# KANNUR UNIVERSITY

## (Abstract)

Revised Scheme, Syllabus and Pattern of Question Paper of Master of Library and Information Science (M.Lib.I.Sc.) Programme (CBCSS) - implemented in the University Department - w.e.f. 2020 Admission – Orders issued.

---

## ACADEMIC C SECTION

Acad/C4/18995/2019                                                                              Dated: 23.02.2021

---

Read:-1. Minutes of the meeting of the Syndicate held on 26.10.2019, vide item No.
2019.676

2. U.O.No.ACAD C3/22373/2019. dated 08.10.2020

3. U.O.No.Acad/C3/22373/2019, dated 12.11.2020

4. Department Council Minutes, Dept. of Library and Information Science dated
11.01.2021

5. E.mail dated 04.02.2021, from the Head, Dept. of Library and Information Science
along with revised Scheme, Syllabus and Pattern of Question Paper of Master of
Library and Information Science (M.Lib.I.Sc.) Programme.

## ORDER

1. The meeting of the Syndicate held on 26.10.2019 resolved vide paper read (1) above to revise the Scheme and Syllabus of all Post Graduate Programmes under Choice Based Credit Semester System (CBCSS) in the Schools/ Departments of University with effect from 2020 admission.

2. Subsequently, the Curriculum Committee was reconstituted as per paper read (2) above to monitor and co-ordinate the working of the Choice based Credit Semester System.

3. Accordingly, the revised Regulations for P.G. programmes under Choice Based Credit Semester System were implemented in the Schools/Departments of the University with effect from 2020 admission as per paper read (3) above.

4. Further, the Department Council, vide paper read (4) above approved the revised Scheme, Syllabus and Pattern of Question paper of Master of Library and Information Science (M.Lib.I.Sc.) programme Under Choice Based Credit Semester System, prepared in line with the revised Regulations for Choice Based Credit Semester System, for implementation in the Department of Library & Information Science, w.e.f 2020 admission.

5. Subsequently, the revised Scheme, Syllabus & Pattern of Question Paper of Master of Library and Information Science (M.Lib.I.Sc.) programme, prepared in line with the revised Regulations for Choice Based Credit Semester System was scrutinized by the Dean and an external Subject Expert and they recommended for implementation.

6. Thereafter, the revised Scheme, Syllabus and Pattern of Question Paper of Master of Library and Information Science (M.Lib.I.Sc.) programme, incorporating the suggestions of the External

as per paper read (5) above, for implementation with effect from 2020 admission.

7. The Vice Chancellor after considering the matter in detail and in exercise of the powers of the Academic Council conferred under section 11 (1) Chapter III of Kannur University Act 1996, accorded sanction to implement the revised Scheme, Syllabus and Pattern of Question Paper of Master of Library and Information Science (M.Lib.I.Sc.) programme under Choice Based Credit Semester System offered in the Department of Library and Information Science, Thavakkara Campus, with effect from 2020 admission, subject to reporting to the Academic Council.

8. The revised Scheme, Syllabus and Pattern of Question Paper of Master of Library and Information Science (M.Lib.I.Sc.) Programme(CBCSS) implemented with effect from 2020 admission are uploaded in the University Website.**(www.kannuruniversity.ac.in**.

Orders are issued accordingly.

*Sd/-*

**BALACHANDRAN V K**

**DEPUTY REGISTRAR (ACAD)**

For REGISTRAR

To:     Head, Dept. of Library & Information Science

Thavakkara Campus, Civil Station P.O, Kannur - 670002

Copy To: 1. The Examination Branch (through PA to CE).

2. PS to VC / PA to PVC / PA to R

3. DR / AR 1/ AR II (Acad).

4. The Computer Programmer (for uploading in the Website)

5. SF / DF /FC

Forwarded / By Order

SECTION OFFICER

# KANNUR UNIVERSITY

# DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

## MASTER OF LIBRARY AND INFORMATION SCIENCE ( M.Lib.I.Sc.)

### Modified Regulations for Choice Based Credit Semester System
### 2020 Admission onwards

## 1. SCOPE

1.1. These regulations shall apply to the Post Graduate programme, Master of Library and Information Science conducted by the Department of Library and Information Science, Kannur University.

1.2. Choice Based Credit Semester System presupposes academic autonomy, cafeteria approach in academic environment, semester system, course credits, alphabetical grading and interdepartmental academic collaboration. There shall be a Department Council consisting of all the Permanent / Contract teachers of the Department. The Head of the Department shall be responsible for admission to all the programmes offered by the Department including conduct of entrance tests, verification of records, admission and evaluation. Head of the Department may constitute an admission committee to assist him/her in the admission process. The Department Council will deliberate on courses and specify the distribution of credits to semester wise and course wise. For each course it will specify the number of credits for lectures, tutorials, practical etc.

1.3. These regulations shall come into effect from 2021 admission onwards and supersede all other regulations unless otherwise prescribed.

## 2. DEFINITIONS.

2.1. **Curriculum Committee** means the Committee constituted by the Vice-Chancellor under these Regulations to monitor the running of Choice Based Credit Semester System. One of the Senior Professors shall be the Convener of the Curriculum Committee co-ordinating the various academic activities.

2.2. **Department/Centre/School** means Department/Centre/School instituted in the University as per Kannur University Statutes.

1

2.3. **Academic Programme** means an entire course of study comprising its programme structure, course details, evaluation schemes etc. designed to be taught and evaluated in a teaching Department/Centre or jointly under more than one such Department/ Centre.

2.4. **Course** means a segment of a Programme limited to one semester in a subject.

2.5. **Programme Structure** means a list of courses (Core, Elective, Open Elective) that makes up an academic programme, specifying the syllabus, credits, hours of teaching, evaluation and examination schemes, minimum number of credits required for successful completion of the programme etc. prepared in conformity with University Rules,

2.6. **Core Course** means a course that a student admitted to a particular programme must successfully complete to receive the degree and which cannot be substituted by any other course.

2.7. **Elective Course** means an optional course to be selected by a student out of such courses offered in the same Department/Centre.

2.8. **Open Elective Course** means an elective course which is available for students of all programmes including students of same department. Students of other departments may opt these courses subject to fulfilling of eligibility of criteria as laid down by the department offering the course.

2.9. **Credit** means the value assigned to a course which indicates the level of instruction; normally, one-hour lecture per week equals 1 credit, 2/3 hours practical class per week equals 1 credit. Credit for a practical could be proposed as part of a course or as a separate practical course.

2.10. **SGPA** means Semester Grade Point Average calculated for individual semester.

2.11. **CGPA** is Cumulative Grade Points Average calculated for all courses completed by the students in the last year of the course by clubbing together SGPA of four semesters.

## 3. ELIGIBILITY FOR ADMISSION

3.1. As per the Regulations prescribed by the Department of Library and Information Science for each programme from time to time.

3.2. Candidates who have passed their qualifying examination from universities outside Kerala and candidates, who have passed their degrees with different nomenclature from the universities within Kerala, should submit Recognition/Equivalency Certificate while seeking admission.

## 4. ADMISSION

4.1. Admission is done as per the regulations prescribed by the Department of Library and Information Science for each programme from time to time.

4.2. Admission to the PG programme,  Master of Library and Information Science, shall be made purely on the basis of Entrance Examination. Newspaper notification in this regard will be made in the month of May itself. Entrance Examination is mandatory even if the numbers of applications are less than the sanctioned strength. If the number of candidates admitted based on the Entrance Exam is less than the sanctioned strength, the department can fill the vacancy by making necessary press release by fulfilling the reservation norms on the basis of the marks obtained in the qualifying examination.

4.3. There should be uniformity in the date of starting the course and conducting the End Semester Examination of different PG programmes of the University.

## 5. REGISTRATION

5.1. The Department shall have Permanent / Contract faculty members as Student Advisors. Each student at the time of admission will be assigned to an advisor by the Department Council. He/she will advise the student about the academic programme and counsel on the choice of courses depending on the student's academic background and objective. The student will then register for the courses she/he plans to take for the semester before the classes begin.

5.1. The Department offering the course shall have the maximum number of 25 students that can be admitted taking into consideration the facilities available. The Department Council will be the authority to fix the optional that can be offered for a programme while ensuring that sufficient choice is given to each student in all semesters other than First Semester. Elective courses for the next semester will be announced within 10 days of the end of the previous semester.

5.3 The student has to complete the prescribed prerequisites for the course before registration. The student, within a maximum of 10 working days after the commencement of the classes, can change the Optional Course with the consent of the Head of the Department in consultation with the Advisor.

5.3. The Department shall make available to all students a bulletin listing all the courses offered in every semester specifying the credits, list of topics, the course intends to cover, the name of the instructor, the timetable and examination schedule. This will be made available in the last week of each semester after it is approved by the Department Council, the Dean and the VC.

6. **COURSE STRUCTURE**

6.1. Three kinds of Courses are offered - Core, Elective and Open Elective Courses (including MOOC courses). Core and Elective Courses are offered by the Department conducting the programme. Open Elective Courses are offered either by the Department conducting the programme or by any other department of the University or via MOOC. Elective Courses are offered by the concerned department. Open Elective Courses will be offered by other Departments/Centres/Institutions as options. Open Elective Courses can be opted in any of the semesters during the entire programme other than the first semester. The maximum students that can be admitted to an Open Elective Course is limited to forty (40) except for MOOC courses. If the student intake in a department is more than 40, then the maximum number of students that can be admitted to an Open Elective course is equal to the student intake.

