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DETAILED SYLLABUS
FOR
DISTANCE EDUCATION

M.LIB. (MLIS)
(YEARLY SYSTEM)

Master's in Library and Information Science

**COURSE TITLE: MASTER'S IN LIBRARY AND INFORMATION
SCIENCE**

DURATION : 1 YEAR

MODE : YEARLY

FIRST YEAR

COURSE TITLE	Paper Code	MARKS				TOTAL
		THEORY INTERNAL	EXTERNAL	PRACTICAL INTERNAL	EXTERNAL	
Information, Communication and Society	MLIS/Y/110	40	60			100
Information Sources, Systems and Programmes	MLIS/Y/120	40	60			100
		40	60			100
Information Processing and retrieval	MLIS/Y/130	40	60			100
Information Institutions, Services and Products	MLIS/Y/140	40	60			100
Management of Library and Information Centres	MLIS/Y/150	40	60			100
Application of Information Technology	MLIS/Y/160	40	60			100
Academic Library System	MLIS/Y/170	40	60			100
Technical Writing	MLIS/Y/180	40	60			100

Master's in Library and Information Science

Information, Communication and Society

Paper Code: MLIS/Y/110

Information: Its Nature, Property and Scope

Comparative Study of Data, Information and knowledge

Data: Definition, Types, Nature, Properties and Scope

Information: Definition, Types, Nature, Properties and Scope

Information Generation and Communication

Communication Process and Media

Generation of Information: Modes and Forms

Information Theory

Information Diffusion Process

Knowledge Generation Cycle

Structure and Development of knowledge

Social Epistemology of Knowledge

Knowledge Generation to Utilization

Knowledge and Societal Survival

Learning Process and Theories

Information and Society

Social Implications of Information

Information as an Economic Resource

Information Policies: National and International

Information Society

Information Sources, Systems and Programmes

Paper Code: MLIS/Y/120

Multimedia

Physical Medium of Information

Print Media, Multimedia (Hypermedia) and Hypertext

Non-print Media: Microform, Electronic and Optical Media

Information Sources, Systems and Programmes Subject wise Organisation

Humanities

Social Sciences

Science and Technology

Non-Disciplinary Subjects

International Organisations

Information Sources for Users

Content Analysis and its Correlation to Clientele
Customised Organisation of Information Sources
Citation Analysis of Information Sources and their Use
Aids to Information Sources

Information Experts as Resource Persons

Library and Information Personnel
Science and Technology Information Intermediaries
Database Designers and Managers
Media Personnel as Source of Information

Information Processing and Retrieval

Paper Code: MLIS/Y/130

Intellectual Organisation of Information

Intellectual Organisation of Information : An Overview
Classification Systems 1: General Systems
Classification Systems 2: Special Systems
Thesaurus: Its Structure and Functions

Bibliographic Description and Subject Indexing

Bibliographic Description: An overview
Standards for Bibliographic Record Format
Bibliographic Description of Non-Print Media
Indexing Process and Models

Information Storage and Retrieval Systems

Objectives of ISAR Systems
ISAR Systems: Operation and Design
Compatibility of ISAR Systems
Evaluation of ISAR Systems

Information Retrieval

Information Retrieval Process
The Process of Searching
Search Strategies and Heuristics
Common Command Languages and Multiple Database Searching

Information Institutions, Products And Services

Paper Code: MLIS/Y/140

Information Institutions

Information Institutions: Evolution and Growth
Information Centres: Types and their Organisation
Data Centres and Referral Centres
Information Analysis and Consolidation Centres

Information Services

Literature Searches and Bibliographies
Technical Enquiry Service
Document Delivery Service
Translation Service

Information Products

Information Newsletters, House Bulletins, In-house Communications
Trade and Product Bulletins
State-of-the-Art Reports and Trend Reports
Technical Digests

Database Support Services

Databases : Types and Use
Database Intermediaries such as Searches, Editors, etc.
Online Information Systems and Information Networks
International Standards for Database Design and Development

Management Of Library And Information Centres Paper Code: MLIS/Y/150**Management Perspectives**

Principles of Management
Management Functions
Managerial Quality and Leadership
Schools of Management Thought

System Analysis and Control

Systems Analysis and Design
Work Flow and Organisation Routines
Monitoring Techniques
Evaluation Techniques

Personnel Management

Overview of Personnel Management
Manpower Planning
HRD – Quality Improvement Programmes

Financial Management

Budgeting and Types
Budgetary Control System
Costing Techniques
Cost Analysis

Marketing of Information Products and Services

Information as a Marketable Commodity
Pricing of Information Products and Services
Marketing Strategies

Application Of Information Technology

Paper Code: MLIS/Y/160

Overview of Information Technology

Overview of Computer Technology
Overview of Communication Technology
Overview of Reprography and Micrography
Printing and Publishing Technology

Library Automation

Use of Computers for Housekeeping Operation
Computer-based Acquisition Control
Computer-based Cataloguing
Computer-based Serials Control

Design and Management of Databases

Database Concept and Database Components
Database Structure, Organisation and Search
Database Management Systems

Networks

Resource Sharing through Networks
Network and their Classification
Network Architecture and Services
Bibliographic Information Networks

Academic Library System

Paper Code: MLIS/Y/170

Academic Library

Role of Academic Library in Education
Academic Library as a Support System for Education

Development of Academic Library

Role of UGC in Promoting Academic Libraries, University, College and other Institutions
Role of Library Authorities of the Institutions in Promoting Library Resources
Development of Library Services
Financial Management of Academic Libraries

Collection Development

Collection Development Policy, Weeding Policy
Problems in Collector Organisation in an Academic Library
Collection Development Programmes, Allocation of Funds to Collection-procurement,
Curriculum and Collection Development
Library Committees and their Role in Collection Development

Staffing and Staff Development for Academic Library

Norms and Patterns for Staffing University, College and School Libraries
Continuing Education Programmes for Academic Library Development
Personnel Management in Academic Library

Resource Sharing Programmes

Resource Sharing Service – Its Objectives, Organisation and Development
INFLIBNET and its Implications to Library Resource Sharing
Regional and City Network of Libraries and their Importance

Technical Writing

Paper Code: MLIS/Y/180

Communication Process

Overview of Communication Process
Characteristic Features of Technical Writing
Target Groups in Written Communication
Reader-Writer Relationship

Linguistics

Language as Medium of Communication of Thought
Functional English Style : Semantics, Syntax, and Diction
Readability and Text
Aberrations in Technical Writing

Structure and Functions of Technical Communication

Structure: Definition, Purpose, Characteristics and Functions
Collection, Organisation and Presentation of Data including Illustrations
Case Studies: Preparation of Short Communications, Review Articles, Technical Reports,
Monographs, Dissertations and House Bulletins

Technical Editing and Editor tools

The Editor
Editorial Process
Editorial Tools