

SYLLABUS

Of

MASTER OF LIBRARY AND INFORMATION SCIENCE

(M.Lib.I.Sc.)

**DEPARTMENT OF LIBRARY
AND INFORMATION SCIENCE**

**NEHRU GRAM BHARATI VISHWAVIDYALAYA
JAMUNIPUR, KOTWA- DUBAWAL,
ALLAHABAD
(U.P.)**

Master of Library and Information Science

(M. Lib. I. Sc.)

The Master of Library and Information Science (M. Lib.I.Sc.) Programme is a one year full-time course after the Degree of Bachelor of Library and Information Science.

Objective:

The objectives of the Master of Library and Information science course are:

1. To acquaint the students with:
 - (a) The organization and development of universe of knowledge and Information.
 - (b) Research organization and Research Methodology.
2. To give the students specialized in respect of:
 - (a) Different types of Libraries and Information centres.
 - (b) Kinds of reading material.
3. To make the students proficient in:
 - (a) Advanced library techniques and in the methodology of documentation.
 - (b) Advanced information management of selected types of Libraries.

Duration of the course:

The Master of Library and Information Science course shall comprise of study spread over a period of two semesters in one

year duration. The candidates will be full time students of the course.

Eligibility:

Candidates seeking admission to the course shall satisfy the following conditions:

- (i) B. Lib. I. Sc. Degree from any recognised university or any other qualification considered equivalent to B.Lib.I.Sc. such as P.G. Diploma in Library Science from recognised Universities.
- (ii) Candidates must bear good moral character and must attach a certificate from the Head of the Department or Institution along with the application.
- (iii) Candidates must fulfill other conditions as may be prescribed by the Admission Committee from time to time.

Admission Procedure

The admission to the course shall be through Entrance examination as prescribed/decided by the univeristy from time to time.

Number of Seats:

The total numbers of seats for M.Lib.I.Sc. are 30. The Reservation of seats shall be made as per U.P. Government / University rules.

Fees Structure:

The tentative fee structure for the course under self financing scheme is Rs. 7500 per semester. The fees structure is subject to change by the University from time to time. Students are required to pay examination fee, enrolment fee, it fee and other miscellaneous fee in addition to the above as and when required.

Curriculum

Candidate for the Master's Degree in Library and Information Science Programme shall be examined in eight papers. There shall be six theoretical papers one practical paper and one Dissertation work/project & viva voce. Theoretical and practical papers carrying 100 marks each (i.e. 20 marks for sessional work and 80 marks for term end written examination) and Dissertation work and viva-voce carrying weightage of 200 marks (i.e. 100 marks for dissertation /project report and 100 marks for viva-voce. The topic of the disseration work will be decided in consultation with Head/ Coordinator / Inchare of the Department of Library & Information Science, NGB Vishwavidyalaya Allahabad. Details of the papers to be taught during the one year period in two semesters are here under:

The details of course of study, Credits and Syllabus are as follow.

FIRST SEMSETER (July-December)

Paper	Subject	Credit
I	ज्ञान जगत एवं शोध विधियाँ (Universe of Knowledge and Research Methodology)	06
II	सूचना संचार एवं समाज (Information, Communication and Society)	06
III	सूचना संग्रहण एवं पुर्नप्राप्ति (Information Storage and Retrieval)	06
IV	शैक्षणिक पुस्तकालय प्रणाली (Academic Library System)	06

SECOND SEMSETER (Jan-May)

V	सूचना स्रोत, प्रणाली एवं कार्यक्रम (Information, Sources, System and Programmes)	06
VI	सूचना एवं संचार प्रौद्योगिकी : अनुप्रयोग (Information and Communication Technology: Application)	06
VII	(A) Knowledge Organization (Depth Classification practice.) (B)Information Processing and Retrieval (Advanced Cataloguing Practice)	06
VIII	(A) Dissertation/ Project Report (B) Viva-Voce	

Attendance:

Attendance of every student of the department at every lecture and every practical shall be compulsory. Students who have not put in at least 75% attendance will not be permitted to appear in the examination. Provided that for special reason a shortage in the percentage of attendance not exceeding 15% of the total no. of lectures and practical work done may be condoned as below.