6.2. Every course offered by the Department is identified by a unique course code, where first two letters denote programme name (ML for Master of Library and Information Science). Next three letters denote subject (LIB for Library and Information Science). This is followed by semester number such as 01, 02, 03, 04. After semester number the single alphabet stands for Core (C), Elective (E) and Open Elective course (O). The last two digits denote the serial number of the course in that category (C, E or O) in M.Lib.I.Sc. programme.

Illustration 1:

**MLLIS01C01**

ML = Master of Library and Information Science
LIS = Library and Information Science
01 = 1$^{st}$ semester
C = Core
01 = Serial number of the core course in the program

6.3. Any course including a core course of the department can be offered as an Open Elective Course to students of other departments.

6.4. The minimum duration for completion of the M.Lib.I.Sc. programme is four semesters and the maximum period for completion is eight (8) semesters from the date of registration.

6.5a. Zero Semester : A semester in which a student is permitted to opt out due to unforeseen genuine reasons.

6.5. No regular student shall register for more than 24 credits and less than 16 credits per semester, subject to the provisions of the programme concerned.

6.6. The total credits required for the successful completion of the M.Lib.I.Sc. programme, a four semester programme, will be between 72 to 80. Maximum credits assigned to Core Courses for non-science subjects should not exceed 50 percent of total required credits.

6.7. The Department Council shall design Core, Elective and Open Elective Courses including the detailed syllabus for each programme offered by the Department. The Department Council shall have the freedom to introduce new courses and/or to modify/redesign existing Courses and replace any existing Course with a new Course to facilitate better exposure and training for the students, with the approval of the Faculty Council and the Academic Council.

7. **EVALUATION**

7.1. Evaluation of the students shall be done by the faculty member who teaches the Course on the basis of Continuous Evaluation and an End Semester Examination. The proportion of the distribution of marks among End Semester Examination and Continuous Evaluation shall be 60:40. 10 percent of the scripts, subject to a minimum of 5 scripts per Course will be valued by an External Examiner. If there is an average difference of more than 15 per cent in the marks awarded by the Internal and External Examiner, the scripts will be valued by one Internal and one External examiner together.

7.2. Continuous Evaluation includes Assignments (two), Seminars (one) and periodic written examinations (two) .

7.3. The allocation of marks for each component under Continuous Evaluation shall be in the following proportions:

| Theory | | Practical | |
|---|---|---|---|
| **Components** | **% of marks** | **Components** | **% of marks** |
| Test papers | 40% (16 marks) | Tests | 75% (30 marks) |
| Tutorial with viva, Seminar presentations, Discussion, Debate etc. | 40% (16 marks) | Record | 25% (10marks) |
| Assignment | 20% (8 marks) | | |
| Total Internal marks | 40 | Total internal marks | 40 |

7.4. Mode of assessment and administering of Test or Tutorial etc. will be decided by the Department.

7.5 A copy of all records of Continuous Evaluation shall be maintained in electronic format in the Department and shall be made available for verification by the University.

7.6 Performance of each student in an assessment shall be intimated to him/her within two weeks of the conduct of test/ submission of assignment/ report.

## 8  CONDUCT OF THE END SEMESTER EXAMINATIONS

8.1 The End Semester Examinations of each semester will be conducted by the Controller of Examinations. It will be the responsibility of the Department to maintain a sufficient balance of different levels of questions in the Question Bank. The tabulation registers of each semester shall be prepared and maintained by the Examination Branch. There shall be a minimum of one external examiner to ensure transparency in the conduct of examinations. The external examiners will be faculty members appointed from other Colleges/Departments of this University or from other Universities. The duration of End Semester Examination shall be specified in the curriculum.

8.2. The Board of Examiners will function as the Pass Board and will be called the Subject Examination Board with the Head of the Department.

9. **ATTENDANCE**

9.1 The minimum attendance required for each Course shall be 60% of the total number of classes conducted for that semester. Those who secure the minimum attendance in a semester alone will be allowed to register for the End Semester Examination. Condonation of attendance to a maximum of 10 days in a Semester subject to a maximum of two spells within a programme will be granted by the Vice-Chancellor. Benefit of Condonation of attendance will be granted to the students on health grounds, for participating in University Union activities, meetings of the University Bodies and participation in extra-curricular activities on production of genuine supporting documents with the recommendation of the Head of the Department. A student who is not eligible for Condonation shall repeat the Course along with the subsequent batch.

10. **GRADING**

10.1 An alphabetical Grading System shall be adopted for the assessment of a student's performance in a Course. The grade is based on a 6 point scale. The following table gives the range of marks %, grade points and alphabetical grade.

| Range of Marks (%) | Grade Points | Alphabetical Grade |
|:---:|:---:|:---:|
| 90-100 | 9 | A+ |
| 80-89 | 8 | A |
| 70-79 | 7 | B+ |
| 60-69 | 6 | B |
| 50-59 | 5 | C |
| Below 50 | 0 | F |

10.2 A minimum of grade point 5 (Grade C) is needed for the successful completion of a Course. A student who has failed in a Course can reappear for the End Semester Examination of the same Course along with the next batch without taking re-admission or choose another Course in the subsequent Semesters of the same programme to acquire the minimum credits needed for the completion of the programme. There shall not be provision for improvement of CE and ESE. A student can sit the ESE again if she/he has successfully completed the CE requirements in a subsequent semester subject to the maximum durations permitted.

10.3 Performance of a student at the end of each Semester is indicated by the Semester Grade Point Average (SGPA) and is calculated by taking the weighted average of

grade points of the Courses successfully completed. Following formula is used for the calculation. The average will be rounded off to two decimal places.

$$GPA = \frac{\text{Sum of (grade points in a course multiplied by its credit) Sum}}{\text{of Credits of Courses}}$$

10.4  At the end of the Programme, the overall performance of a student is indicated by the Cumulative Grade Point Average (CGPA) and is calculated using the same formula given above.

10.5  Empirical formula for calculating the percentage of marks will be

% Marks = **(CGPA x 10) +5.**

10.6  Based on the CGPA overall letter grade of the student  and classification shall be in the following way.

| CGPA | Overall Letter Grade | Classification |
|---|---|---|
| 8.5 and above | A+ | First       Class Distinction |
| 7.5 and above but less than 8.5 | A | |
| 6.5 and above but less than 7.5 | B+ | First Class |
| 5.5 and above but less than 6.5 | B | |
| 5 and above but less than 5.5 | C | Second Class |

10.7  Appearance for Continuous Evaluation (CE) and End Semester Evaluation (ESE) are compulsory and no Grade shall be awarded to a candidate if he/she is absent for CE/ESE or both.

10.8  A student who fails to complete the Programme /Semester can repeat the full Programme / Semester once, if the Department Council permits to do so. Absence in an examination will be marked zero.

10.9  No student shall be allowed to take more than eight consecutive semesters for completing the M.Lib.I.Sc.  Programme from the date of enrolment.

## 11. GRADE CARD

11.1    The Controller of Examinations shall issue the grade cards of all semesters and the consolidated grade card and certificates on completion of the programme, based on the details submitted by the Heads of the Department. This will be in digital form only.

11.2    The Grade Card shall contain the following.
(a) Title of the Courses taken as Core, Elective & Open Elective.
b) The credits associated with and grades awarded for each Course.
c) The number of credits (Core /Elective / Open Elective) separately earned by the student and      the SGPA.
d) The total credits (Core / Elective / Open Elective) separately earned by a student till that Semester.

11.3    The consolidated grade statement issued on completion of the programme shall contain the name of the Programme, the Department/School offering the programme, the title of the Courses taken, the credits associated with each Course, grades awarded, the total credits (Core /Elective/Open) separately earned by the student, the CGPA and the class in which the student is placed. Rank Certificates will be issued based on CGPA calculated at the end of the last semester of that Programme.

## 12. DEPARTMENT COUNCIL

12.1    All the Permanent and Contract teachers of the Department shall be the members of the Department Council.

12.2    The Department Council subject to these Regulations shall monitor every academic programme conducted in the Department.

12.3    Department Council shall prescribe the mode of conduct of courses, conduct of examinations and evaluation of the students.

12.4    An elected student representative also may attend the department council meeting where agenda related to academic matters / research activities of students are discussed.

## 13. CURRICULUM COMMITTEE

13.1    There shall be a Curriculum Committee constituted by the Vice Chancellor to monitor and co-ordinate the working of the Choice Based Credit Semester System.

13.2    A senior professor nominated by the Vice Chancellor shall be the convener of the Curriculum Committee.

13.3    The Committee shall consist of:
a) Vice-Chancellor <u>or person nominated by VC</u> (Chairperson)
b) The Convener of the Curriculum Committee (A professor of the University nominated by the Vice-Chancellor)
c) The Registrar -Secretary
d) The Controller of Examinations
e) Deans
e) The Heads of Departments

13.4    The term of office of the Committee shall be two years, but the Committee once constituted shall continue in office until a reconstituted committee assumes office.

## 14.  ACADEMIC GRIEVANCE REDRESSAL MECHANISM

**14.1**    Committees will be constituted at the Department and University levels to look into the written complaints regarding Continuous Evaluation (CE). Department Level Committee (DLC) will consist of the Department Council, and an elected student representative who is currently a student of that Programme of study.  There will be one student representative for the post graduate programmes and one student representative for the doctoral programme.

