

MANGALAYATAN UNIVERSITY, ALIGARH

**CENTRE FOR DISTANCE AND ONLINE
EDUCATION**



PROGRAMME PROJECT REPORT

MASTER OF LIBRARY AND INFORMATION SCIENCE

2023-24

Introduction

Mangalayatan University focuses on providing quality education through distance learning, matching with the parameter of regular program and producing capable administrative leaders who are prepared with the necessary library management & research skills to make high-quality administrative.

The M.L.I.Sc. programme at our university create high level of intellectual capacity in learners, providing opportunity for learners to pursue high level studies, providing opportunity for higher education studies to the learners who have been deprived of higher education due to being employed in government non-government organization.

A. Programme's Mission and Objectives

Mission

To provide educational opportunities for higher education through distance mode for a large segment of the population, including those in employment, women (including housewives) and adults who wish to upgrade their education or acquire knowledge in various fields of study.

Objectives

- To spread the light of education till the smallest & darkest corner.
- To provide access to higher education to all segments of the society;
- To offer high-quality, innovative and need-based programmes at different levels, to all those who require them;
- To promote, coordinate and regulate the standards of education offered through open and distance learning in the country.
- To spread more literacy in the society.

B. Relevance of the Program with HEI's Mission and Goals

The vision and mission of HEI, Mangalayatan University, Aligarh are:

Vision:

To be an institution where the most formative years of a young mind are spent in the guided pursuit of excellence while developing a spirit of inquisitive questioning, an ability to excel in the pressure of a fast-changing professional world, and a desire to grow into a personality than a person, in an environment that fosters strong moral and ethical values, teamwork, community service and environment consciousness.

Mission:

- To be the enablers of the confluence of academic rigor and professional practicality.
- To bring global best practices to students through widespread use of technology.
- To empower our faculty to constantly develop new skills and excel professionally.

- To provide the best campus environment to students and faculty with all facilities to nurture their interest.

A Master's Degree in Library and Information Science trains students in modern Library administration and can prepare them for higher study or careers in academic, corporate, military, museum, or special research libraries. Degree Programme may allow students to focus on their particular interests. Recipients of a Master's Degree in Library and Information Science qualify for Library support positions, depending on the library. Masters from this programme are prepared to work in a variety of libraries and information environments using people skills, problem-solving skills and their ability to organize access and evaluate information.

The Master's Degree in Library and Information Science program of the University strives to realize its vision and mission by rectifying student centric issues on priority and also to empower local community with the help of various social clubs running in University like NSS, KADAM and Alumni association. The University Promotes Multidisciplinary and Allied research in various fields that supports and harnesses joyful learning environment. The goals of ODL (Open Distance Learning) program is to provide educational facilities to all qualified and willing persons who are unable to join regular courses due to personal or professional reasons. There are many potential learners who cannot afford to join regular courses due to professional responsibilities and personal commitments. For such cases M.L.I.Sc. through ODL mode can be helpful in increasing knowledge base and skill up-gradation.

The program aims to provide alternative path to wider potential learners who are in need of refresher courses to update their skills.

C. Nature of Prospective Target Group of Learners

This program is specifically designed to cater the need of students who are not able to study through regular mode. Working Professionals, Housewives, Students from rural area, students who do not wish to prefer regular courses due to various reasons & students who can not afford costly regular programmes, also those who are willing to develop their professional skills in Library and Information Science are our target group learners.

The candidates desirous of taking admission in M.L.I.Sc. program shall have to meet the eligibility norms as follows-

1. *To obtain admission in M.L.I.Sc. program offered through ODL mode, the learner must have completed the degree of B.L.I.Sc./equivalent program.*

The ODL-M.L.I.Sc. program offered by Mangalayatan University aims specially for Working Professionals, Housewives, Students from rural area, students who do not wish to prefer regular courses due to various reasons. This gives an opportunity to the distance learner to attend distance programmes offer by the university to those who can't spare enough time to attend regular classes.

D. Appropriateness of Programme to be conducted in ODL mode to acquire specific skills and competence

The University has identified the following Programme Learning Outcomes and Programme Specific Outcomes as acquisition of specific skills and competence in M.L.I. Sc. Program.

Programme Outcomes (PO's)

After completing the programme through ODL Mode, students will be able to:

PO1: Disciplinary knowledge: Capable of demonstrating comprehensive knowledge and understanding of major concepts, principles, theories and laws of various subjects in Library and Information Science.

PO2: Professional skills: Ability to understand and classify simple, compound and complex documents using standard classification schemes; capability to catalogue all types of documents using standard catalogue codes and metadata standards; ability to carry out library housekeeping operations and to provide library and information services by standard procedures.

PO3: Critical thinking/Development of solutions: Capability to critically analyze subjects of documents to classify them properly and to derive subject headings for subject cataloguing, indexing purposes and ability to think critically for solving various problems pertaining to the management of Libraries and Information Centers.

PO4: Ethics: Capable of demonstrating the ability to identify ethical issues related with Intellectual Property Rights while providing library services and able to understand basic philosophy and ethics of librarianship to make them conscientious librarians.

PO5: Modern tool usage: Understanding of concepts of information technology and its application to libraries and capable of using digital technology for communication purpose, for library housekeeping operations, and for searching information from OPAC, Internet and online databases.

PO6: Communication: Ability to communicate effectively in oral and written forms with users, colleagues and authorities in an effective manner.

PO7: Employability and Lifelong learning: Ability to seek job opportunities as library professionals; capable of self-paced and self-directed learning aimed at personal and professional development; for improving knowledge and skills and for re-skilling through continuing educational opportunities.

Programme Specific Outcomes:

After completing the programme through ODL Mode, students will be able to:

PSO1: To familiarize with the basic concepts of information, its nature, importance and role in the development of society as well as concepts of communication of information, economics and management of information and knowledge.

PSO2: To gain understanding of concepts of research methodology in general and to develop research aptitudes and skills applied in library and information science field.

PSO3: To make learn the concepts relating to information and communication technology such as communication tools and techniques; internet communication; data security; procedure of digitization, development of digital libraries, web and web designing.

E. Instructional Design

The program is divided into two semesters and minimum credit requirement is 40 to get M.L.I.Sc. degree in ODL mode from Mangalayatan University. Minimum time period for acquiring M.L.I.Sc. degree will be one year and maximum time period to acquire M.L.I.Sc. degree is 2 Years.

