Rabindra Bharati University
Department of Library & Information Science
2 Years Post Graduate Programme
on

MASTER OF LIBRARY & INFORMATION SCIENCE

(Approved by the Board of Studies on 22.06.2023)

Programme Code: **RAB/PG/LIS**

Department of Library & Information Science
Rabindra Bharati University
2 Years Post Graduate Programme
on
MASTER OF LIBRARY & INFORMATION SCIENCE
(Approved by the Board of Studies on 22.06.2023)
Programme Code: RAB/PG/LIS

Programme Objective: *The postgraduate academic programme in Library & Information Sciences intend to impart skills in learners that are required to manage a modern library or information institution of any type or size with the help of classical principles of library and information science, and by applying cutting-edge technologies.*

Structure of the syllabus

CC-Core Course, CEC-Compulsory Elective Course, OEC- Open Elective Course											
Semester	Course code	Course title	Course type	Credit Pattern			Credit value	Marks Distribution			DURATION OF EXAMINATION
				Lecture (L)	Tutorial (T)	Practice (P)		Semester Examination	Internal Assessment (IA)	Total Marks	
SEM-I	RAB/PG/LIS-CC-1.1	Foundation of Library and Information science	Core	4	1	0	5	40	10	50	2hrs
	RAB/PG/LIS-CC-1.2	Library Organisation& Administration	Core	3	1		4	40	10	50	2hrs
	RAB/PG/LIS-CC-1.3	Library Classification (Theory)	Core	3	1	0	4	40	10	50	2hrs
	RAB/PG/LIS-CC-1.4	Cataloguing (Theory)	Core	3	1	0	4	40	10	50	2hrs
	RAB/PG/LIS-CC-1.5	Library Classification (Practice)	Core	0	0	4	4	40	10	50	3hrs
	RAB/PG/LIS-CC-1.6	Cataloguing (Practice)	Core	0	0	4	4	40	10	50	3hrs
			Total				**25**	**240**	**60**	**300**	

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SEM-II	RAB/PG/LIS-CC-2.1	Information Sources and Services (Theory)	Core	3	1	0	4	40	10	50	2hrs
	RAB/PG/LIS-CC-2.2	Library Automation and Networking (Theory)	Core	3	1		4	40	10	50	2hrs
	RAB/PG/LIS-CC-2.3	Knowledge Classification (Practice)	Core	0	0	4	4	40	10	50	3hrs
	RAB/PG/LIS-CC-2.4	Advance Cataloguing (Practice)	Core	0	0	4	4	40	10	50	3hrs
	RAB/PG/LIS-CC-2.5	Library Automation and Networking (Practice)	Core	0	0	4	4	40	10	50	3hrs
	RAB/PG/LIS-CC-2.6	Information Sources & Services (Project)	Core	0	0	5	5	40	10	50	Submit as per notice published by the department
			Total				**25**	**240**	**60**	**300**	
		INTERNSHIP					**4**	**120 Hrs. in 15 working Days)**			
SEM-III	RAB/PG/LIS-CC-3.1	Knowledge Organisation (Theory)	Core	2	1	0	3	40	10	50	2hrs
	RAB/PG/LIS-CC-3.2	Management of Information System, Services and Organisations	Core	2	1	0	3	40	10	50	2hrs
	RAB/PG/LIS-CC-3.3	ICT and Digital Library System (Theory)	Core	2	1	0	3	40	10	50	2hrs
	RAB/PG/LIS-CC-3.4	Research Methodology	Core	1	1	0	2	40	10	50	2hrs
	RAB/PG/LIS-CC-3.5	Resource Description (Practice)	Core	0	0	2	2	40	10	50	3hrs
	RAB/PG/LIS-CC-3.6	Information & Communication Technology (Practice)	Core	1	1	0	2	40	10	50	3hrs

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	Code	Title	Category	L	T	P	Credit				Duration
	RAB/PG/LIS-CEC-3.1-A	Information Centres and Systems in Social Sciences and Humanities	CEC Gr. A	4	1	0	5	40	10	50	2hrs
	RAB/PG/LIS- CEC-3.2-A	Information Centres and Systems in Natural Sciences		4	1	0	5	40	10	50	2hrs
	RAB/PG/LIS- CEC-3.1-B	Information Centres and Systems in Medical Sciences	CEC Gr.B	4	1	0	5	40	10	50	2hrs
	RAB/PG/LIS- CEC-3.2-B	Information Centres and Systems in Engineering & Technology		4	1	0	5	40	10	50	2hrs
			Total				**25**	**320**	**80**	**400**	
SEM-IV	RAB/PG/LIS-CC-4.1	Information Economics & Knowledge Management	Core	1	1	0	3	40	10	50	2hrs
	RAB/PG/LIS-CC-4.2	Metric Studies	Core	2	1	0	3	40	10	50	2hrs
	RAB/PG/LIS-CC-4.3	Digital Library & Content Management System(Practice)	Core	0	0	4	4	40	10	50	3hrs
	RAB/PG/LIS-CC-4.4	Research Project/ Dissertation	Core	0	1	4	5	40	10	50	Submit as per notification
	RAB/PG/LIS-CEC-4.1A	Planning &Management of Special Library System	CEC Gr.A	4	1	0	5	40	10	50	2hrs
	RAB/PG/LIS-CEC-4.2A	Planning &Management of Health Science Library System		4	1	0	5	40	10	50	2hrs

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RAB/PG/LIS-CEC-4.1B	Planning &Management of Agricultural Library System	CEC Gr.B	4	1	0	5	40	10	50	2hrs
RAB/PG/LIS-CEC-4.2B	Planning &Management of Industrial Library System		4	1	0	5	40	10	50	2hrs
RAB/PG/LIS-OEC-4.1	Technical Content Creation & Management-I	OEC	4	1	0	5	40	10	50	2hrs
RAB/PG/LIS-OEC-4.2	Technical Content Creation & Management -II		4	1	0	5	40	10	50	2hrs
		Total				35	320	80	400	
		Grand Total				**110**	**1120**	**280**	**1400 + 4 (Internship)**	

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Syllabus in details

SEMESTER-I

RAB/PG/LIS-CC-1.1   Foundation of Library and Information science

Course objective:
➢ *To develop an understanding about the foundations of Library & Information Science and importance of different types of libraries in modern society.*
➢ *To make a comparative study on public libraries scenario in India.*

Course Outcome:
After studying this paper, the students shall be able to:
➢ *Comprehend the concept, objectives and development of libraries and its importance to the society.*
➢ *Understand the professional ethics of librarianship and the five laws of library science with their implications on various services of the libraries.*
➢ *Understand the importance of Library legislation and features of library acts.*
➢ *Familiarize with the role of various National and International Library Associations and Organisations*

Unit 1: Library & Society	Unit 2: Library, Library Science & Information Science
▪ Library: Library as a Social Institution ▪ Categorisation of Libraries: Public, Academic, Special and National - objectives, functions, services. ▪ Functions and effects of libraries in the Society; Role of libraries and information centres in the society. ▪ Development of Libraries with special reference to India.	▪ Library Science: Concept, Definition, Objectives; Importance and Functions; Five Laws of Library Science and their implications. ▪ Evolution of information science as a discipline: its scope and relation to library science and associate disciplines i.e. cognitive sciences, computer science etc; interdisciplinary nature of LIS.

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Unit 3: Library philosophy	**Unit4: Library movement**
▪ Rabindranath Tagore's Philosophy on libraries; ▪ Ranganathan's Philosophy; Five laws of Library Science and Relevance of Five laws of library science in modern age. ▪ Librarianship as a profession; Concept of vocation and profession; ▪ Ethics and duties of library & information professionals; Library profession and professionalism	▪ Library Committees and Policies in India since Independence; Library Movements and rural reconstruction. ▪ Role of UGC in the Development of College &University Libraries in India; Role of UNESCO and RRRLF in the development of Libraries. ▪ Library movement with special reference to West Bengal; Role of National and International Library Associations: BLA, WBCLA, ILA, IASLIC, ALA, IFLA, ASLIB.

Project, Seminar and Colloquium
- Students have to present one colloquium in a group of 5 students each on any given topic.
- Each student has to submit review report of the activities of various library organisations and associations.

Suggested/Essential List of References/ Texts:

1. Khanna, J. K. (1984). Fundamentals of library Organisation. New Delhi :EssEss Publication.
2. Krishan Kumar (1987). Library Organisation. New Delhi : Vikas Publishing
3. Dhiman, Anil K. &Yashoda Rani (2005). Learn Library and Society. New Delhi: EssEss Publication.
4. Ranganathan, S. R. (1988). Five laws of Llibrary Science. Bangalore: SaradaRanganathan Endowment for Library Science.
5. Sharma, Pandey S. K. (1987). Libraries and Society. New Delhi: EssEss Publication.
6. Khanna, J. K. (1994). Library and Society. Kurukshetra : Research Publications.
7. Venkatappaiah, V. (1990). Indian Library Legislation: Union Library Bills and Acts

8. Venkatappaiah, V. (1994). Model Library Legislation: Model Public library act and rules made therein for the constituent state and union territories. New Delhi: Concept Publishing Company.
9. Ranganathan, S. R. (1953). Library legislation: handbook to Madras library act. Madras : Madras Library Association.
10. Sadhu, S. N. &Saraf, B. N. (1967). Library legislation in India: a historical and comparative study. New Delhi: Sagar Publication.
11. Bhatt (R K). History and development of libraries in India. 1995. Mittal Publications, New Delhi.
12. Bhattacharjee, Sudip, Bhattacharjee, Sucheta and Sinha, Manoj Kumar. Information Seeking Behaviour: Concept , Models and Case Study, LAP: Lambert Academic Publishing, 2013, 90 Pp.
13. Chapman (E A) and Lynden (F C). Advances in librarianship. 2000. Academic Press, San Diego.
14. Chowdhury (G G), Burton (P F) and McMenemy (D). Librarianship: the complete introduction. 2008. Neal-Schuman Publishers, New York.
15. Prasher (R G). Information and its communication. 1991. Medallion Press, New Delhi.
16. Ranganathan (S R). Five laws of library science. Ed. 2. 1989. SaradaRanganathan Endowment for Library Science, Bangalore.
17. Singh (S P). Special libraries in the electronic environment. 2005. Bookwell, New Delhi.
18. Venktappaiah (V) and Madhusudhan (M). Public library legislation in the new millennium. 2006. Bookwell, New Delhi

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RAB/PG/LIS-CC-1.2   Library Organisation & Administration

Course objective:
  ➢ *The unit provides the meaning and scope of different section of library, function of this various units to understand the whole housekeeping operation of a library system. The concept of library record maintenance like Accession Register, Annual Report and Staff Manual.*
  ➢ *To equip students with an understanding of the concept and principles of library management and its application in the organisation and management of building, operations, and, services.*

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Course Outcome:

After studying this paper, the students shall be able to:

➢ *Help to understand the importance of different management functions in managing library collections and service;*

➢ *Know , how to estimate, allocate and manage space in a library and efficient running of a library*

➢ *The practical application of the principles and functions of library management*

➢ *Operations of Library and Information Centre efficiently.*

Unit 1: Library Management	**Unit 2: Principles of Library Management**
▪ Management: Concept, definition, need and scope and functions ▪ Library administration: Concept, definition and scope ▪ Library organisation – structure, process of structuring ▪ .	▪ General principles of management and their application to the administration of libraries and information centres; Functions and principles of scientific management. Functions and principles of scientific management ▪ Management schools of thought, Scientific management: functions and principles; POSDCORB. ▪ Principles of management and their applications in Library and Information Centres
Unit 2: Library Planning, Library Rules, Budgeting and Committees	**Unit 3: Library Record Maintenance & Library statistics**
▪ Planning: Definition; purpose, types and steps; Building planning and space management, Library furniture; Space; equipment; Standards & infrastructural planning. ▪ Budgeting-definition, method and techniques; Financial record management, source of finance. ▪ Human Resource Management- job allocation, supervision, duties, responsibilities. ▪ Library rules and regulations. ▪ Library committee and Library authority – types, functions, rules and regulations, and need; Librarian and his role in decision making.	▪ Library Statistics: concept, need and purpose; descriptive statistics- mean, median, mode, standard deviation; Types of reports; Annual report ▪ Library records and reports: Records management, Reports – types, compilation, annual reports; Library statistics. ▪ Acquisition and technical processing of library materials; Serials control and Circulation control; ▪ Stock maintenance and Stock verification – policies and procedures; Staff manual ▪ Staff manual; Collection development – policies, procedures, evaluation and weeding.