**14.2**    University Level Committee (ULC) will consist of the Convenor of the Curriculum Committee, the concerned Dean, the   Head of the Department and a nominee of the Students' Union.

**14.3**    Department Level Committee will be presided over by the HoD.  Complaints will have to be submitted to the Department concerned within two weeks of publication of results of Continuous Evaluation (CE) and disposed of within two weeks of receipt of complaint. Appeals to University Level Committee should be made within two weeks of the decisions taken by Department level Committee and disposed of within two weeks of the receipt of the complaint.

**14.4**    Complaints unsolved by the University level Grievance Committee shall be placed before the Vice Chancellor.

## 15. TRANSITORY PROVISION

**15.1**    Notwithstanding anything contained in these regulations, the Vice Chancellor shall for a period of one year (may be revised) from the date of coming into force of

these regulations, have the power to provide by order that these regulations shall be applied to any programme with such modifications as may be necessary.

## 16. REPEAL

**16.1** The Regulations now in force in so far as they are applicable to programmes offered in the Department of Library and Information Science  and to the extent they are inconsistent with these regulations are hereby repealed. In the case of any inconsistency between the implemented regulations of Choice Based Credit Semester System and its application to the  programme offered in the Department, the former shall prevail.

*****

## CORE COURSES

| Course Code | Credits in Each Core Courses | | | | |
|---|---|---|---|---|---|
| | **Title** | **Theory** | **Practical** | **Tutorial** | **Credits** |
| MLLIS01C01 | Foundations of Library and Information Science | 3 | - | 1 | 4 |
| MLLIS01C02 | Management of Library and Information Centres | 3 | - | 1 | 4 |
| MLLIS01C03 | Library Classification (Theory) | 3 | - | 1 | 4 |
| MLLIS02C04 | Library Cataloguing (Theory) | 3 | - | 1 | 4 |
| MLLIS02C05 | Library Cataloguing Practice – AACR-2R | - | **3** | 1 | 4 |
| MLLIS03C06 | Information and Communication | 3 | - | 1 | 4 |
| MLLIS03C07 | Advanced Application of ICT in Libraries-Practical | - | **3** | 1 | 4 |
| MLLIS04C08 | Information Retrieval Systems | 3 | - | 1 | 4 |
| MLLIS04C09 | a) Dissertation<br>b) Viva Voce<br>c)  Internship Report<br>d)   Study Tour | - | **6** | 2 | 8 |
| **Total Credits** | | **18** | **12** | **10** | **40** |

## ELECTIVE COURSES

| Course Code | Credits in Each Elective Course | | | | |
|---|---|---|---|---|---|
| | **Title** | **Theory** | **Practical** | **Tutorial** | **Credits** |
| MLLIS01E01 | Library Classification (DDC & UDC) – Practical | **-** | 3 | 1 | 4 |
| MLLIS01E02 | Information and Communication Technology and Libraries | 3 | - | 1 | 4 |
| MLLIS02E03 | Information Sources and Services | 3 | - | 1 | 4 |
| MLLIS02E04 | Application of Information and Communication Technology – Practical | **-** | 3 | 1 | 4 |
| MLLIS03E05 | Research Methodology | 3 | - | 1 | 4 |
| MLLIS03E06 | Information Literacy | 3 | - | 1 | 4 |
| MLLIS04E07 | Web Technologies and Services | 3 | - | 1 | 4 |
| MLLIS04E08 | Special Library System | 3 | - | 1 | 4 |
| **Total Credits** | | **18** | **6** | **8** | **32** |

**OPEN ELECTIVE COURSES**

| Course Code | Credits in Each Elective Course | | | | |
|---|---|---|---|---|---|
| | **Title** | **Theory** | **Practical** | **Tutorial** | **Credits** |
| MLLIS02O01 | Library and Information Search and Retrieval | 3 | **-** | 1 | 4 |
| MLLIS03O02 | Introduction to Library and Information Science | 3 | **-** | 1 | 4 |
| **Total Credits** | | 6 | **0** | 2 | 8 |

**Total Credits in Semester I/II/III/IV= 80 Credits**

**Total papers – 19**

**Kannur University**
**Master of Library and Information Science (M.Lib.I.Sc.)**
**(Four Semesters – Choice Based Credit Semester System)**

## SCHEME

**First Semester**

| Core/Elective/ Open Elective | Course Code | Title | Internal | External | Total | Credit |
|---|---|---|---|---|---|---|
| Core | MLLIS01C01 | Foundations of Library and Information Science | 40 | 60 | 100 | 4 |
| Core | MLLIS01C02 | Management of Library and Information Centers | 40 | 60 | 100 | 4 |
| Core | MLLIS01C03 | Library Classification (Theory) | 40 | 60 | 100 | 4 |
| Elective | MLLIS01E01 | Library Classification (DDC & UDC) – Practical | 40 | 60 | 100 | 4 |
| Elective | MLLIS01E02 | Information and Communication Technology and Libraries | 40 | 60 | 100 | 4 |
| **Total** | | | **200** | **300** | **500** | **20** |

**Second Semester**

| Core/Elective/ Open Elective | Course Code | Title | Internal | External | Total | Credit |
|---|---|---|---|---|---|---|
| Core | MLLIS02C04 | Library Cataloguing (Theory) | 40 | 60 | 100 | 4 |
| Core | MLLIS02C05 | Library Cataloguing-Practice | 40 | 60 | 100 | 4 |
| Elective | MLLIS02E03 | Information Sources and Services | 40 | 60 | 100 | 4 |
| Elective | MLLIS02E04 | Application of Information and Communication Technology – Practical | 40 | 60 | 100 | 4 |
| Open Elective | MLLIS02O01 | Library and Information Search and Retrieval | 40 | 60 | 100 | 4 |
| **Total** | | | **200** | **300** | **500** | **20** |

**Third Semester**

| Core/Elective/ Open Elective | Course Code | Title | Internal | External | Total | Credit |
|---|---|---|---|---|---|---|
| Core | MLLIS03C06 | Information and Communication | 40 | 60 | 100 | 4 |
| Core | MLLIS03C07 | Advanced Application of ICT in Libraries-Practical | 40 | 60 | 100 | 4 |
| Elective | MLLIS03E05 | Research Methodology | 40 | 60 | 100 | 4 |
| Elective | MLLIS03E06 | Information Literacy | 40 | 60 | 100 | 4 |
| Open Elective | MLLIS03O02 | Introduction to Library and Information Science | 40 | 60 | 100 | 4 |
| **Total** | | | **200** | **300** | **500** | **20** |

**Fourth Semester**

| Core/Elective/ Open Elective | Course Code | Title | Internal | External | Total | Credit |
|---|---|---|---|---|---|---|
| Core | MLLIS04C08 | Information Retrieval Systems | 40 | 60 | 100 | 4 |
| Core | MLLIS04C09 | a) Dissertation<br>b) Viva Voce<br>c) Internship Report<br>d) Study Tour | - | 100+50+ 25+25 | 200 | 4+2+2 |
| Elective | MLLIS04E07 | Web Technologies and Services | 40 | 60 | 100 | 4 |
| Elective | MLLIS04E08 | Special Library System | 40 | 60 | 100 | 4 |
| **Total** | | | **120** | **380** | **500** | **20** |
| **Grand Total** | | | **800** | **1200** | **2000** | **80** |

# KANNUR UNIVERSITY
## Master of Library and Information Science (M.Lib.I.Sc.)
### (Four Semesters – Choice Based Credit Semester System)

## SYLLABUS

## FIRST SEMESTER

### MLLIS01C01 FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE
#### (4 Credits)

**Course Objectives**: The main objective of this course is to introduce the development and functioning of various types of libraries and information centers.

**Course Learning Outcomes**: After successful completion of this course, student will be able to distinguish different types of libraries and their services; understand the development of libraries in India and Kerala, and library legislation etc. Apart from this, students will get a clear idea about the information services provided by different national and international organizations such as UNESCO, IFLA, UGC towards the developments of libraries in the country and also have a knowledge about information networks and resource sharing.

**Unit1.** Concept of Library and Information Centre, Documentation Centre, Data Centre, Data banks, etc.- General objectives and functions of different types of libraries - Public Libraries, Academic Libraries, Special Libraries, Corporate libraries, Media libraries, Digital libraries and Virtual libraries. National Library - Indian National Library - Its History, Current functions and Services.

**Unit 2.** Role of Library and Information Centers in Society, Five Laws of Library Science-its implications in library and information activities, Library development in India and Kerala.

**Unit 3.** Need for library legislation – Essential features, Library legislation in India - Model Public Library Bill of S.R. Ranganathan, Public Library Legislation in Kerala – Kerala Public Library Act 1989, Promoters of library and information services in India- UNESCO, UGC (India) and RRRLF.

**Unit 4.** Resource sharing and Library Networking - National and International Library and Information Networks : OCLC, JANET, NICNET, ERNET, INFLIBNET, DELNET, and CALIBNET. Professional Associations: ILA, IASLIC, IATLIS, IFLA, CILIP, ALA, ASLIB, SLA.

