A special meeting of the Board of Studies of the Department was held on 29.05.2013 at 11:00 a.m. in the Chairman’s Chamber.

The following members were present:-

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

The following Agenda items were discussed:

**Item No.-1:** To approve syllabi of B.L.I.Sc. (1\textsuperscript{st} & 2\textsuperscript{nd} Semester) to be implemented from the session 2013-14.

Discussed the syllabi pertaining to B.L.I.Sc. (1\textsuperscript{st} & 2\textsuperscript{nd} Semester) and approved them for implementation after modifications from the session 2013-14.

After necessary modifications, the syllabi of B.L.I.Sc. (1\textsuperscript{st} & 2\textsuperscript{nd} Semester) are enclosed herewith (Annexure-I).

**Note of dissent:** Mr. S. Mustafa K.Q. Zaidi dissented with the decision to introduce semester system in B.L.I.Sc. His note of dissent is attached as annexure-IA.

**Item No.-2:** To consider minor changes in the syllabi of M.L.I.Sc.(1\textsuperscript{st} & 2\textsuperscript{nd} Semester).

No minor changes were suggested by the faculty members in the syllabi of M.L.I.Sc.(1\textsuperscript{st} & 2\textsuperscript{nd} Semester).
The Chairman was however, authorized to make alterations in the credits/units per paper in B.A. B.L.I.Sc. & M.L.I.Sc. (1st & 2nd Semesters).

**Item No.-3:** To approve syllabi of Ph.D. Course Work Paper II for the session 2011-2012 and 2012-2013.

The syllabi of Ph.D. Course Work Paper II for the Session 2011-2012 and 2012-2013 were approved by the board as per the following list (Annexure-II)

**Item No.-4:** To allocate teaching work of Ph.D. Course Work for the session 2011-2012 and 2012-2013.

The teaching for Ph.D. Course Work for the session 2011-2012 and 2012-2013 were allocated as per the Master time table of the department.

**Item No.-5:** To allocate teaching work for M.L.I.Sc., B.L.I.Sc. and B.A. courses for the session 2013-2014.

The teaching for M.L.I.Sc., B.L.I.Sc. and B.A. courses for the session 2013-2014 were allocated as per the Master time table of the department.

The meeting thus came to an end with a vote of thanks to the Chair.

(Prof. Shabahat Husain)
Chairman
# Syllabus: 2013-2014

**Bachelor of Library & Information Science (B.L.I.Sc.)**

## 1st Semester

<table>
<thead>
<tr>
<th>Paper No.</th>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Sessional Marks</th>
<th>Exam. Marks</th>
<th>Total Marks</th>
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<tr>
<td>I</td>
<td>BLS-101</td>
<td>Fundamentals of Library &amp; Information Science</td>
<td>4 Credits</td>
<td>25</td>
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<td>II</td>
<td>BLS-102</td>
<td>Library Classification (Theory)</td>
<td>4 Credits</td>
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<td>Library Cataloguing (Theory)</td>
<td>4 Credits</td>
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<td>IV</td>
<td>BLS-104</td>
<td>Library Classification (Practice) By DDC (22 &amp; 23 Ed.)</td>
<td>4 Credits</td>
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<td>V</td>
<td>BLS-105</td>
<td>Library Cataloguing (Practice) By AACR-II</td>
<td>4 Credits</td>
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24 Credits | Total Marks = 600

## 2nd Semester

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<td>BLS-202</td>
<td>IT Applications in Libraries (Theory)</td>
<td>4 Credits</td>
<td>25</td>
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<td>Information Sources and Services</td>
<td>4 Credits</td>
<td>25</td>
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<tr>
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<td>Library Classification (Practice) By CC &amp; UDC</td>
<td>4 Credits</td>
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<tr>
<td>V</td>
<td>BLS-205</td>
<td>Library Cataloguing (Practice) By CCC</td>
<td>4 Credits</td>
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<td>VI</td>
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<td>Information Technology (Practice)</td>
<td>2 Credits</td>
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<td>BLS-207</td>
<td>Educational Tour and Viva-Voce</td>
<td>2 Credits</td>
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</table>

24 Credits | Total Marks = 600
Department of Library and Information Science
Aligarh Muslim University

Bachelor of Library & Information Science (B.L.I.Sc.)