Project, Seminar and Colloquium
- Each student has to demonstrate various library records and need to illustrate the library functions and various library statistics through field survey.
- Each student has to submit library survey report.

Suggested/Essential List of References/ Texts:

1. Mittal, R.L.: Library administration: theory & practice. 5th ed. Delhi: Metropolitan, 1984.
2. Narayana, G. J.: Library and information management. New Delhi: Prentice-Hall India, 1991.
3. Ranganathan, S.R.: Library administration. Ed. 2. Bombay: Asia, 1959. 4. Sharma, J.S.: Library organisation. New Delhi: Vikas, 1978.
4. Spiller, David: Book selection: an introduction to principles and practice. Rev. 2nd ed. London: Clive Bingley, 1974.
5. Krishan Kumar: Library administration and management. 2nd ed. New Delhi: Vikas, 1987.
6. Seetharama, S.: Guidelines for planning of libraries and information centers. Calcutta: IASLIC, 1990.
7. Krishan Kumar: Library manual. New Delhi: Vani, 1985.
8. Clayton, Peter and Gorman, G.E.: Managing information resources in libraries and information services: collection management in theory and practice. London: Facet Publishing, 2001.
9. Kaula, P.N.: Library building: planning and design. Delhi: Vikas, 1977.
10. Singh, M.: Library and information management: theory and practice. Delhi, 1983
11. Henlerson, KL,Eds.:Conservingandpreservinglibrarymaterials.Ithirois:UniversityGraduateschooloflibrary &InformationScience,1983.
12. Kathpalia, YP.:ConservationandrestorationofArchivematerials.UNESCOmanualoflibraries.UNESCO.
13. Plumbe,WJ.:ThepreservationofbooksinTropicalandsubtropicalcountries.London:OUP,1956.

RAB/PG/LIS-CC-1.3   Library Classification (Theory)

Course objective:
- *To develop an understanding of the concepts, theories and importance of library classification, and its use in the organisation of knowledge in libraries.*

Course Outcome:
After studying this paper, the students shall be able to:
- *Classify the library documents as well as knowledge following standard Classification Schemes*
- *Understand the formation of subjects and their broader, narrower and related concept.*

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Unit 1: Universe of knowledge and subject	Unit 2: Knowledge organisation and library classification
▪ Library Classification: Definition, Need, Purpose, Terminology of Classification ▪ General Theory of Classification; Species of Classification ▪ Ideas; Information; Knowledge, Subjects; Formation of subjects	▪ Notation and notational system: definition, need, types and qualities ▪ Five fundamental categories (PMEST) and Isolates: Phase relation, mnemonics and devices ▪ Knowledge classification vs. Document classification
Unit 3: General theory of classification	**Unit 4: Schemes of library classifications**
▪ Various thoughts ▪ Species of library classification ▪ Normative principles of library classification	▪ History and underlying principles ▪ Basic class and their arrangement ▪ DDC, UDC, CC: comparative study

Suggested/Essential List of References/ Texts

1. Ranganathan, S. R. (1962). Elements of library classification. Bombay: Asia Publishing
2. Mills, J. (1960). Modern outline of library classification. London: Chapman and Hall
3. Bavakutty, M. (1981). Canons of library classification. Trivandrum: Kerala library Association
4. Ranganathan, S. R. &Gopinath, M. A. (1989). Prolegomena to Library Classification v.1Banglore: SaradaRanganathan Endowment for Library Science
5. Sayers,W.C.Berwick (1955). Introduction to Library Classification: Theoretical, Historical and Practical with. London: Grafton and Company
6. Ohdedar, A. K. &Sengupta, B. (1977). Library Classification. Calcutta: The World Press.
7. Langridge, Derek (1973). Approach to Classification: for Students of librarianship. London: Clive Bingley.
8. Langridge, D. W. (1976). Classification and Indexing in the Humanities. London: Butterworth.
9. Dutta, D.N. (1978). Library Classification: a manual. Calcutta: The World Press
10. Husain, Shabahat (2004). Library Classification: Facets and Analyses. Delhi: B.R. Publishing Corporation.
11. Parkhi, R.S. (1972). Library Classification: evolution of a dynamic theory. Delhi: Vikas Publishing House.
12. Krishan Kumar (1979). Theory of Classification. New Delhi: Vikas Publishing House
13. Kumar, P. S. G. (2003). Knowledge Organisation, Information Processing and Retrieval Delhi: B. R. Publishing

RAB/PG/LIS-CC-1.4   Cataloguing (Theory)

Course Objective:

> *To equip the students with the theoretical aspects of cataloguing theory for developing an understanding about the concept of library cataloguing, development of catalogue codes and recent trends in cataloguing.*

Course Outcome:

After studying this paper, the students shall be able to:

> *Understand need and objectives of a catalogue*
> *Describe book as per various cataloguing Standards*
> *Understand various approaches of deriving subjectheadings*

Unit 1: Basic Concepts and Genesis	Unit 2: Standard codes of cataloguing
▪ Library Catalogue: Definition, Need, Objective & Functions. Types of Cataloguing: Dictionary, Classified; ▪ Difference of Library catalogue from Library Accession Register, Shelf List and Bibliography; ▪ Forms of Library Catalogue, Entries – types, formats and their functions, Filing of entries – rules and tools. ▪ Normative principles of cataloguing; Canons and principles of cataloguing as propounded by Ranganathan	▪ Cataloguing codes – definition, objectives, scope, need, components; ▪ Cataloguing codes - historical development (Development of codes- Pannizi to RDA) ▪ Features of Anglo-American Cataloguing Rules (AACR 2R); ▪ Features of Classified Catalogue Code (CCC); ▪ Features of RDA (Resource Description and Access).
Unit 3: Subject Cataloguing	**Unit 4: Economy in Cataloguing**
▪ Concept, Principles; Chain indexing, List of Subject Headings, Pre and post coordination techniques with examples ▪ Centralized and Cooperative Cataloguing: Need, CIS and CIP, Prenatal cataloguing ▪ Union Catalogue: Need, Rules for Compilation. National Union Catalogue of Scientific Serials in India (NUCSSI), IndCAT, WORLDCAT	▪ Cataloguing Policies: Need, purpose and advantages; ▪ Organisation of cataloguing department; Centralized and co-operative cataloguing; ▪ Cooperative Cataloguing and Union Catalogue – layout, compilation, available services; National and International Union Catalogues; Limited and selective cataloguing. ▪ Trends in cataloguing – IME/ICC principles, FRBR, FRAD, RDA, BIBFRAME, Web-OPAC etc.

Suggested/Essential List of References/ Texts:

1. Chan, Lois Mai: Cataloguing and classification. 2nd ed. New York: McGraw Hill, 1995.
2. Girja Kumar and Krishan Kumar: Theory of cataloguing. 5th ed. New Delhi: Vikas, 1988.
3. Needham, C.D.: Organising knowledge libraries: an introduction to classification and cataloguing. 2nd ed. London: Andre Deutsch, 1971.
4. Sengupta, B.: Cataloguing: its theory and practice. 3rd ed. Calcutta: World Press, 1975.
5. Tripathi, S.M.: Modern cataloguing theory and practice. 2nd ed. Agra: ShivlalAgarwal& Co. 1978.
6. Vishwanathan, C.G.: Cataloguing: theory and practice. 5th ed. Lucknow: Print House, 1983.
7. Hunter, E.J.: Computerized cataloguing. London: Clive Bingley, 1985.
8. ALA Rules for filing Catalog Cards. Chicago: ALA, 1968.
9. Hunter, E.J.: and Bakewell, K.G.B.: Cataloguing. 2nd rev. ed. London: Clive Bingley, 1983.
10. Wynar, B. S.: Introduction to cataloguing and classification. 7th ed. Littleton: Libraries Unlimited, 1985.
11. Krishan Kumar: Cataloguing. New Delhi: HarAnand, 1993.
12. Bowman, J.H.: Essential Cataloguing. London: Facet, 2003.

RAB/PG/LIS-CC-1.5   Library Classification (Practice)
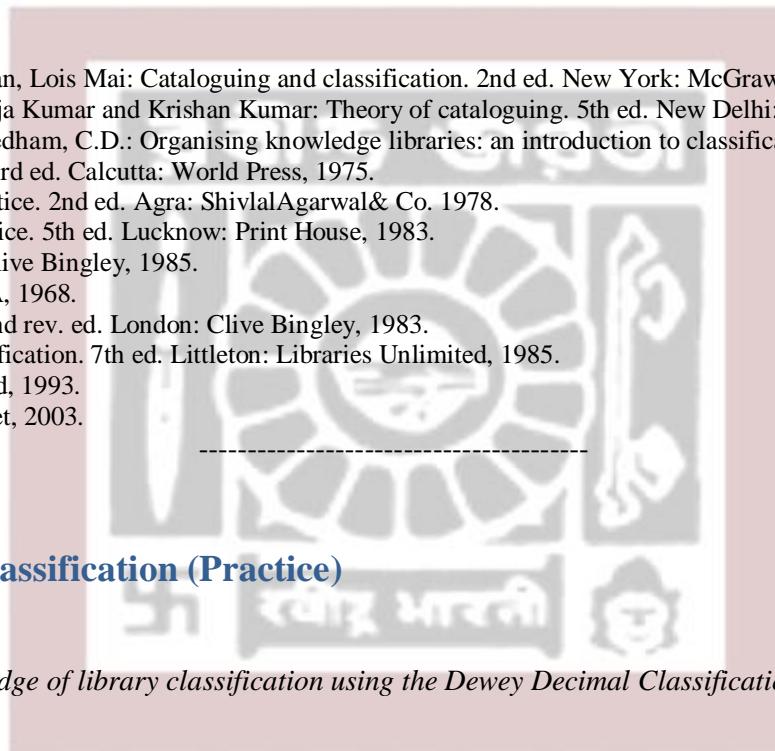
Course Objective:

➤ *To equip the students with the practical knowledge of library classification using the Dewey Decimal Classification (DDC) scheme by classifying complex and simple titles respectively.*

Course Outcomes:

➤ *After studying the paper, students shall be able to:*
➤ *Course Outcomes after studying the paper, students shall be able to:*
➤ *Classify and construct the class numbers for complex titles using DDC scheme.*
➤ *Synthesize class numbers by using the tables and 'add to instructions' of DDC sch*

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Dewey Decimal Classification latest available edition Practical Classification of simple titles involving use and application of following tables and techniques:	Three Summaries – Standard Sub-Divisions (Table-I) Area Table (Table-2) Sub-Divisions of Individual Literatures (Table – 3) Sub-Divisions of Individual Languages (Table – 4) Racial, Ethnic and national Sub-Divisions (Table – 5)
Languages (Table – 6) Add to instructions: … 'Add from tables … 'Add from schedules' … 'Add from both tables and schedules'	Manual ---Relative Index

Suggested/Essential List of References/ Texts:

1. Comaromi, J. P., Warren, M. J. & Dewey, Melvil. (1982). Manual on the Use of the Dewey Decimal Classification. Forest Press.
2. Dewey Decimal Classification. (2011). 23rd edition. Ohio: OCLC.
3. Dhyani, Pushpa. (2006). Classifying with Dewey Decimal Classification. New Delhi :EssEss.
4. Khan, M. T. M. (2005). Dewey Decimal Classification. New Delhi : Shree Publishers
5. Mary, Mortimer. (2007). Learn Dewey Decimal Classification (Edition 22). Friendswood, US : Total Recall Publications
6. Mitchell, Joan S. ed. (2011). Dewey Decimal Classification and Relative Index [23rd] Ohio: OCLC.