Evaluation Scheme

Semester-I						
S.N .	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max. Marks	Max. Marks	
1	MLIS-101	Knowledge, Information and Communication	4	30	70	100
2	MLIS- 102	Knowledge Organization	4	30	70	100
3	MLIS-103	Research Methodology & Statistical Techniques	4	30	70	100
4	MLIS-104	Information Sources & Systems	4	30	70	100
Any one of the following						
5(a)	MLIS-105	Print and Electronic Sources & Literature in Natural Sciences	4	30	70	100
5(b)	MLIS-106	Print and Electronic Sources & Literature in Social Sciences	4	30	70	100
5(c)	MLIS-107	Print and Electronic Sources & Literature in Medical Sciences	4	30	70	100
Total			20	150	350	500
Semester-II						
S.N .	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	MLIS-201	Academic Library System	4	30	70	100
2	MLIS- 202	Information Storage & Retrieval	4	30	70	100
3	MLIS-203	Information Technology (Theory)	4	30	70	100

4	MLIS-204P	Information Technology (Practical)	4	30	70	100
5	MLIS-207	Dissertation	4	0	100	100
Total			20	120	380	500

MOOCS

The University shall give flexibility in opting for MOOC (Massive Online Open Courses) by the students pertaining to the prescribed curriculum and also the Credits earned in the MOOC courses may be dealt as part of the evaluation scheme as per UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

Syllabi and Course Materials

Syllabi, PPR and self-learning materials are developed mostly by experienced faculty members of Mangalayatan University in consultation with contents experts and the same will be forwarded to CIQA and BoS/ Academic Council/ Executive Council for further suggestions and approval.

Semester-I

Course Name: Knowledge, Information and Communication

Course Code: MLIS-101

Credits: 4

Course Objective:

To develop an understanding of the concept of Knowledge, Information and Communication aspects in libraries.

Course Outcomes (COs):

S. No.	Course Outcomes (COs)
1.	Familiarize with the conceptual difference between the data, information and knowledge.
2.	Equip students to understand the generation and use of information.
3.	Develop a thorough knowledge about the role of information and Information Industry.
4.	Understand the concept of IPR, Copyright and Data Security
5.	Understand the concept of marketing of information products and services
6.	Equip the students with the Strategies and Techniques & Promotion of LIS Products and Services

BLOCK I Information and Communication

Unit 1 Information, Characteristics, Nature, Value and Use

Unit 2 Conceptual difference between data, information and knowledge

Unit 3 Communication of Information: Information generation, Communication Process, Channels, Models and Barriers

Unit 4 Trends in Scientific Communication

BLOCK II Information Industry, IPR and Data Security

Unit 5 Information Industry-Generators, Providers and Intermediaries, Information as an asset and Resource

Unit 6 Intellectual Property Rights Acts

Unit 7 Concept of freedom, Censorship, Data security and fair use

Unit 8 National Policy on Library and Information Systems and Services

BLOCK III Knowledge Management

Unit 9 Knowledge Management: Definition, concept, need, basic tools, Knowledge Management Systems: Basic components

Unit 10 Approaches and Architecture of Knowledge Management

Unit 11 Trends in Knowledge Management, Role of Knowledge Managers

BLOCK IV Fundamental Concepts of Marketing of LIS Products

Unit 12 Marketing of LIS Products: Definition, needs, and purpose

Unit 13 Marketing Environment: Producer, Consumer – Buyer Behaviour

Unit 14 Marketing Information System

Unit 15 Market Segmentation and Marketing Mix

BLOCK V Strategies and Techniques & Promotion of LIS Products and Services

Unit 16 Strategic Planning

Unit 17 Marketing Research and Marketing Process

Unit 18 LIS Products and Services as a Marketable Commodity

Unit 19 Pricing, Distribution Channels and Communication Strategies

Unit 20 Advertising, Sales Promotion, Public Relations and E-Marketing

Text Books:

1. Butcher, Helen. "Meeting Manager's Information Needs", ASLIB. London, 1998.
2. Kotler, Philip and Armstrong, Gary. "Principle of Marketing", Prentice- Hall of India. New Delhi, 2003.
3. Sharma, P. "Knowledge Management", New Delhi: A.P.H. Publishing, 2004.
4. Khan, M.T.M. "Information Organization and Communication". New Delhi: Ess Ess Publishing, 1998.

5. Gupta, D. K. et al. "Marketing Library and Information Services: International Perspectives", K.G. Saur, Munich, 2006.
6. Kotler, Philip. "Marketing Management", Prentice Hall, Delhi, 2000.
7. Vickery, B.C. & Vickery, A. "Information Science in Theory and Practice", London: Butterworth, 1987.
8. Sharma, S. & Gopal, S. "Applications of Knowledge Management in Digital Era", New Delhi: GNOSIS, 2011
9. Kawatra, P.S. "An introduction to Information Systems". New Delhi: A.P.H. Publishing, 2000.
10. Menon, S. "Protection of Intellectual property in cyber space", New Delhi: Authorspress, 2003.
11. Secker, J. "Copyright and e-learning: A guide to Practitioners" London: Facet Publishing, 2010
12. Angrew, G. "Digital rights management: A librarian's guide to technology and practice", U.K.: Chandos Publishing, 2008.

Reference Books:

1. Parashar, R.G. "Information and its Communication", New Delhi: Medallion Press, 1991.
2. Olive, A. Conceptual modeling of information systems. Berlin: Springer-Verlag, 2007.
3. Losse, R. M. "The Science of Information", San Diego: Academic Press, 1990.
4. Rikowski, R. "Knowledge Management: Social, cultural and theoretical perspectives", U.K.: Chandos Publishing, 2007.

Course Name: Knowledge Organization

Course Code: MLIS- 102

Credits: 4

Course Objective:

To develop an understanding of the concepts of library classification, classification theories and their implication for the development of library classification systems.

Course Outcomes (Cos)

S. No.	Course Outcomes (COs)
1.	Understand the general theory of classification and Universe of Knowledge.
2.	Understand the modes of formation of subjects and methods for revision of major Classification Schemes.
3.	Grasp an understanding of special classification schemes.
4.	Understand the contributions of significant people in the field of cataloguing.
5.	Know the Web based cataloguing systems.
6.	Understand subject cataloguing with the help of PRECIS, POPSI and Chain Indexing.

BLOCK I Classification Contributions and Universe of Knowledge

Unit - 1 General theory of Classification: Contributions of Richardson, W.C. Berwick Sayers, H.E. Bliss,

Unit - 2 Universe of Knowledge: Mapping and Problems

Unit - 3 Contribution of S.R. Ranganathan and CRG

BLOCK II Formation of Subjects, Features of Classification Schemes & Notations

Unit - 4 Modes of formation of Subjects and Methods of Scholarship vis-à-vis revision of CC, UDC and DDC

Unit - 5 Features of Special Classification Schemes

Unit - 6 Notation: Definition, Kinds and Function

BLOCK - III Contributions, Resource Description and Access and Online Cataloguing

Unit - 7 Contributions of Cutter, Lubetzky, Ranganathan in the field of Cataloguing.

Unit - 8 Resource Description and Access (RDA) : Concept and Structure.

Unit - 9 Online Cataloguing: OPACs and Web OPAC with examples at national and international level.