Syllabus
( 2013-2014)

First Semester

Credits: 4
Marks: 100

Paper-I
BLS-101

Fundamentals of Library and Information Science

UNIT-I

• Library : Concept, Definition, Objectives, Importance and Functions
• Librarianship as a profession, Professional Ethics
• Five Laws of Library Science and their implications
• Development of Libraries with special reference to India: an overview

UNIT-II

• Library Legislation: Need and Essential Features
• Library Acts in India with Special Reference to : Tamil Nadu, Maharashtra, West Bengal, and Uttar Pradesh.
• Salient Features and Functions of different types of Library Systems:
  o Academic Libraries
  o Public Libraries
  o National Libraries
  o Special Libraries
• Resource Sharing in Libraries

UNIT-III

• Library Committees and Policies in India Since Independence
• Recommendation of National Knowledge Commission (NKC) with regard to Libraries
• Role of UGC in the Development of College & University Libraries in India
• Role of UNESCO and RRRLF in the development of Libraries
• Role of National and International Library Associations: ILA, IASLIC, CILIP, ALA, IFLA, ASLIB
• Information Literacy : Concept, Objectives and Methods
Paper-II
BLS-102

Library Classification (Theory)

UNIT-I

- Library Classification: Definition, Need, Purpose
- Terminology of Classification
- General Theory of Classification
- Species of Classification
- Major Schemes of Classification: DDC, CC, UDC.: An Overview

UNIT-II

- Normative Principles of Classification
- Work of classification in three planes: Canons and their applications in standard schemes
- Mnemonics: Definition, types, Canons and their applications in Standard Schemes
- Hospitality in Notational System: Canons and devices

UNIT-III

- Facet Sequence: Concept and Principles
- Postulational Steps in practical Classification
- Book Number and collection Number
- Library Classification: Trends

Credits: 4
Marks: 100

Paper-III
BLS-103

Library Cataloguing (Theory)

UNIT-I

- Library Catalogue: Definition, Need, Objective & Functions
- Normative Principles of Cataloguing
- Cataloguing and Classification: Symbiotic relationship.
- Physical forms of Library Catalogue
- Types and functions of Cataloguing: Dictionary, Classified
- Library Catalogue Codes- CCC (Clarified Catalogue Code) and AACR-II: Historical Development

Credits: 4
Marks: 100
UNIT-II

- Subject Cataloguing: Concept, Principles. Chain procedure, List of Subject Headings
- Centralized and Cooperative Cataloguing: Need, CIS and CIP, Prenatal cataloguing
- Union Catalogue: Need, Rules for Compilation.
- NUCSSI, DELNET, IndCAT, WORLDCAT

UNIT-III

- Indic names: Problems and Rendering
- Cataloguing Rules according to A.A.C.R.II and CCC for Joint authors, Corporate authors and Pseudonyms.
- Cataloguing of Non-book Materials: Microfilms, Gramophone Records, Maps, Computer files
- Filing : Rules and Alphabetization

Credits: 4
Marks: 100

Paper-IV
BLS-104

Library Classification (Practice) by DDC

Dewey Decimal Classification 22nd & 23rd Edition

Practical Classification of simple and complex titles involving use and application of following tables and techniques:

- Three Summaries
- Standard Sub-Divisions (Table-I)
- Area Table (Table-2)
- Sub-Divisions of Individual Literatures (Table – 3)
- Sub-Divisions of Individual Languages (Table – 4)
- Racial, Ethnic and national Sub-Divisions (Table – 5)
- Languages (Table – 6)
- Add to instructions:
  - ‘Add from tables’
  - ‘Add from schedules’
  - ‘Add from both tables and schedules’
- Manual
- Relative Index

NOTE:- TEN titles are to be classified by Dewey Decimal Classification (22nd /23rd Edition) and TWO class numbers will be given for digit by digit interpretation.
Library Cataloguing (Practice)

Descriptive Cataloguing of Printed Monographs using AACR-2 and Sear’s List of Subject Heading for:
- Personal Author(s)
- Corporate Authors
- Multi Volume
- Composite works
- Non Book Materials (Maps and Computer Files)
- Simple Personal Name entries in Hindi and Urdu.

• The practical class record of the items catalogued and entries made will be maintained by each student.