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RAB/PG/LIS-CC-1.6   **Cataloguing (Practice)**

Course Objective:
➤ *To equip students with the practical aspects of descriptive cataloguing of printed monograph using AACR-2and to derive subject headings using Sear's List of Subject Headings.*

Course outcomes:
➤ *After studying the paper, students shall be able to:*
➤ *Use of AACR-2 cataloguing code for cataloguing printed documents of a library.*
➤ *Prepare different types of entries in order to fulfil various approaches of users.*
➤ *Derive subject headings using Sear's List of Subject Headings for subject approach of users.*

Cataloguing of books and serials (including analytical entries) for Dictionary catalogue by following AACR2R (1988) or latest edition.	Subject entries would be practiced following the prescriptions of Sears' List /Library of Congress of Subject Headings (SLSH/LC) with latest available edition. Some books and serials in Bengali language may also be practiced

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

Suggested/Essential List of References/ Texts:

1. Verma, A. K. (1986). AACR-2 : Entries and Procedure. Delhi: Vishwa-Kala Prakashan
2. Krishan Kumar (1987). Introduction to AACR-2 (Anglo-American Cataloguing Rules). New Delhi: Vikas Publishing.
3. Bakewell, K. G. B. (1974). A manual of cataloguing practice. Oxford: Pergamon Press.
4. Aswal, R. S. (2005). AACR2R with MARC21: cataloging practice for 21st century. New Delhi: EssEss Publication.
5. Ranganathan, S. R. & Bhattacharyya, G. (1990). Cataloguing practice.Banglore: SardaRanganatha Endowment for Library Science.

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6. Sehgal, R. L. (1996). Cataloguing Practice AACR-II. New Delhi: EssEss Publication.
7. Maxwell, Robert L. (2009). Maxwell's handbook for AACR2: Explaining and Illustrating the Anglo-American Cataloguing Rules through the 2003 update. New Delhi : Indiana Publishing House.
8. Fritz, Deborah A.(2009). Cataloging with AACR2 & MARC21 for Books, Electronic Resources, Sound Recordings, Videorecordings, and Serials. New Delhi : Pentagon Press.
9. Winkler, Paul W., ed. & Gorman, Michael, ed (1978). Anglo- American Cataloguing Rules. London: Library Association.
10. American Library Association & Library of Congress (1967). Anglo-American cataloguing rules. Chicago: American Library Association.
11. Hunter, Eric J. (1989). Introduction to AACR-2 (Anglo-American Cataloguing Rules). London: Clive Bingley.
12. Miller, Joseph ed. (2010). Sears List of Subject Heading. New York : H.W. Wilson Company.
13. American Library Association & Others (1978). Anglo-American Cataloguing Rules. London: The Library Association.

SEMESTER-II

RAB/PG/LIS-CC-2.1   **Information Sources and Services (Theory)**

Course Objective:
➤ *To develop and understand the concept, nature and distinguishing features of various categories of information sources and services.*
➤ *To understand the criteria of major reference sources available in libraries.*

Course Outcomes:
After studying the paper the students shall be able to:

➤ *Understand the concept of reference and information sources and services provided in libraries*
➤ *Understand criteria of evaluation of different sources of information.*
➤ *Understand the reference interview and various techniques of searching information.*
➤ *Understand the latest trends in Reference & Information Sources and Services*

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Unit 1: Information Sources	**Unit 2: Reference Sources**
Information sources: definition and characteristics Types of information sources: Documentary-primary, secondary and tertiary; Non- Documentary Print sources of information, Digital Sources of Information: Paid and Open Access Resources Types and characteristics of digital information sources- Online Information Sources: E-journals, Reference sources, Bulletin Board, FAQ, Discussion Group, Blogs, RSS etc.	Concept, Definition and Trends Reference Interview and Search Techniques Definition, Purpose, Scope of the different types of Reference Sources. Evaluation of at least two representative sources in each category of Reference Sources.
Unit 3 : Library Services	**Unit 4: Information Services**
Library Services: Reference, Referral; Documentation and Information Services: Definition, Need, Characteristics and Differences; Alerting Services – Newspaper clippings and News brief services, CAS and SDI services Library extension services Document Delivery Services; Reprographic services; E-document delivery services; WhatsApp a Librarian	Web as a platform for information services; Indexing Services, Abstracting Services Generalised Information Services: Short-range and Long range Information Services; Types and characteristics of digital information services - Web-enabled services – nature, features and advantages; Services – QuestionPoint, Credo/Xrefer, VRD, IPL, Ask-a-Librarian etc. Specialised Information Services: Alerting Services – Newspaper clippings and News brief services, CAS and SDI services; Translation Services: Tools and Pools;

Project, Seminar and Colloquium:
- Student has to prepare and submit a model Information System on **an** assigned subject.
- Student has to give a seminar presentation on given topic.

Suggested/Essential List of References/ Texts:

1. Katz. Bill and Tarr, Andrea: Reference and information services, a reader. N.J.: The Scarecrow Press, 1978.
2. Krishan Kumar: Reference service. 3rd ed. New Delhi: Vikas, 1989.
3. Breeding, M.: Providing Virtual Reference Service. Information Today 18(4); 2001; pp.42- 435.
4. Chowdhury, G. G and Chowdhury, S.: Introduction to Digital Library. London: Facet Publishing, 2003; pp.227-240.
5. Chowdhury, G. G.: Digital Libraries and Reference Services: Present and Future. Journal of Documentation, 58(3); 2001; pp.258-283.
6. Guha, B.: Documentation and Information: Services Techniques and Systems. 2nd ed. Calcutta: World Press, 1983; pp.36-37
7. Ranganathan, S.R.: Reference Service. Bombay: Asia Publishing House, 1961.
8. Bombay: UBS, 1960. 5. Ranganathan, S.R.: Documentation and its facets. Bombay: UBS, 1963.
9. Guha, B.: Documentation and information: services, techniques and systems. 2nd Ed. Calcutta: World Press, 1983.
10. Grogan, D.: Practical reference work. London: Clive Bingley, 1979.
11. Bunch, Allan: The basics of information work. London: Clive Bingley, 1984.
12. Kawatra, P.S.: Fundamentals of documentation with special reference to India. New Delhi: Sterling, 1982.
13. Bose, H.: Information service: principles and practice. New Delhi: Sterling, 1986.
14. Chakraborty, A.R. and Chakraborti, B.: Indexing: principles, processes and products. Calcutta: World Press, 1983.
15. Fjallbrant, N. and Malley, I.: User education in libraries. 2nd ed. London: Clive Bingley, 1984.
16. Chakraborti, M.L.: Bibliography: theory and practice. 3rd rev. ed. Calcutta: World Press, 1987.
17. 17. Bopp, R.E. and Smith, L.C.: Reference and information services: an introduction. Littleton, Colo.: Libraries Unlimited, 1991.
18. Pantry, S. and Griffiths, P.: Creating a successful e-information service. London: Facet, 2002.
19. Liu, J.: The evaluation of worldwide digital reference services in libraries. Oxford: Chandos Publishing, 2007.

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RAB/PG/LIS-CC-2.2   **Library Automation and Networking (Theory)**

Course Objective:

> ➢ *To built understanding about various applications of Information Technology in libraries with the concept of library automation, planning and implementation and to study different modules of library management software packages and library Networking.*
> ➢ *To understand about the methods, techniques, skillsneed for Library automation and Networking.*
> ➢ *To prepare proactive Library and Information Science professionals to serve the patrons with effective automated library services.*

Course Outcomes:

After studying the paper, students shall be able to:

> ▪ *Understand how to implement Information technology, networking and library management software packages in planning and implementation of automation in various library housekeeping operations and services.Alsostudentswilllearn how to asses the feasibility of various library automation softwares and those functionalities.*

Unit1: Fundamentals of Computer	**Unit 2: Library Automation**
▪ Physical and logical unit, Computer generation	▪ Definition, concept, need.
▪ Data representation; Text Representation and Number System	▪ Automated housekeeping operations: Planning and implementation;
▪ Basics of programming languages	▪ Integrated Library System (ILS) - general requirements, steps and implementation;
▪ Algorithm, Flowchart, Cause-and-effect diagram	▪ Global recommendations and best practice guidelines (OLE, ILS-DI etc); RFP;
	▪ Automation workflow; Procedural model of library automation
Unit 3: Library Management Software	**Unit 4: Computer Network and Library Network**
▪ Generations and development; functional requirements; Categorization and features;	▪ Architecture- topology- protocols and standards;
▪ Open source software for library management; Indian scenario;	▪ Data Network-example, functions; Library network- Examples, Functions, National and International;
▪ Evaluation Criteria; Standards	▪ Library Consortia – functions- global and national consortia- features

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Project, Seminar and Colloquium
- Students have to evaluate various LMS as assigned and submit the report
- Review various library consortia as assigned submit review report as assignment.

Suggested/Essential List of References/ Texts:

1. Alur R, Arzen KE, Baillieul J, HenzingerTA . Handbook of networked and embedded control systems. Springer Science & Business Media. 2007
2. Harbour, Robin T. Managing library automation. London: ASLIB. 1994
3. Mahapatra, M., & Ramesh, D.B. Information Technology Application in Libraries: A textbook for beginners. Bhubaneswar: Reprint. 2004
4. Mukhopadhyay, P . Library Automation through Koha. Prova Prakashani.2008
5. RavichandraRao, I.K. Library Automation. New Delhi: Wiley Eastern Ltd. 1990
6. Rowley, J. The Electronic Library. London: Library Association Publishing. 1998
7. Ram Krishnan, R. and Johannes G. Database management systems. McGraw Hill. 2000
8. Sirohi, S. and Gupta, A. Koha 3 Library Management System. Packet Publishing Ltd. 2010
9. Mukhopadhyay, P. (2005.). *Library automation – software packages.* Unit 6 *In*MLIS – MLII-104 (ICT Applications – Part I), New Delhi: IGNOU.
10. Mukhopadhyay, P. (2005). *Introduction to Library Automation.* Unit 1 *In*CICTAL – BLII-003 (Library Automation and Digitization), New Delhi: IGNOU.
11. Mukhopadhyay, P. (2006). *Five laws and ten commandments: The open road of library automation in India.* (Proceedings of the National Seminar on Open Source Movement - Asian Perspective, XXII, IIT Roorkee, 2006. IASLIC, Kolkata. 2006. p. 27-36.) IASLIC.