**Teaching plan:**

**Week 1:** Concept of Library and Information Centre and other types – General objectives and functions.

**Week 2:** Types of libraries -Public Libraries, Academic Libraries and Special Libraries.

W**eek 3**: Corporate Library, Media Library, Digital Library, Virtual library, National Library - Indian National Library – Its History, Current functions and Services.

**Week 4**: Role of Library and Information Centers in modern society**.**

**Week 5:** Five Laws of Library Science – its Implications in library and information activities.

**Week 6:** Library development in India and Kerala.

**Week 7:** Need for library legislation – Essential features.

**Week 8:** Library legislation in India - Model Public Library Bill of S. R. Ranganathan, Public Library Legislation in Kerala – Kerala Public Library Act 1989.

**Week 9:** Promoters of library and information services in India- UNESCO, UGC (India) and RRRLF**.** Resource sharing and Library Networking,

**Week 10:** National and International Library and Information Networks : OCLC, JANET, NICNET, ERNET, INFLIBNET, DELNET, and CALIBNET.

**Week 11:** Professional Associations: ILA, IASLIC, IATLIS.

**Week 12:** Professional Associations: IFLA, CILIP, ALA, ASLIB, SLA.

**Suggested Readings**

1**.**Bavakutty, M. Ed. et al.(2002). *Library co-operation in a networked world*. Delhi: Ess Ess Publications.

2. Bavakutty, M. Ed.et al.(2002). *Organization of libraries and information centers in 21st century*. Delhi: Ess Ess Publications.

3. Beenham, R and Harrison, C. (1985). *The Basics of librarianship*. London: Clive Bingley.

4. Gorman, Michael (2000). *Our enduring Values: Librarianship in the 21$^{st}$ Century*. Chicago: ALA.

5. Isaac, K.A. (2004). *Library legislation in India*. New Delhi: Ess Ess publication.

6. Kannna , J. K.(1987). *Library and society*. Kuruseshetra.

7. Kumar, P.S.G.  (2003).  *Foundations  of  Library  and  Information  Science*.  Delhi: B. R.Publishing.

8.  Ranganathan,  S.R.  (2006).  *Five  laws  of  Library  Science*.  New  Delhi:  ESS  ESS Publications .

9. Rout, R. K. (1991). *Library legislation in India*.  New Delhi: Reliance.

## MLLIS01C02:  MANAGEMENT  OF  LIBRARIES  AND  INFORMATION  CENTRES
### (4 Credits)

**Course  Objectives**:  The  main  objective  of  this  course  is  to  introduce  how  to  manage  a library  with  strong  theoretical  base.   This  course  will  help  the  students  to  understand  the different  sections  of  libraries  and  how  to  administer  the  workflow  in  each  sections  of  the library for  quality enhanced service.

**Course  Learning  Outcome**:   After  successful  completion  of  this  course,  the  students  will  be well  aware  of  the  management  principles  that  help  to  administer  the  library  without  any hindrance.    They  will  be  well  aware  of  different  sections  of  the  library  and  the workflow  involved  in  each  section.    They  will  also  master  to  draft  library  rules  and staff  manual,  library  statistics,  annual  report  etc.  They  will  get  a  thorough  knowledge  on quality evaluation tools of library services also.

**Unit 1.** Basics  of  Management  and  Library  Management,  School  of  Management  Thoughts, Functions  of  Management  –  POSDCORB.   Principles  of  scientific  management  and their   application  in  libraries;  Scientific  Management-  Henry  Fayol's  Principles  of management - HRM.

**Unit  2.** Housekeeping  Operations  –  Acquisition  and  Collection  Development,  Technical Processing,   Circulation:   Charging,   Serial   Control,   Maintenance   work-Stock verification,  stock  rectification,  Preservation  and  conservation  of  library  materials  - Reference  work, and Documentation work.

**Unit  3.** Library  Rules  and  Staff  manual,  Library  statistics,  Annual  reports,  Budgeting techniques:   Line, PPBS, Zero Based Budgeting etc.

**Unit 4.**  Modern Management tools**:** CPM/PERT, TQM , MIS, MBO**,** SERVQUAL and

LibQual.

**Teaching plan:**

**Week 1:** Basics of Management and Library Management.

**Week 2:** Functions of Management – POSDCORB. Schools of Management Thought.

**Week 3:** Principles of scientific management and their application in libraries.

**Week 4:** Scientific Management- Fayol's Principles of management.

**Week 5:** Acquisition and Collection Development, Technical Processing, Circulation.

**Week 6-7:** Serial Control, Maintenance work - Stock Verification, stock rectification, Reference work, Documentation work.

**Week 8-9:** Library Rules and Staff manual, Library statistics, Annual reports

**Week 10-11:** Budgeting techniques: Line, PPBS, and Zero Based Budgeting etc.

**Week 12**: Modern Management tools**:** CPM/ PERT, TQM, MIS, MBO**,** SERVQUAL and LibQual

**Suggested Readings.**

1. Bavakutty, M. and Parameswaran, M. Ed.(2000). *Management of libraries in the 21st century* Delhi : Ess Ess Publications.

2. Bryson Jo. (2017). *Effective Library and Information Centre Management* (2$^{nd}$ ed.). Routledge Publications.

3. Burger, Robert H. (2016). *Financial Management of Libraries and Information Centers*. Libraries Unlimited.

4. Dhiman, Anil K. and Yashoda Rani (2001). *Library Management: A manual for effective management.* Delhi: Ess Ess publications.

5. Khanna, J.K. (2001). *Handbook of Library Administration*. New Delhi: Crest.

6. Kumar, Krishan (1982). *Library Administration and Management*. New Delhi: Vikas.

7. Kumar, P.S.G. (2003). *Management of Library and Information Centres*. Delhi: B. R. Publishing Corporation.

8. Lancaster, F.W. (1977). *The measurement and evaluation of library services*. Arlington: Information Resources press.

9. Mittal, R.L. (1985). *Theory of Library Administration and Management*. New Delhi: Metropolitan.

10. Ranganathan.S.R (2006). *Library administration*. NewDelhi: Ess Ess Publications.

**MLLIS01C03: LIBRARY CLASSIFICATION – THEORY          (4 Credits)**

**Course Objectives:** The main objective of this course is to introduce the basic concept of library classification by mastering them the canons and principles underlying  library classification.  They will get a clear cut picture on structure and formation of library classification schemes and number building using these schemes.

**Course Learning Outcomes:** After successful completion of this course the students will master different principles and canons of classification; the notation systems like pure and mixed notation, different facets of Universe of Knowledge; how to construct class number and book number.  They will get a thorough knowledge in the structure and formation of class numbers in different schemes of classification so that they will get a thorough base for number building using different schemes.

**Unit 1.** General Theory of Classification - Need and purpose of library classification, Knowledge Classification VS Document Classification, Normative Principles of classification by S.R. Ranganathan and Canons of Classification.

**Unit 2.** Concept of Notation - Types- Qualities**,** Call Number – Class number - its structure, parts and its functions**,** Book Number and the method of constructing book numbers.

**Unit 3.** Concept of facet analysis, Fundamental categories, Principles for facet sequence, Modes of formation of subjects**,** Different types of subjects: Simple complex and compound subjects.

**Unit 4.**  Species of library classification schemes: its history and development - Enumerative and faceted models, Salient features of CC, UDC, DDC and Web Dewey.

**Teaching plan:**

**Week 1:** Need and purpose of library classification. Knowledge Classification VS Document Classification.

**Week 2:** Normative Principles of classification and their  usefulness.

**Week 3**: Canons.

**Week 4**: Concept of Notation - types- Qualities.

**Week 5:** Call No.- Class number, its structure, parts and its functions**,** Book Number and its

construction.

**Week 6:** Concept of facet analysis.

**Week 7:** Fundamental categories, Principles for facet sequence.

**Week 8** Modes of formation of subjects**,** Different types of subjects: Simple complex and compound subjects.

**Week 9:** Species of library classification schemes: Enumerative.

**Week 10:** Faceted models.

**Week 11:** Salient features of CC, DDC, UDC and Web Dewey.

**Suggested Readings:**

1. Bavakutty M. (1981). *Canons of library classification*. Trivandrum, KLA

2. Berwick Sayers (1950). *Introduction to Library Classification*. London, Andra Dautch, Chan, Luis M. (1995). *Cataloguing and Classification*. 2$^{nd}$ Ed. New York: McGraw Hill.

3. Kochar, R.S (1998). *Library classification systems*. New Delhi: Common Wealth Publications.

4. Krishan Kumar (1989).*Theory of library classification*. New Delhi, Vikas.

5. Ranganathan, S. R. (1999). *The Five Laws of Library Science*. Bangalore: Sarada Ranganathan Endowment for Library Science.

6. Ranganathan, S.R. (1985). *Colon classification*, Ed.6, SRELS.

7. Ranganathan, S.R. (1989). *Prolegomena to library classification*. Bangalore: SRELS.

**MLLIS02C04 LIBRARY CATALOGUING – THEORY**　　　　　**(4 credits)**

**Course Objectives:** The main objective of this course is to introduce the basic concept of library cataloguing by mastering the different codes of library cataloguing. This will help the students to gain knowledge about recent trends in library cataloguing in this digital age.

**Course Learning Outcomes:** After successful completion of this course the students will get a clear knowledge on cataloguing and different codes of cataloguing. They will be well aware of dictionary catalogue and subject catalogue. They will also know different types of entries in a catalogue and also about centralized cataloguing and cooperative cataloguing.

