

APPLICABILITY OF REGULATIONS FOR THE TIME BEING IN FORCE

Notwithstanding the integrated nature of a course spread over more than one academic year, the regulations in force at the time a student joins a course shall hold good only for the examinations held during or at the end of the academic year. Nothing in these regulations shall be deemed to debar the University from amending the regulations subsequently and the amended regulations, if any, shall apply to all students whether old or new.

**GUIDELINES FOR CONTINUOUS INTERNAL ASSESSMENT (20%) FOR REGULAR
STUDENTS OF POST-GRADUATE COURSES of Master of Library & Information Science
(Two-Year Integrated Course (Semester System))**

(Effective from the First Year Admissions for the Academic Session 200 -2006)

1. The Syndicate has approved the following guidelines, mode of testing and evaluation including Continuous Internal Assessment of students :
 - (i) Terminal Evaluation : 80 %
 - (ii) Continuous Assessment : 20 %
 - (iii) Continuous Assessment may include written assignments, snap tests, participation in discussions in the class, term papers, attendance etc.
 - (iv) In order to incorporate an element of Continuous Internal Assessment of students, the Colleges/Departments will conduct **one**

PANJAB UNIVERSITY, CHANDIGARH

**SCHEME OF MASTER OF LIBRARY & INFORMATION SCIENCE (TWO-YEAR
INTEGRATED COURSE, SEMESTER SYSTEM) FOR THE EXAMINATION OF 2011-2012.**

<i>Paper Code</i>	<i>Title of the Paper</i>	<i>Marks</i>			
		<i>Internal Assessment</i>	<i>Ext. Exam.</i>	<i>Total</i>	<i>Exam. Hours</i>
FIRST SEMESTER					
M. LIB-01	Foundations of Library and Information Science	20	80	100	3
M. LIB-02	Knowledge Organisation : Classification (Theory)	20	80	100	3
M. LIB-03	Knowledge Organisation : Cataloguing (Theory)	20	80	100	3
M. LIB-04	Information Technology : Basics	20	80	100	3
SECOND SEMESTER					
M. LIB-05	Management of Library and Information Centres	20	80	100	3
M. LIB-06	Knowledge Organisation : Classification (Practice)	20	80	100	3
M. LIB-07	Knowledge Organisation : Cataloguing (Practice)	20	80	100	3
M. LIB-08	Information Sources and Services (Theory)	20	80	100	3
THIRD SEMESTER					
M. LIB-09	Information Sources and Services (Practice)	20	80	100	3
M. LIB-10	Information Technology : Applications (Theory and Practice)	20	80	100	3
M. LIB-11	Information Storage and Retrieval	20	80	100	3
M. LIB-12	Research Methods and Statistical Techniques	20	80	100	3

<i>Paper Code</i>	<i>Title of the Paper</i>	<i>Marks</i>			
		<i>Internal Assessment</i>	<i>Ext. Exam.</i>	<i>Total</i>	<i>Exam. Hours</i>
FOURTH SEMESTER					
M. LIB-13	Information and Communication	20	80	100	3
M. LIB-14	Information Analysis, Repackaging and Consolidation	20	80	100	3
M. LIB-15	Information Systems :				
	Option A– Social Sciences Information System	20	80	100	3
	Option B–Business Information System	20	80	100	3
	Option C – Health Science Information System	20	80	100	3
M.LIB-16	Management of Library Systems				
	Option A – Public Library System	20	80	100	3
	Option B – Academic Library System	20	80	100	3
	Option C – Special Library System	20	80	100	3

**OUTLINES OF TESTS, SYLLABI AND COURSES OF READING FOR MASTER OF LIBRARY
& INFORMATION SCIENCE (TWO-YEAR INTEGRATED COURSE, SEMESTER SYSTEM)
FOR THE EXAMINATIONS OF 2011-2012**

SEMESTER-I

Paper Code : M.Lib.-01

Paper Title : FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

Essential Readings :

1. Chopra, Hans Raj, Librarianship as a Profession in India, Jodhpur : Jain Brothers, 1989, 284p. (ISBN : 81-85287-02-03).
2. Kumar, P.S.G., Fundamentals of Information Science, New Delhi : S. Chand, 1998.
3. Prasher, R.G., Information and Communication, New Delhi : Medallion Press, 1991.
4. Ranganathan, S.R., Five Laws of Library Science, Bombay : Asia Publishing House, 1957.
5. Rout, R.K. ed., Library Legislation in India, New Delhi : Reliance Publishing House, 1986.
6. Venkatappaiah, V., Indian Library Legislation, 2V, Delhi : Daya Publishing House, 1990.