RAB/PG/LIS-CC-2.3   **Knowledge Classification (Practice)**

Course Objective:
➢ *To equip the students with the practical knowledge of library classification using the Universal Decimal Classification (UDC) and Colon Classification(CC) schemes by classifying complex and simple titles respectively.*

Course Outcomes:
➢ *After studying the paper, students shall be able to:*
➢ *Classify and construct the class numbers of simple and complex titles u̲ CC scheme of classification.*

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Preparation of Class Number of print volume – book, conference proceedings etc. using- Universal Decimal Classification (available latest edition) and Colon Classification(CC).	Determination of Book Numbers (Cutter's Table / Ranganathan's Principle / other method)

Suggested/Essential List of References/ Texts:

1. British standard institution, (2006). UDC: Universal Decimal Classification. London: British Standard Institution.

RAB/PG/LIS-CC-2.4   Advance Cataloguing (Practice)

Course Objective:

➢ *To equip students with the practical aspects of descriptive cataloguing of printed monograph using AACR-2and to derive subject headings using Sear's List of Subject Headings.*

Course outcomes:

After studying the paper, students shall be able to:

➢ *Use of AACR-2 cataloguing code for cataloguing printed documents of a library.*
➢ *Prepare catalogue entries for corporate authors, multi-volume and composite works in a library. • Prepare different types of entries in order to fulfill various approaches of users.*
➢ *Practically identify and describe various bibliographic elements of the documents.*
➢ *Derive subject headings using Sear's List of Subject Headings for subject approach of users.*

➢ Cataloguing of Serials and Non-Book Material (including analytical entries) for Dictionary catalogue by following AACR2R (1988) or latest edition. ➢	Subject entries by following the prescriptions of Sears' List /Library of Congress of Subject Headings (SLSH/LC) (latest available edition). Some Non-Book Material in Bengali language may also be practiced.

Suggested/Essential List of References/ Texts:

1. NoorulHasan Khan, Nath, K. and Sardana, J.L. (1984). Cataloguing Practice. New Delhi: Gitanjali publishing.
2. Ranganathan, S.R and Bhattacharya, G. (1990). Cataloguing Practice. Bangalore: Sarda han Endowment for library science.
3. Sharma, C.D. (1973). Classified catalogue code: in theory and practice. Delhi: Metropo .
4. Krishan Kumar (1983). Introduction to cataloguing practice. New Delhi: Vikas.
5. Bakewell, K.G.B. (1974). A manual of cataloguing practice. Oxford: Pergamon Press.

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RAB/PG/LIS-CC-2.5   Library Automation and Networking (Practice)

Course Objective:
- *To provide hands-on training on standard modules of popular library automation software packages viz, KOHA and WINISIS, SOUL(demo) or any other related available software*

Course Outcomes:

After studying the paper, students shall be able to:
- *Familiarize with housekeeping operations using library management software packages.*
- *Create database for different categories of documents.*
- *Generate barcode labels and membership cards.*
- *Design automated circulation and OPAC system.*

➤ **Unit 1:** Hands on practice of Bibliographic Database (WinISIS or any other available software)	**Unit 2:** Hands on Practice on Library Management Software (KOHA or SOUL Demo version or any other available software)
Unit 3: Installation, configuration of LAMP	

Project, Seminar and Colloquium
- Students have to Design an automated System for a given departmental Library and submit as Project.

Suggested/Essential List of References/ Texts:

1. Anuradha, K.T., &Savanur, Kiran P. Installing newgenlib: open source library automation package. (SRELS Journal of Information Management, 2010, Vol.47, p621.) SaradaRanganathan Endowment for Library Science. 2010.
2. Ayres, F. H., Ridley, M., Nielsen, L. P. S., & British Library. The Bradford OPAC 2: Managing and displaying retrievals from a distributed search in Z39.50. Boston Spa: British Library Research and Innovation Centre. 1998.
3. Breeding, M. Opening up library systems through web service and SOA: Hype, or reality?. Chicago: ALA TechSource. 2009.
4. Breeding, M. Next-gen library catalogs. New York: Neal-Schuman Publishers. 2010
5. Breeding, M., & ALA TechSource. Open source integrated library systems. Chicago, IL: American Library Association. 2008.
6. Haravu, L. J. Library automation design principles and practice (with CD-ROM) ... Haravu. New Delhi: Allied Publishers. 2004
7. Parker, Steve. How to Build a Lamp Server. Createspace Independent Pub. 2015
8. Rosebrock, Eric. Setting up LAMP: Getting Linux, Apache, MySQL, and PHP W... gether. Sybex. 2004

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RAB/PG/LIS-CC-2.6   Information Sources & Services (Project)

Course Objective:
- *To develop and understand the concept, nature and distinguishing features of various categories of information sources and services.*
- *To understand the criteria of major reference sources available in libraries.*

Course Outcomes:

After studying the paper, students shall be able to:
- *Learn how to provide reference services to the clientale.*
- *Evaluate different sources of information.*
- *How to conduct reference interview.*

Study of at least ten (10) documentary sources of various categories Some Documentary Sources in Bengali language may also be included	**Study at least 5 electronic sources includes online databases by using prescribed format and by adopting prescribed technique.**

Project Documentation; Preparation of indexing and abstracting product of minimum 25 journal articles on specific subject thus studied.

Project, Seminar and Colloquium
- Students has to prepare and submit a Project 'Documentation' on a chosen topic and an in dexing and abstractingproduct of at least 25 titles of an assignedtopic.
- Prepare and submit a model digital reference services
-          Student has to submit library visit and study tour report on a given area.

<mark>**SEMESTER-III**</mark>

RAB/PG/LIS-CC-3.1 Knowledge Organisation (Theory)
Course objective:
- *to introduce concepts in information processing and retrieval*
- *to familiarize the students with the concepts of resource description*

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Course outcome:

After studying this paper, the students shall be able to:
- ➢ *Introduce the concept of ISR including indexing languages, vocabulary control, search strategies etc.*
- ➢   *Familiarize students with Information retrieval models and develops skills in designing thesaurus.*
- ➢ *Introduce various concepts, theories and principles in cataloguing.*
- ➢ *Provide knowledge about various standards in document description and bibliographic exchange.*
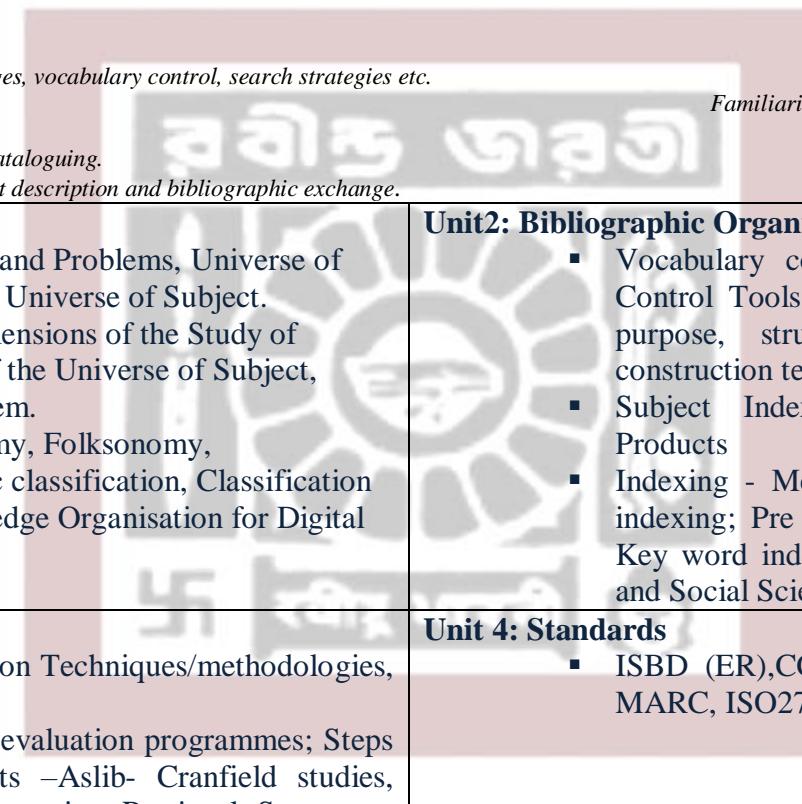
Unit 1: Information processing	Unit2: Bibliographic Organisation
▪ Universe of Knowledge: Mapping and Problems, Universe of Subject, Relevance of the Study of Universe of Subject. ▪ Developmental and Structural Dimensions of the Study of Universe of Subjects: Attributes of the Universe of Subject, Kinds of Subjects, Subject as System. ▪ Ontology, Web ontology, Taxonomy, Folksonomy, ▪ Trends in classification: Automatic classification, Classification in online system and Web; Knowledge Organisation for Digital Libraries, WebDewey.	▪ Vocabulary control - Meaning and importance; Vocabulary Control Tools - Subject heading Lists, Subject Heading List-purpose, structure and format; Subject Heading Lists construction techniques; MeSH, AGROVOC ▪ Subject Indexing Languages, Indexing Systems, Design, Products ▪ Indexing - Meaning, Purpose and Need; Principles of subject indexing; Pre coordinate indexing a post coordinate indexing; Key word indexing; Citation indexing –Science Citation Index and Social Science Citation Index;
Unit 3: Evaluation of IR	**Unit 4: Standards**
▪ Meaning, Scope, Models, Evaluation Techniques/methodologies, Test ▪ Criteria for evaluation; Design of evaluation programmes; Steps of evaluation; Evaluation projects –Aslib- Cranfield studies, Medlars Evaluation Project; Information Retrieval Systems - Purpose, Functions and Components; Comparison with Shannon & Weaver model; Search strategy-formulation of strategy for on-line search ; Everyday Information Service(EDIS)	▪ ISBD (ER),CCF, FRBR, DCMS, GILS, TEI, OCLC Manual, MARC, ISO2709

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Suggested/Essential List of References/ Texts:

1. Broughton, Vanda. (2004). Essential Classification. London: Facet Publishing.
2. Dhiman, A. K. &Yashoda Rani. (2005). Learn Library Classification. New Delhi: EssEss.
3. Husain, Sabahat. (2004). Library Classification: Facets and Analysis. Delhi: B. R. Publishing.
4. Jennex, Murray E. (2008). Knowledge Management: Concepts, Methodologies, Tools and Applications. New York: Information Science Reference.
5. Kao, Mary L. (2003). Cataloguing and Classification for Library Personnel. Mumbai: Jaico.
6. Kumar, P. S. G. (2003). Knowledge Organisation, Information Processing and Retrieval Theory. Delhi: B. R. Publishing.
7. Pathak, L. P. (2000). Sociological Terminology and Classification Schemes. New Delhi: Mittal Publications.
8. Ranganathan, S. R. (2006). Philosophy of Library Classification. Bangalore: EssEss.
9. Singh, Sonal. (1998). Universe of Knowledge: Structure & Development. Jaipur: Raj Publishing.
10. Sood, S. P. (1998). Universe of Knowledge and Universe of Subjects. Jaipur: G. Star Printers. 11. Taylor, A. G. (2007). Introduction to Cataloguing and Classification (10th ed.). New Delhi: Atlantic
11. Jennifer, E. R. (1987). Organising knowledge: An introduction to information retrieval. Aldershot: Gower.
12. Anglo-American Cataloging Rules. United States: American Library Association, 1999.
13. Bhattacharyya, Ganesh. A General Theory of Subject Indexing Language. India: Karnatak University, (n.d.).
14. Coyle, Karen. FRBR, Before and After: A Look at Our Bibliographic Models. United States: American Library Association, 2016.
15. Cutter, Charles a. Rules for a Dictionary Catalog. N.p.: Independently Published, 2020.