BLOCK – IV Subject Cataloguing & Subject Headings

Unit - 10 Subject Cataloguing: Definition and General Principles

Unit - 11 Choice and Rendering of Subject Headings: LCSH, POPSI, PRECIS

Unit - 12 Thesaurus: Need and Guiding Principles for Compilation

BLOCK -V Union Catalogue, Indexing & Abstracting

Unit - 13 Layout and rules for the Union Catalogues of Books, Periodicals

Unit - 14 Indexing and Abstracting Journals and

Unit – 15 National Bibliographies.

Unit - 16 Compilation of Local, National and International Union Catalogues, Application of IT

Text and Reference Books

1. Mills, J. A. Modern Outline of Library Classification, Bombay: Asia Publishing House, 1960.
2. Ranganathan, S.R.. Prolegomena to Library Classification, (3rd ed). Bangalore: Sarada Ranganathan Endowment for Library Science, 1967.
3. Husain, S. Library Classification: Facts and Analysis, New Delhi: BR Publishing, 2004.
4. Kumar, K. Theory of Classification, (4th ed), New Delhi: Vikas Publishing, 1988.

5. Ranganathan, S.R. Elements of Library Classification (3rd ed.). Bombay: Asia Publishing, 1962.
 6. Fritz, D. A. Cataloguing with AACR-II & MARC21: for books Electronics Resources, Sound Recording, Video Recording & Serials. New Delhi: Pentagon Press, 2009.
 7. Maxwell, R. L. Maxwell's Handbook for Anglo- American Cataloguing Rules2: Explaining & illustrating through the 2003 update New Delhi: Indiana Publishing House,2009.
 8. Parmeshwaran, M . Anglo American Cataloguing Rules and CCC (s), New Delhi: Ess Ess Publications,1984
 9. Agrawal, S.S. & Kaula., P.N. Catalogue entries & procedure: A guide to cataloguing work according to ALA, AACR, CCC, New Delhi: Lakshmi Book Store, 1972.
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Course Name: Research Methodology & Statistical Techniques

Course Code: MLIS-103

Credits: 4

Course Objective:

To understand the concept of Research Design, Tools and Techniques for carrying out the research in various fields of Library and Information Science.

Course Outcomes (COs):

S. No.	Course Outcomes (COs)
1.	Understand the concept of research design, tools and techniques
2.	Understand the designing of a Research Proposal
3.	Develop a thorough understanding of research data analysis, interpretation and presentation
4.	Use different statistical techniques and statistical packages
5.	Develop skills for writing and evaluating a research report
6.	Develop skills for Research Ethics & Plagiarism

BLOCK-I Introduction of Research

Unit - 1 Research: Meaning, Need, Importance and kinds

Unit - 2 Identification, Formulation of Problems

Unit - 3 Hypothesis: Definition, Types, Need and Purpose

BLOCK- II Research Design, Methods and Techniques

Unit - 4 Research Design: Concept and Types

Unit - 5 Scientific Method of Research; Ranganathan's Spiral of Scientific Method

Unit - 6 Research Methods: Historical, Descriptive, Case Study, Exploratory

Unit - 7 Research Techniques and Tools: Questionnaire, Interview, Observation Methods

BLOCK -III Statistical Techniques

Unit - 8 Presentation of Data: Tabular, Graphic, Bar Diagram and Pie Chart etc.

Unit - 9 Sampling Techniques: Procedure, Types

Unit - 10 Descriptive Statistics: Measures of Central Tendency (Mean, Mode, Median)

Unit - 11 Measures of Dispersion: Variance and Standard Deviation

BLOCK-IV Statistical Inference, Bibliometrics and Report Writing

Unit - 12 Regression Analysis, Testing of Hypothesis: Chi-Square Test, f-test, t-test, z-test

Unit – 13 Bibliometrics: Concept, Need, Laws of Bibliometrics and their Applications

Unit - 14 Citation Analysis, Content Analysis

Unit - 15 Statistical packages – SPSS, (introduction)

Unit - 16 Report Writing

BLOCK-V Research and Publication Ethics and Plagiarism

Unit - 17 Publication ethics: definition, introduction and importance

Unit - 18 Publication misconduct: definition, concept, problems that lead to unethical behavior and vice versa, types

Unit - 19 Violation of publication ethics, authorship and contributorship

Unit - 20 Plagiarism

Recommended Books

Text Books:

1. Busha ,C.H. and Harter ,S.P. “ Research Methods in Librarianship: Techniques and Interpretation”. New York: Academic Press,1980.
2. Carpenter ,R.L.and Vasu ,E.S. “ Statistical Methods for Librarians”, Chicago: ALA,1978.
3. Kothari ,C.R. “Research Methodology: Methods and Techniques” 3rd rev. ed., New Age International, New Delhi, 2015.
4. Krishan Kumar “ Research methods in Library and Information Science”Rev. Ed, Har-Anand Publications,New Delhi, 1999..
5. Powell, R R and Silipigni ,C L. “Basic Research Methods for Librarians”, Ed. 4, Libraries Unlimited, Westport, 2004.

- Rao, I.K.R. "Quantitative methods for Library and Information Science", Bombay: Wiley Eastern, 1983.

Reference Books:

- Simpson, I.S. "Basic statistics for librarians", London: Clive Bingley, 1983.
- Singh, S P. "Research Methods in Social Sciences: A Manual for Designing Questionnaires.", Kanishka, New Delhi, 2002
- Slater, M, Ed. "Research Methods in Library and Information Studies", Library Association Publishing, London, 1990.

Course Name: Information Sources & Systems

Course Code: MLIS-104

Credits: 4

Course Objective:

This paper will familiarize students with the various Information sources and systems.

Course Outcomes (COs)

S. No.	Course Outcomes (COs)
1.	Acquaint themselves with the information sources and systems
2.	Comprehend the data centers, Information analysis, and referral centers
3.	To familiarize with electronic and web resources
4.	Assess the National Information Policy
5.	Assess the National and International Systems
6.	Study Global Information Systems, Resource Sharing , Library Consortium and Networks
7.	Learn about various Information Services and Information Products

BLOCK-I Information Systems and Organisations

Unit – 1 Primary, Secondary and Tertiary Sources: Definition, need and types

Unit- 2 Information Organisation as a System: Basic Concepts, Types and Characteristics of an Information System.

Unit-3 Kinds of Information System: Libraries, Documentation Centres and Information Centers

Unit -4 Data Centres, Information Analysis Centres, Referral Centres and Clearing Houses

Unit-5 Archives and Translation Pools: Functions and Services

BLOCK-II National Information Systems, Electronic and Web Sources

Unit - 6 Planning and Design of National Information System

Unit - 7 National Information Policy

Unit - 8 National Documentation Centers: NISCAIR, DESIDOC, NASSDOC, SENDOC, NDCMC, ENVIS, etc.