• The Practical examination through a paper containing reproductions of title page of the documents with other information required for cataloging.

Structure of Question Paper
Section -A: Shall have THREE titles of English language documents to be catalogued by AACR-II

Section –B: Shall have TWO titles dealing with personal name heading, one in Hindi and the other in Urdu. The examinees will be required to catalogue only ONE title either in Hindi or Urdu language according to AACR-II
UNIT-II

• Collection Development: Policies and Procedures, Book selection tools
• Functions and Management-
  o Acquisition section
  o Technical section
  o Circulation section
  o Periodicals section
  o Maintenance section

• Stock Verification- Policies and Procedures, weeding out

UNIT-III

• System analysis, Design of Library system and TQM
• Library standards
• Library Statistics
• Budgeting: Techniques and Methods
• Annual Report: Compilation, Contents and Style
Department of Library and Information Science  
Aligarh Muslim University

Bachelor of Library & Information Science (B.L.I.Sc.)

Syllabus  
Second Semester  
( 2013-2014)

Credits: 4
Marks: 100

Paper-I  
BLS-201

Information Processing and Retrieval

UNIT – I

- Documentation: Definition, Need, Purpose
- Documentation Work, Service, CAS and SDI
- Index and Indexing: Scope and Importance
- Types of indexes
- Keyword indexing

UNIT - II

- Pre and Post Co-ordinate Indexing
- Citation Indexing
- Indexing Languages: Types and Characteristics
- Vocabulary Control and IR Thesaurus
- Indexing Services : National and International

UNIT – III

- Abstracting: Types and Guidelines
- Abstracting Services : National and International
- Search Strategies, Feedback and Refining
- Information Users : Categories
- User Studies: Methods, Techniques and Evaluation
Paper-II
BLS-202

IT Applications in Libraries (Theory)

UNIT-I

- Library Automation: Planning and Implementation
- Automation of in-house Operations: Acquisition, Cataloguing,
- Circulation, Serials Control
- OPAC & Web OPAC, Report generation
- Retro Conversion: Issues and Solutions
- Barcoding: Concept and Applications

UNIT-II

- Library Automation Softwares
- General Features of WINISIS, SOUL, Alice for Windows, KOHA
- Digital Library: Definition, Purpose, Scope
- Data Warehousing, Data Mining
- Meta Data Concept and Types
- Web 2.0 and Web 3.0

UNIT-III

- Networks and Networking: Types, Topologies, Examples
- National Knowledge Networks (NKN), OCLC, ERNET
- Internet Security: Concept, Issues and Solutions
- Cyber Laws with Special reference to India

Paper-III
BLS-203

Information Sources and Services

UNIT-I
• Reference and Information Sources and Services: Concept, Definition and Trends
• Reference Interview and Search Techniques
• Documentary and Non Documentary Sources types
• Information Sources: Criteria for Evaluation
• Definition, Purpose, Scope of the Following Types of Reference Sources (with evaluation of at least two representative sources in each category)
  o Background sources
  o Current sources

UNIT-II

• Definition, Purpose, Scope of the following types of Reference Sources (with evaluation of at least two representative sources in each category )
  o Bibliographical Sources
  o Language sources
  o Biographical sources
  o Educational sources
  o Geographical sources

UNIT-III

• Objective types of questions based on the above mentioned information sources will be set.
Section –‘A’

Practical classification of simple and complex titles by Colon classification (Ed. 6 reprint) with the help of the prescribed rules and the following tables and techniques:

- Main Classes
- Common Isolates: Anteriorising and Posteriorising
- Time isolates
- Space isolates
- Language isolates
- Phase, Intra-facet and Intra-array relations
- Schedules of special isolates
- Devices: Subject, Geographical, chronological, Super-imposition and Alphabetical
- Parallel Schedule Device

Note: Five Titles are to be classified by CC (6th Ed.) and ONE class number will be given for digit by digit interpretation.

Section –‘B’

Universal Decimal Classification (Abridged Edition) 2003

Practical classification of titles involving the use of -

- Main Tables
- Common and special Auxiliaries

Structure of the Question paper:

The Question Paper will be divided into two parts as follows:-

Note: Five Titles are to be classified by UDC (3rd Abridged Ed.) and ONE class number will be given for digit by digit interpretation.
Paper-V  
BLS-205

Library Cataloguing (Practice) by CCC (5th ed.)

