 सेमेस्टर की परीक्षाएँ उत्तीर्ण करने हेतु उसे प्रथम प्रवेश की तिथि से लेकर 06 वर्षों की अवधि प्राप्त होगी।
 - ✓ छात्रा जिस सत्र बैक की परीक्षा में सम्मिलित होगी उसी सत्र का पाठ्यक्रम एवं परीक्षा संबंधी नियम लागू होगा।

1

First Semester

Paper - I **Information and Communication**

(T-80+IA-20=100)

Unit- 1 Data, Information and Knowledge

- Information: characteristics, nature, value and use of information
- Conceptual difference between Data, Information and Knowledge & Wisdom
- Communication of Information: information generation
- Communication channels, modes and barriers

Unit- 2 Information Society

- Information Society: Genesis, characteristics and Implications
- Social implication of information
- Policies Programme Related to Information.
- Information Industries.
- Concepts of Freedom, Censorship, Fair Use. Creative Commons, copyright in IPR.

Unit- 3 Information Science

- Information Science: Definition, Scope, objectives
- Information Science as a Discipline & its relationship with other subjects
- Information Communication: Theories & Models

Unit-4 Economics of information

- Information as an Economic Resource
- E- Commerce and E-Governance
- Marketing of Information.

Unit- 5 Information & Knowledge Management

- Information |Management
- Knowledge Management
- Information Society Vs Knowledge Society

Rajendra

Paper - II

Information Technology: Application (Theory)

(T-80+IA-20=100)

Unit-1 Library Automation

- Library Automation: Definition, Need, Purpose and Advantages
- Planning and Implementation of Library Automation.
- Housekeeping Operation of Library.
- Evaluation of Library Automation Software

Unit- 2 Internet Basics Features and Tools

- Internet: Definition, application and Tools
- Internet Connectivity: Dialup, Leased Line, ISDN, Digital Subscriber Line (DSL) E-mail and Send mail, POP3.
- Internet Protocol: TCP/IP, FTP, HTTP, SMTP, Z39.50, and Z39.85
- OSI Network Model and TCP/IP Reference Model
- Network Based Information Services.

Unit-3 Web Page Designing & Content Management

- Hypertext and Hyperlink, Hypermedia
- Basic Code of HTML5.
- Web Based Content Development.
- Content Development software: JOOMALA /Word Press etc

Unit- 4 Open Access to Scholarly Communication

- Scholarly Communication: Concept and Meaning
- Open Access: Overview, Definitions. Open access publishing (full, hybrids, library as publisher, OA policies)
- People, Organizations (PLOS, SPRAC ,Budapest Open Access Initiative), and resources of Open Access
- Open Source Software :Identification ,Types and Use,

Unit- 5 Digital Libraries

- Genesis ,Definition, Objectives ,Scope of Digital Libraries
- Study of digital Library Software: Greenstone, D-Space
- File Format: Text, Audio, Video and Image
- Software and Hardware for Digital libraries: OCR, Image editing software,
- Input Capture Devices: Scanners, Digital Movie Cameras

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Paper - III

Preservation and Conservation of Library

(T-80+IA-20=100)

Unit 1 Library Materials: Preservation and Conservation

- Need for Preservation and Conservation
- Evolution of Writing Materials
- Palm leaves and Birch Bark: Their Nature and Preservation
- Manuscripts, books, Periodicals, Newspapers, Pamphlets etc
- Non-Book Materials

Unit 2 Hazards to Library Materials and Control Measures

- Environmental Factors
- Biological Factors
- Chemical Factors
- Disaster Management

Unit 3 Binding

- Different Types of Binding for Library Documents
- Binding Materials
- Binding Process
- Standards for Library Binding

Unit 4 Restoration and Reformatting

- Material Repair
- Microfilming and Digitization
- Preservation of digital documents

Rajendra

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Paper - IV Information Retrieval (Theory)

(T-80+IA-20=100)

Unit-1 Information Storage and Retrieval Systems

- Concepts, Objectives, Functions and component of ISAR system
- ISAR System: Operation Design
- Compatibility of ISAR System
- Evaluation of ISAR System
- IR Models

Unit- 2 Subjects Indexing: Principle and practices

- Indexing: Concept, Theories and Methods, Historical Development
- Pre coordinate Indexing system, Citation Indexing
- Post coordinates Indexing System- Keyword, Uniterm etc.
- Aggregator services
- Trends in Automatic Indexing

Unit- 3 Vocabulary Control & Indexing Language

- Indexing Language: Type and Characteristics, Common Command Languages
- Vocabulary Control: Tools, Need and Scope
- Thesaurus: Structure, Function and Construction

