ML 101 Research Methodology

Unit 1- Introducation to Research

Research: Concept,meaning,need & purpose
Research problem- Indentification & formulation,types & components
Research Design- Concept,Need & purpose,Attributes,Components Literature Review

Unit 2- Hypothesis: Definition,Types,Sources & Functions
Types of Research Methods- Historical,Survey & Experimental case Study,Scientific Research.

Unit 3- Research Techniques & Tools

Questionaire,Interview,observation,Schedule & checklist.Synopsis-
Concept & Essential Components,Sampling Techniques.

Unit 4- Statistics & Its Applications

Descriptive Statistics- Measures of contral Tendency,Correlations and Regressions, chi-square test.
Presentation of data- Tabular,Graphic, bar Diagram & pie charat etc.
Statistical Package- SPSS & MS-excel.

Unit 5-Report Writing - Struture,style,& Guidelines for Research Reporting.
Style Manual- Concept & utilites,APA,MLA,Chacago etc.
Research ethics and plagiarism
Bibliometrics- Definition,Concept,Usefulness & laws Bibliometrics & Related & Related studies-
Informatrics,Scientometrics,Webometrics.

ML 102 Organisation & Management of Academic Library System

Unit1- Academic Library system- Definition,types objectives,functions & serviecs
Role of Libraries in format & Non formal education system.
Role of UGC in the Development of college & university Libraries.

Unit2- Collection Development & Management
Collection development - Principles,Policies & tools.
Collection development policy- Books,Periodicals & Non-Book Materials

Unit3- Human Resource Managment
Staff Formula-Ranganathan's
Staff Nature,selection,Recruitment,Qualification & Training.
Responsibilities & Duties of Library Staff.

Unit4- Financial Management
Sources of Finance
Application of Finance
Budget Meaning,types.

Unit5- Infrastruture & Serviecs
Library Building - its concept,planning & Elements Furniture & Fittings .
Services - CAS,SDI,DDS,Email.etc.

ML 103 Information Storage & Retrieval Systems

Unit1- ISAR - Concept,Objectives,Characteristics,Types of Information Storage & Retrieval System.
Evaluation of ISAR system.

Unit2- Index & Indexing system- Definition,Meaning,Conecpt.Types Pre & Post coordinate
Indexing system PRECIS,POPSI,UNITERM,Keyword Indexing
KWIC,KWOC,KWWC,KWAC,chain Indexing,citation Indexing.

Unit3- Abstract & Abstracting - Definition,Meaning,Concept,Charateristics.Types-
elements,Conons of Abstracting,Auto Abstracting-Definiting,Meaning,Concept,Procoss.

Unit4- Bibliographic Description - Rules for Bibliographic Description
Metadata Concept
Metadata Standards - Duslin core,MARC21,CCF etc.

Unit5- Searching Techinques.
Online searching techniques.
Data Mining, data warehouse
Literature Search in Databases.

05/09/2020

ML 104 Information Technology Applications in LIS

Unit1- Introduction to networking

Type of networking- LAN ,MAN ,WAN
Network topology- type and features,OSI model
network protocal :TCP\IP, HTTP,FTP and others

Unit2- Databases

Databases- Emrald, Scopus, web of science, J-gate and others
Artificial intellingence: Expert system, natural language processing
subject gateway ,portal,search engine.
Institutional Repositories - Meaning,concept,need,purpose and Advantages.

Unit3- World wide web-Introduction web 2.0 and 3.0 Features and functions , cloud computing, Library websites web 2.0 tools - wikis,Instant messaging,social networking site,weblogs,vodcasts,podcasts,flickr, etc.

Unit4- Emerging Technologies in Libraries

RSS Feeds Technology and Libraries
Library Security Technology - RFID,Barcode QR code, smart card,cctv etc.
Federated search & Multimedia data base search, discovery tools.
Artificial Intellingence and Libraries

Unit5- Digital Library softwares and Institutional Repositories.