- Descriptive Cataloguing of Printed Monographs using CCC(5th ed.) and Chain Indexing for Subject Cataloguing of
  - Personal Author(s)
  - Corporate Authors
  - Multi Volume
  - Composite works

- The practical class record of the items catalogued and entries made will be maintained by each student.
- The Practical examination through a paper containing reproductions of title page of the documents with other information required for cataloging.

Structure of Question Paper :- Shall have FOUR titles of English language documents to be catalogued by CCC.

Paper-VI  
BLS-206

Information Technology (Practice)  
(50 Marks)

Practical classes will be arranged to train the students on the following areas:

1. HTML
2. Data base computation: SOUL & Alice for Windows
3. Online Searching of Databases
### Syllabus

Master of Library & Information Science  
**(M.L.I.Sc. 1st Semester)**  
**2013-2014**

<table>
<thead>
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<th>Paper No.</th>
<th>Course No.</th>
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Paper-I

MLS-7001 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 Information Managers

PAPER-II

MLS-7002 LIBRARY CLASSIFICATION (THEORY)

UNIT-I
• General theory of Classification : Contributions of Reichardson, W.C. Berwick Sayyers, H.E. Bliss, S.R. Ranganathan and CRG
• Universe of Knowledge : Mapping and Problems
• Categorization of Isolates: Historical Perspective and Modern Trends

UNIT-II
• Modes of formation of Subjects and Methods of Scholarship vis-à-vis revision of CC, UDC and DDC
• Features of Special Classification Schemes
• Classificatory Principles in the Classification of Sciences, Social Sciences and Humanities
UNIT-III

- Comparison of CC & UDC with regard to common sub-divisions and Indicator Digits
- Trends in Classification: Thesaurofacet, automatic Classification, Classaurus, Classification in Online Systems, Web Dewey; Dewey on CD
- Design Methodology of Classification Scheme

PAPER-III
MLS-7003  LIBRARY CLASSIFICATION (PRACTICE)

- The practical examination will consist of transcripts of eight complex titles of monographs and other documents to be classified in depth according to UDC (Abridged edition 2003)

PAPER-IV
MLS-7004  RESEARCH METHODS AND STATISTICAL TECHNIQUES

UNIT-I

- RESEARCH AND DEVELOPMENT OF SCHOLARSHIP SINCE 20TH CENTURY
- TYPES OF RESEARCH: FUNDAMENTAL AND APPLIED, INTER DISCIPLINARY AND MULTIDISCIPLINARY
- Research Design: concept and types
- Elements of Research methods Identification and formulation of problem
- Hypothesis
- Literature search: print & non-print
- Research Methods: Scientific, Historical methods, Descriptive methods, Survey and Case Study Methods, Experimental and Delphi Methods, Designing of Research proposal

UNIT-II

- Sampling Techniques
- Research Technique Tools
- Questionnaire, Interview, Observation
- Scales and check lists
- Library Records and Reports
- Research Reporting: Structure, Style Contents, Guidelines
• Methods of Research Report Evaluation

**UNIT-III**

• **DATA ANALYSIS AND INTERPRETATION: CONCEPT AND USE**

• **DESCRIPTIVE STATISTICS – MEASURES OF CENTRAL TENDENCY, MEAN, MODE, MEDIAN**

• **TABULATION AND GENERALIZATION**

• Measures of dispersion, Variance and Covariance

• Standard Deviation

• Graphical presentation of data: bar, Pie-line graphs, Histograms

• **INFERRENTIAL STATISTICS: CORRELATION, T-TEST, REGRESSION – LINEAR AND NON-LINEAR, CHI SQUARE TEST**

• **STATISTICAL PACKAGES – SPSS, (INTRODUCTION)**

**Paper-V**

**MLS-7005 Information Technology (Theory)-I**

**UNIT-I**

• **INFORMATION TECHNOLOGY AND LIBRARIES**

• Software packages: Operating systems, utility software, application software

• Criteria for selection of application software

• **LIBRARY AUTOMATION SOFTWARE PACKAGES-PROPRIETARY AND OPEN SOURCE SOFTWARES WITH EXAMPLES: WINISIS, KOHA, ALICE FOR WINDOWS.**