- (i) A shortage upto 5% of the total number of lectures delivered and practical work done may be condoned by the Head of Department for sufficient reasons.
- (ii) A further shortage upto 10% may be condoned by the Vice-Chancellor on the specific recommendation of the Head of the Department.

Discipline:

Students are expected to abide by rules and regulations and behave in manner befitting an upcoming professional person. Behavior not in keeping with the norms as also flouting of the rules and regulations can lead to removal of the students from the course.

Study Tour:

Every year the department organizes visits to various types of libraries / documentation centres, local and outside Allahabad in which participation by students shall be compulsory.

Examination:

- (i) Examination shall be conducted at the end of the session in the theory and practical by the University.
- (ii) Each theory and practical paper will be of 3 hours duration.
- (iii) Minimum pass marks in the course shall be 50% of the aggregate.
- (iv) Division shall be awarded on the basis of the aggregate marks obtained by the students.

First Division	60% and above
Second Division	50% and above, But below 60%
Third Division	36% and above, But below 50%

Scheme of Examination:

There Shall be the following papers and all are compulsory.

FIRST SEMESTER (JULY- DECEMBER)

Paper	Subject	Sessional	Terminal	Total	Duration
I	ज्ञान जगत एवं शोध विधियाँ (Universe of Knowledge and Research Methodology)	20	80	100	3 hrs.
II	सूचना संचार एवं समाज (Information, Communication and Society)	20	80	100	3 hrs.
III	सूचना संग्रहण एवं पुनर्प्राप्ति (Information, Storage and Retrieval)	20	80	100	3 hrs.
IV	शैक्षणिक पुस्तकालय प्रणाली (Academic Library System)	20	80	100	3 hrs.

SECOND SEMESTER (JAN.- MAY)

Paper	Subject	Sessional	Terminal	Total	Duration
V	सूचना स्रोत, प्रणाली एवं कार्यक्रम (Information, Sources, System and Programmes)	20	80	100	3 hrs.
VI	सूचना एवं संचार प्रौद्योगिकी : अनुप्रयोग (Information and Communication Technology: Application)	20	80	100	3 hrs.
VII	(A) Knowledge Organization (Depth Classification practice.) (B) Information Processing and Retrieval (Advanced Cataloguing Practice)	20	80	100	3 hrs.
VII	(A) Dissertation/Project Report (B) Viva-Voce		100 100	200	

प्रथम प्रश्न-पत्र (Paper - Ist)

ज्ञान जगत एवं शोध विधियाँ

(Universe of Knowledge and Research Methodology)

इकाई—प्रथम

(Unit - Ist)

- ❖ ज्ञान: परिभाषा, प्रकार एवं विशेषताएँ
(Knowledge : Definition, Types and Characteristics)
- ❖ विषय जगत की संरचना, विभाजन एवं विशेषताएँ
(Structure, Division and Attributes of Universe of Subject)

इकाई—द्वितीय

(Unit-IIrd)

- ❖ विषय निर्माण की विधियाँ एवं चिन्तन की विधियाँ
(Modes of Formation of subject and modes of thinking)
- ❖ विभिन्न वर्गीकरण पद्धतियों में विषय जगत की स्थिति का निर्धारण
(Mapping of Universe of Subjects in Different classification Schemes)

इकाई— तृतीय

(Unit-IIIrd)

- ❖ शोध का अर्थ, शोध समस्या एवं शोध प्रक्रिया

(Meaning of Research, Research Problem and process of Research)

- ❖ शोध की विधियाँ: परिभाषा, आवश्यकता, उद्देश्य एवं प्रकार
(Research Methodology: Definition, Need, purpose and Types)

इकाई— चतुर्थ

(Unit-IVth)

- ❖ आँकड़ा संकलन हेतु उपकरण एवं प्रविधियाँ
(Tools and Techniques of Data collection)
- ❖ आँकड़ों का विश्लेषण एवं निर्वचन
(Analysis and Interpretation of Data)