BLOCK-III Electronic Sources & Web Sources

Unit - 9 Electronic Sources & Web Sources: Definition, Need and types

Unit - 10 CD-ROMs and Multimedia

Unit - 11 Electronic Books, Electronic Journals and Electronic Databases

Unit - 12 World Wide Web: Services & Facilities

Unit - 13 Websites & Sources – Subject Portals, Digital Libraries, Discussion- Forum Bulletin-Boards, Consortia, Wikis, Blogs & RSS

BLOCK-IV Global Information Systems & Resource Sharing, Library Networks and Library Consortia

Unit - 14 Programmes and Activities of UNESCO, UNISIST and IFLA.

Unit - 15 INIS, AGRIS, INSPEC and MEDLARS.

Unit – 16 Programmes and Activities of INFLIBNET and DELNET

Unit - 17 CSIR E-Journals Consortium, UGC-INFONET, Digital Library Consortium

BLOCK V Information Services and Information Products

Unit - 18 Information Services: Definition, need, purpose & types

Unit - 19 Literature Search: procedure & methodology

Unit - 20 Documentation Services, Translation Services, CAS, SDI, Document

Delivery Service, Alert Services, Information, Products, Newsletter, In-house Journal, State of the Art Report, Trend, Report, etc

Recommended Books

1. Atherton, Pauline. “Handbook for information system and services”, UNESCO, Paris,1997.
2. Baman ,P. “Studies on information systems, services and programs in India and abroad”,Ajanta, Delhi, 1993.
3. Barua, B P. “National policy on library and information systems and services for India: perspectives and projections”, Popular Prakashan, New Delhi, 1992.
4. Burch, J G and Grudnitski, G). “Information systems: theory and practice, Wiley, Singapore, 1986.

5. Guha,B. “ Documentation and its facets”, The World Press, Kolkata, 1983.

Reference Books:

1. Kent,A. “Resource sharing in libraries: why, how, when next action step”, Marshal Dekker, New York, 1974.
2. Neelameghan, A) and Prasad, K N, Eds. “Information systems, networks and services in India”, 2 Vols, Ranganathan Centre for Information Studies, Chennai, 1998.
3. Rowley, J. “The basics of information system”, Ed 2, Library Association, London, 1996.
4. Vickery,B C. “Information Systems”, Butterworths, Washington, 1973.

Course Name: Print and Electronic Sources & Literature in Natural Sciences

Course Code: MLIS-105

Credits: 4

Course Objective:

This paper will familiarize students with the various print and Electronic Sources and Literature in the field of Natural Sciences.

Course Outcomes (COs)

S. No.	Course Outcomes (COs)
1.	To understand the Historical Development of Print and Electronic Resources
2.	To Comprehend the research trends in Natural Sciences
3.	To familiarize with users needs
4.	To assess and evaluate the information sources
5.	Assess the National and International Systems
6.	To study the activities the research institutions and professional organizations

BLOCK I Historical Development

Unit 1 Scope of the Discipline and its Development;

Unit 2 Research Trends in Natural Sciences: Physical

Unit 3 Research Trends in Natural Sciences: Biological Sciences

BLOCK II User Studies and Information Seeking Behaviour

Unit 4 Information Needs of Users;

Unit 5 Information Seeking Behaviour;

Unit 6 User Studies: Importance,

Unit 7 User Studies: Objectives and Types;

Unit 8 Planning User Survey;

Unit 9 Methods of User Services

BLOCK III Information Sources and Evaluation

Unit 10 Primary,

Unit 11 Secondary

Unit 12 Tertiary Sources;

Unit 13 Evaluation of Secondary Sources: Print and Electronic Resources;

BLOCK IV Databases and Internet Services

Unit 14 Networked and Distributed Databases;

Unit 15 Consortia and Subject Gateways;

Unit 16 Internet Resources and Services;

BLOCK V Activities of Research Institutions

Unit 17 Activities of Research Institutions and Professional Organizations in the Growth and Development of Natural Sciences with Particular Reference to India, UK and USA

Text and Reference Books

1. Walford, A J. "Guide to Reference Books", V.3. Ed. 4, Library Association, London, 1980.
 2. Rusa Reference Guidelines. [<http://www.ala.org/ala/rusa/rusaprotools/refernceguide/guidelinesinformation.htm>]
 3. Singh, S. (1986). Reference Service in Academic Libraries in India. New Delhi: Ess Ess Publications.
 4. Kohl, D.F. (1942). Reference Services and Library Instruction: A Handbook for Library Management.
 5. Dhiman, A.K. and Rani, Y. (2005). Information and Reference Sources and Services. New Delhi: Ess Ess Publications.
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Course Name: Print and Electronic Sources & Literature in Social Sciences

Course Code: MLIS-106

Credits: 4

Course Objective:

This paper will familiarize students with the various print and Electronic Sources and Literature in the field of Social Sciences.

Course Outcomes (COs)

S. No.	Course Outcomes (COs)
1.	Acquaint themselves with the primary sources of information and their criteria of evaluation
2.	Comprehend the print and online secondary sources of information in Social Sciences.
3.	Evaluate the print and online tertiary sources of information in Social Sciences.
4.	To assess and evaluate the information sources
5.	Assess the National and International Systems in Social Science

BLOCK I Historical Development & Primary Sources

Unit 1 History of Social Sciences

Unit 2 Definition, Terminology, Branches and Land marks in Social Sciences.

Unit 3 Primary Sources: Periodicals, Government bulletins, Standards, Dissertations, Monographs, Memoirs

BLOCK II Web Sources

Unit 4 Web based sources

Unit 5 Evaluation of representative sources in each category

Unit 6 User Studies: Importance,

Unit 7 User Studies: Objectives and Types;

BLOCK III Information Sources and Evaluation (Secondary Sources)

Unit 8 Secondary Sources: Bibliographies,

Unit 9 Dictionaries,

Unit 10 Treatises,

Unit 11 Directory,

BLOCK IV Information Sources and Evaluation (Tertiary sources)

Unit 12 Tertiary sources: Trade Catalogues,

Unit 13 Guides to the literature and Bibliography of bibliographies

Unit 14 Web based sources

Unit 15 Evaluation of representative sources in each category

BLOCK V Information Systems and Networks in Social Sciences

Unit 16 Information Systems and Networks in Social Sciences: Need and Purpose

Unit 17 Study of Select Social Science Information Systems at National & International levels.

Text and Reference Books

1. Kohl, D.F. (1942). Reference Services and Library Instruction: A Handbook for Library Management.
 2. Dhiman, A.K. and Rani, Y. (2005). Information and Reference Sources and Services. New Delhi: Ess Ess Publications.
 3. Walford, A J. "Guide to Reference Books", V.3. Ed. 4, Library Association, London, 1980.
 4. Rusa Reference Guidelines. [<http://www.ala.org/ala/rusa/rusaprotools/refernceguide/guidelinesinformation.htm>]
 5. Singh, S. (1986). Reference Service in Academic Libraries in India. New Delhi: Ess Ess Publications.
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Course Name: Print and Electronic Sources & Literature in Medical Sciences

Course Code: MLIS-107

Credits: 4

Course Objective:

This paper will familiarize students with the various print and Electronic Sources and Literature in the field of Medical Sciences.