Digital Library softwares - Meaning,Conecpt & need
Greenstone,dspace- Features & Functions
Digital Library- Meaning,Concept,Feature,steps of Digitisation of a doument .
Initiatives in LIS-Project Gutenburg, world digital library,NDL (digital library of India),SWAYAM,SWAYAMPRABHA,

ML 105 Managerial Skill for Library and Information Science Professional

Unit1 Fundamental of Information Literacy

Concept,Need and Objectives
Areas of information Literacy
Standards and Models in information Literacy
Role of Institution in information Literacy

Unit2 - Information Literacy Programmes

Scope of Information Literacy Programmes
National Programmes in Information Literacy
International Programmes in Information Literacy

Unit3- Resources Management

Collection Development-Concept,Principles,policies
Aquisition of books,periodicals and serials,non book materials
Technical processing of documents-books, periodicals and serials, non book materials

Unit4- Personality Development &Communication Skills

personality development-Meaning & its concept, understanding self- know yourself
communication skills -Effective speaking, element of effective speaking
Type of speaking - briefing ,teaching ,lectures, speeches and others
writing skills - principles ,techniques ,skills and tools for effective writing

Unit5- Leadership Skills & Initiatives in LIS

Leadeship and team work, collaboration in libraries
meetings- differents types of meetings including video conferencing ,conference calls ,conducting a meeting preparing for organizing events-workshops ,seminars,conference etc.

05/09/2020

ML106 Information Systems & Programmes

Unit1- Information System - Basie concept,types,characteristics Information organisation as a sysstem: Libraries,Documentation & Information centres,data contres ,Archives and Translation Pools.

Unit2 - National Information System & Policy

Planning & Design of National Information Policy
Planning & Design of National Information System.
National Information System-NISCAIR,DESIDOC,NASSDOC,SENDOC, ENVIS.etc.

Unit3- Global Information Systems

Programmes & Activities of UNESCO,UNISIST & IFLA,INIS,AGRIS, INSPEC & MEDLARS etc.

Unit4- Library & Information Networks & Library Consortia

Library &-Information Network- Need & Objectives
Library Networks- INFLIBNET,DELNET.etc.
Library Consortia- E-shodh sindhu, INDEST-AICTE,NKRC.IIM Consortia etc.

Unit5- Information Users & Information Needs

Categories of Information Users, Information need Definition,Concept,Modals.
Information Seeking Behaviors
User studies- Methods & Evaluation.

ML107 Knowledge Organisation & InformationProcessing - Practical

Part A- Classification of Simple, Compound and Complex titles and all types of subject titles by UDC(latest Edition) - Candidates will be required to Classify titles in all.(4marks each)

Part B- Cataloguing of serials,Manuscripts,Cartographic Materials,Sound Recordings Electronic Resourcas,Motion Pictures & Video Recording (According to AACR-2 Rev.ed.) Condidates will be required to prepare Main & Added entries for 4 titles out of 8 (10 marks each)

ML108
(OPTIONAL)

Study Tour/ Field Work/Dissertation

The Student Shall have to work on Dissertation /study Tour /Field work under the Supervisior of a Fouitty Advisor to prepare and Submit a Beport at the end of the Gezdemic year .

OR

System Analysis and Design

Unit - 1 System: Concept Definition,Meaning ,Characteristics, Components of a system, open and Closed system,system Development Life Cycle .

Unit-2 System Development - Various Phases of system Developments,System Planning Considerations for System Planning and Control for System Success.
System approach to a Library, System Development (flow chat, data flow diagram,decision table,decision tree etc)

Unit-3 Libraries as a System - Academic libray System,Public library System & special library System,Management information System -
Concpt Meaning,Detinition Need,purpose,Advantages & Disadventage
Data Analysis,Cost & Benefit Analysis

Unit-4 Projet Management - PERT/CPM
Total quality Management - Concept,Definition meaning,Elements & Advantages
Application of TQM in Libraries.
System Design & Process

05/09/2020

Rabbi

Unit-5 System Implementation & Evalution- Concept,Meaning & Advantages.
SWOT Analysis (strength weakness opportunities threats)
System Analysis and Role of system Analyct in System Analysis,Duties & Responsi bilities of System Analyst ,Users Requirements & Analysis in library System.