इकाई— पंचम

(Unit-Vth)

- ❖ शोध अभिकल्प, एवं शोध प्रतिवेदन लेखन
(Research Design and Research Report Writing)
- ❖ ग्रंथमिति
(Bibliometrics)

Reference Book

- Bailey, Kenneth D., (1982). Method of Social Research. 2nd ed. Newyork : The Free Press.
- Blaikie, Norman (2000). Designing Social Research. Cambridge : Polity Press.
- Manheim, Henry L. (2000). Sociological Research : Philosophy and Research. Illinois : Dorsey Press.
- Singleton, Royece and Bruce, C. Straits (1999). Approaches to Social Research- 3rd ed. Newyork : Oxford University Press.
- Zikmund, William (1988). Bursiness Research Methods, Chicago : The Dryden Press.
- Ackoff, Russell L. (1961). The Design of Social Research. Chicago : University of Chicago Press.
- Allen, T. Harrell (1978). New Methods in Social Science Research. Newyork : Praeger Publisher.
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- Michael, V.P. (1985). Research Methodology in Management. Bombay : Himalaya Publishing House.
- Reddy, C.R. (1987). Research Methodology in Social Sciences. New Delhi : Daya Publishing House.
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- Saravanavel, P. (2001). Research Methodology. Allahabad : Kitab Mahal.
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- Ranaganathan, S.R. (1989). Element of Library Claffification. 2nd ed. reprint, Sarada Ranganathan Endowment of Library Science, Bangalore.
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- Comaromi, Johon P. and Satija, M.P. (1990). Exercises in the 20th Edition of Dewey Decimal classification. New Delhi : Sterling Publisher.
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- Fosket, A.C. (1981). The subject Approach to Information. 4th ed. London : Clive Bingley.
- Gakhar A.P. (1982). Librarians Guide to Broad System of ordering (BSO). New Delhi : Metropolitan (pp. 33-46).
- Hunter, Eric J. (1988). Classification made simple. Aldersnot : Gower. Chaptr. 12-13.
- Krishan Kumar (1988). Theory of Library Classification. 4th ed. New Delhi : Vikas Publishing House. chap. 5-11.
- Maltby, Arthur (1975). Sayer's Manual of classification of or Librarians. 5th ed. Andre Deutsch: London: (chap. 9-13).
- Satija, M.P. (1989). Colon classification : A Practical Introduction. 7th ed. Andre Deutson : London : (chap. 9-13).
- Sukiaryan, E.R. (1988). Classification Practice in the USSR : current status and Development Trends. International classification. 15, (2), 69-72.
- Wellish, Hanz H. (1986). "Classification" In Wedgeworth, Ropbert (ed.), ALA world Encyclopedia of Library and Information Service. 2nd ed. ed by Robeert Wedgeworth. American Libary Association : Chicago : pp. 199-205.
- De Grolier, Eric. (1962). A study of General categories Applicable to classification and coding in Documentation. Paris : UNESCO.
- Fosket, D.J. (1974). Classification and Indexing in the social sciences. 2nd ed. London : Butterworth.
- Miller, J. (1962). A modern outline of Library classification. Bombay: Asia Publishing House.
- Ranganathan, S.R. (1964). Design of Depth classification. Library Science. 1, paper-A.
- Vickery, B.C. (1959). Classification and Indexing in science. 2nd ed. London : Butterworth.

द्वितीय प्रश्न-पत्र (Paper - IInd)

सूचना, संचार एवं समाज

(Information, Communication and Society)

इकाई—प्रथम

(Unit - Ist)

- ❖ सूचना: परिभाषा, प्रकृति, विशेषताएँ महत्व एवं उपयोग
(Information, Definition, Nature, Characterstics)
- ❖ डाटा, सूचना एवं ज्ञान: अवधारणा एवं भेद
(Data, Information and Knowledge : Concept and Difference)

इकाई—द्वितीय

(Unit-IInd)

- ❖ संचार प्रक्रिया, प्रतिरूप एवं सूचना उत्पादन: विधियाँ
(Communication process, modes and infromation generation: modes)
- ❖ सूचना संचार एवं सूचना संचार में अवरोध
(Communication of information and barriers to information communication)

