Minutes

A meeting of the Board of Studies of the Department of Library & Information Science was held in the Chamber of the Dean, Faculty of Social Sciences, on 30.08.2014 at 11:00 a.m. The following members were present:

1. Prof. P.B. Mangla (Co-opted Member)
2. Prof. Mohammad Gulrez (Assigned Member)
3. Prof. Shabahat Husain (in-Chair)
4. Mr. S.Mustafa K.Q. Zaidi
5. Dr. Naushad Ali P.M
6. Dr. Sudharma Haridasan
7. Dr. M. Masoom Raza
8. Dr. Nishat Fatima
9. Dr. Mehtab Alam Ansari

Before taking up the agenda, the Chairman welcomed Prof. P.B. Mangla a co-opted member from the University of Delhi and Prof. Mohammad Gulrez, Chairman, Deptt. of West Asian Studies, A.M.U. along with other members of B.O.S.

The chairman thanked Prof. P.B. Mangla for donating his entire collection of books to the seminar library of the Deptt. of Library & Information Science, the third consignment of 42 books was delivered personally by him on 30.08.2014.

Chairman also informed the house that Prof. P.B. Mangla wants to institute a scholarship of Rs.500/- in the name of Prof. P.B. Mangla Scholarship@Rs.500/- for 10 month during one academic year for a student of M.L.I.Sc. who has secured highest marks in the entrance test. Prof. P.B. Mangla reciprocated by thanking the Dean, Faculty of Social Sciences and requested him to start the process of institution of this scholarship by following the necessary procedures.

Item No.1:
The minutes of the special meetings held on 21.10.13, 23.12.2013 and 27.03.2014 were confirmed.
Item No.2:
The allocation of teaching work for the session 2014-15 was approved by the board, authorizing the chairman to make necessary changes as and when required.  Encl: 1

Item No.3:
The board approved the syllabi of Ph.D. course work Paper II for the following research scholars for the session 2013-14:-  Encl:2-5

Item No. 4:
The board approved the syllabi of B.A.III & IV semester after making necessary changes.  Encl:6

Item No. 5:
The Ph.D. topic assigned to Mr. Salahudheen E was modified as follows:

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<tr>
<td>01.</td>
<td>Mr. Salahudheen E D.O.R. 13.06.2011 En. No. GB4205</td>
<td>Dr. Naushad Ali P.M</td>
<td>Information gathering patterns of IT graduates working in engineering colleges and universities in Delhi: An evaluative study</td>
<td>Information seeking pattern of IT graduates in engineering colleges and universities in Delhi: An evaluative study</td>
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Item No.6:
Authorized the chairman to make minor changes in the syllabi of B.L.I.Sc./M.L.I.Sc. in consultation with other faculty members as and when required.

Any other Item:
The following 02 items were discussed by the permission of the chairman.

1. Mr. S. Mustafa K.Q. Zaidi raised the issue of B.L.I.Sc. course being offered by the Centre for Distance Education, A.M.U. The board felt that the department was never taken into confidence by the centre while restarting the B.L.I.Sc. course in distant mode. Mr. S. Mustafa K.Q. Zaidi expressed his concern about the theory and practical classes, the way they are being taught at the centre. Board of studies authorized Mr. S. Mustafa K.Q. Zaidi and Dr. M. Masoom Raza, Associate Professors to look into the matter and prepare a note accordingly, so that further necessary action may be taken.

2. The board approved the panel of 05 experts for evaluation of papers of Dr. Mehtab Alam Ansari for his promotion from stage III to stage IV as Associate Professor. The meeting then came to an end with a vote of thanks to the chair.

(Prof. Shabahat Husain)
SYLLABUS FOR Ph.D COURSE WORK (2013-2014)

PAPER-II

COURSE TITLE: KNOWLEDGE MANAGEMENT SYSTEM IN SOCIAL SCIENCES: DESIGN AND DEVELOPMENT

NAME OF SCHOLAR: MR. RUMMAN GUL BHAT

NAME OF SUPERVISOR: PROF. SHABAHAT HUSAIN

UNIT - I

• Knowledge: Definition, Scope & Types
• Importance of knowledge to society in modern era
• Characteristics and communication of knowledge
• Social Sciences: Development & Characteristics

UNIT - II

• Knowledge Management: Concept, Aims & Scope
• Knowledge Management Processes / Knowledge Chain
• Models of Knowledge Management: an overview