Course Outcomes (COs)

S. No.	Course Outcomes (COs)
1.	Acquaint themselves with the primary sources of information and their criteria of evaluation.
2.	Comprehend the print and online secondary sources of information in Medical Sciences.
3.	Evaluate the print and online tertiary sources of information in Medical Sciences.
4.	Assess the National and International Systems in Medical Sciences.

BLOCK I Historical Development & Primary Sources

Unit 1 Medical/Health Sciences: Definition, Scope, Development, Modern Trends.

Unit 2 Primary Sources: Periodicals,

Unit 3 Standards,

Unit 4 Patents and Dissertation.

Unit 5 Evaluation of representative types of sources in each category.

BLOCK II Secondary Sources

Unit 6 Secondary Sources: Indexing Journal: Drug Indexes, Index Medicus

Unit 7 Abstracting Journals: British Medicine, Excerpta Medica.

Unit 8 Reviews.

Unit 9 Dictionaries and Encyclopedias.

Unit 10 Evaluation of Secondary Sources: Print and Electronic Resources;

BLOCK III Tertiary Sources

Unit 11 Tertiary Sources: Directories,

Unit 12 Guides to medical literature.

Unit 13 Web based Tertiary Sources.

Unit 14 Evaluation of representative types of sources in each category

BLOCK IV Information Systems and Networks

Unit 15 Information Systems and Networks in Medical/Health Sciences: Need and purpose.

Unit 16 Medical/Health Information Systems at National and International Levels: IndMED, MedIND, MEDLARS.

BLOCK V Activities of Research Institutions

Unit 17 Activities of Research Institutions and Professional Organizations in the Growth and Development of Medical Sciences with special reference to India, UK and USA.

Text and Reference Books

1. Kohl, D.F. (1942). Reference Services and Library Instruction: A Handbook for Library Management.
 2. Dhiman, A.K. and Rani, Y. (2005). Information and Reference Sources and Services. New Delhi: Ess Ess Publications.
 1. Walford, A J. "Guide to Reference Books", V.3. Ed. 4, Library Association, London, 1980.
 2. Rusa Reference Guidelines. [<http://www.ala.org/ala/rusa/rusaprotools/refernceguide/guidelinesinformation.htm>]
 3. Singh, S. (1986). Reference Service in Academic Libraries in India. New Delhi: Ess Ess Publications.
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Semester-II

Course Name: Academic Library System

Course Code: MLIS-201

Credits: 4

Course Objective: This paper will provide insights to students about the role of academic libraries in institutions, collection development policies and library finance.

Course Outcomes (COs):

S. No.	Course Outcomes (COs)
1.	Understand the development of academic libraries
2.	Select, acquire, organize and manage academic library collection
3.	Provide various types of library and information services
4.	Develop an understanding about role of UGC
5.	Examine the financial system and HRM process in academic libraries

BLOCK -I Academic Libraries and their Development

Unit - 1 Academic Libraries: Definition, Objectives, types and Functions

Unit - 2 History and Development of Libraries with Special Reference to India

Unit - 3 Role of UGC and UNESCO in the Development of Libraries

Unit - 4 Study of the recommendations of various Committees and Commissions with regard to Academic Libraries in India

Unit - 5 Study of Select University Libraries in India: Mangalayatan University, Aligarh Muslim University, Delhi University, Jawaharlal Nehru University

BLOCK-II Collection Development and Management & Library Organization and

Administration

Unit - 6 Collection Development: Definition, need, purpose and policies

Unit - 7 Periodicals, Conference Literature, Grey Literature and Government Publication, Non-Book Materials

Unit - 8 Electronic Resources and Online Databases

Unit - 9 Organizational Structure of Academic Libraries: Sections, Book selection principles

Unit - 10 Staff Manual, Library Surveys, Statistics and Standards, etc.

BLOCK-III Information Services

Unit - 11 Information Services: Definition, need, purpose and types

Unit - 12 CAS, SDI, Abstracting and Indexing Services, Library Bulletin, Newspaper Clipping Services

Unit - 13 Resource Sharing and Networking: INFLIBNET, UGC-INFONET Digital Library, Consortium, INDEST.

BLOCK-IV Finance Management

Unit - 14 Finance: Definition, Need and purpose,

Unit - 15 Sources of Budget, types of Budgeting and Techniques, Allocation of Budget in Academic Libraries

Block – V Human Resource Management and Infrastructure Planning

Unit - 16 Human Resource Management: Definition, need, purpose

Unit - 17 Nature, Size, Selection, Recruitment,

Unit - 28 Qualification and Training & Development

Unit - 19 Academic Library Buildings: Planning, basic elements in designing, Furniture and fittings.

Unit - 20 Public Relations: Need and Methods

Recommended Books

1. Baker, David, Ed. "Resource Management in Academic Libraries", Library Associations, London, 1997.
2. Brophy, Peter. The Academic Library, Library Association, London, 2000.
3. Budd, J M. "The Academic Library: The context, its purpose and its operation", Libraries Unlimited, London, 1988.
4. Chapman, Liz. "Managing acquisitions in library and information services", 2001. Library Association, London.

5. Dowler., Ed. "Gateways to Knowledge: The Role of Academic Libraries in Teaching, Learning and Research, The MIT Press, London,1997.
6. Deshpande, K S. "University Library System in India", New Delhi, Sterling, 1985.
7. Ranganathan, S R. "School and College Libraries", Madras Library Association, Madras.

Reference Books:

1. Report of the Library Committee (1957). "University and College Libraries", New Delhi, UGC, 1965.
2. Srivastava, S N and Verma,S. C. "University Libraries in India", New Delhi, Sterling,1980.
3. Jordon, Peter. "The Academic Library and its Users, Gower Publishing Limited, London, 1998.
4. Line, Maurice B, Ed. "Academic Library Management, Library Association, London, 1990.

Course Name: Information Storage & Retrieval

Course Code: MLIS-202

Credits: 4

Course Objective:

To enable the students to understand the concept of information storage and retrieval.