इकाई— तृतीय

(Unit-IIIrd)

- ❖ सूचना एवं समाज, ज्ञान एवं समाज

(Information and society, knowledge and society)

- ❖ सूचना का अर्थशास्त्र

(Economics of information)

इकाई— चतुर्थ

(Unit-IVth)

- ❖ आधुनिक सूचना समाज में पुस्तकालयों एवं सूचना केन्द्रों की परिवर्तित भूमिका
(Changing role of library and information centres in modern information society)
- ❖ सूचना नीतियाँ: राष्ट्रीय कार्यक्रम एवं नीतियाँ, राष्ट्रीय सूचना नीति
(Information Policies : National Programme and Policies, National Information Policy (NIP))

इकाई— पंचम

(Unit-Vth)

- ❖ पुस्तकालय एवं सूचना विज्ञान की राष्ट्रीय सूचना नीति
(National Information Policy of Library and Information Science, NAPLIS)
- ❖ पुस्तकालय एवं सूचना सेवाओं के विकास में संलग्न संगठन एवं संस्थाएँ
(Organization and institutions involved in the development of Library and Information Services)

Reference Book

- Date, C.J. (1990). Database: A Primer. Newyork : Addison Wesley Publishing.
- Fidel, Raya (1987). Database Design for Information Retrieval : A Conceptual Approach. Newyork : John Wiley.
- House, William C. (ed.) (1977). Interactive Decision oriented Database Systems. Newyork : Petrocelli.
- Willittr, John (1992). Database Design and Construction : An open learning course for students and Information Manager. London : Library Association.
- Rohtz, Sebastian (ed.) (1987). Information Technology in the Humanitier : Tools, Techniques and Applications. England : Ellis Horwood Ltd. pp. 54-68.
- Barbora, C. Menurlin, Ralph, H. Sprague (1989). Information Systems Managment in Practice. New Jersey : Prentice Hall, Inc.
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- Bose, H. (1986). Information Science : Principles and Practice. New Delhi : Sterling.
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- Rowley, Jenrifer E. (1987). organising knowledge : An Introduction to Information Retrieval. London : Gower.
- Sharma, Pandey S.K. (1986). Librarians knowledge of knowledge : New Delhi : Ess Ess Publications.
- Weisman, Herman M. (1972). Information System, Service and Centres. New York : Hayes.
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तृतीय प्रश्न-पत्र (Paper - IIIrd)
सूचना संग्रहण एवं पुनर्प्राप्ति
(Information, Storage and Retrieval)

इकाई—प्रथम
(Unit - Ist)

- ❖ सूचना का बौद्धिक व्यवस्थापन
(Intellectual Organization of Information)
- ❖ सूचना संग्रहण एवं पुनर्प्राप्ति : अभिधारणा एवं विशेषताएँ
(Information Storage and Retrieval : Concept and Characteristics)

इकाई—द्वितीय
(Unit-IInd)

- ❖ वर्गीकरण पद्धतियाँ: यू0डी0सी0 के विशेष संदर्भ में।
(Classification Schemes : Special Reference to UDC)
- ❖ वर्गीकरण की वर्तमान प्रवृत्तियाँ
(Recent Trends in Library Classification)

इकाई— तृतीय
(Unit-IIIrd)

- ❖ थिसॉरस : संरचना, प्रकार, कार्य एवं अनुप्रयोग
(Thesaurus : Structure , Types, Function and Application)

- ❖ वांगडमयात्मक / ग्रंथात्मक विवरण एवं ग्रंथपरक अभिलेख
प्रारूप हेतु मानक
(Bibliographic Description and Standards for
Bibliographic Record Format)

इकाई— चतुर्थ
(Unit-IVth)

- ❖ अनुक्रमणिका एवं अनुक्रमणीकरण
(Index and Indexing)
- ❖ अनुक्रमणीकरण प्रक्रिया: परम्परागत एवं स्वचालित
(Indexing Process : Traditional and Automatic)