**UNIT-II**

• Human Computer interfaces

• Multimedia: Elements and its application to libraries

• Telecommunication and networking: Concepts, Media, Mode and Components

• Network Media: UTP, Optical fiber Ethernet, Network Interface Card, Hub, Router, Modem.
Unit-III

- Network types-LAN, MAN, WAN and their applications in Library Networks
- Network topologies-Bus, Star, Ring, Token Ring
- Local Area Network – Types
- CD Networks

Paper-VI

MLS-7006  Information Technology (Practice)-I

The practical questions will be set to check IT skills in the following areas:-

1. Creation of database using WINISIS, and Alice for Windows
2. Use of Library software package, Alice for Windows for in-house operations, Bar Code Generations, membership cards, machine readable catalogue cards
3. CD-ROM & Online searching
4. Web page design and creation for a Library/ Information Centre

Note: The semester examination, which will be conducted by one external examiner and one internal examiner to be appointed by Board of Studies. The duration of the examination will be of 2 hours.

Paper-VII

MLS-7007  INFORMATION REPACKAGING AND RETRIEVAL

Unit-I

- Abstract & Abstracting: Concepts, Types, procedure of Abstracting, Guidelines in preparing Abstracts
- Repackaging and consolidation: Concept and procedure
- Procedure of repackaging: Content analysis, formatting, consolidation
- Study of few Internationally recognized Abstracting Indexing Services in print and electronic form, BIOSIS, CAS, PUB-MED, Science Citation Index (SCI)
UNIT-II

- Index and Indexing: Concepts and Types
- Indexing models – assigned and derived
- Co-ordinate Indexing system
- Citation indexing
- Indexing languages: types and characteristics
- Vocabulary control – tools of vocabulary control
- Features and Construction of IR Thesaurus

UNIT-III

- Information Retrieval System – concepts and types
- Features and elements of online IR
- Trends in IR
- Evaluation of IR systems
- Search Strategies: Manual/Machine, feedback and Refining
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Any one of the following

| IV (a)    | MLS-8004 | Information System and Sources in Natural Sciences | 04     | 25              | 75          | 100         |
| IV (b)    | MLS-8005 | INFORMATION SYSTEMS & SOURCES IN SOCIAL SCIENCES  | 04     | 25              | 75          | 100         |
| IV (c)    | MLS-8006 | Information Sources and Systems in Medical Sciences | 04     | 25              | 75          | 100         |
| IV (d)    | MLS-8007 | Information Sources and Systems in Agricultural Sciences | 04     | 25              | 75          | 100         |
| IV (e)    | MLS-8008 | Information Sources and Systems in Eng. & Technology | 04     | 25              | 75          | 100         |

Any one of the following

| V (a)     | MLS-8009 | Planning and Management of Academic Library System | 04     | 25              | 75          | 100         |
| V (b)     | MLS-8010 | Planning and Management of Public Library System  | 04     | 25              | 75          | 100         |
| V (c)     | MLS-8011 | Planning and Management of Special Library System | 04     | 25              | 75          | 100         |
| V (d)     | MLS-8012 | Planning and Management of Health Science Library System | 04     | 25              | 75          | 100         |

VI | MLS-8013 | Information Technology (Theory)-II | 02     | 12              | 38          | 50          |

VII | MLS-8014 | Information Technology (Practice)-II | 02 | 12 | 38 | 50 |

VIII | MLS-8015 | Dissertation | 04 | 25 | 75 | 100 |

IX | MLS-8016 | Viva-Voce | - | - | 50 | 50 |
Paper No. I

MLS-8001  
**Informetrics and Scientometrics**

**UNIT-I**

- Information Science: Definition, Scope and Objectives
- Information Science: Historical background, Relationship with other subjects
- Information society: Genesis, Characteristics, Implications
- Changing role of Library and Information Centres in Society

**UNIT-II**

- Bibliometrics, Scientometrics, Informetrics and Webometrics: concepts, evolution and present status
- Bibliometric Laws: Bradford, Zipf, Lotka and their utility and application
- Citation analysis, Bibliographic Coupling, Obsolescence, E-citation, Impact factor

**UNIT-III**

- Information Products: Nature, Concepts, Types
- Design and Development of Information: Infrastructure; Products
- **MARKETING OF INFORMATION PRODUCTS**
- **ECONOMICS OF INFORMATION: CONCEPTS AND EVOLUTION**
- Information as a Commodity