Course Outcomes (COs)

S.No.	Course Outcomes (COs)
1.	Learn the skills for preparation of Indexes/Abstracts
2.	Assess the role of National and International Abstracting/ Indexing services
3.	Understand the concept and importance of Information storage and consolidation
4.	Comprehend the concept of Vocabulary Control and construction of thesaurus
5.	Understand the use and evaluation of Information Retrieval Systems
6.	Usage the search strategies and refining of information search

BLOCK 1 Fundamental Concepts

Unit - 1 Concept, Characteristics, Objectives, Types, Operations and Design of ISAR System

Unit - 2 Compatibility of Information Storage and Retrieval Systems

Unit - 3 Information Retrieval Process and Search Strategy, Evaluation of ISAR System

Unit - 4 Vocabulary Control Tools: Classification Schedules, Subject Heading Lists and Thesaurus

BLOCK 2 Abstracting

Unit - 5 Abstracting: Definition, Types, Slant in Abstracting, Guidelines in preparing Abstracts

Unit - 6 Principles & Canons of Abstracting

Unit - 7 Study of few Internationally recognized Abstracting /Indexing Services: Sci- Finder, PUB-MED, Web of Science, Scopus

Unit - 8 Trends in IR

BLOCK 3 Subject Indexing

Unit - 9 Subject Indexing: Concept & Development

Unit - 10 Assigned Indexing, Derived Indexing: KWIC and KWOC

Unit - 11 Pre-coordinate Indexing System – Chain Indexing, PRECIS, POPSI

Unit - 12 Post Coordinate Indexing System – Uniterm

Unit - 13 Citation Indexing

BLOCK 4 Bibliographic Description

Unit - 14 Principles and Evolution of Bibliographic Description

Unit - 15 Rules for Bibliographic Description, Standards for Bibliographic Record Formats

Unit - 16 Metadata Concept, Metadata Standards: Dublin Core, MARC 21, etc.

BLOCK 5 Search Techniques and Information Retrieval

Unit - 17 Man and Machine Retrieval System

Unit - 18 Search Strategies: Boolean Operations, Proximity Search, Heuristic Search, Navigational Search, etc., Internet Searching and Meta Search Engines

Unit - 19 Data Mining, Data Harvesting and Semantic Web

Unit - 20 Knowledge Management Retrieval, Features and elements of online IR

Recommended Books

1. Aitchison, J., Gilchrist, A. and Bawden, D. "Thesaurus Construction: A Practical Manual", 4th ed. London. Aslib, 2000.
2. Chowdhury, G. G. "Introduction to Modern Information Retrieval", Library Association, London, 2004.

3. Cleveland, Donald B. and Cleveland, Ana D. "Introduction to Indexing and Abstracting", Libraries Unlimited, Colorado, 2001.
4. Ellis, D. "Progress and Problems in Information Retrieval", London. Library Association, 1996.
5. Ghosh, S N and Satpathi, J N. "Subject Indexing System: Concepts, Methods and Techniques", IASLIC. Calcutta, 1998.
6. Khan, MTM. "Information: Organisation and Communication", Ess Ess. New Delhi, 1997.
7. Lancaster, F Wilfred. "Vocabulary Control for Information Retrieval", Ed. 2, Information Resource Press, Arlington, 1972.
8. Lancaster, F Wilfred. "Indexing and Abstracting in Theory and Practice", Ed. 3, University of Illinois, Urbana, 2003.
9. Chakraborty, A.R. & Chakrabarti, B. "Indexing: Principles, processes and products", Calcutta: The World Press, 1984.
10. Riaz, M. "Advanced indexing and abstracting practices", New Delhi: Atlantic publishers, 1989.

Reference Books:

1. Rowley, J. "The Basics of Information System", Ed. 2, 1996. Library Association, London, 1996.
2. Soergel, D. "Indexing Languages and Thesauri: Construction and Maintenance", John Wiley and Sons. New York.
3. Walker, G and James, J. "Online Retrieval: a Dialogue of Theory and Practice", Libraries Unlimited. Englewood. London.
4. Foskett, A C. "Subject Approach to Information", Ed.5., Library Association. London, 1996.
5. Van Rijsbergen, C.J. "Information Retrieval", 2nd ed. London, Butterworth, 1979. Also available online at: <<http://www.dcs.gla.ac.uk/Keith/Preface.html>>

Course Name: Information Technology (Theory)

Course Code: MLIS-203

Credits: 4

Course Objective:

To understand the various advance applications of Information Technology in libraries with the concept of library automation, planning and implementation and to study different modules of various library management software packages.

Course Outcomes (COs)

S.No.	Course Outcomes (COs)
1.	Study the library software packages for use in different types of libraries
2.	Develop an understanding of proprietary and open-source software
3.	Learn about the importance of Human Computer Interfaces and application of multimedia to libraries
4.	Knowledge about the concept of Telecommunication and Networking in general

5.	Generate awareness about various types of networks and their applications in library networks for enabling better library facilities
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BLOCK I Information Technology: Basics

Unit – 1 Overview of Information Technology

Unit - 2 Computer and Communication Technology

Unit - 3 Application of Information Technology in Libraries

Unit - 4 Digital Libraries: Planning, Procedure and Implementation

BLOCK II Internet

Unit - 5 Overview of Internet and History

Unit - 6 Uniform Resource Identifiers, Hyper Text, Hyper Link, Hyper Media

Unit - 7 Internet Connectivity – Dial-up, Leased Line, ISDN, Cable Modem

Unit - 8 Internet Protocol – HTTP, HTTPS, FTP, Remote Login, Z39.50, OAIPMH

Unit - 9 Browsers and E-mail, Search Engine –Types and Evaluation

BLOCK III Human Computer interfaces & Networking

Unit - 10 Human Computer interfaces.

Unit - 11 Multimedia: Elements and its application to libraries

Unit - 12 Telecommunication and networking: Concepts, Media, Mode and Components

Unit - 13 Network Media: UTP, Optical fiber Ethernet, Network Interface Card, Hub, Router, Modem.

Unit - 14 Network types-LAN, MAN, WAN and their applications in Library Networks

BLOCK IV Library Software Packages

Unit – 15 Library Software Packages: Features and characteristics, Study of available automation softwares

Unit - 16 Study of Digital Library Software: Greenstone Digital Library Software, D-Space, E-Prints.

BLOCK V Database Management System (DMS) & System Analysis and Design (SAD)

Unit – 17 Database: Definition, Concept, Components and Types, Database Structure: Logical Data Structure, Physical Data Structure

Unit – 18 Database Management System Models- Structure – Hierarchical, Networking

Unit – 19 Systems Analysis and Design: Concept and Types

Unit - 20 Systems design and Development, Implementation & Evaluation

Recommended Books

1. Bharihoke D. “Fundamentals of Information Technology”, New Delhi. Pentagon Press, 2000.
2. Bradley, P. “The Advanced Internet Searching Handbook” 2nd ed. London, Facet, 2002.
3. Boss, R.W. " The Library Management Guide to Automation. 3rd ed. Massachusetts. G.K. Hall.
4. Rajaraman,V. “Introduction to Information Technology”, 2007. Prentice-Hall of India, New Delhi.
5. Tanenbaum, Andrew S. “Computer Networks”, 3rd Ed, New Delhi. Prentice-Hall of India, 1997.
6. Deggan, M., “Digital Future: Strategies for The Information Age. London. Facet, 2001.
7. Gorman, G.E. “Information Services in an Electronic Environment. London. Facet, 2003.
8. Gorman, G.E. “The Digital Factor in Library and Information Services”, London. Facet, 2002.
9. Haravu, L.J. “Library automation: design, principles and practice”, New Delhi. Allied, 2004.