UNIT - III

• Knowledge Management Systems: Definition & Importance
• Components of Knowledge Management System
• System Design for Knowledge Management

UNIT - IV

• Literature Review: Procedure and Need
• Importance of Literature Review
• Steps involved in Literature Search/Review
• Methods of Literature Search
• Compilation of review & assessment of related Literature on the Research Topic

UNIT - V

• Report on the Research Topic under study explaining the need, purpose, objectives, hypotheses, methodology and tentative chapterization of the Research work
Course Title: Collection Development & Use of Resources in IITs: A Comparative Study

Name of Scholar: Ms. Farheen Zehra

Name of Supervisor: S. Mustafa K.Q. Zaidi

Unit -I

- IITs: Need, Historical Development and role of their Libraries
- IITs as Academic and Research Institutions
- Academic and Research Libraries: Distinguishing Features and Scope
- Role of Government and its Agencies in the Development of Libraries

Unit -II

- Collection Development: Print and Electronic
- Collection Development in select IIT Libraries: An Overview
- Role of ICTs in Collection Development

Unit -III

- Resource sharing: Concept
- Study of Select Consortia at National and International Levels
- E-journals: Information Systems; Document Delivery Services
- Use Study: Methods and Techniques

Unit -IV

- Literature review: Need and Procedure
- Compilation and Assessment of the Review of Literature

Unit -V

- Report on the Research topic including Need, Purpose, Objectives, Hypotheses, Methodology and Chapterization of the Research work
SYLLABUS FOR PhD COURSE WORK (2013-14)

Course Title: Use of Web-Based Resources in IIT Libraries

Name of the Candidate: Ms. Mumtaj

Name of the Supervisor: Dr. Naushad Ali P.M

UNIT I

- Academic and Research Libraries: Definition, Distinguishing features and Scope.
- Development of IITs and their Libraries; Role of Govt. and its agencies.
- Electronic Resources: Definition, Concept and types
- Web-based Information Resources: Meaning, Features, Concepts and significance
- Issues Related to Web-based Resources: Information explosion, copyright, plagiarism, Privacy, Licensing etc.

UNIT II

- Web-based Resources: Subscription based/Open Access resources
- Development of Information Resources in IIT libraries with special reference to Web-based Resources.
- State of The Art Scenario of Web-based Resources: Open Access, E-consortia
- Management of Web-based Information Resources in Libraries
- Web-based Information services in Libraries.

UNIT III

- Users’ Behavior in using Web based information sources
- Role and attitude of Library Professionals Towards providing services related to Web Resources
- Search Strategy for retrieving information from Web-based Resources
- Criteria for measuring usage of Web-based Information Resources.

UNIT IV

- Literature Review: Procedure and Need
- Importance of Literature Review
- Steps involved in Literature Search/Review
- Methods of Literature Search
- Compilation of review and assessment of Related Literature on the Research Topic

UNIT V

- Report on the Research topic including Need, Purpose, Objectives, Hypotheses,
- Methodology and Chapterisation of the Research work
SYLLABUS FOR Ph.D. COURSE WORK (2013-14)

PAPER-II

COURSE TITLE: Use of Reading Materials in Social Sciences in Aligarh Muslim University, Aligarh; Delhi University, Delhi and Jawahar Lal Nehru University, New Delhi: A Comparative Study

NAME OF SCHOLAR: Ms Priyanka Nagar

NAME OF SUPERVISOR: Dr. M Masoom Raza

UNIT-I

• Social Sciences: Scope, Development and Characteristics.
• Reading Materials: Meaning, Definition and Relevance in Education and Research.
• Need and Importance of Reading Materials in Social Sciences.

UNIT-II

• Types of Reading Materials: Print and Non Print.
• Use of Reading Materials in the age of IT: Changing Patterns.

UNIT-III

• Users’ Behavior in the use of Print and Non Print Materials.
• Tools and Techniques to promote the Use of Reading Materials in Libraries.
• Factors influencing Usages of E- Collections.

UNIT-IV

• Literature Review: Need and Procedure.
• Importance of Literature Review.
• Steps involved in Literature Search/ Review.
• Methods of Literature Search.
• Compilation of review and assessment of related Literature on Research Topic.