Further Readings :

1. Ekbote, Gopal Rao, Public Library System, Hyderabad : Ekbote Brothers, 1987.
2. Hill, Michael W., The Impact of Information on Society : Bowker-Saur, 1998.
3. Kaula, P. N., Higher Education and Libraries : The Indian Scene. Herald of Library Science, 25 (1-2) Jan.-Ap. 1986 : 46-57.
4. Kent, Allen, Resource Sharing in Libraries : Why, How, When Next Action Step, New York : Marshal Dekker, 1974.
5. Krishan Kumar, Development of University Libraries during 1980s. University News 30 (35), Aug. 1992 : 53-56.
6. Mangla, P.B. ed., Library and Information Science Education in India, New Delhi : Macmillan, 1981.
7. Rathnaswamy, P., Communication Management : Theory and Practice, New Delhi : Deep & Deep, 1995.
8. Smith, Marth M., Information Ethics : Bowker-Saur, 1999.
- 9.

4

MASTER OF LIBRARY & INFORMATION SCIENCE (TWO –YEAR INTEGRATED COURSE)

2.

Paper Code : M.Lib.-03

Paper Title : KNOWLEDGE ORGANIZATION : CATALOGUING (THEORY)

INSTRUCTIONS FOR THE PAPER-SETTERS/STUDENTS :

The paper carries 80 marks. Duration of the paper is 3 hours. There should be 9 questions in all, out of which the candidate be asked to attempt 5 questions in all, selecting one question from each unit. The first question shall be short answer type, containing 10 short questions spread over the whole syllabus, to be answered in about 25-30 words each. It shall carry 20 marks i.e. 2 marks for each short question and shall be **compulsory** question. Rest of the paper shall contain 4 units. Each unit shall have 2 questions and the candidates shall be given internal choice i.e. the candidate shall attempt one question from each unit. The questions should be evenly distributed within the units. In no case, a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Objectives :

To study the principles and theories of library cataloguing.

Unit-I

Library Catalogue :

Library Catalogue : Concept, objectives, purpose and functions. Union Catalogue : Concept, purpose and Union Catalogues of INFLIBNET and DELNET. Selective & Simplified Cataloguing. Authority File, Shelf List, ISBN, ISSN.

Unit-II

Forms of Library Catalogue :

Physical Forms of Library Catalogue : Conventional and Non-conventional (OPAC). Types of Catalogue : Dictionary Catalogue, Classified Catalogue, Alphabetic Classed Catalogue, Alphabetic-Subject Catalogue.

Unit-III

Catalogue Entries, Filing and Subject Cataloguing :

Catalogue Entries : Main entry and Added entries (According to CCC, 5th ed. and AACR-2). Filing of Entries : Subject Cataloguing : Meaning, purpose, objectives, approaches (Chain Procedure and Sear's List of Subject Headings).

Unit-IV

Normative Principles of Cataloguing and Current Trends in Cataloguing :

Canons and Principles of Cataloguing : Their application to CCC and AACR-2. Current Trends : ISBD, ISO 2709, MARC 21, UNIMARC and CCF.

Essential Readings :

1. Anglo American Cataloguing Rules/edited by Michael Gorman and Paul Winkler, 2nd rev. ed., Ottawa, Canadian Library Association, 1998.
2. Girja Kumar and Krishan Kumar, Theory of Cataloguing, 5th ed., New Delhi : Vikas, 1986.
3. Krishan Kumar, An Introduction to AACR-2, New Delhi, Vikas, 1992.
4. Ranganathan, S.R., Classified Catalogue Code, 5th ed., Bombay : Asia, 1964.
- 5.