Reference Books:

1. Lancaster, F.W. and Sandore, B. “Technology and Management in Library and Information Services” London. Library Association, 1997.
2. Lazer, P. “Information System Design and Management”, Bangalore,Goreman,1982.
3. Goel, A. Computer fundamentals. New Delhi: Pearson Education,2012.
4. Marshal, F. & Kulkarni, L.G. “Computer Networking and The Internet”,(5th ed.). New Delhi: Pearson Education,2009.
5. Black, U. “ Computer Networks: Protocols, standards and interfaces”, (2nd ed.). New Delhi: Prentice-Hall, 2003.

Course Name: Information Technology (Practical)

Course Code: MLIS-204 P

Credits: 4

Course Objective:

To provide hands-on training on standard modules of popular library automation software packages viz Libsys and KOHA.

Course Outcomes (COs)

S. No.	Course Outcomes (COs)
1.	Create database using Libsys and KOHA
2.	Familiarize with Library software package-KOHA for in-house operations
3.	Generate barcode labels and membership cards using KOHA
4.	Learn search techniques of various CD-ROM & Online Databases

5.	Create and design Web page for a Library/ Information Centre
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The practical questions will be set to check IT skills in the following areas: -

Unit - 1 Database creation using software packages, Libsys and KOHA

Unit - 2 Use of Library software packages, LibSys, KOHA for in-house operations, Bar Code

Unit - 3 Generations, membership cards, machine readable catalogue cards

Unit - 4 Designing of Digital Library using D-Space

Unit - 5 Web Page Designing

Unit - 6 Syntax of HTML Document

Unit - 7 Formatting of HTML Document

Unit - 8 FrontPage

Unit - 9 Creation of Blogs

Text and Reference Books

1. Bradley, Phil. "How to Use Web 2.0 in Your Library, Facet Publishing. London, 2007.
2. Donnelly, V. "Designing easy-to-Use Websites: a Hands-on-Approach to Structuring Successful Websites", Addison-Wesley. Boston, 2000.
3. Haravu, L.J. "Library Automation: Design, Principles And Practice", New Delhi. Allied, 2004.
4. Kaul, H.K. "Library Networks: An Indian Experience", New Delhi: Virgo Publications, 1999.
5. Rajaraman, V. "Fundamentals of Computers" 3rd Ed. – New Delhi. Prentice-Hall of India, 1997

Course Name: Dissertation

Course Code: MLIS-207

Credits: 4

Course Objective:

The main objective of the "Dissertation" is to pursue a current problem in the field of Library & Information science in order to explore its facets thoroughly to come out with solutions or ways in a scientific way.

This will prove useful to the student in applying knowledge and experience acquired during the academic session to real, live and emerging problems in the field.

The Work for Paper shall start in the beginning of the second semester for which each student will be allotted a topic for writing the Dissertation Report, which will be submitted at the end of second

semester on the date to be decided by the Department. The Viva-Voce will be conducted related to the topic of Dissertation.

Text and Reference Books

1. Kothari, C.R. "Research Methodology: Methods and Techniques" 3rd rev. ed., New Age International, New Delhi, 2015.
 2. Krishan Kumar "Research methods in Library and Information Science" Rev. Ed, Har-Anand Publications, New Delhi, 1999.
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Faculty and Support Staff

The University has identified the requisite faculty and support staff as mandated by UGC and formally they shall be allocated the required positions from amongst the existing faculty exclusively for ODL mode or fresh appointments as required so, shall be initiated for which Letter of Intent have been issued to the prospective faculty and staff. The course material prepared by this university will be on par with any open university/Distance education centre in the country.

List of Faculty associated with MLISc program is as follows:-

S. No.	Name of Faculty	Designation	Nature of Appointment	Qualification	Subject
1	Dr. Ashok Kumar Upadhyay	Associate Professor	Full Time	Ph.D	Library Science
2	Dr. Roshan Khyal	Assistant Professor	Full Time	Ph.D	Library Science

Delivery Mechanism

The ODL of MU follows a modern ICT (Information & Communication Technology) enabled approach for instruction. The methodology of instruction in ODL of MU is different from that of the conventional/regular programs. Our ODL system is more learner-oriented and the learner is an active participant in the teaching-learning process. ODL of MU academic delivery system comprises:

A. Print Material:

The printed material of the programme supplied to the students will be unit wise for every course.

B. Counselling Sessions

Normally, counselling sessions are held as per a schedule drawn beforehand by the Subject Coordinator. There will be 6 counselling/ contact classes for 4 credit courses will be held on the campus on Saturday and on Sunday of 2-hour duration for each course in face-to-face mode (In case of 2 credit course contact hours are required 6 hours and in case of 6 credit course contact hours required 18 hours). Contact classes will be held in the campus on Saturdays and on Sundays.

C. Medium of Instruction

Medium of Course Instruction: English

Medium of Examination: English

Student Support Systems

Universities study Centres or Learner Support Centre shall be headed by a coordinator, not below the rank of Assistant professor and shall be augmented with academic and non-academic staff depending on the learner.

The university has made appropriate arrangements for various support services including counselling schedule and resource-oriented services evaluation methods and dates both on and off line modes for easy and smooth services to the students of distance mode.

At present the university have only one study centre on the campus. The institution is not promoting any study centres outside the campus. All student support services will be provided to the student through a single window method/mode onsite and online.

F. Procedure for Admissions, Curriculum, Transaction and Evaluation

Admission Process

Admission to the M.L.I.Sc. Programme will be done on the basis of screening of candidate's eligibility on first come first serve basis. The University will follow the reservation policy as per norms of the Government. An Admission shall not be a right to the students and ODL of MU shall retain the right to cancel any admission at any point of time if any irregularity is found in the admission process, eligibility etc.

Maximum Duration

- A. The maximum duration of the M.L.I.Sc. Programme is two years. Thereafter, students seeking completion of the left-over course(s) will be required to seek fresh admission.
- B. The student can complete his/her programme within a period of 2 years failing which he/she shall seek fresh admission to complete the programme.

Eligibility

Any Degree in B.L.I.Sc./equivalent from a recognised University is eligible for admission into M.L.I.Sc. programme.