UNIT-V

• Report on the research topic under study explaining the need, purpose, objective, hypothesis, methodology and tentative chapterisation of Research Work
SYLLABUS FOR Ph.D. COURSE WORK (2013-14)

PAPER-II

Course Title: Public Library Development in Uttar Pradesh: An Evaluative Study

Name of Scholar: Ms. Maliha Subhan

Name of Supervisor: Dr. M. Masoom Raza

**Unit-I**

- Public library: An Overview
- Functions and Services of a Public Library
- Role of National and International Organizations in the development of Public Library: RRRLF and IFLA

**Unit-II**

- Public Library development in India and select countries : UK and USA
- Library Movement: Legislation and Trends in the development with particular reference to Uttar Pradesh
- Public library development in modern India: Plans and Programmes

**Unit-III**

- Collection Development and their organization in Public Libraries
- ICT Application in Public Libraries: Systems and Services
- Public Library Users and Users’ Education

**Unit IV**

- Literature Review: Procedure and Need
- Importance of Literature Review
- Steps involved in Literature Search / Review
- Methods of Literature Search
- Compilation of review and assessment of related Literature on the Research Topic

**Unit-V**

- Report on the Research topic including need, purpose, objectives, hypothesis, methodology and tentative chapterization of the Research work
SYLLABUS FOR Ph.D COURSE WORK (2013-14)

Paper II

Course Title: Preservation and Conservation of Library Materials in National Library, Kolkata, Khuda Bakhsh Oriental Public Library, Patna and Rampur Raza Library, Rampur: An Evaluative Study

Max. Marks: 100

Name of the Candidate: Ms. Kashish Fatima

Name of the Supervisor: Dr. Nishat Fatima

Unit- I

• Communication and Preservation of Knowledge: Need and Purpose
• Evolution of Writing and Printing: an Overview
• Library Materials: Concept, Types and Need
• Management of Library Materials: Need, Purpose and Problems
• Protection of Library Materials: Need and Different Methods
• Basic Responsibilities of Custodians of Library Materials

Unit – II

• Preservation and Conservation: Need and Different Methods
• Problems in Preservation and Conservation of Library Materials: Problems and Strategies
• Types of Preservation and Conservation Techniques: Traditional and Modern
• Library Building Design for Collection Development and Preservation
• Standards and Guidelines for Preservation and Conservation for Library Materials

Unit– III

• Role of Governmental and other Agencies for Collection Development, Preservation and Conservation of Library Materials
• Preservation and Conservation of Library Materials of National Library, Kolkata, Khuda Bakhsh Oriental Public Library, Patna and Rampur Raza Library, Rampur

Unit -IV

• Literature review: Need and Procedure
• Compilation and Assessment of the Review Literature

Unit -V

• Report on the Research topic including Need, Purpose, Objectives, Hypotheses, Methodology and Chapterization of the Research work
SYLLABUS FOR Ph.D. COURSE WORK (2013-2014)

PAPER-II

Course Title: Public Library System in West Bengal: An Evaluative Study

Name of Scholar: Shamim Aktar Munshi

Name of Supervisor: Dr. Mehtab Alam Ansari

Unit-I

• Public library: An Overview
• Functions and Services of a Public Library
• Role of National and International Organizations in the development of Public Library: RRRLF and IFLA

Unit-II

• Public Library development in India and select countries : UK and USA
• Library Movement : Legislation and Trends in the development with particular reference to West Bengal
• Public library development in modern India: Plans and Programmes

Unit-III

• Collection Development and their organization in Public Libraries
• ICT Application in Public Libraries : Systems and Services
• Public Library Users and Users’ Education

Unit-IV

• Literature Review : Procedure and Need
• Importance of Literature Review
• Steps involved in Literature Search / Review
• Methods of Literature Search
• Compilation of review and assessment of related Literature on the Research Topic

Unit-V

• Report on the Research topic including need, purpose, objectives, hypothesis, methodology and tentative chapterization of the Research work
Department of Library and Information Science
Aligarh Muslim University, Aligarh

B.A. Library Science as Subsidiary Subject

IIIrd Semester

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<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Sessional Marks</th>
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<tr>
<td>I</td>
<td>LS-301</td>
<td>Information Service &amp; Sources</td>
<td>4 Credits</td>
<td>20</td>
<td>80</td>
<td>100</td>
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<tr>
<td>II</td>
<td>LS-302</td>
<td>Library Classification</td>
<td>4 Credits</td>
<td>20</td>
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IVth Semester