SEMESTER-II

Paper Code : M.Lib.-05

Paper Title : MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

Essential Readings :

1. Bryson, Jo., Effective Library and Information Centre Management, Hants : Gower, 1990.
2. Faruqi, Khalid, K. ed., Planning Budget in Libraries, New Delhi : Anmol Pub., 1997.
3. Faruqi, Khalid, K., Planning Library Buildings, New Delhi : Anmol Pubs., 1998.
4. Gupta, S.R., Stock Verification in Libraries : Problems and Solutions, Delhi : Ken Publications, 1990.
5. Iyer, V.K., Library Management of Staff Training and Development, Delhi : Rajat, 1999.
6. Mittal, R.L., Library Administration : Theory and Practice, 4th Ed., Delhi : Metropolitan, 1984.
7. Narayana, G.J., Library and Information Management, New Delhi : Prentice-Hall, 1991.

Further Readings :

1. Dhawan, K.S., Multimedia Library, New Delhi : Commonwealth Publishers, 1997.
2. Makay, Duncan, Effective Financial Planning for Library and Information Services, London : Aslib, 1999.
3. Morgan, Steve, Performance Assessment in Academic Libraries, New York : Mansell, 1995.
4. Murthy, M.R.S., Cost Analysis for Management Decision, New Delhi : Tata Mc Graw Hill, 1990.
5. Nair, R. Raman, Computer Application to Library and Information Services, New Delhi : Ess Ess, 1992.
6. Raina, Roshan, TQM in Library and Information Services, New Delhi : Infuse, 1999.
7. Sharma, H.D., Library Building and Furniture : A Handbook for Librarians, Varanasi : Indian Bibliographic Centre, 1996.

Essential Readings :

1. Dewey Decimal Classification and Relative Index, 21st Ed., New York : Forest Press, 1996, 4v.
2. Universal Decimal Classification, BS 1000 A : Abridged 3rd rev. English ed., 1961, London : British Standards Institution : Forest Press, 1963, 254p.
3. Ranganathan, S.R., Colon Classification, 6th rev. ed., Bangalore : Sarda Ranganathan Endowment for Library Science, 1960 (Reprint 1989).

Further Readings :

1. Sehgal, R.L., Number Building in DDC, UDC and CC, New Delhi : Ess Ess Pub., 1993.
2. Satija, M.P. and Comaromi, John P., Introduction to the Practice of DDC, New Delhi : Sterling Pub., 1988.

Paper Code : M.Lib.-07

Unit-IV

National Centres, Information Systems and Services :

SEMESTER III

Paper Code : M.Lib.-09

Paper Code : M.Lib.-10

Paper Title : INFORMATION TECHNOLOGY : APPLICATIONS (THEORY AND PRACTICE)

INSTRUCTIONS FOR THE PAPER-SETTERS/STUDENTS :

The paper carries 80 marks. Duration of the paper is 3 hours. There should be 9 questions in all, out of which the candidate be asked to attempt 5 questions

Essential Readings :

1. Devarajan, G., Information Technology for Libraries, New Delhi : Ess Ess Pub., 1999.
2. Iyer, V.K., Networking and the Future of Libraries, Delhi : Rajat, 1999.
3. Malavya, V.C., Electronic Libraries, New Delhi : Ess Ess Pub., 1999.
4. McCoy, John, Mastering Web Design, New Delhi : BPB, 1996.
5. Rowley, Jennifer, Electronic Library, London : LA, 1998.
6. Vyas, S.O., et al., Excellence in Information Technology, J.3986(4.01205(:)0.89126()-3.83(n)6.0241(p)-3.01205e)-1.78

Further Readings :

1. Bajpai, S.K., Modern Information Retrieval, New Delhi : Ess Ess Pub., 1999.
2. Chowdhary, C.G., Information Retrieval System, Calcutta : IASLIC, 1994.
3. Chowdhary, C.G., Text Retrieval Systems in Information Management, New Delhi : New Age International Pub., 1996.
4. Ellis, David, Progress and Problems in Information Retrieval, London : LA, 1996.
5. Lancaster, F.W., Indexing and Abstracting in Theory and Practice, 2nd ed., London : LA, 1998.
6. Riaz Muhammad, Advanced Indexing and Abstracting Practices, New Delhi : Atlantic Pub., 1989.
7. Rowley, Jennifer E., Abstracting and Indexing, 2nd ed., London : LA, 1988.