Paper No. II

MLS-8002  
**Library Cataloguing (Theory)**

**UNIT-I**

- Contributions of Cutter, Lubetzky, Ranganathan in the field of Cataloguing.
• Impact of Paris Principles on the Development of Cataloguing Codes
• Comparative study of CCC and AACR-2: Corporate Author and Composite books
• Online Cataloguing: OPACs and Web OPAC with examples at national and international level

UNIT-II
• Subject Cataloguing: Definition and General Principles
• Choice and Rendering of Subject Headings: LCSH, POPSI, PRECIS
• Thesaurus: Need and Guiding Principles for Compilation

Unit-III
• Layout and rules for the Union Catalogues of Books, Periodicals, Indexing and Abstracting Journals and National Bibliographies.
• Compilation of Local, National and International Union Catalogues, Application of IT
• DEVELOPMENT AND CURRENT TRENDS IN STANDARDIZATION, DESCRIPTION AND EXCHANGE FORMATS: ISBD, MARC, CCF, ISO2709
• UNIMARC, MARC21, UNICODE: Overview

Paper III
MLS-8003 Library Cataloguing (Practice)

Cataloguing of complex problems involving the rendering of headings and description will be done according to Anglo-American Cataloguing Rules (AACR-2).
- Corporate authors
- Non-books materials
- Periodicals

The practical examination will be conducted through a question paper containing the reproduction of title pages of the documents and other information required for their cataloguing. There will be three cataloguing problems.
UNIT-I

• Sciences: definition, terminology, scope.
• Primary Sources: Periodicals, Standards, Patents, Dissertations.
• Web based sources
• Evaluation of representative sources in each category

UNIT- II

• Secondary Sources: Bibliographies, Dictionaries, Treatises/Monographs, Directories, Trade Catalogues.
• Tertiary Sources: Guides to Literature and Bibliography of Bibliographies.
• Web based sources
• Evaluation of representative sources in each category

UNIT-III

• Information Systems and Networks in Natural Sciences: Need and Purpose
• Study of Science Information Systems at National and International levels: ENVIS, INIS, AGRIS, MEDLARS, BT Net

UNIT-I

• History of Social Sciences
• Definition, Terminology, Branches and Landmarks in Social Sciences.
• PRIMARY SOURCES: PERIODICALS, GOVERNMENT BULLETINS, STANDARDS, DISSERTATIONS, MONOGRAPHS, MEMOIRS
• Web based sources
• Evaluation of representative sources in each category

Unit-II
• Secondary Sources: Bibliographies, Dictionaries, Treatises, Directory.
• Tertiary sources: Trade Catalogues, Guides to the literature and Bibliography of bibliographies
• Web based sources
• Evaluation of representative sources in each category

Unit-III
• Information Systems and Networks in Social Sciences: Need and Purpose
• Study of Select Social Science Information Systems at National & International levels.

Paper No. V(a)
MLS-809 Planning and Management of Academic Library System

Unit-I
Role of the library in Academic Institutions. Development of academic libraries in India
Study of the recommendations of various Committees and commissions with regard to
academic libraries in India and U.K. Role of the UGC in promoting academic libraries.

Unit-II
Library governance: authority, committee and role of librarian. Organisational Pattern:
centralized v/s decentralized. Library personnel : Staff pattern, selection and recruitment.
Public relations. Budgeting, Modern Academic library buildings: Planning, basic elements
in the design of building, furniture and fittings.
Unit-III


Paper No. V(b)

MLS-8010 Planning and Management of Public Library System

Unit-I


Unit-II


Unit-III


Paper No.V(c)

MLS-8011 Planning and Management of Special Library System
Unit-I

Unit-II

Unit-III
Inter-Library cooperation and Resource sharing, Electronic Journal Consortia: INDEST, FORSA, CSIR. Study of some representative Special libraries of India: Indian Institute of Technology (IIT) Madras, BARC, Bombay, CFTRI, Mysore, Indira Gandhi National Centre of Arts, New Delhi, Nehru Memorial Museum and Library, New Delhi, Central Film Library, Pune, Khuda Bakhsh Oriental Public Library, Patna.