RAB/PG/LIS-CC-3.2   **Management of Information System, Services and Organisations**

Course objective:
   ➢ *To prepare students to carry out library house keeping operations.*

Course Outcome:
   After studying this paper, the students shall be able to:
   ➢ *Develop skills for any type of library administration, evaluate library system.*
   ➢ *Convince human resources in the organisation*
   ➢ *Justify budget allocation*

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Unit 1: Planning and Management	Unit 2: Organisational Management
▪ Methodology, Factors, Assessment, MBO, Systems Study: Concept, Components analysis, evaluation and design. ▪ Library as a System, Subsystems of a Library, Performance evaluation of Library and Information Centres , System Analysis , PERT/CPM, ▪ Flow chart and Gantt charts, SWOT Analysis: Concept and use, Management Information System (MIS): Concept and Use	▪ Needs, features, elements, Organisational Structure, Staff Manual, Library Surveys, Statistics and Standards, Ideology, Structure, Design, Standards ▪ Library Consortia, Network Analysis (PERT/CPM) ▪ Quality Indicator in LIS domain – LibQUAL+. COUNTER, EQUINOX, ISO-9000, ▪ Total Quality Management (TQM)
Unit 3: Financial Management	**Unit 4: Human Resource Management**
▪ Resource mobilization, Budgeting methods – PPBS and ZBB, Cost effectiveness and cost benefit analysis Outsourcing	▪ Objectives of human resource management, Manpower Planning, Categories of staff, Staffing requirements; ▪ Method of manpower planning – Job analysis, Job description, Selection, Recruitment, Induction and deployment, Training and Development; ▪ Leadership – theories, styles, approaches and models; Motivation – theories of motivation, sources of motivation.

Project, Seminar and Colloquium
  ➢ Each student has to submit the assignment of SWOT Analysis on assigned Library or Information System
  ➢ Each student has to submit library survey report on a given area.

Suggested/Essential List of References/ Texts

1. Beardwell, Ian and Holden, Len (1996). Human Resource Management: A contemporary perspectives. London: Longman.
2. Bryson Jo. (1996). Effective Library and Information Management. Bombay: Jaico Pub. H
3. Drucker Peter F. (2002). Management Challenges for the 21st century. Oxford; Butterwo   man.
4. Evans, G. Edward and Layzell, Patricia. (2007). Management Basics for Information Profe   Second Edition. Londn: Libraries Unlimited.
5. Johnson, Peggy. (2009). Fundamentals of Collection Development and Management, 2n

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6. Kotler, Philip (2003). Marketing Management. 11th ed. New Delhi: Pearson.
7. Mittal (R L). Library administration: theory and practice. 2007. EssEss, New Delhi.
8. Rowley, Jennifer (2001). Information Marketing. Aldershot: Ashgate Publishing Limited.
9. Stoner, James A F (et.al). (1996). Management: Global Perspectives. 10th ed. New York: MC Graw Hill Inc.
10. Stueart, Robert D and Moran (Barbara B. Moran). (2007). Library and Information Centre Management. 7th ed. London: Libraries Unlimite
11. Bakewell, K. G. B. (1997). Managing user-centred libraries and information services. (2nd ed.). London:
12. Maxwell. Cook, C. (2002). The maturation of assessment in academic libraries: The role of LibQUAL+ TM.

RAB/PG/LIS-CC-3.3   ICT and Digital Library System (Theory)

Course Objective:
  ➢ *To provide knowledge about information, communication and information technology and building institutional repository*

Course Outcome:

After studying this paper, the students shall be able to:
  ➢ *Identify, Interpret and solve various communication channels, barriers and models.*
  ➢ *Compute information technology and employ it in Library and Information Science and make user information literate and thus reduce digital divide*
  ➢ *Justify and evaluate various ICT tools applicable in Library & Information Science.*

Unit 1 Information and communication Technologies	Unit 2: DBMS
▪ Meaning, Scope, System, Services, Tools, Techniques, Impact in LIS; ▪ Retrieval features of selected text retrieval engines – Apache-Solr, Lucene, MGPP and Zebra; ▪ Internet- components and architecture - Protocols	▪ Concept, scope, purpose , structure, architecture, models, E-R Model, Normalization

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Unit3: Digital Library	Unit 4: Open Source Digital Repository
▪ Definition, Objectives, Scope, Digitization-process: steps and tools-	▪ DSpace/GreenStone/ EPrint ; Web 2.0, Linked Data, Semantic Web;

Socio-legal aspects of digital information resources (copyright, DRM, other IPR issues, licensing issues); ▪ Digital Library Models, DL Initiatives Metadata & Metadata Harvesting**;** ▪ Open Access Initiatives (OAI), Interoperability initiatives and standards – Z 39.50, SRU/SRW, OAI/PMH, ORE and others	▪ RDF, Ontology as Semantic Web tool, Use of SKOS in knowledge organization; ▪ Library 2.0 – application of Web 2.0 tools in library services

Project, Seminar and Colloquium
➢ Each student has to present a seminar on a topic assign to them.

Suggested/Essential List of References/ Texts

1. Bhatnagar, S. *Information and communication technology in development: cases from India.* New Delhi: Sage. 2002
2. Chopra, Rajiv. Database Management System (DBMS): A Practical Approach, 5th Edition. New Delhi: S CHAND & Company Limited, 2016.
3. Gupta, G.K. Database Management System. New Delhi: Tata McGrow-Hill. 2011
4. Gupta, SatindarBal, Mittal, Aditya. Introduction to Database Management. Bangalore: University Science Press. 2009
5. Risse, Thomas, et al. Digital Libraries for Open Knowledge: 24th International Conference on Theory and Practice of Digital Libraries, TPDL 2020, Lyon, France, August 25-27, 2020, Proceedings. Germany: Springer, 2020.
6. Ontology in Information Science. Thomas Ciza (ed). Croatia: IntechOpen, 2018.
7. Barker, Deane. Web Content Management: Systems, Features, and Best Practices. N.p., O'Reilly Media, 2016.
8. Eito-Brun, Ricardo. XML-based Content Management: Integration, Methodologies and Tools. United Kingdom: Elsevier Science, 2017.
9. Boiko, Bob. Content Management Bible. Germany: Wiley, 2005.
10. Suber, Peter. Open Access. United Kingdom: MIT Press, 2012.
11. Bawden, David.,Wakeling, Simon., Robinson, Lyn., Pinfield, Stephen. Open Access in Theory and Practice: The Theory-practice Relationship and Openness. United Kingdom: Routledge, Taylor & Francis Group, 2020.
12. Information and Communication Technology: Second IFIP TC 5/8 International Conference, ICT-EurAsia 2014, Bali, Indonesia, April 14-17, 2014, Proceedings. A Min Tjoa, Erich J. Neuhold, Ilsun You, Linawati, Made SudianaMahendra (ed) . Germany: Springer Berlin Heidelberg.2014

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RAB/PG/LIS-CC-3.4   **Research Methodology**

Course objective:
➢ *to develop research skills in students and enable them to carry out their own research as well as helps others to research as professional librarian.*

Course Outcome:

After studying this paper, the students shall be able to:
- ➢ *give an advanced exposure to the students about the research*
- ➢ *develop acquaintance with intensive techniques and skills of research process.*
- ➢ *familiarize the art and style of writing a research report*

Unit 1: Concept of Research and its categories	Unit 2: Research Methods, Techniques and Tools
- Concept, Meaning and Significance, Types of Research: Qualitative and Quantitative Research, Inter-disciplinary and Multi-disciplinary research, - Problem identification; - Research design: formulation of hypothesis, Review of Literature	- Techniques and methodologies, Analysis and Interpretation; - Methods: Historical Research, Survey Research and Experimental Research; Case Study, Observation Method, Scientific Method, Delphi Method; Sampling Techniques ; Data Collection tools :Questionnaire, Interview, Schedule, Observation, Scales and Check Lists , Historical / recorded
Unit 3: Data Analysis and Representation- Method, tools & Techniques	**Unit 4: Research & Publication Ethics (RPE)**
- Research Report: Structure, style, characteristics, Guideline for citation/References: Standards, rules, manuals; - Measurement of Central Tendency, Mean, Mode, Median, Measurement of Variables; - E-citation and methods of research evaluation; modern trends of research- Library & Information Science and other discipline	- Philosophy and ethics- Scientific conducts-intellectual honesty and research integrity; Scientific misconduct- falsification, fabrication and plagiarism(FFP); - Publication ethics- definition, introduction and importance; best practices/standard setting initiatives and guidelines; COPE, WAME etc. Conflict of interest; Publication misconduct, complaints and appeals predatory publishers and journals.

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Suggested/Essential List of References/ Texts

1. Booth, W. C., Williams, J. M. and Colomb, G. G. (2003). The Craft of Research. University of Chicago Press.
2. Brady, John. (1997). The Craft of Interviewing. New York: Vintage.
3. Gillham, Bill. (2000). The Research Interview. London: Continuum Press.
4. Kish, Leslie. (1995). Survey Sampling. New York: Wiley.
5. Kumar, Krishan. Research methods in library and information science. Rev. Ed. 1999. Har-Anand Publications, New Delhi
6. Lancaster (F W) and Powell (R R). Basic research methods for librarians. 1985. Ablex publishing, New Jersey.
7. Marshall, Catherine and Rossman, Gretchen B (2006). Designing Qualitative Research. Sage USA.
8. Rea , Louis M and Parker , Richard A. (2005). Designing and Conducting Survey Research, San Francisco: Jossey-Bass.
9. Reinard , John C. (2006). Communication Research Statistics. Sage, USA.
10. Rowntree , Derek. (2003). Statistics without Tears: A Primer for Non-Mathematicians. London: Penguin.
11. Rubin, Herbert and Irene (2004). Qualitative Interviewing: The Art of Hearing Data. Sage, USA.

# RAB/PG/LIS-CC-3.5   Resource Description (Practice)

Course objective:
➢ *to provide practice in document cataloguing.*

Course Outcome:
After studying this paper, the students shall be able to:
➢ *impart skills in using DDC/Sears List/LC in classifying various documents*
➢ *impart skills in cataloguing documents using AACR II and CCC*
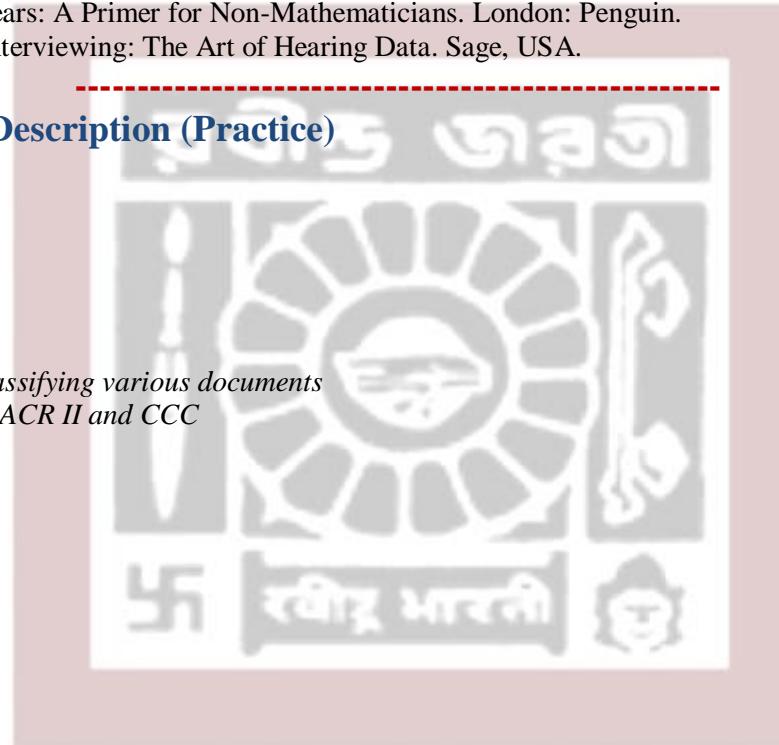
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Unit 1: Cataloguing of Non Book Material and E-Resource. AACR2 and MARC

Unit 2: Designing Controlled Vocabulary/ Subject Heading Lists/ Indexing of micro documents.