**Unit 1.** Resource Description and its source. Library catalogue: Its purpose and functions, Physical forms: book form, card form, sheaf form and OPAC, Types of catalogue: Author catalogue, title catalogue, and subject catalogue, Dictionary catalogue and classified catalogue.

**Unit 2**. Problems in assigning subject headings, Methods of subject cataloguing : Chain procedure, Subject headings Lists -LCSH, SLSH, MeSH etc.

**Unit 3**. Library Catalogue Codes and Kinds of Entries: Features of AACR2, Features of CCC, Kinds of Entries in a Dictionary Catalogue, Kinds of Entries in a Classified Catalogue, Filing of Entries.

**Unit 4.** Centralised cataloguing and co-operative cataloguing, Standards for Bibliographic Description : ISBD, CCF, Metadata Standards -MARC21, RDA, FRBR and Dublin Core.

**Teaching Plan:**

**Week 1**: Resource description and its source. Library catalogue: Its purpose and functions,

Physical forms: book form, card form and OPAC.

**Week 2.** Types of catalogue: Author catalogue title catalogue, and subject catalogue, Dictionary catalogue and classified catalogue.

**Week 3.** Problems in assigning subject headings, Methods of subject cataloguing: Chain procedure, Subject headings Lists -LCSH, SLSH, MeSH etc.

**Week 4.** Library Catalogue Codes and Kinds of Entries: Features of AACR2, Features of CCC.

**Week 5-6**. Kinds of Entries in a Dictionary Catalogue, Kinds of Entries in a Classified Catalogue. Filing of Entries.

**Week 7-8**. Centralised cataloguing and co-operative cataloguing**.**

**Week 9-10**. Standards for Bibliographic Description: ISBD, CCF.

**Week 11-12**. Metadata Standards - MARC21, RDA, FRBR and Dublin Core

**Suggested Readings:**

1. Bishop, William Warner. (2017). *Practical Handbook of Modern Library Cataloging*: Forgotten Book.

2. Chan, Lois Mai. (1995).*Cataloguing and Classification*. ISE. New York: McGraw Hill.

3. Fritz, Deborah A. (1998).*Cataloguing with AACR2 and US-MARC Records*. Chicago, ACA.

4. Gartner, Richard. (2016). *Metadata: Shaping Knowledge from Antiquity to the Semantic Web*. Springer.

5. Girija Kumar and Krishan Kumar.(1983).*Theory of library cataloguing*. New Delhi: Vikas.

6. Joudrey, Daniel N., Taylor, Arlene G., & Mille, David P. (2015).*Introduction to Cataloging and Classification,* 11th ed., Libraries Unlimited

7. Miller, J. (1994.). *Sear's List of Subject Headings*. Ed. 15. New York, Wilson.

8. P S G Kumar. (2003). *Knowledge Organization, Information Processing and Retrieval Theory*. Delhi: BR.

9. Ramalingam, MS. (2000).*Library Cataloguing and Classification Systems*. Delhi: Kalpaz.

10. Ranganathan, S.R. (1989). *Classified catalogue code.* Ed 5. Bangalore: SRELS, (Reprint).

## MLLIS02C05   LIBRARY CATALOGUING – PRACTICE                    (4 Credits)

**Course Objectives:** The main objective of this course is to equip the students with Cataloguing skills.

**Course Learning Outcomes:** After successful completion of this course the students will master to catalogue different types of documents using AACR2R supplemented with Sears List of Subject Headings (19th ed.).  They can classify single author books, multi author books, multi volume books, conference proceedings and other non-book materials.

### Cataloguing of Documents

Unit 1 – Introduction to AACR2R

Unit 2 - Cataloguing of Books by Personal authors

Unit 3 - Cataloguing of Books by Corporate Bodies

Unit 4 - Cataloguing of Periodicals and Non book materials

### Teaching Plan:

**Week 1- 4** Introduction to AACR-2R and Cataloguing of Books by personal authors

**Week.5-7**. Cataloguing of Books by Corporate Bodies

**Week 8-11**. Cataloguing of Periodicals and Non book materials

<div align="center">

**THIRD SEMESTER**

</div>

**MLLIS03C06: INFORMATION AND COMMUNICATION**        **(4 Credits)**

**Course Objectives:** The main objective of this course is to introduce effective communication theories and models and thereby making the students to become a good communicator of information in this information enriched society.

**Course Learning Outcomes:** After successful completion of this course the students will master the expected barriers of communication and different communication channels of information, marketing of information and economics of information etc. By learning the latest concept of information and communication management students will become a good communicator of information.

**Unit 1.** Data, Information, Knowledge and Wisdom, Communication: communication models, Channels of communication, Barriers to communication, Invisible College and Technological Gatekeepers, Role of library in communication.

**Unit 2.** Information Society, Information Industry- Generators, Providers and Intermediaries, Information Protection- Censorship, Data security, Fair Use, Plagiarism, International and National Information Policies and Programmes - NAPLIS, UAP, UBC, Open Access Movement

**Unit 3.** Economics of Information: Information as a resource, Economics of information provision, Cost analysis of information systems – Information Audit, Marketing of information products and services.

**Unit 4.** Digital Content Resources, Knowledge- concept and types, Content Management systems-Advantages, Role of library professionals in content management, Data Mining and Knowledge Discovery.

**Teaching Plan:**

**Week 1.** Data, Information, Knowledge and Wisdom, Communication: communication models, Channels of communication

**Week 2.** Barriers to communication, Invisible College and Technological Gatekeepers, Role of library in communication

**Week3.** Information Society, Information Industry- Generators, Providers and Intermediaries, Information Protection- Censorship, Data security, Fair Use, Plagiarism

**Week 4-5**. International and National Information Policies and Programmes

**Week 6-7.** International and national Information Policies and Programmes

**Week 8-9.** Cost analysis of information systems

**Week10.** Digital Content Resources

**Week11.** Content Management systems

**Week 12.** Data mining and knowledge discovery

**Suggested Readings**

1. Bhaskar Mukherjee (2012). *Information, communication and society*. New Delhi: Ess Ess Publications.

2. Kumar, P.S.G. (2004). *Information and communication*. Delhi: B.R.Publishing Company.

3. Bavakutty, M et al. (2003). *Information access, management and exchange in the technological age.* Delhi: Ess Ess Publications.

4. Prasher, R.G.(2003).*Information and its communication*. Ludhiana: Medallion Press.

5. Susan Swayze and Ford, Valerie. (1980). *Innovative Applications of Knowledge Discovery and Information Resources Management.* Advances in Library and Information Science.

6. Vickery, B.C. and Vickery, A. (1994). *Information Science in theory and practice*.

7. Wolpert, S.A. and Wolpert, J.F. (1986). *Economics of Information*.

**MLLIS03C07 : ADVANCED APPLICATION OF INFORMATION AND COMMUNICATION TECHNOLOGY IN LIBRARIES – PRACTICAL**
**(4 Credits)**

**Course Objectives:** The main objective of this course is to introduce different popular digital library software, institutional repositories,    web designing and web searching concept to students.

**Course Learning Outcomes:** After successful completion of this course the students will master to handle popular library softwares such as Koha, Greenstone, institutional repositories like DSpace etc.  The students will learn to design a website so that they can make their own website for libraries and they will become masters in internet advanced searching.

- Library Automation Software: Koha

- Digital Library Software : DSpace and Greenstone

- Web Designing

- Internet searches

**Teaching Plan:**

**Week 1-3** Koha Software

**Week 4-6.** DSpace and Greenstone

**Week 7-9.** Web Designing

**Week 10-11.** Internet searches.

**FOURTH SEMESTER**

## MLLIS04C08: INFORMATION RETRIEVAL SYSTEMS (4 Credits)

**Course Objectives:** The main objective of this course is to make information retrieval pin pointedly without having too much time and noise in it. The course intended to equip students to conduct information search and retrieval in an effective and efficient way.

**Course Learning Outcomes:** After successful completion of this course the students will master to retrieve information effectively and efficiently using various indexing and abstracting techniques. Post coordinate indexing and pre coordinate indexing are taught in this course. Students could carry out web information retrieval pin pointedly.

**Unit 1.** Information retrieval: Definition. History of IR. Functions of information retrieval systems (IRS). Components of information retrieval systems (Lancaster's diagram). Approaches to information retrieval: System-Centered Approach and User-Centered Approach. Kinds of IRS: OPACs, Online databases, Digital libraries and web-based information services and Web Search Engines. Data retrieval Vs. information retrieval. Search engines as IRS. Meta search engines- Features of Google- Search techniques: Keyword and Phrase search, Boolean search, Truncation search, Proximity search, Field-specific search, Range search, and Federated search.

**Unit 2.** Subject representation and indexing languages- Need for indexing language. Significance of citation order- An overview of historical development of indexing including but not limited to the contributions of Cutter, Kaiser, Ranganathan, Farradane and Coates.
Pre-coordinate indexing and Post-coordinate indexing. Detailed study of Chain indexing, PRECIS, POPSI, Uniterm, Peek-a-boo, Edge-notched cards.

**Unit 3.** Understanding derived subject indexing systems: Title based (KWIC, KWOC and KWAC), Citation based (SCI, SSCI etc.) and Full-Text (STAIRS, LEXIS-NEXIS, etc.). Automatic Indexing: Compass. Vocabulary control: Meaning, Need and Importance. Vocabulary control tools – Subject heading Lists and Thesauri. Thesaurus Construction-

Case Study of Controlled vocabularies/ Ontology including but not limited to ERIC, MeSH, SLSH, LCSH, and Getty.