Paper Code : M.Lib.-12

Paper Title : RESEARCH METHODS AND STATISTICAL TECHNIQUES

INSTRUCTIONS FOR THE PAPER-SETTERS/STUDENTS :

The paper carries 80 marks. Duration of the paper is 3 hours. There should be 9 questions in all, out of which the candidate be asked to attempt 5 questions, selecting one question from each unit. The first question shall be short answer type, containing 15 short questions spread over the whole syllabus, to be answered in about 25-30 words each. The candidate is required to attempt any 10 short answer type questions. It shall carry 20 marks i.e. 2 marks each short question and shall be **compulsory** questions. Rest of the paper shall contain 4 units. Each unit shall have 2 questions and the candidate shall be given internal

5. Marsh, Catherine, The Survey Methods, London : George Allen & Unwin, 1983.
6. Puri, V.K., Fundamentals of Statistical Methods, New Delhi : Allied Pub., 1984.
7. Sehgal, R.L., Statistical Methods for Libraries, New Delhi : Ess Ess Pub., 1998.

SEMESTER-IV**Paper Code : M.Lib.-13****Paper Title : INFORMATION AND COMMUNICATION****INSTRUCTIONS FOR THE PAPER-SETTERS/STUDENTS :**

The paper carries 80 marks. Duration of the paper is 3 hours. There should be 9 questions in all, out of which the candidate be asked to attempt 5 questions, selecting one question from each unit. The first question shall be short answer type, containing 15

Essential Readings :

1. Ellis, David, Progress and Problems in Information Retrieval, London : Lib. Assoc., 1996.
2. Halsall, Fred, Data Communication, Computer Networks and Open Systems, 4th ed., Delhi : Addison - Wesley Longman Pub., 2000.
3. Kumar, P.S.G., Fundamentals of Information Science, New Delhi : S. Chand & Co., 1998.
4. Prasher, R.G., Information and Communication, New Delhi : Medallion Press, 1991.
5. Stallings, William, Data and Computer Communications, 6th ed., Pearson : Education Asia, 2001.

Further Readings :

1. Black, Uyles D., Data Communication and Distribution Networks, 3rd ed., New Delhi : Prentice Hall of India, 1997.
2. Burnett, R.E., Technical Communication, 2nd Ed., California : Wadsworth Pub. Co., 1990.
3. Encyclopaedia of Communication and Information, edited by Jorga Reina Schement, 3 vols., New York : Macmillan Ref. USA, 2002.
4. Fisher, Palmer, Communication in Organisation, Bombay : Jaico Pub., 1994.
5. Rathnaswamy, P., Communication Management : Theory and Practice, New Delhi : Deep & Deep Pub., 1995.
6. Rayudu, C.S., Media and Communication Management, Bombay : Himalaya Pub., 1993.
7. UNESCO, World Communication Report : The Media and the Challenge of the New Technologies, Paris, Unesco, 1997.
8. Vachani, Jagdish, Modern Communication and Information Systems, New Delhi: Kanishka Pub., 1997.

3. Gupta, B.M. and Others (ed.), Handbook of Libraries, Archives and Information Centres in India. 16 vols., New Delhi : Information Industry Pub., 1988-2000 (only relevant chapters in various volumes).
4. Saracevic, T. and Wood, J.S., Consolidation of Information : A Handbook of Evaluation, Restructuring and Repackaging of Scientific and Technical Information, Paris : Unesco, 1981.
5. Seetharama, S., Information Consolidation and Repackaging, New Delhi : Ess Ess Pub., 1997.