Project, Seminar and Colloquium:

➢ Each student has to design a '**Subject Heading List**" on a micro Subject assign to them.

➢ Prepare an index on a given micro subject and submit.

RAB/PG/LIS-CC-3.6   Information & Communication Technology (Practice)

Course Objective:
The main objective of this course is to provide knowledge about the information technologies and its applicability in library & Information centres
Course Outcomes:
After completing this course, students shall be able to:

➢ *Identify and interpret the suitable technology for the concern library and information centres;*

➢ *Make user information literate and thus reduce the digital divide and able to evaluate various avalable tools and technology suitable for the concern Library & information centres.*

➢ *Solve the various bottleneck of the systems and employ the IT solutions for the system.*

Unit 1: Design and Handling Database (MySql/ MSSQL Server/) ASP/JSP/ PHP/ or any available suitable technology	**Unit 2: Design Website using HTML and related languages** **Unit 3: Content Management (DHTML/ XML-CSS/Open Source CMS Software)**

Project, Seminar and Colloquium:

➢   Student has to design a content using suitable OSS on a given topic and submit.

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RAB/PG/LIS-CEC-3.1-A   Information Centres and Systems in Social Sciences and Humanities(CEC-Gr-A)

Course objective:
➤ *This paper will familiarize students with the sources and systems in Social Sciences.*

Course Outcomes: After studying the paper, the students shall be able to:
➤ *Acquaint themselves with the primary sources of information and their criteria of evaluation.*
➤ *Comprehend the print and online secondary sources of information in Social Sciences.*
➤ *Assess the National and International Systems in Social Sciences.*

Unit 1: History of Social Sciences and Humanities; Definition, Terminology, Branches and Land marks in Social Sciences and Humanities. Primary Sources: Periodicals, Government bulletins, Standards, Dissertations, Monographs, Memoirs, Web based sources, Evaluation of representative sources in each category.	**Unit 2:** Secondary Sources: Bibliographies, Dictionaries, Treatises, Directory. Tertiary sources: Trade Catalogues, Guides to the literature and Bibliography of bibliographies
Unit 3: Definition, Importance and Functions; Web based sources; Evaluation of representative sources in each category	**Unit 4:** Information Systems and Networks in Social Sciences: Need and Purpose, Study of Select Social Science Information Systems at National & International levels.

Suggested/Essential List of References/ Texts

RAB/PG/LIS- CEC-3.2-A   Information Centres and Systems in Natural Sciences   (CEC-Gr-A)

Course objective:
- *This paper will familiarize students with the sources and systems in Natural Sciences.*

Course Outcomes:

After studying the paper, the students shall be able to:
- *Acquaint themselves with the primary sources of information and their criteria of evaluation.*
- *Comprehend the print and online secondary sources of information in Natural Science.*
- *Assess the National and International Systems Natural Science.*

Unit 1: Sciences: definition, terminology, scope. Primary Sources: Periodicals, Standards, Patents, Dissertations. Web based sources, Evaluation of representative sources in each category	**Unit 2:** Secondary Sources: Bibliographies, Dictionaries, Treatises/Monographs, Directories, Trade Catalogues. Tertiary Sources: Guides to Literature, and Bibliography of Bibliographies.
Unit 3: Definition, Importance and Functions; Web based sources Evaluation of representative sources in each category	**Unit 4:** Information Systems and Networks in Natural Sciences: Need and Purpose Study of Science Information Systems at National and International levels: ENVIS, INIS, AGRIS, MEDLARS, BT Net

Suggested/Essential List of References/ Texts

1. Katz, W. A. (1969). Introduction to Reference Work. New York. McGraw Hills.

2. Sharma, J. S. & Grover, D.R (1987). Reference Service & Sources of Information. New Delhi: EssEss Publication.

3. Sharma, Pandey, S.K. (1992). Library & Society. New Delhi: EssEss Publication.

4. Dhiman, A. K. & Rani, Y. (2007). Resource Sharing and Library & Information Networks. New Delhi: EssEss Publication.

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RAB/PG/LIS- CEC-3.1-B   **Information Sources and Systems in Medical Sciences**   **(CEC-Gr-B)**

Course objective:
➢ *This paper will familiarize students with the sources and systems in Medical Sciences.*

Course Outcomes:
After studying the paper, the students shall be able to:
➢ *Acquaint themselves with the primary sources of information and their criteria of evaluation.*
➢ *Comprehend the print and online secondary sources of information in Medical Sciences.*
➢ *Evaluate the print and online tertiary sources of information in Medical Sciences.*
➢ *Assess the National and International Systems in Medical Sciences.*

Unit 1: Medical/Health Sciences: Definition, Scope, Development, Modern Trends. Primary Sources: Periodicals, Standards, Patents. Dissertation. Web based Primary Sources. Evaluation of representative types of sources in each category.	**Unit 2:** Secondary Sources: Indexing Journal: Drug Indexes, Index Medicus. Abstracting Journals: British Medicine, ExcerptaMedica. Reviews. Dictionaries. Encyclopedias. Tertiary Sources: Directories, Guides to medical literature.
Unit 3: Definition, Importance and Functions; Web based Secondary and Tertiary Sources. Evaluation of representative types of sources in each category	**Unit 4:** Information Systems and Networks in Medical/Health Sciences: Need and purpose. Medical/Health Information Systems at National and International Levels: IndMED, MedIND, MEDLARS.

Suggested/Essential List of References/ Texts

1. Morton, L.T. &Godbolt, S. (1984). Information Sources in the Medical Sciences (3r   ndon: Butterworths

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RAB/PG/LIS- CEC-3.2-B   **Information Centres and Systems in Engineering and Technology (CEC-Gr-B)**

Course objective:
  ➢ *This paper will familiarize students with the sources and systems in Engineering and Technology*
Course Outcomes: After studying the paper, the students shall be able to:
  ➢ *Acquaint themselves with the primary sources of information and their criteria of evaluation.*
  ➢ *Comprehend the print and online secondary sources of information in Engineering and Technology.*
  ➢ *Assess the National and International Systems Natural Science.*

Unit 1: Sciences: definition, terminology, scope. Primary Sources: Periodicals, Standards, Patents, Dissertations. Web based sources, Evaluation of representative sources in each category	**Unit 2:** Secondary Sources: Bibliographies, Dictionaries, Treatises/Monographs, Directories, Trade Catalogues. Tertiary Sources: Guides to Literature and Bibliography of Bibliographies.
Unit 3: Definition, Importance and Functions; Web based sources Evaluation of representative sources in each category	**Unit 4:** Information Systems and Networks in Engineering and Technology: Need and Purpose Study of Science Information Systems at National and International levels: National Informatics Centre (NIC), Biotechnology Information System (BTIS), Environmental Information System (ENVIS), INFLIBNET: Information and Library Network, National Institute of Science Communication and Information Resources (NISCAIR), INDEST Consortium

Suggested/Essential List of References/ Texts
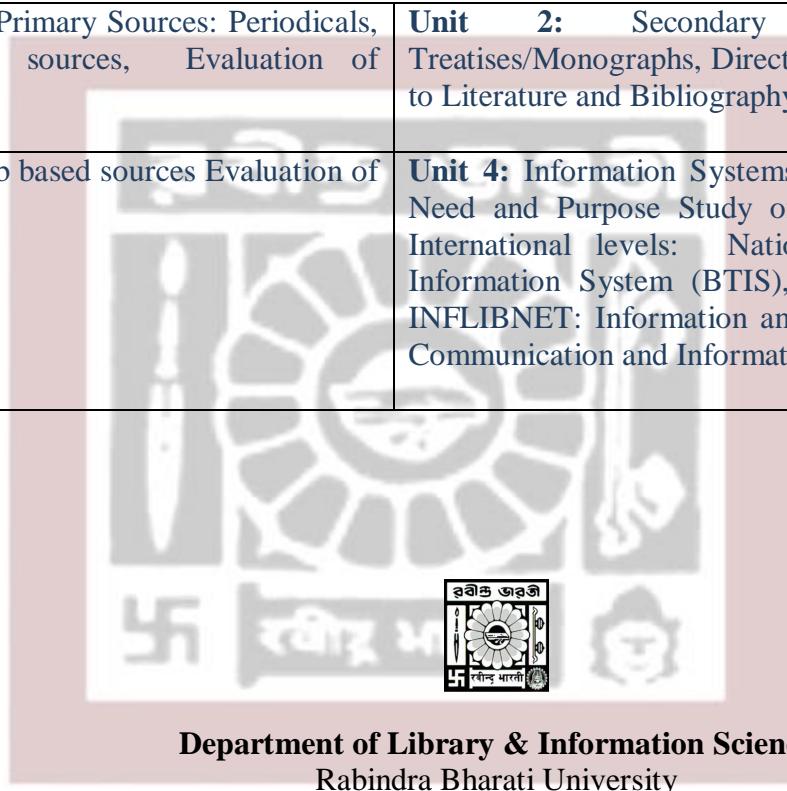
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SEMESTER - IV

RAB/PG/LIS-CC-4.1   **Information Economics & Knowledge Management**

Course objective:
  ➢ *To provide an general understanding of system analysis and quality assessment of library and information systems, centres etc.*

Course Outcome:
  After studying this paper, the students shall be able to:
  ➢ *Analyse various information systems*
  ➢ *Measure and maintain quality control of library and information systems and centres*

Unit 1: Information as Resource	Unit 2: Marketing
Information: Definitions and Concepts, Information as resource and commodity, Nature, Information: Type, Information: Properties, Barriers to Information, Information Studies: Scope, Ranganathan's Five Laws and Information Studies Observations of B.C. Vickery on Information Science	Information Marketing: Marketing of information product and services, Planning, process and strategies Economic analysis models. cost-benefit analysis and cost effectiveness, Market research,
Unit 3: Knowledge management	**Unit 4: Knowledge Society**
Knowledge Management: Concept and definitions – Need for Knowledge Management in the emerging and changing business environment – Understanding knowledge; Types of knowledge - explicit and tacit knowledge – Knowledge works changing role of Library and Information professionals. Tools for knowledge Management	Information Society Concept, Social Transformation, Features of Emerging Knowledge Society, Accelerated growth of Knowledge, Knowledge Economy, Globalization of Trade and Commerce, Polity, Power Structure and Shift, Policy Issues Indian Society, Digital Divide: The Indian Scenario

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Suggested/Essential List of References/ Texts

1. Belkin, N. J. (1978). Information Concepts for Information Science. Journal of Documentation. 34, 55-85.

2. Bell, Daniel (1974). The Information Society: The Social Framework of the Information Society. In Dertouzos, M. L. and Moses (eds). The Computer Age: A Twenty Years View. Cambridge, Mass: MIT Press.
3. Brookes, B. C. (1980). The Foundations of Information Science. 4 parts. Journal of Information Science. 2 (3).
4. Cronin, B. (1981). Marketing of Library and Information Services. London: ASLIB. 2. Eileen, E. D.S. (2002). Marketing concepts for Libraries and Information Services. 2nd Ed. London: Facet Publishing.
5. Bal-I Bahra. Nicholas (2001). Competitive Knowledge Management. New York: Palgrave. Bar, Bartlett et. al. (2000). Managing knowledge and learning: Case Study. Boston: Harvard Business School Press. Barquin, Ramon
6. C. (2001). Knowledge Management: The Catalyst for Electronic Government. Vienna: Management Concepts. Baumard, Philippe (2001). Tacit Knowledge in Organisations. London: Sage Publications.
7. Lamberton, D M (1984). The Economics of Information.
8. Liebowitz, Ja (2001). Knowledge management, learning from knowledge engineering. London: CRC Press.
9. Luther, Machiavelli and Salmon (1999). Beyond the information revolution.
10. Machlup, Fritz (1983). The Economics of Information and Human Capital. Princeton: Princeton University Press.
11. Neelameghan, A (1999). Information economy and knowledge society: an introduction, Information Science 4 parts.