Paper-V (d)
MLS -8012 Planning and Management of Health Science Library System

Unit – I
Unit-II


Unit-III


PAPER NO. VI
MLS-8013 INFORMATION TECHNOLOGY (THEORY) - II

Unit-I

• Internet and Intranet: Basic features and applications
• Protocols: Concepts, functions
• Network protocols: TCP/IP, SPX, Net-BUI, FTP, HTTP
• Modes of Connectivity: Dial up, ISDN, Leased Lines, Blue tooth, Wifi etc.
• E-mail: Definition, importance, types, process, and applications
• Web Browser: Netscape Navigator, Internet Explorer, Mozilla Firefox etc.
• Web Servers, Web tools, Search Engines
• Internet Security

Unit-II

• Digital Libraries: Genesis, definition, objectives, scope
• Image formats, Audio formation
• Storage Media, Standards and Formats – ISO-9660, DVD, Blue ray
• Software and Hardware for digital libraries, OCR, Image Editing Software
• Open source softwares
• Input capture devices — scanners, digital & movie cameras
• Data warehousing, Data Mining, Meta Data, Dublin Core, Digital Object Identifier (DOI)

**Unit-III**

• Online Searching of MEDLINE, DIALOG, OCLC
• Electronic publishing: Electronic bulletins, e-journals, institutional repositories
• Concept of subject gateways, Tele-conferencing

**Paper-VII**  
**MLS-8014 Information Technology (Practice) -II**

The practical questions will be set to check IT skills in the following areas:-

5. Database creation using software packages, LibSys and SOUL
6. Use of Library software packages, LibSys, SOUL for in-house operations, Bar Code Generations, membership cards, machine readable catalogue cards

**Paper-VIII**  
**MLS -80DI Dissertation**

This paper will consist of areas such as annotated subject bibliography, bibliometric study, case study, survey, trend report, etc. The paper will be of 100 marks.
The dissertations will be evaluated by an external examiner and will carry 75 marks. Viva-voce examination will be of 25 marks. This will be conducted by a group of three members consisting of chairman of the department, external examiner and the supervisor.

The dissertation will be submitted before the commencement of annual examination.

**Paper-IX**

**MLS -80VI**  
**Viva-Voce**

_Viva-voce examination will be conducted preferably after the completing II-Semester examination by one external examiner._

_This paper consists of 50 marks including 25 marks for compulsory educational tour. Of the 25 marks, 13 marks are allotted to the tour report and the remaining 12 marks will be for viva-voce examination, conducted on the educational tour report, just before the commencement of second semester exam._

**Note:** Compulsory Educational tour will be conducted preferably during the winter vacations and will be a part of second semester. For ‘Suggested Readings’ please contact concerned teachers
I dissent with the decision to convert B.L.I.Sc. from a one year course to a two semester one on the following grounds:

1. AMU introduced semester system for the first time in 1967 in nearly all courses, even then, one year length professional courses such as B.Ed. & B.Lib were not touched for academic reasons.

2. Library & Information Science is a new subject for nearly everyone who joins B.Lib.Sc./BLISc., whether after graduation or even after completing a post graduate course.

3. A fresh student has no idea of what constitutes library & information science, despite their being exposed to libraries from the first step of education. The popular concept is that the only work librarians do is to keep books on shelves after labeling them.

4. Therefore, the first one to two months approximately are spent in explaining and orienting them to understand the complexities of the work done and activities carried out in library and information centers.

5. Moreover students come from diverse backgrounds and educational institutions that affects their learning pattern and behavior.

6. In a semester system half or more than half of the first semester is over by the time a student is properly oriented.

7. In library & information science we teach the use of certain tool books and reference and information sources that require more time than that provided by the semester system. We also introduce techniques of providing users’ services that require much more effort and training than is possible in a semester.

8. The above mentioned aspects are so important that even in the distance education model of B.L.I.Sc. run by IGNOU, contact hours of at least five hours per day over a two days’ weekend spread over the whole year is the course requirement. This would work out to about
350 contact hours. This is much more than that required for other courses in the same mode and makes it a nearly regular formal course.

9. Moreover it is necessary that we should also examine the reasons and possible causes that compelled AMU to give up semester system after implementing it for two decades, the objective conditions have not changed, they are still the same.