Further Readings :

1. Branderth, M., Specialised Information Analysis Centres in International Development : Report of a meeting held at Montebellow, Quebec, Canada, I.D.R.C., Oct. 4-8, 1982.
2. Carroll, Bounie T. and Maskewitz, Betty F., "Information Analysis Centres", In : Williams, Martha E. (ed.) : Annual Review of Information Science and Technology, Vol. 15, 1980.
3. Crawford, J., Evaluation of Library and Information Services, 2nd ed., 2000.
4. Kertesz, F., Guidelines for Establishing and Operating Information Analysis Centres, Paris : Unesco, 1978.
5. Koch, H. William and Grattidge, Walter, Marketing the Products and Services of Information Analysis Centres, New York : Ame241(f)TJ 221.16 0 Td241(e)Y-3.0U.5.542()-3.01205(S)()-9925(o)-6.0241um 7(v)6.
- 5.

Paper Code : M.Lib.-15

Paper Title : INFORMATION SYSTEMS

Option –A : SOCIAL SCIENCES INFORMATION SYSTEM

INSTRUCTIONS FOR THE PAPER-SETTERS/STUDENTS :

The paper carries 80 marks. Duration of the paper is 3 hours. There should be 9 questions in all, out of which the candidate be asked to attempt 5 questions, selecting one question from each unit. The first question shall be short answer type, containing 15 short questions spread over the whole syllabus, to be answered in about 25-30 words each. The candidate is required to attempt any 10 short answer type questions. It shall carry 20 marks i.e. 2 marks for each short question and shall be **compulsory** question. Rest of the paper shall contain 4 units. Each unit shall have 2 questions and the candidates shall be given internal choice i.e. the candidates shall attempt one question from each unit. The questions should be evenly distributed within the units. In no case, a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Objectives :

To acquaint the students with the Information Sources and Networks in the field of Social Sciences.

Unit-I

Structure and Development of Social Sciences :

Definition, scope, landmarks and research trends in the disciplines of Political Science, Economics, Sociology, Psychology, History.

Unit-II

Social Science Information Sources :

Evaluation of the following Information sources : Print and non-print, electronic and Web-based : Asian News Digest. British Humanities Index. Current Sociology. Demography Yearbook. Economic Titles. Historical Abstracts. International Bibliography of the Social Sciences. Political Science Abstracts. Population Index. Social Science Citation Index. Sociological Abstracts. UN Demographic yearbook. Business Periodicals Index. Guide to Indian Periodical Literature. New Palgrave Dictionary of Economics. International Encyclopedia of Social and Behavioural Sciences. Social Science Index (H.W. Wilson). Dissertation Abstracts International. Gazetteer of India. PAIS Bulletin. Wealth of India. Social Science abstracts.

Unit-III

Social Science Information Institutions :

Study of the following Social Science Institutions engaged in Information generation and dissemination : Centre for Policy Research. ICSSR. ICWA. Institute for Defence Studies and Analysis. Indian Institute of Management. Indian Institute of Public Administration. National Council for Applied Economic Research. National Institute of Public Finance and Policy. Tata Institute of Social Sciences. UNESCO. Indian Council of Historical Research. Institute of Economic Growth.

Unit-IV

Social Science Information System :

Concept and evaluation. Evaluation of existing Information Associations, Systems and Networks in Social Sciences at National and International Level. International Political Science Association. International Sociological Association. Social Science Information Gateway (Intute). SocioSite. International Social Science Council (ISSC). International Committee for Social Science Information and Documentation (ICSSD). Social Science Research Network (SSRN).

Unit-I**Business Information :**

Nature and characteristics : Its role, generation and utilization. Systems view of business information. Components of Business Information Systems : Resources, centres, consultants, suppliers, financial organisations, industrial promoters, etc. Users of business information : Categories, role, functions, and need.