RAB/PG/LIS-CC-4.2   Metric Studies

Course Objective:
- *To expose with the growing importance of metric studies i.e.,Informetric and Scientometric in order to understand the process of bringing out such products using various resources and tools.*

Course Outcomes
On studying this course, students shall be able to:
- *Application of Bibliometrics, Scientometrics, Informetrics and Webometrics for information analysis and citation analysis*
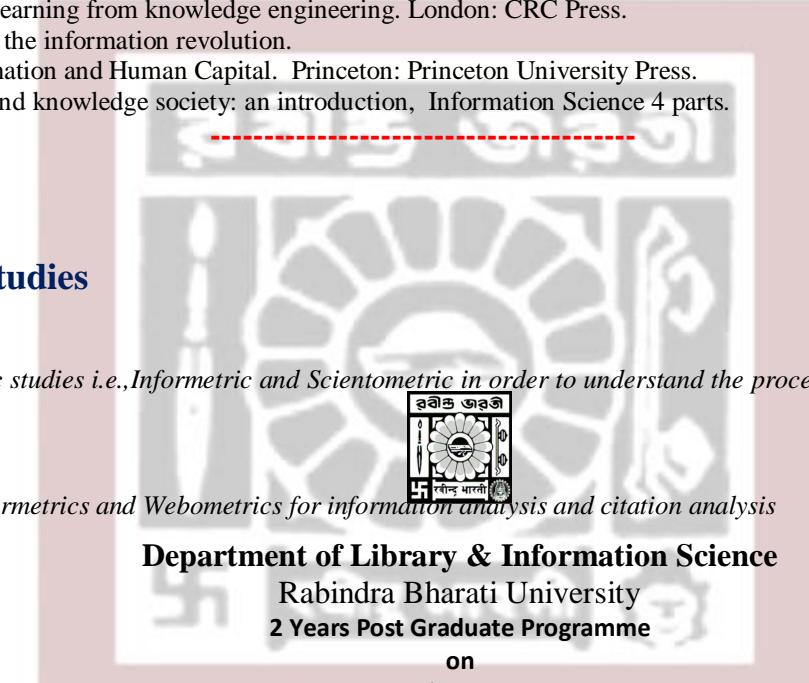
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- *Handle and use of Web of Science, SCOPUS, Google Scholar and search and retrieve useful information for conducting studies*
- *Understand the indicators of the publication productivity- country-wise, institution wise, subject/theme wise, journal wise and author wise.*
- *Use of tools and software for Scientometric analysis*

Unit 1: Introduction to Bibliometrics, Scientometrics, and Informetrics ; Webometrics and Altmetrics; any emerging matrices; Classical laws of Bibliometrics - Broadford's Law, Zipf s Law, Lotka's Law,	**Unit 2: Evaluative Bibliometrics** Theoretical foundations of Citation ; Publication productivity dynamics; Research Collaboration Dynamics

Formulation, Bradford-Zipf Distribution; Price Theory,. Garfield's Law of Concentration, Other models of Scientific Communications	
Unit 3: Bibliometrics/ Scientometrics Indicators and Emerging Trends Bibliometric data sources: Scopus, Web of Science, Google Scholar; Crossref; Microsoft academic ;Bibliometric Data Collection: Citation counting methods. Journal citation measures - Journal impact factor, Journal Citation Indicator, Immediacy index, CiteScore, SNIP, Weighted Impact ; Co-Citation Analysis, Bibliographic coupling.	**Unit 4: Advanced learning in Bibliometrics/ Scientometrics** Scientometrics Analysis Tools-; Network Visualization Software ; Altmetrics and Webometric data source and Analysis; Responsible Research Metrics – DORA declaration; Leiden Manifesto, etc.

Suggested/Essential List of References/ Texts:

1. Bornmann, L., & Daniel, H. D. (2008). What do citation counts measure? a review of studies on citing behavior. Journal of Documentation, 64(1), 45 – 80.
2. Cronin, B. & Sugimoto, C. (Eds). (2014) Beyond Bibliometrics : Harnessing Multidimensional Indicators of Scholarly Impact. Massaschussets, MIT Press
3. Cronin, B. (1984). The citation process: the role and significance of citations in scien   munication: Taylor Graham.
4. Cronin, B., & Atkins, H.B. (Eds.). (2000). The Web of Knowledge: A Festschrift in F   Eugene Garfield: Information Today Inc.

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5. De Bellis, N. (2009). Bibliometrics and Citation Analysis: From the Science Citation Index to Cybermetrics. Lanham: Scarecrow Press.
6. Egghe, L. (2005). Power Laws in the Information Production Process: LotkaianInformetrics: Emerald Group Publishing Limited.
7. Glänzel, W., Moed, H.F., Schmoch, U., Thelwall, M. (Eds.) (2019) Springer Handbook of Science and Technology Indicators. Cham, Switzerland: Springer Nature
8. Haustein, S. (2012). Multidimensional journal evaluation: Analyzing scientific periodicals beyond the Impact Factor. Berlin : De Gruyter.
 9. Moed, H. F. (2005). Citation analysis in research evaluation.Dordrecht,:Springer.
10. Sugimoto, C. R. (Ed.)(2016), Theories of Informetrics and Scholarly Communication: A festschrift in honor of Blaise Cronin
11. Thelwall, M. (2016). Web indicators for research evaluation: A practical guide. Synthesis Lectures on Information Concepts, Retrieval, and Services. San Rafael, CA: Morgan & Claypool Publishers.
12. Vinkler, P. (2010). The Evaluation of Research by Scientometric Indicators. Oxford: Chandos.
13. Waltman, L. (2016). A review of the literature on citation impact indicators. Journal of Informetrics, 10(2), 365–391. https://doi.org/10.1016/j.joi.2016.02.007.
 14. Wilsdon, J. (2016), Towards Metric Tide: Independent Review of the Role of Metrics in Research Assessment and Management, Sage publication/ HEFCE, UK

RAB/PG/LIS-CC-4.3   **Digital Library & Content Management System(Practice)**

Course Objective:
   The main objective of this course is to provide hands on knowledge to design digital repository and content creation and management in web.

Course Outcomes:
   After completing this course, students shall be able to:
   ➢ *Design digital repository for any library and information centre ; Metadata harvesting*
   ➢ *Create, publish and manage content in web environment.*
   ➢ *Provide library value added services through web.*
   ➢ *Create Ontology on a specific domain.*

Unit 1: Install, upload metadata and full text document created by Greenstone/Dspace/Eprint and access the digital repository through LAN. Customize in various levels.	**Unit 2:** Install and create and manage digital content using available open source content management software like, Wordpress/Joomla/Drupal and/or Tripod/Wixsite
Unit 3: Hands on practice metadata harvesting software like PKP Harvester	**Unit 4:** Hands on practice of any ontology software like Protégé.

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Project, Seminar and Colloquium
   ➢ Each student has to design a prototype digital library system based on DSpace/GSDL/EPrint Software and submit User manual.
   ➢ Or submit user manual for any content management software/ontology software/Metadata harvesting software

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RAB/PG/LIS-CC-4.4   **Research Project/ Dissertation**

Course objective:
   ➢ *to study the subject of and state of the art of specific areas.*

RAB/PG/LIS-CEC-4.1A   Planning &Management of Special Library System   (CEC -Gr.- A)

Course objective:
  ➢ *This paper will provide insights to students about the role of special libraries along with the efforts made by the government.*

Course Outcomes
After studying the paper, the students shall be able to:
  ➢ *Understand the nature and role of Special Libraries and Information System*
  ➢ *Perceive the role of special libraries in the promotion of education and research*
  ➢ *Provide various types of library and information services.*

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Unit 1: Definition, objectives, distinguishing features and scope of Special Libraries: Industrial, Business, Government, Research Institute, Newspapers, Differently able, Development of Special Libraries in India	**Unit 2:** Library governance: Authority, Committee and role of librarian. Organizational Pattern: centralized v/s decentralized. Library Personnel: staff pattern, selection and recruitment.
Unit 3: Public relations. Budgeting, Modern special library buildings: Planning, basic elements in the design of building, furniture and fittings.	**Unit 4:** Inter-Library cooperation and Resource sharing, Electronic Journal Consortia: e Shodhsindu FORSA. Study of some representative Special libraries of India: Indian Institute of Technology (IIT) Madras, BARC, Bombay, CFTRI, Mysore, Indira Gandhi National Centre of Arts, New Delhi, Nehru Memorial Museum and Library, New Delhi, National Institute for the Visually

	Handicapped, Dehradun, KhudaBakhsh Oriental Public Library, Patna.

Suggested/Essential List of References/ Texts:
1. Mukherjee, A.K. Fundamental of Special Librarianship & Documentation……………………………..
2. Sinha, S. C. &. Dhiman, A. K . (2002). Special Libraries: Research & Technical Libraries New Delhi: EssEss Publication.