इकाई— पंचम
(Unit-Vth)

- ❖ अनुक्रमणीकरण भाषा एवं नियंत्रित शब्दावली
(Indexing Language and Controlled Vocabulary)
- ❖ सूचना संग्रहण प्रक्रिया एवं सूचना पुनर्प्राप्ति पद्धतियों का
मूल्यांकन
(Information Storage Process and Evaluation of
Information Retrieval System)

Reference Book

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चतुर्थ प्रश्न-पत्र (Paper - IVth)

शैक्षणिक पुस्तकालय प्रणाली

(Academic Library System)

इकाई—प्रथम

(Unit - Ist)

- ❖ शैक्षणिक पुस्तकालय: भूमिका, उद्देश्य एवं कार्य
(Academic Library : Role, Purpose and Functions)
- ❖ शैक्षणिक पुस्तकालयों का उद्भव एवं विकास
(Origin and Development of Academic Libraries)

इकाई—द्वितीय

(Unit-IInd)

- ❖ शैक्षणिक पुस्तकालयों के विकास हेतु विभिन्न समितियों एवं आयोगों की संस्तुतियाँ
(Recomendations of Various Committees and Commissions For Development of Academic Libraries)
- ❖ महाविद्यालय एवं विश्वविद्यालय पुस्तकालयों के उन्नयन में विश्वविद्यालय अनुदान आयोग (यू0जी0सी0) की भूमिका
(Role of University Grant Commission (UGC) in the Development of College and University Libraries)

इकाई— तृतीय

(Unit-IIIrd)

- ❖ पुस्तकालय प्राधिकरण एवं पुस्तकालय समिति, पुस्तकालय सेवाएँ
(Library Authority and Library Committee Library Servicc)
- ❖ शैक्षणिक पुस्तकालयों में संग्रह विकास एवं शैक्षणिक पुस्तकालयों का वित्तीय प्रबन्धन
(Collection Development in Academic Libraries and Financial Management of Academic Libraries)

इकाई— चतुर्थ

(Unit-IVth)

- ❖ फलक संशोधन, प्रलेख प्रत्याहरण एवं संग्रह सत्यापन
(Self Rectification, Weeding of Documents and Stock Verification)
- ❖ शैक्षणिक पुस्तकालयों में कार्मिक प्रबंधन
(Personnel Management in Academic Libraries)

इकाई— पंचम

(Unit-Vth)

- ❖ संसाधन सहभागिता एवं नेटवर्किंग
(Resource Sharing and Networking)
- ❖ इनफिलबनेट: उद्देश्य, कार्य एवं सेवाएँ
(INFLIBNET: Purpose, Function and Services)

Reference Book

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पंचम प्रश्न-पत्र (Paper - Vth)

सूचना स्रोत, प्रणाली एवं कार्यक्रम

(Information, Source, System and Programmes)

इकाई—प्रथम

(Unit - Ist)

- ❖ सूचना स्रोत: प्राथमिक, द्वितीयक व तृतीयक
(Information Sources: Primary, Secondary and Tertiary)
- ❖ प्रलेखीय स्रोत: मुद्रित एवं अमुद्रित माध्यम एवं उद्धरण विश्लेषण
(Documentary Sources: Print and Non-Print Media and Citation Analysis)

इकाई—द्वितीय

(Unit-IInd)

- ❖ सूचना स्रोतों का उपभोक्ताकरण एवं विषय-वस्तु विश्लेषण
(Customization of Information Sources and Content Analysis)
- ❖ अन्तर्राष्ट्रीय संगठन एवं प्रणालियाँ
(International Organization and Systems)

इकाई— तृतीय

(Unit-IIIrd)

- ❖ संस्थागत स्रोत

(Institutional Sources)

- ❖ जनसंचार माध्यम
(Mass Media)

इकाई— चतुर्थ

(Unit-IVth)

- ❖ मानविकी के क्षेत्र में सूचना स्रोत, प्रणालियाँ एवं कार्यक्रम
(Information Sources System and Programmes in Humanities)
- ❖ सामाजिक विज्ञान के क्षेत्र में सूचना स्रोत, प्रणालियाँ एवं कार्यक्रम
(Information Sources System and Programmes in social Sciences)