**Unit 4.** IR models- Concepts of Ranking, Term weight, Document frequency (DF), Inverse Document Frequency (IDF). Study of structural models – Boolean model and vector space model- Need for evaluation of information retrieval systems. Understanding the criteria for evaluation including but not limited to recall, precision, specificity and exhaustivity-Evaluation studies: ASLIB/Cranfield, MEDLARS, TREC, and SMART.

**Teaching plan:**

**Week 1-2:** Information Retrieval systems: Basic concepts, definition. Approaches to information retrieval- Online databases-Meta search engines- Search techniques.

**Week 3-4:** Subject representation and indexing languages - Objectives, Components and functions of IRs, Library as Information system.

**Week 5-6**: Indexing systems-Historical development of indexing – pre-coordinate and post-coordinate indexing  systems.

**Week 7**: Chain indexing, PRECIS, POPSI, KWIC, KWOC-Uniterm - Peek-a-boo- Edge-notched cards.

**Week 8:** Citation indexing, Automatic indexing**,** Thesaurus construction-Vocabulary control- Case Study of Controlled vocabularies/ Ontology.

**Week 9:** IR models-Evaluation of indexing systems**,** Evaluation criteria - recall and precision- Study of structural models.

**Week 10 -11:** ASLIB Cranfield experiment**,** MEDLARS project- TREC and SMART.

**Suggested Readings**

1.  Aitchison, J. and Gilchrist (1990).  *Thesaurus Construction: A practical manual*. ASLIB.

2.  Chowdhruy,  G.  G.(2003).    *Introduction  to  Modern  Information Retrieval*.  Ed.2. London: Facet Publishing.

3.  Cleaveland,  D.  B  and  Cleveland,  A.  D.  (1983). *Introduction  to  Indexing  and Abstracting.*

4.  Fosket, A.C (1984). *Subject approach to information*. ed.5.

5.  Jennifer E. Rowley. (1987). *Organising knowledge: an introduction to information retrieval.* Aldorshot: Gower.

6. Lancaster, F.W. (2003).Indexing and Abstracting in Theory and Practice. London: Facet Publishing.

**MLLIS04C09 a) Dissertation**         **(4 Credits)**

Each student has to work on a selected topic under the guidance and supervision of a teacher and submit the Dissertation at the end of the fourth Semester before the commencement of examination.

**MLLIS04C09 b) Viva Voce**

The students have to appear for a Course and Dissertation viva-voce examination at the end of the Fourth Semester.

**MLLIS04C09 c) Internship Report**         **( 2 Credits)**

Each student has to work for a period of 30 days in a selected well organized library to get firsthand experience and submit a report of the work done under the guidance and supervision of the concerned library staff at the end of the fourth Semester.

**MLLIS04C09 d) Study Tour Report**         **(2 Credits)**

Each student has to submit a Study Tour observation Report at the end of the fourth Semester.

.

## ELECTIVE COURSE SYLLABUS

## MLLIS01E01 LIBRARY CLASSIFICATION – PRACTICAL (4 Credits)

**Course Objectives**: The main objective of this course is to make the students well aware of classifying using DDC and UDC schemes of classification.

**Course Learning Outcomes**: After successful completion of this course, the students will become a good classifier of documents and they will be well versed in DDC and UDC Classification Schemes. Classification of documents according to DDC (Prescribed edition) and U D C (Prescribed edition)

Unit 1. Classification of documents representing simple subjects using DDC and UDC.

Unit 2. Classification of documents representing compound subjects using DDC and UDC.

Unit 3. Classification of documents representing complex subjects using DDC and UDC.

Unit 4. Assigning of Book Numbers using Ranganathan's formula

**Teaching plan:**

**Week 1-3:** Classification of documents representing simple subjects using DDC and UDC.

**Week4-6:** Classification of documents representing compound subjects using DDC and UDC.

**Week 7-9**: Classification of documents representing complex subjects using DDC and UDC.

**Week 10-11**: Assigning of Book Number using Ranganathan's formula.

## MLLIS01E02: INFORMATION AND COMMUNICATION TECHNOLOGY AND LIBRARIES (4 Credits)

**Unit1**. Introduction to Information Technology- Evolution of computers, Classification of Computers, Computer hardware-Input, output devices, Storage technology - Internal and External storage devices.

**Unit 2**. Data representation and File organization – Binary system - File Organization, Field, Record, and File, Methods of file organization – file formats.

**Unit 3**. Software – Types of software, System software: Operating systems- MS DOS, Windows, UNIX and LINUX, Application software - Database Management Systems, Word Processors, Spreadsheets and Presentation

packages, Programming Languages. Integrated Library Management and Digital library Software – Koha, Libsys, SOUL, Eprint, DSpace, and Greenstone software.

**Unit 4.**  Library Automation and digital library – infrastructure requirements – Barcode and RFID technology - Housekeeping operations – problems and challenges. Digital library, digital content and collections – Resource discovery issues.

**Teaching plan:**

**Week 1:** Introduction to information technology.

**Week 2:** Evolution of Digital computers, Classification of Computers.

**Week 3**:  Basic computer architecture, Computer hardware.

**Week 4**: Input, output devices, Storage technology    -    Internal and External storage devices.

**Week 5-7:** Operating systems- MS DOS, Windows, UNIX and LINUX.

**Week  8-9:**  Application software - Database Management Systems, Word Processors, Spreadsheets and Presentation    packages, Programming Languages.

**Week 10:** Integrated Library Management and Digital library Software – Koha, Libsys, SOUL, Eprint, DSpace, and Greenstone software.

**Week 11**: File Organization, Field, Record and File, Methods of  file organization. File formats.

### Suggested Readings

1.   Kashyap, M. M. (1993). *Database system: Design and development*. Vikas Publishers.

2.   Basandra, S. K. (1995). *Computers Today*. Galgotia Publications Pvt. Limited.

3.   Satyanarayana, R. (1996). *Information technology and its facets*. Manak Publications.

4.   Jain, V. K. (2010). *Computer fundamentals*. BPB Publication.

5.   Sinha, P. K., & Sinha, P. (1992). *Computer fundamentals*. BPB publications.

6.   Mehta, Subash. & Mahata Bhavana.  (1995). *Quick computer course*.  Galgotia Publications.

7.   Croucher, Phill. (1995). C*ommunications & networks*. Affiliated East West.

8.   Rajaraman, V., & Adabala, N. (1995). *Fundamentals of computers*. PHI Learning Pvt. Ltd.

### MLLIS02E03 INFORMATION SOURCES AND SERVICES        (4 Credits)

**Course Objectives:** The main objective of this course is to give knowledge about different types of information sources available and the evaluation of these sources. Moreover it will also teach students how to give a reference service very fruitfully.

**Course Learning Outcomes:** After successful completion of this course the students will get a clear idea about primary, secondary and tertiary sources. They will be aware of documentary and non-documentary sources and electronics sources also. They will know which information source is apt for answering a particular reference query, thorough knowledge in all the information sources etc.

**Unit 1.** Fundamental concepts of information sources**,** Users of information sources and their needs, Types of information sources : Documentary sources – primary, secondary and tertiary sources, Human sources, Institutional sources**,** Conventional, non-conventional and meta documents. Criteria for evaluation of different types of information sources**.**

**Unit 2.** Reference sources: Dictionaries, Encyclopedias, Directories, Yearbooks and Almanacs, Geographical Sources, Bibliographical sources, Biographical sources, Statistical Sources and Sources of Current events, Indexing and Abstracting sources and services.

**Unit 3.** Electronic Information Sources, Types of Electronic Information Sources − E-books, E-Journals, E-Databases, Electronic Thesis and Dissertations (ETDs), DOAJ, DOAB and Open Access sources.

**Unit 4:** Reference Service – Types - Planning and management of reference service in electronic era, Current Awareness Services and Alerting Service, Translation and document delivery services – User study.

*(Students have to evaluate not less than 25 print reference sources and 25 electronic sources of different kinds and submit the report before the beginning of the next semester)*

**Teaching Plan:**

**Week 1.** Fundamental concepts of information sources, Criteria for evaluation of different types of information sources, Users of information sources and their needs,

**Week 2-3**.Types of information sources: Documentary sources – primary, secondary and tertiary sources, Human sources, Institutional sources, Conventional, Non-conventional   and Meta documents.

**Week 4-5** Dictionaries, Encyclopedias, Directories, Yearbooks and Almanacs, Geographical Sources, Bibliographical sources, Biographical sources, Statistical Sources and Sources of Current events, Indexing and Abstracting sources and services

**Week 6-7**. Electronic Information Sources, Types of Electronic Information Sources - E-books, E-Journals, E-Databases, Electronic Thesis and Dissertations (ETDs)

**Week 8-9**. DOAJ, DOAB and Open Access sources. Reference Service – Types - Planning and management of reference service in electronic era,

**Week 10-12.**  Current Awareness Services and Alerting Service, Translation and document delivery services. User study

**Suggested Readings:**

1. Katz, W.A. (1992) .*Introduction to reference work*. New York, McGraw hill.
2. Krishan Kumar (1992).*Reference service*, Ed.3, New Delhi, Vikas.
3. Michael F. Bemis. (2013). *Library and Information Science: A Guide to Key Literature and Sources.* USA: ALA
4. Ryan, Brendan. (2014). *Optimizing Academic Library Services in the Digital Milieu: Digital Devices and their Emerging Trends,* Chandos Publishing.
5. Sandra Hirsh. (2015). *Information Services Today: An Introduction,* Rowman & Littlefield.
6. Sheila Pantry  & Peter Griffiths. (2002).*Creating a successful e-information service*. London.
7. Vickery, B. (1987). *Information Systems*. London: Butterworths.