RAB/PG/LIS-CEC-4.2A   Planning and Management of Health Science Library System   (CEC -Gr.- A)

Course objective:
This paper will provide insights to students about the role of Health Science Libraries along with the efforts made by the government.
Course Outcomes:
After studying the paper, the students shall be able to:
➢ *Understand the nature and role of Health Science Libraries.*
➢ *Explain the role of government and other agencies in the development of Health Science Libraries.*
➢ *Perceive the role of special libraries in the promotion of Health Science Library. Select, acquire, organize and manage specialized collections.*

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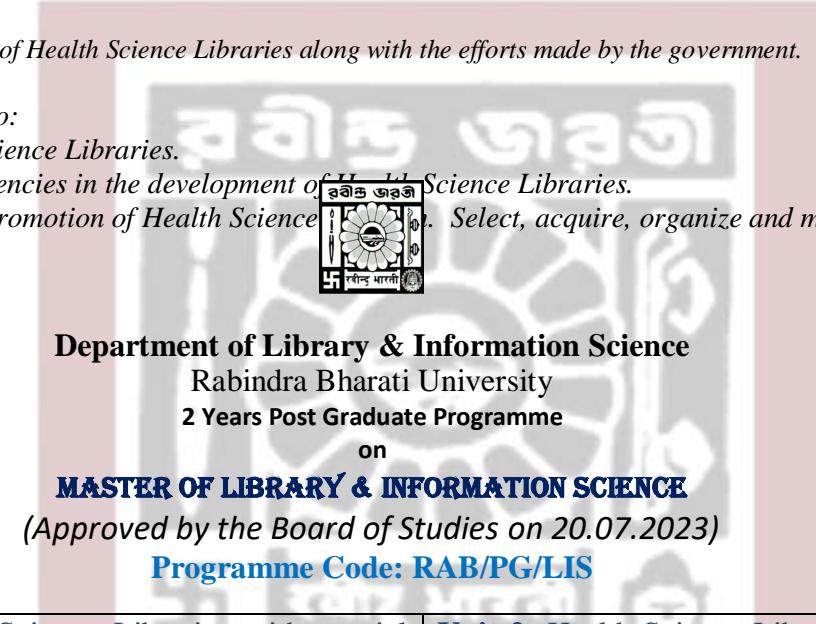
Unit 1: Growth and development of Health Science Libraries with special reference to India. Types and characteristics. Role of MCI, DCI, NML, NIC, ICMR and WHO in the development of medical libraries in India. Planning and layout of Health Science Libraries. Collection development. Organization of documents through classification and cataloguing. Circulation, Reference and Documentation Services (CAS, SDI and literature search services).	**Unit 2:** Health Science Library governance: Authority, Committee and role of librarian. Organisational Pattern: centralized v/s decentralized. Library Personnel: staff pattern, selection and recruitment. Public relations. Budgeting, Modern library buildings: Planning, basic elements in the design of building, furniture and fittings.
Unit 3: Information Technology in Health Science Libraries: Use and scope. Software packages. Electronic Document Delivery System. Health Information Sources and Services on the Net. INTERNET and Bio-medical Information.	**Unit 4:** Indexing and Abstracting services: Index Medicus, Current Contents and ExerptaMedica etc. MeSH Headings and their use in literature search including CD ROM Searches. MEDLARS services. Inter-Library Cooperation

	and resource sharing, Electronic Journal Consortia

Suggested/Essential List of References/ Texts:

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RAB/PG/LIS-CEC-4.1B   **Planning and Management of Agricultural Library System**   **(CEC -Gr.- B)**

Course objective:
- ➢ *To introduce to functions and services of agricultural libraries*
- ➢ *To help understand about organisation and information centre specialized in agricultural information system.*
- ➢ *To educate on management of agricultural libraries and their activities.*
- ➢ *To inform about resource and databases of agriculture.*

Course Outcomes:
After studying the paper, the students shall be able to:
- ➢ *To understand various functions and services offered by agricultural libraries*
- ➢ *Learn about management and administration of agricultural libraries*
- ➢ *Learn about resource and database for providing specialized services in agriculture*

Unit 1: Agricultural Science Libraries and their Development	**Unit 2: Collection Development and Management**
Objectives and Functions, History and Development of Libraries with Special Reference to India Role of ICAR, Committees and Other Agencies in the Development of Agricultural Libraries in India	Periodicals, Conference Literature, Grey Literature, Patents, Standards, Specifications and Government Publications, etc. Non-Book Materials, Electronic Resources and Online Databases;
Unit 3: Information Services	**Unit 4: Financial and Human Resource Management**
CAS, SDI, Abstracting and Indexing Services, Library Bulletin, Newspaper Clipping Services, Computerized Servicesϖ Resource Sharing and Networking: AGRIS, INAGRIS, CABI,AGROVOC , ICAR etc. Information Literacy Programmes	Determination of Finance, Sources of Finance, Types of Budget, Nature, Size, Selection, Recruitment, Qualification and Training, Responsibilities and Duties Competency Development

Suggested/Essential List of References/ Texts:
1. BHATT (V S). Information resources in agricultural research in 40 years of agricultural research India. 1989. ICAR, New Delhi.

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2. CHOTEY LAL (C). Agricultural libraries and information systems: a handbook for users. 1998. R K Techno Science Agency, New Delhi.

3. DAYMATH (Y) and RUTTAN (V W). Agricultural development: an international perspective. 1979. John Hopkins, Baltimore.

4. DESHMUKH (P P). Standardization of library and information services with special reference to scientific and agricultural libraries. 1990. ABC, New Delhi.

5. KUMAR (P S G). Agricultural librarianship: MLISc elective paper. 2008. B.R. Publication, New Delhi.

6. SHARMA (R D). The agricultural information network for India. 1989. Society for Information Science, New Delhi.

7. SUBBAIHA (R). Agricultural librarianship in India: an overview. 1988. Metropolitan, New Delhi.

RAB/PG/LIS-CEC-4.2B   Planning and Management of Industrial Library System   (CEC -Gr.- B)

Course objective:
- ➢ *To introduce to functions and services of Industrial libraries*
- ➢ *To help understand about organisation and information centre specialized in Industrial information system.*

Course Outcomes:

After studying the paper, the students shall be able to:
- ➢ *To understand various functions and services offered by Industrial libraries*
- ➢ *Learn about management and administration of Industrial libraries*
- ➢ *Learn about resource and database for providing specialized services in Industrial*

Unit1: The industry: types and structure. Role of library information centre: structure ,function, services and products of different categories of industrial libraries programmes at the local, national, and global levels. Networking and resource sharing: evaluation of systems and services, SENDOC. Information transfer and dissemination.	**Unit 2:** Application of management ideas and techniques to industrial libraries and information centres. Systems approach to planning- objectives, organizational structures, functions, problems, interlinking, environment, preventive and corrective measures. Growth and development of information resources, information services, personnel, finance. Professional organizations: chambers of Commerce, Industrial houses.
Unit 3: Special classification and indexing systems. Indexes and indexing systems for retrieval. Principles of classification in organization of information. Trade literature, patents, standards and technical reports, bulletins	**Unit 4:** Users and non users: . Information needs of users, user studies, user education, information transfer mechanism, information services: References, Current awareness, condensation and consolidation services and products thereof, presentation of information: marketing computerized information services.

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Suggested/Essential List of References/ Texts:

1. BURKETT (Jack). Industrial and related library and information services in the United Kingdom, 3rd Ed. London, The Library Association, 1972.
2. CARTER (L F), ed, etc. National documents handling systems for Science and Technology, New York, John Wiley, 1967.
3. DRTC: Rendering of names of Corporate bodies subject analysis with special references to Social Science. Documentation systems for industry. DRTC Annual Seminar(8), Bangalore, DRTC, 1970, pp 201-418.
4. EVANS (G E): Management techniques for libraries. New York, Academic Press, 1976.
5. GOPINATH (M A) and SEETARAMA (S). Industrial Information systems and services. DRTC Annual Seminar (17), Bangalore, DRTC, 1979.
6. GROGAN (D).Science and technology: an introduction to the literature, 4th ed , London, Clive Bingley, 1982.
7. HAMBURG (M). Library planning and decision making system. 1974.
8. HIUGHTON (Bemard). Technical information sources. 2nd ed , London, Clive Bingley, 1972. JACKSON (E B) and JACKSON (R L). Industrial information systems: a manual for higher management and their information officer/Librarian Associates. Strousberg, DowenHuchenson and Ross, 1978.
9. MANLEY (Marian C). Library services to business: its place in the small city. Chicago: American Library Association, 1946.
10. NEELAMEGHAN (A). Guide lines for policy on information manpower development. Paris: UNESCO, 1978.
11. RAVICHANDRARAO (I K). Planning and costing of a local abstracting Periodical.Annual Seminar DRTC, 11: 1974.
12. SEETARAMA(S). Budgeting in special libraries. Annual seminar DRTC, 11: 1974
13. SINGER (T E R), Ed. Information and communication practice in industry. New York: Reinhold, 1958.

RAB/PG/LIS- OEC-4.1   Technical Content Creation & Management- I   (OEC)

Course objective:
➢ *To impart knowledge and skill of technical writing and content design.*

Course Outcomes:
After studying this paper, the students shall be able to:
➢ *Make them aware various guide lines of writing of technical documen...*
➢ *Prepare skill of writing content in digital environment*

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Unit 1: Guideline	Unit 2:
Structure, Presentation, Condensation, abstracting, digesting, Communication Process- Overview, Target Groups in Written Communication, Reader-Writer Relationship;	Content-**Strategy, curation**- Find relevant information to share,
Unit 3	**Unit 4: Technical Writing**
Content Creation-email, e-newsletter, blogpost, powerpoint presentation, social media post, technical articles, Whitepaper, webinars, podcast etc. , **Repurposing** — analyze your existing content to repackage into- eBooks,Infographics, Technical Bulletins, *etc*	Meaning, Objective, mechanism, style, tools (Structure: Definition, Purpose, Characteristics and Functions; Characteristic Features of Technical Writing; Case Studies: Preparation of Short Communication, Review Articles, Technical Reports, Monographs, Dissertations and House Bulletins etc.)

Suggested/Essential List of References/ Texts:

1. Barker, Thomas T.. Writing software documentation : a task-oriented approach. Boston: Allyn and Bacon, 1998.
2. BASU, B. N.. TECHNICAL WRITING. India: PHI Learning, 2007.
3. Blake, Gary., Bly, Robert W.. Technical Writing: Structure, Standards, and Style. United States: McGraw-Hill, 1982.
4. Blake, Gary., Bly, Robert W.. The elements of technical writing. New York: Macmillan Publishing Company, 1993.
5. Brusaw, Charles T.., Oliu, Walter E.., Alred, Gerald J.. Handbook of Technical Writing. United States: St. Martin's Press, 1997.
6. Eaton, Angela., Rude, Carolyn D.. Technical Editing. United Kingdom: Longman, 2011.
7. Haramundanis, Katherine. The Art of Technical Documentation. Netherlands: Elsevier Science, 2014.
8. Robinson, Joseph. Content Writing Step-By-Step: Learn How To Write Content That Converts And Become A Successful Entertainer Of Online Audiences. N.p.: Amazon Digital Services LLC - KDP Print US, 2020.
9. Rubens, Philip. Science and Technical Writing: A Manual of Style. N.p.: Taylor & Francis, 2002.
10. Schrøder, Kim Christian. Digital Content Creation: Perceptions, P[ ]& Perspectives. Austria: Peter Lang, 2010.
11. Shah, Sharanam., Shah, Aarti. Software Documentation for Profes[ ]N.p.: Arizona Business Alliance LLC, 2012.
12. Tarutz, Judith. Technical Editing: The Practical Guide For Editors [ ]ters. United States: Basic Books, 1992.
13. Vince, John. Digital Content Creation. United Kingdom: Springer London, 2012.

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RAB/PG/LIS- OEC-4.2   **Technical Content Creation & Management –II (OEC)**

Course objective:
➢ *To impart knowledge and skill of technical writing and content design.*

Course Outcome:
After studying this paper, the students shall be able to:
➢ *Associate with writing of technical documents;*
➢ *Persuade the writing content in digital environment*

Unit 1: Technical Editing & Standards	Unit 2: Software Documentation and Content Creation
Guidelines, proof reading, Standards, Manuals (Editor, Editorial Process, Editorial Tools, Standards and Manuals-Style manual-Chicago Manual APA, and MLA Style manuals; Copy editing and proof reading)	E-content creation. Writing of help menu of any product/service/software.

Suggested/Essential List of References/ Texts:

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19. Eaton, Angela., Rude, Carolyn D.. Technical Editing. United Kingdom: Longman, 2011.
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