(S. Mustafa K.Q. Zaidi)
SYLLABUS FOR Ph.D. COURSE WORK (2012-13)

PAPER-II

COURSE TITLE: STAFF ATTITUDE TOWARDS ICT BASED LIBRARY OPERATIONS & SERVICES IN CENTRAL UNIVERSITY LIBRARIES

NAME OF SCHOLAR: MS. ZEBA KHANAM

NAME OF SUPERVISOR: PROF. SHABAHAT HUSAIN

UNIT I:
1. Librarianship as a Profession: Significance, Ethics & Attitude 
2. Library Science Education: A global overview
3. Library Science Education in India

UNIT II:
1. University Libraries in India: Development, Types, function and Organizational Structure
2. Library Services rendered by the Professionals: - In House Operations - Readers’ Services
3. ICT based services in University Libraries

UNIT III:
1. Role of Attitudes of Staff in the provision of Library Services
2. Factors responsible for Staff Attitudes
3. Remedial measures relating with Staff Attitudes

UNIT IV:
1. Literature Review: Procedure and Need
2. Importance of Literature Review
3. Steps involved in Literature Search/Review
4. Methods of Literature Search
5. 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, hypothesis, methodology and tentative chapterisation of the Research Work
SYLLABUS FOR Ph.D. COURSE WORK (2012-13)

Paper -II

COURSE TITLE: COLLECTION DEVELOPMENT, MANAGEMENT AND USE OF MANUSCRIPTS

NAME OF SCHOLAR: MS. NIDA KHAN

NAME OF SUPERVISOR: MR. S. MUSTAFA K. Q. ZAIDI

UNIT I
• Communication & Preservation of Knowledge : Problems
• Evolution of writing & Printing
• Manuscripts : Definition, Types, Historical Development
• Collection Development of Manuscripts : Essential Factures
• Problems Policies & Procedures

UNIT II
• Manuscripts Collection, Selection, Budgeting
• Manuscripts Collection Acquisition and Accessioning
• Manuscripts Collection : Cataloguing and Classification
• Manuscripts Collection : Preservation and Restoration

UNIT III
• Role of National & International Organizations in the management of Manuscripts with Special Reference to India

UNIT IV
• Literature review: Need and Procedure
• Compilations and Assessment of the Review literature

UNIT V
• Report on the research topic including the need, purpose, objectives, hypotheses methodology and chapterization of the research work.
Syllabus for Ph.D Course Work (2012-13)

Paper II

Course Title: Impact of ICT Applications in Libraries on Learning and Research Course
No: PCW

Name: Shadab Ahmad
Supervisor: Dr. Naushad Ali P.M

UNIT I

• Emergence and Development of Information and Communication Technologies: An Overview
• Impact of ICT on Society
• ICT and E-Learning: Formal and Informal Education
• ICT Based Research

UNIT II

• Library as a resource centre for learning and research
• ICT Tools for enhancing Learning Process
• ICT impact on Learner’s performance
• Criteria for developing tools for measuring impact of ICT on Learning and Research

UNIT III

• ICT Applications in Libraries & Information Services
• ICT based Library products and Services at National and International Levels
  E-Book, Database, E-journal Consortia, ETD, Subject gateways, Institutional Repositories
• Database Searching

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 PhD COURSE WORK (2011-12)

Paper II
Course Title: Collection Development and Use of Materials in Libraries for Visually Challenged Persons
Max. Marks: 100

Name of the Candidate: Ms. Dolly Kumari
Name of the Supervisor: Dr. Nishat Fatima

Unit I
- Visually Challenged Persons as a special group of users: Features, Types and Limitations
- Historical development of Library services for Visually Challenged Persons with particular reference to India
- Role and Policies:
  - Role of Government Agencies
  - Role of NGOs

Unit II
- Information Sources for Visually Challenged Persons: Print and Non print
- Information Services for Visually Challenged Persons: Traditional and Modern
- Role of Information Technology in the transfer of Information to Visually Challenged Persons

Unit III
- Library services for Visually Challenged Persons: Collection development, Problems, Principles, Policies and Budgeting
- Methods of selection for Visually Challenged Persons: Acquisition
- Accessioning of Materials for Visually Challenged Persons
- Technical processing of library materials for Visually Challenged Persons
- Organization of Materials for Visually Challenged Persons

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