इकाई— पंचम

(Unit-Vth)

- ❖ विज्ञान एवं प्रौद्योगिकी के क्षेत्र में सूचना प्रणालियाँ, संगठन एवं स्रोत
(Information Sources, Systems and Programmes Science and Technology)
- ❖ केन्द्र सरकार के अन्य संगठनों द्वारा संचालित सूचना प्रणालियाँ एवं सूचना स्रोत
(Information Systems and Sources under other organization of central government)

Reference Book

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षष्ठम प्रश्न-पत्र (Paper - VIth)

सूचना एवं संचार प्रौद्योगिकी : अनुप्रयोग

(Information and Communication Technology:

Application)

इकाई—प्रथम

(Unit - Ist)

- ❖ कम्प्यूटर प्रौद्योगिकी: अवधारणा एवं अनुप्रयोग
(Computer Technology: Concept and Application)
- ❖ सूचना एवं संचार प्रौद्योगिकी : अवधारणा एवं अनुप्रयोग
(Information and Communication Technology: Concept and Application)

इकाई—द्वितीय

(Unit-IInd)

- ❖ दूरसंचार प्रौद्योगिकी एवं पुस्तकालय स्वचालीकरण
(Telecommunication Technology and Library Automation)
- ❖ पुस्तकालय कार्यो एवं सेवाओं में कम्प्यूटर का अनुप्रयोग
(Application of Computer in Library Functions Services)

इकाई— तृतीय

(Unit-IIIrd)

- ❖ पुस्तकालय प्रबंधन सॉफ्टवेयर पैकेजों का अध्ययन: लिबसिस एवं सोल
(Study of Library Management Software Packages: LIBSYS and SOUL)
- ❖ कम्प्यूटरीकृत सूचना सेवाओं का प्रबंधन
(Management of Computerized Information Services)

इकाई— चतुर्थ

(Unit-IVth)

- ❖ नेटवर्क एवं संसाधन सहभागिता
(Network and Resource Sharing)
- ❖ नेटवर्क एवं उसका वर्गीकरण : अरनेट, निकनेट, जेनेट, ब्लेज, ओ0सी0एल0सी0, इनफिलबनेट
(Network and Its classification: ERNET, NICNET, JANET, BLAISE, OCLC, INFLIBNET)

इकाई— पंचम

(Unit-Vth)

- ❖ इन्टरनेट एवं उसका अनुप्रयोग
(Internet and its use)
- ❖ इन्टरनेट पर खोज एवं टेलीकॉन्फ़ेरेंसिंग, टेलेक्स, वीडियो टेक्सट
(Searching on the Internet and Teleconferencing Telex, Video Text.)

Reference Book

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सप्तम प्रश्न-पत्र (Paper - VIITH)

Knowledge Organisation (Depth classification Practice) and Information Storage Retrieval (Advanced Cataloguing Practice)

इकाई—प्रथम

(Unit - Ist)

- ❖ Classification of Documents representing compound and complex subjects using colon classification (6th ed.) and universal Decimal classification (3rd Abridged edition, 1961)
- ❖ Cataloguing of complex problems involving

इकाई—द्वितीय

Unit-IInd

- ❖ समिश्र ग्रन्थ
(Composite Books)

इकाई— तृतीय

(Unit-IIIrd)

- ❖ बहुखण्डीय पुस्तकें
(Multi volume Books)

इकाई— चतुर्थ

(Unit-IVth)

- ❖ अमुद्रित पाठ्य सामग्री
(Non Books Materials)

इकाई— पंचम

(Unit-Vth)

- ❖ सामायिक / पत्रिकायें
(Periodicals/ Journals)

Reference Book

- Ranganathan, S.R. (1964). Classified catalogue code with Additional Ruler for a Dictionary catalogue code. Ed.5.
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अष्टम प्रश्न-पत्र (Paper - VIIITH)

- ❖ Dissertation/ Viva - Voce
- ❖ Project / Viva- Voce