Unit- 4 Searching Technique and Information Retrieval

- Man and Machine Retrieval System
- Search Strategies: Boolean Operations, Proximity Search, Heuristic Search, Navigational Search etc., Federated Search and Multimedia Databases Search
- Data Mining, Data Harvesting: Dublin Core, OAI/PMH, Semantic Web

Unit- 5 Advanced IR Techniques

- Cross-language retrieval
- Image retrieval
- Multimedia retrieval
- Information seeking behaviour models

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Paper - V
Information Retrieval (Practice)

(T-80+IA-20=100)

Unit - 1 Preparation of Class Number for Micro-Document using UDC.

Unit - 2 Preparation of cataloguing entries for Complex Continuing Resources and Non-book Materials.

Unit - 3 Indexing Practice using PRECIS and KWIC; Aggregator Methods

Rajesh

Second Semester

Paper - VI

Research Methods and Statistical Techniques

(T-80+IA-20=100)

Unit- 1 Research Methods

- Research: Definition, Nature, characteristics, purpose and types
- Research Methods: Historical, Descriptive, Survey and Experimental
- Hypothesis: Concept, Sources and Types, Research Question
- Scientific Methods: Features, Spiral of Scientific Method.

Unit- 2 Research Design

- Meaning and definition of research design
- Purpose / Goals of research design
- Characteristics of a good research design
- Different types of research design
- Advantage of designing research design.

Unit -3 Research technique and tools

- Meaning, need and Purpose of data collection
- Questionnaire, Interview and observation schedule
- Sampling technique and sampling error
- Scale and check list

Unit-4 Data analysis and interpretation

- Statistical Methods: Concepts, Definition and Basic steps and factors involved;
- Measures central tendency: Mean, Median and Mode;
- Measures of Dispersion: Range, Mean Deviation and Standard Deviation;
- Measure of Variability and Correlation, t-test, z-test, ANOVA.

Unit -5 Research Reporting

- Meaning definition and need of research design;
- Structure, style , contents;
- Guidelines for research reporting;
- Style manuals – Chicago – MLA-APA etc;
- E-citation and methods of research evaluation.

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Paper - VII

Management of Library and Information Centres/Institutions

(T-80+IA-20=100)

Unit- 1 Advanced Management Perspectives

- Concepts and schools of Management thoughts
- Management Information Science
- Functions and Principles of Scientific Management
- Total Quality Management
- Change Management: concept and need
- Performance Measurement

Unit- 2 Human Resource Management

- Human Resource Management: Selection, Recruitment, Training, Development, Performance Appraisal
- Organizational Behavior
- Managerial Quality and Leadership
- Human Resource Planning and Development for Digital Environment

Unit- 3 Financial Management

- Budgetary Control and Techniques
- Costing Techniques
- Cost Analysis
- Resource Mobilization and Outsourcing

Unit- 4 System Analysis and Design

- Library Planning: Basic Concepts, Types and Procedures,
- System Approach
- Work Flow and Organizational Routine
- Monitoring and Control Techniques,
- Performance Management

Unit- 5 Collection management in electronic environment

- Electronic resources
- E-consortia

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Paper - VIII

Information Analysis, Repackaging and Consolidation

(T-80+IA-20=100)

Unit- 1 Repackaging and Consolidation

- Packaging and Re-Packaging: Concept, Need, Purpose and Criteria
- Content Analysis
- Information Consolidation Products: Concept, Types, Design and Development
- Information Intermediaries

Unit- 2 Information Analysis and Consolidation centres

- Genesis of Information Analysis and Consolidation(IAC) centre's
- Planning and Management of IAC centre's
- Data centre and Referral Centre
- IAC Centre's in India

Unit- 3 Tools for IAR

- Indexes, Abstracts, Reviews, Digests, Markets, Surveys
- Different Types of Abstracts
- Guidelines in Preparing Abstracts
- Canons of Abstracting

Unit- 4 Information Products

- Nature Concept and Type
- Design and Development
- Information Newsletter, House Bulletin, In-House communications,
- Trade Reports, Technical Digest, and Trend Reports, state-of- the -art- reports

Unit- 5 Trends in Information Analysis, Repackaging and Consolidation

- Electronic Content Creation
- Online Information System and Information Networks
- International standards for Database Design and Development

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Paper- IX: Survey Report (Any one):

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- Survey of Important Libraries and Information Centres.
- Survey of Group of Users.

Paper-X:

VIVO-Voce

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