### MLLIS02E04: APPLICATION OF INFORMATIONAND COMMUNICATION TECHNOLOGY – PRACTICAL                    (4 Credits)

- Word processors – Ms-Word
- Spread sheets – Ms-Excel
- Presentation packages – Ms-PowerPoint
- DBMS /RDBMS - Ms Access
- WPS Writer

**Teaching plan:**

**Week 1-3:** Word processors – Ms-Word.

**Week 4-6:** Spread sheets – Ms- Excel

**Week 7-9**: Presentation packages – Ms-PowerPoint.

**Week 10-11**: DBMS/ RDBMS - MS Access, WPS Writer


### MLLIS03E05: RESEARCH METHODOLOGY                    (4 Credits)

**Course Objectives:** The main objective of this course is to introduce a research aptitude in the minds of the students giving them a theoretical base on research methodology. This course also focuses on statistical methods so that research analysis can be done systematically.

**Course Learning Outcomes:** After successful completion of this course the students will get a clear idea on how to formulate a research query, different types of research, research design and different methods of research and also about the correct research flowchart. Apart from this students will get knowledge about statistical methods and techniques.

**Unit 1:** Research Methodology - Fundamental Concept, Definition, Elements, and Functions of research, Purpose and Scope- Types of Research - Pure Vs Applied Research, Individual Vs Collaborative, Interdisciplinary Vs Multidisciplinary, Research problem - Identification and Factors in determining Research Problem.

**Unit-2:** Research Design-Its concept, Purpose, planning procedures, Synopsis-concept and essential Components, Hypothesis-concept, Sources of Hypotheses, Functions and types- Literature search – Print, Non-Print, Electronic sources, Digital and Online sources.

**Unit-3:** Methods of Research: Survey Method, Case Study Method, and Delphi Techniques, Sampling techniques, Methods of Data Collection: Questionnaire, Interview and Observation, Historical/Recorded data, Data analysis and Interpretation - Research report- structure, component and quality of report, Evaluation of Research Report. Style Manuals

**Unit-4:** Sampling and Data Collection - Population, parameters and statistics , Frequency distribution,    Measures of central tendency and dispersion, Probability: Concept and Definitions,

**Teaching Plan:**

**Week 1.** Fundamental Concept, Definition, Elements, and Functions of research, Purpose and Scope

**Week 2.** Types of Research

**Week 3.** Research problem

**Week 4.** Research Design, Synopsis, Hypothesis

**Week 5.** Methods of Research

**Week 6**-7Sampling techniques, Methods of Data Collection

**Week 7.** Data analysis and   Interpretation

**Week 8-9.** Basic Statistics**:** Population, parameters and statistics, Frequency distribution, Measures of central tendency and dispersion, Probability: Concept and Definitions

**Week10** Research report- Structure, component and quality of report- Evaluation of Research Report. Style manuals.

**Week 11-12.** Sampling and Data Collection - Population, parameters and statistics, Frequency distribution,      Measures    of    central    tendency    and    dispersion, Probability: Concept and Definitions.

**Suggested Readings**

1. Berg, Bruce L., & Lune, Howard. (2011). *Qualitative Research Methods for the Social Sciences*/ 8th ed. Pearson Publications.

2. Dane, Francis C. (2017). *Evaluating Research: Methodology for People Who Need to Read Research* / 2<sup>nd</sup> ed., SAGE Publications.

3. Bavakutty, M; Abdul Majeed, K C. (2005). *Methods for measuring quality of libraries.* Ess Ess Publications, Delhi.

4. Devarajan, G. (2011). *Prolegomina to Research Methodology*. New Delhi, Ess Ess Publications.

5. Fowler, F J Jr. (1993). *Survey Research Methods*. New Delhi: Sage.

6. Greenfield, Tony & Greener, Sue. (2014). *Research Methods for Postgraduates/3rd ed.* Wiley Publications.

7. Kothari.C.R (1990).*Research methodology*: ed2. Wishwa. New Delhi.

8. Krishna Kumar (1992).*Research methods in library in social science*. Vikas, New Delhi.

9. Krishnaswamy, O R. (1993).*Methodology for Research in Social Sciences*. Delhi: Himalayan Publishing House.

10. Kumar, Ranji. (2005). *Research Methodology*. New Delhi. Sage.

## MLLIS03E06: INFORMATION LITERACY                (4 Credits)

**Course Objectives:** The main objective of this course is to introduce the basic concept of information literacy and thereby make the students competent enough to make others information literate.

**Course Learning Outcomes:** After successful completion of this course the students will master different aspects of information literacy such as skills, competencies, models etc. Students will be well aware of national and international programmes of information literacy and they can impart lifelong learning skills to others.

**Unit 1:** Fundamentals of Information Literacy, Standards in Information Literacy, Role of Institution in Information Literacy, Information Literacy – skills, competencies, models

**Unit 2:** Digital Divide, Intellectual Property Act, Right to Information Act, IT Act 2000, Concept of freedom, censorship, data security and fair use, E-governance.

**Unit 3:** Scope of Information Literacy, Designing of Information Literacy Programme, Implementation of Information Literacy Programme, Evaluation of Information Literacy Programme. National and International Information Literacy Programmes

**Unit 4:** Application of Information Literacy in Library and Information Centres, Web

based Information Literacy System- Role of social media and mobile technology in Information Literacy- Life Long Learning.

**Teaching plan:**

**Week 1:** Fundamentals of Information Literacy, Standards in Information Literacy, Role of Institution in Information Literacy.

**Week 2:** Information Literacy – skills, competencies, models.

**Week 3**: Digital Divide, Intellectual Property Act.

**Week 4**: Right to Information Act, IT Act 2000, Concept of freedom, censorship, data security and fair use, E-governance.

**Week 5:** Scope of Information Literacy, Designing of Information Literacy Programme.

**Week 6:** Implementation of Information Literacy Programme, Evaluation of Information Literacy Programme.

**Week 7:** National and International Information Literacy Programmes.

**Week 8**: Application of Information Literacy in Library and Information Centres

**Week 9:** Web based Information Literacy System.

**Week 10-11:** Role of social media and mobile technology in Information Literacy. Life Long Learning

**Suggested Readings:**

1. American Library Association. Information Literacy: a position paper on information problem solving (2000) available at:www.ala.org/assl.positions/PS_infolit.html Association of College and Research Libraries. Objecives for Information Literacy Instruction: A Model Statement for Academic Librarians. (2001). ACRL, available at: www.ala.org/acrl/guides/objinfolit.html

2. Baldwin, V. A. Information Literacy in Science & Technology Disciplines. Library Conference Presentation and Speech.(2005).University of Nebraska, Lincoln. http://digitalcommons.unl.edu/library_talks/11.

3. Delcourt, M and Higgins, C A. Computer technologies in teacher education: the measurement of attitudes and self-efficacy. Journal of Research and Development in Education.(1993). 27; 31-7.

4. Eisenberg, M.B. et al. (2004). Information Literacy: Essential Skills for the

Information Age (2nd ed.). Westport: Libraries Unlimited.

5. Grassian, E. S. (2005). Learning to lead and manage information literacy instruction. New York: Neil Schuman Publishers.

6. Grassin, E .S and Kaplowitz, J. R. Information Literacy Instruction: Theory and Practice. (2001). Neal Schuman, New York.

7. Smith, S. Web-based Instruction. A Guide for Libraries. (2001). American Library Association, Chicago.

8. Tight, M.  Lifelong Learning:  Opportunity or Compulsion, British Journal  of Education Studies Vol. 46; 3 September 1998; 251-263.

## MLLIS04E07 WEB TECHNOLOGIES AND SERVICES              (4 credits)

**Course Objectives:** The main objective of this course is to introduce the concept of web based   information service to the students so that they will be competent enough to manage web information resources and thereby effecting a better information service to the users of libraries in this digital and technological age.

**Course Learning Outcomes:** After successful completion of this course the students will master how to exploit web information resources and different database management software. They will master social media application in libraries and other web based services and   concepts.

**Unit 1.** Database and web technology - Database, Types of databases, DBMS: Concepts, Characteristics, WWW. Search engines.

**Unit 2.** Artificial Intelligence and Expert Systems - Concepts, Genesis and Development of  Artificial Intelligence and Expert Systems- Application of AI and ES in library and information services, Concept of hypermedia and hypertext.

**Unit 3:** Criteria for evaluation of websites, Content Management System: Concept, Types and Principles, CMS Architecture, – Content Management Software – JOOMLA, Drupal, WordPress, Moodle.