Unit-II**Business Information Sources and Products :**

Sources of Information : Directories, Digests, Market Research Reports, Trade Literature, Technical Notes, Company Profiles, Patent, Design & Trade Marks, Standards, Databases. Information Services : CAS, SDI, Technical Enquiry Service, other computerised services.

Nos

Paper Title : INFORMATION SYSTEMS**Option –C : HEALTH SCIENCE INFORMATION SYSTEM****INSTRUCTIONS FOR THE PAPER-SETTERS/STUDENTS :**

The paper carries 80 marks. Duration of the paper is 3 hours. There should be 9 questions in all, out of which the candidate be asked to attempt 5 questions, selecting one question from each unit. The first question shall be short answer type, containing 15 short questions spread over the whole syllabus, to be answered in about 25-30 words each. The candidate is required to attempt any 10 short answer type questions. It shall carry 20 marks i.e. 2 marks for each short question and shall be **compulsory** question. Rest of the paper shall contain 4 units. Each unit shall have 2 questions and the candidates shall be given internal choice i.e. the candidate shall attempt one question from each unit. The questions should be evenly distributed within the units. In no case, a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Objectives :

To make the students aware of the Health Science Information System.

Unit-I**Health Science Information :**

Growth and Development of Health Science. Types of8252.0241(e)-13.8307(s)3.4520.891.96364(a)-1.78546()-3.01205(o)-6

Further Readings :

4. Journal of American Society for Information Science : Perspectives on Medical Informatics: Information Technology in Health Care, 1995, 46 (10), 723-800.
5. Kumar, R.P., Srivastava, Divya and Gupta, S.P., eds., Education for Librarianship in Information Age, MLAI Sp. Pub., 1995, pp.1-287.
6. Picken, Fiona Mackay and Kahn, Ann, M.C., Medical Librarianship in the Eighties and Beyond : A World Perspective, 1986.
- 7.

Paper Code : M.Lib.-16

Paper Title : MANAGEMENT OF LIBRARY SYSTEMS

Essential Readings :

1. Faruqui, Khalid K. ed., Planning Budget in Libraries, New Delhi : Anmol, 1997. 294p.
2. Indian Library Association, National Information Policies an.0241(i)0.89126(,)-3.0.1569(n)6.02icibrariesioc.0241(q)-6.024

Paper Code : M.Lib.-16

Paper Title : MANAGEMENT OF LIBRARY SYSTEMS

Option –B : ACADEMIC LIBRARY SYSTEM

INSTRUCTIONS FOR THE PAPER-SETTERS/STUDENTS :

The paper carries 80 marks. Duration of the paper is 3 hours. There should be 9 questions in all, out of which the candidate be asked to attempt 5 questions, selecting one question from each unit. The first question shall be short answer type, containing 15 short questions spread over the whole syllabus, to be answered in about 25-30 words each. The candidate is required to attempt any 10 short answer type questions. It shall carry 20 marks i.e. 2 marks for each short question and shall be **compulsory** question. Rest of the paper shall contain 4 units. Each unit shall have 2 questions and the candidates shall be given internal choice i.e. the candidates shall attempt one question from each unit. The questions should be evenly distributed within the units. In no case, a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Objectives :

To acquaint the students with the present set up of academic library system in India.

Unit-I

Academic Libraries :

Concept, need, purpose, types, functions, and Present set up of Academic Libraries in India. Role of UGC in the growth & development of Academic Libraries of higher education in India. Committees & Commissions : Kothari Commission, Radhakrishnan Commission, Mudaliar Commission.

Unit-II

Library Organization & Administration :

Library authority and its decentralisation. Manpower Development : Qualifications, recruitment, Job description, job analysis, staff manual. Library Finance : Sources, Budgeting, accounting and auditing.

Objectives :

To acquaint the students with the present set up of Special library system in India.

Unit-I

Special Libraries :

Concept, role, characteristics, and functions. Development of special libraries in India. Role of IASLIC. Library & Information Policy at National Level in India.

Unit-II

Library Organization & Administration :

3. Faruqi, Khalid, K., Planning Library Building, New Delhi : Anmol Publications, 1998. 209p.
- 4.