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<th>Exam. Marks</th>
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<td>Information Sources and Services</td>
<td>4 Credits</td>
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<tr>
<td>II</td>
<td>LS-402</td>
<td>Library Cataloging</td>
<td>4 Credits</td>
<td>20</td>
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Total Credits = 24            Total Marks = 600
Information Sources and Service (Theory)

UNIT-I
- Reference and Information Sources & Services: Basic Concepts.
- Reference and Information Sources: Definition, Need and Purpose.
- Types of Reference Sources: Definition, Need and Purpose
- Types of Information Sources: Definition, Need and Purpose
  - Primary
  - Secondary
  - Tertiary
- On-Line Information Sources

UNIT-II
- Types of Reference Services.
  - Ready Reference Service
  - Long Range Reference Service
- On-Line Reference Service
- Criteria of Evaluation of Reference Sources

UNIT-III
- Types of Users
- User Education: Definition, Importance and Methods
- Information Search and its Technique.
- Compilation of a Bibliography: Techniques and Steps
Library Classification (Practice)

UNIT-I

- Introduction to practical Classification: Steps in finding out the Subject of a document
  - Title/Sub-Title/ Alternate title
  - Table of Contents
  - Notes and Comments on jackets
  - Preface and Introduction

- Introduction to Dewey Decimal Scheme of Classification (DDC)
- Assigning Book Numbers with the help of Cutter’s table/ up to 2 digits.
- Assigning Book Numbers with the help of S. Bashiruddin System

UNIT-II

- Practical Classification of simple documents according to Dewey Decimal Classification (19th edition):
  - Use of three Summaries
  - Use of Standard Sub-division
  - Use of Area Table
  - Simple exercises involving “Add to-instructions”

UNIT- III

- Simple exercises pertaining to the Arrangement of books by their Call Numbers
  - Class Number and Book Number
- Simple exercises of digit by digit Interpretation of Class Number
UNIT-I
- Reference Sources (Illustrative examples)
  Bibliographic
  - Cumulative Book Index (CBI)
  - British National Bibliography (BNB)
  - Indian National Bibliography (INB)

  Indexes
  - Social Science Citation Index (SSCI)
  - Index Medicus (IM)
  - Library Literature and Information Science Index

  Abstracts
  - Chemical Abstracts (CA)
  - Library and Information Science Abstracts (LISA)
  - Dissertation Abstracts International (DAI)

UNIT –II
Current Sources
- Asian News Digest
- Facts on File
- Kessing’s Record of World Events

Background sources
- Encyclopaedia Britannica
- Encyclopaedia Americana
- McGraw Hill Encyclopedia of Science and Technology

Education sources
- World of Learning
- Commonwealth Universities Yearbook
- Handbook of Indian Universities

UNIT-III
Biographical sources
- International who’s who
- India’s Who’s Who
- Current Biography

Language sources
- Webster’s Third New International Dictionary
- Adbul Haq : Advanced English Urdu Dictionary
- Hindi Manak Shabdkosh

Geographical sources
- Columbia Lippincott Gazetteer of the World
- Gazetteer of India (4Vol.)
- Oxford World Atlas
Library Cataloging (Practice)

UNIT-I

• Study and Importance of various parts of book from the Cataloging point of view.
• Descriptive Cataloging: Concept, and Various Elements to be included in the Catalogue entry.
• Subject Cataloguing : Concept and Purpose
• List of Subject Headings: An Overview

UNIT-II

• Simple problems of Cataloging by AACR-II
  - Personal Author
  - Joint Authors
  - Pseudonyms
  - Title Heading
  - Multi Volume Books

UNIT-III

• Alphabetization : Different Methods
• Assigning Subject Heading for Simple Title according to Sear’s List of Subject Headings.
Knowledge, Information and Communication

Unit-I

• Information, Characteristics, Nature, Value and Use
• Conceptual difference between data, information and knowledge
• Communication of Information: Information generation
• Communication Process, Channels, Models and Barriers
• Trends in Scientific Communication

Unit-II

• Information Industry-Generators, Providers and Intermediaries
• Information as an asset and Resource
• Intellectual Property Rights Acts
• Concept of freedom, Censorship, Data security and fair use
• National Policy on Library and Information Systems and Services

Unit-III

• Knowledge Management: Definition, concept, need, basic tools
• Knowledge Management Systems: Basic components
• Approaches in Knowledge Management
• Architecture of Knowledge Management
• Trends in Knowledge Management
• Role of Knowledge Managers