**Unit 4:** Web Tools and Apps for LIS- Web 2.0: RSS feeds, Blogs,  Wikis, Social media networks, subject gateways and portals, etc.   Internet of Things

**Teaching Plan:**

**Week 1.** Database, Types of databases,

**Week 2.** DBMS: Concepts, Characteristics.

**Week 3.** Artificial Intelligence and Expert Systems

**Week 4.** Hypermedia and hypertext

**Week 5-6.** Criteria for evaluation of websites

**Week 7-8.** Content Management System

**Week 9-10.** Web Tools and Apps for LIS – Content Management Software – JOOMLA, Drupal, WordPress, Moodle.

**Week 11.** Web 2.0: RSS feeds, Blogs, Wikis, Internet of Things etc.

**Suggested Readings**

1. Cooke, A. (2001). *A guide to finding quality information on the Internet: selection and evaluation strategies*. Facet Publishing.

2. Allan, B. (2002). *E-learning and teaching in library and information services*. London: Facet Publishing.

3. Blood, R. (2002). *The weblog handbook: Practical advice on creating and maintaining your blog*. Basic Books.

4. Chowdhury, G. G., & Chowdhury, S. (2003). *Introduction to digital libraries*. Facet publishing.

5. Cohn, J. M., Kelsey, A. L., Fiels, K. M., & Muirhead, G. (1998). *Planning for library automation: a practical handbook*. Library Association.

6. Brophy, P. (2007). *The library in the twenty-first century*. Facet Publishing.

7. Rowley, J. (1998). *The electronic library*. Facet Publishing.

**MLLIS04E08: SPECIAL LIBRARY SYSTEM          (4Credits)**

**Course Objectives:** The main objective of this course is to give students a very good picture of a special library system and make them aware about the major resources and services in a special library.

**Course Learning Outcomes:** After successful completion of this course the students will get a good idea about special library system and the various collection

development policies in a special library.   Apart from this they will have knowledge in information repackaging and consolidation so that they can make different repackaged and consolidated information products such as trend report, review articles, digests etc.   This course gives them very good knowledge about library consortia.

**Unit 1**. Special Library System - Basic concepts, types, Role of special libraries in R&D Institutions, Industries and Government Departments

**Unit 2.** Collection development and Management- Procedures for Collection Development- books, journals, Non Book materials, and Digital Resources- Scholarly Communication.

**Unit 3**. Repackaging and consolidation: Information consolidation products and their preparation: Popular articles, technical reports, review articles, digests, trend report, state of the art report,  status report, and Newsletter, Content analysis.

**Unit 4**. Special Library systems, networks and Consortia, Consortia for e-resources, National Knowledge Resource Consortium, CSIR E-journal consortium, CeRA (Consortium for E-resources in Agriculture), Polymedia libraries, AGRIS, INIS, MEDLARS, ERIC, NIIST, NISSAT, etc.

**Teaching plan:**

**Week 1:**  Special Library System-Basic concepts, types.

**Week 2:** Collection Management, Procedures for Collection Development- books, journals.

**Week 3-4**: Non Book materials, and Digital Resources, Scholarly Communication.

**Week 5:** Repackaging and consolidation: Information consolidation products and their preparation**.**

**Week 6:** Popular articles, technical reports, review articles, digests

**Week 7:** Trend report, state of the art report, status report, and Newsletter, Content analysis.

 **Week 8**: Special Library systems, networks and Consortia, Consortia for e-resources,  National Knowledge Resource

**Week 9:** CSIR E-journal consortium, CeRA (Consortium for E-resources in

Agriculture), Polymedia libraries.

**Week 10-11:** AGRIS, INIS, MEDLARS, ERIC, NIIST, NISSAT, etc.

**Suggested Readings:**

1. Singh, S. P., & Kumar, K. (2005). *Special libraries in the electronic environment*. Bookwell.

2. Batten, W. E., & Ashworth, W. (1985). *Handbook of special librarianship and information work.* Aslib.

3. Cochrane, P. A. (1977). *Handbook for information systems and services*. UNESCO.

4. Bakewell, K. G. B. (1969). *Industrial libraries throughout the world*.

5. *Kumar, Krishna. (1973). Research Libraries in the developing countries.*

6. *Vikas.* Jackson, E. B. (1980). *Special librarianship: a new reader*. Scarecrow Press.

7. Pruett, N. J. (1986). *Scientific and technical libraries*. Academic Press.

## OPEN ELECTIVE COURSE SYLLABUS

## MLLIS02O01 – LIBRARY AND INFORMATION SEARCH AND RETRIEVAL
(4 credits)

**Course Objectives:** The main objective of this course is to give students a very good picture of different types of information sources and how to effectively retrieve information from print and online sources. Overall working of library and information Centers also aimed.

**Course Learning Outcomes:** After successful completion of this course the students will get a good idea about the apt and reliable source of information and also how to retrieve information from these sources effectively and pin pointedly without wasting much time one information searching. The students will get a clear idea about the organization of library and information centers and how to conduct search effectively with search techniques and search engines.

**Unit 1**- Library-Information Centre-Documentation Centre-Information Systems-Digital Libraries-Online Libraries-Visit to Kannur University Library

**Unit 2** – Information Sources - Primary-Secondary-Tertiary-General-Subject- Printed-Electronic-Digital-Online Sources.

**Unit 3**– Organization of Information Sources-Classification-Class Number-Book Number-Collection Number-Classification Scheme-DDC-Filing Order of Call Numbers.

**Unit 4** – Information Search Tool-Library Catalogue-OPAC-Web OPAC-Indexes-Abstracts-Bibliographies-Union Catalogues-Search Techniques and Search Engines.

**Teaching plan:**

**Week 1-2:** Library, Information Centre, Documentation Centre, Information Systems and Library visit

**Week 3-4:** Different information sources

**Week 5-7:** Organization of information sources

**Week 8-9:** DDC and filing order

**Week 10-11:** Search techniques and search engines, Information Search Tool etc.

**Suggested Readings:**

1. Chowdhruy, G. G.(2003). *Introduction to Modern Information Retrieval*. Ed.2. London: Facet Publishing.

2. Bavakutty, M. Ed.et al. (2002). *Organization of libraries and information centers in 21st century.* Delhi: Ess Ess Publications.

3. Jennifer E. Rowley. (1987). *Organising knowledge: an introduction to information retrieval. Aldorshot*. Gower.

4. Khanna, J.K. (2001). *Handbook of Library Administration*. New Delhi: Crest.

5. Krishan Kumar. (1989).*Theory of library classification*. New Delhi, Vikas

## MLLIS03O02 INTRODUCTION TO LIBRARY AND INFORMATION SCIENCE

**(4 Credits)**

**Course Objectives:** The main objective of this course is to give students a very good picture of the Library and Information Centers and different components of library. To make the students able to understand the services and facilities available in the library.

**Course Learning Outcomes:** After successful completion of this course the students will get a good idea about the working of libraries and information centers. The skills and qualification of librarians and professional ethics of librarianship is well understood. This course also gives a very good idea about different associations, institutions and personalities associated with the profession.

**Unit 1**– Librarianship-Library Economy- Library Science - Documentation Science-Information Science-Documentation Science-Information Science-Library and Information Science

**Unit 2**– Library-Components-Building and furniture- Facilities- Collections-Staff- Users-Services and types.

**Unit 3** – Librarian-Qualifications-Skills- Professional Skills- IT Skills – Communication Skills – Managerial Skills.

**Unit 4**- Library Associations/ Institutions/ Personalities- ILA, KLA, RRRLF, KSLC, DRTC, Melvil Dewey, S R Ranganathan, P N Panicker, C. A. Cutter, Paul Otlet, Henry La Fontaine, S C Bradford etc.

**Teaching plan:**

**Week 1-2:** Librarianship-Library and Information Science

**Week 3-4:** Components of Libraries-building and furniture-facilities

**Week 5-7:** Qualification and skills of librarianship

**Week 8-9:** Contributions of Library associations and institutions

**Week 10-11:** Eminent personalities in LIS

**Suggested Readings:**

1. Bavakutty, M. Ed.et al. (2002). *Organization of libraries and information centers in 21st century.* Delhi: Ess Ess Publications.

2. 3. Beenham, R and Harrison, C. (1985). *The Basics of librarianship.* London: Clive

Bingley.

3. Kumar, P.S.G. (2003). *Foundations of Library and Information Science*. Delhi: B. R. Publishing.

4. Ranganathan, S.R. (2006). *Five laws of Library Science*. New Delhi: ESS ESS Publications.

5. Bryson Jo. (2017). *Effective Library and Information Centre Management* (2$^{nd}$ ed.). Routledge Publications.

Kannur          Ms. Ramya A V
01/10/2020         Head of the Department
             Dept. of Library and Information Science
             Kannur University, Thavakkara Campus.

# Question Paper Template for Theory Examinations
## Kannur University

## Master of Library and Information Science (M.Lib.I.Sc.)
### (CBCSS) 2020 Admission onwards)
#### Semester……………………………………
#### Subject Code and Title…………………….

**Time: 3 hours**                                                    **Total Marks: 60**

A. Write short notes on any *five* of the following.  Each question carries *Three* marks: **(5x3=15)**
   1………
   2………
   3………
   4………
   5………
   6………

B. Write short essays on any *three* of the following.  Each question carries **Five** marks;  **(3x5=15)**
   7………
   8………
   9………
   10……..
   11……..

C. Write long essays on any *three* of the following. Each question carries *Ten* marks;  **(3x10=30)**
   12…….
   13………
   14………
   15………
   16………

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*