Fee Structure

Name of the Program	Degree	Duration	Year	Tuition Fee/Year	Exam Fee/Year	Total (in Rs.)
Master of Library and Information Science (M.L.I.Sc.)	PG	1-2 Years	1	15500	2000	17500

Activity Schedule

S.NO.	Name of the Activity	Tentative months schedule (specify months) during year			
		From (Month)	To (Month)	From (Month)	To (Month)
1	Admission	Jul	Sep	Jan	Mar
2	Assignment submission (if any)	Sep	Oct	Mar	Apr
3	Evaluation of Assignment	Oct	Nov	Apr	May
4	Examination	Dec	Dec	Jun	Jun
5	Declaration of Result	Jan	Jan	Jul	Jul
6	Re-registration	Jul	Jul	Jan	Jan
7	Distribution of SLM	Jul	Sep	Jan	Mar
8	Contact Programmes (counselling, Practicals.etc.)	Sep	Nov	Mar	May

Credit System

MU, CDOE proposes to follow the 'Credit System' for most of its programs. Each credit amounts to 30 hours of study comprising all learning activities. Thus, a 8 credit course requires 240 hours, 6 credit course requires 180 hours, 4 credit course requires 120 hours and 2 credit course requires 60 hours of study. This helps the student to understand the academic effort to complete a course. Completion of an academic programme requires successful clearing of both, the assignments and the term-end examination of each course in a programme.

Duration of the Programme	Credits	Name of The Programme	Level of The Programme
1 Yr.	40	M.L.I.Sc.	PG

Assignments

Distance Education learners have to depend much on self-study. In order to ascertain the writing skill and level of comprehension of the learner, assignment work is compulsory for all learners. Each assignment shall consist of a number of questions, case studies and practical related tasks. The Assignment Question Papers will be uploaded to the website within a scheduled time and the learners shall be required to respond them within a specified period of time. The response of the learner is examined by a faculty member.

Evaluation: The evaluation system of the programme is based on two components:

- A. Continuous Evaluation in the form of assignments (weightage 30%):** This Component carries a weightage of 30%. There will be at least one graded assignment and test per course. These assignments are to be submitted to the Co-ordinator of the CDOE/Study Centre to which the student is assigned or attached with.

B. Term-end examination (weightage 70%): This will be held twice every year in the months of June and December. The students are at liberty to appear in any of the examinations conducted by the University during the year. A student will be allowed to appear in the Term-End Examination only after she/he has registered for that course and submitted the assignment. For appearing in the Examination, every student has to submit an Examination form through online (www.mangalayatan.in) or offline before the due dates as given in the schedule of operations. If a student misses any term-end examination of a course for any reason, s/he may appear for any of them or all the courses subject to the maximum of 8 courses in the subsequent term-end examinations. This facility will be available until a student secures the minimum pass grade in the courses but up to a maximum period of four semesters, since the date of registration of the course is valid for four semesters. Beyond this period s/he may continue for another four semesters by getting Re-registration by paying fee again. In that case, the score of qualified assignments and/or term-end examination will be retained and the student will be required to complete the left-out requirements of such re-registered courses. Minimum requirement for passing the course will be 40% marks.

G. Laboratory Support and Library Resources

The library of Mangalayatan University aims to empower the teaching mission and intellectual culture of the community through availability through an organized collection of information as well as instruction in its access, relevance and evaluation.

The University Library enriches advance learning and discovery by providing access to a broad array of resources for education, research and creative work to ensure the rich interchange of ideas in the pursuit of knowledge.

The Centre for Distance and Online Education of Mangalayatan University has initiated the process of setting up a dedicated Library for ODL program and acquiring printed books and e-books for this purpose. The required International and National subject journals are also provided. We have a full functioning community radio service onboard (90.4 FM). We already have annual journal subscriptions and the capacity can be enlarged at later stages as the University lines up with more online journals.

The collection of the library is rich and diverse especially in terms of the breadth and depth of coverage. Collection encompasses subjects in Management, Commerce, Information Technology, Computer Applications, and other allied areas. This collection further includes Books, Research Journals, Project Reports/Dissertations and online Journals.

The University has well equipped Computer Laboratories having required library management and digital library software, Lecture Capturing Systems, Audio Video facilities, ICT enabled class rooms, Wi-Fi facilities etc.

H. Cost estimate of the Programme and the provisions

Initial expenses have been done by the University in terms of provision of infrastructure, manpower, printing of Self Study Material etc. The University intends to allocate expenses out of the total fee collection as per following details:

a) SLM Development and Distribution	:	20%
b) Postal and ICT Expenses	:	10%
c) Salary and other administrative expenses	:	60%

d) Future Research development reserve : 10%
Once programmes are operational, the programme budget from fee receipts will be planned as per the guidelines of University Grants Commission.

I. Quality Assurance

The University has established the Centre for Internal Quality Assurance (CIQA) in the University campus. The CIQA will monitor and maintain the quality of the ODL programmes. It has the following objectives in making the compliances of quality implementations.

Objectives

The objective of Centre for Internal Quality Assurance is to develop and put in place a comprehensive and dynamic internal quality assurance system to ensure that programmes of higher education in the Open and Distance Learning mode and Online mode being implemented by the Higher Educational Institution are of acceptable quality and further improved on continuous basis.

Functions of CIQA

The functions of Centre for Internal Quality Assurance would be following

- 1) To maintain quality in the services provided to the learners.
- 2) To undertake self-evaluative and reflective exercises for continual quality improvement in all the systems and processes of the Higher Educational Institution.
- 3) To contribute in the identification of the key areas in which Higher Educational Institution should maintain quality.
- 4) To devise mechanism to ensure that the quality of Open and Distance Learning programmes and Online programmes matches with the quality of relevant programmes in conventional mode.
- 5) To devise mechanisms for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.
- 6) To suggest measures to the authorities of Higher Educational Institution for qualitative improvement.
- 7) To facilitate the implementation of its recommendations through periodic reviews.
- 8) To organize workshops/ seminars/ symposium on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.
- 9) To develop and collate best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution.
- 10) To collect, collate and disseminate accurate, complete and reliable statistics about the quality of the programme(s).
- 11) To ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme;
- 12) To put in place a mechanism to ensure the proper implementation of Programme Project Reports.
- 13) To maintain a record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.

- 14) To provide inputs to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.
- 15) To facilitate system-based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.
- 16) To act as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.
- 17) To adopt measures to ensure internalization and institutionalization of quality enhancement practices through periodic accreditation and audit.
- 18) To coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines.
- 19) To obtain information from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.
- 20) To record activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.
- 21) It will be mandatory for Centre for Internal Quality Assurance to submit Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session. A copy of report in the format specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution shall be submitted annually to the Commission.

After enrolling in Master of Library and Information Science (M.L.I.Sc.) Programme of Mangalayatan University in ODL mode, student will able to make a careers as information professionals in a variety of roles and settings. Students demonstrate knowledge in information organization and presentation as well as systems for organizing information and facilitating information access by describing and/or proposing valid solutions to typical professional problems in these areas.