

**M P BHOJ (OPEN) UNIVERSITY**  
**MASTER OF LIBRARY & INFORMATION SCIENCE (MLIS)**  
**ONE YEAR COURSE**

**CURRICULUM AND SYLLABUS**

Papers	Nomenclature	Marks		
		External	Internal	Total
I (MLIS - 1)	Library, Information and Knowledge Management	80	20	100
II (MLIS - 2)	Library Automation, Networking and Media Technology	80	20	100
III (MLIS - 3)	Management Principles and Practices in Library and Information Centres	80	20	100
IV (MLIS - 4)	Database Management Systems	80	20	100
V (MLIS - 5)	Advances in Cataloguing and Classification	80	20	100
VI (MLIS - 6)	Information, Sources, Systems and Programmes	80	20	100
VII (MLIS - 7)	Optional I	80	20	100
VIII	Optional II	80	20	100

# M LIS - 1

## LIBRARY, INFORMATION AND KNOWLEDGE MANAGEMENT

Units	Topics
1	<ul style="list-style-type: none"> <li>Information</li> <li>◆ Definitions of Information</li> <li>◆ Process</li> <li>◆ Types of Information</li> <li>◆ Scope of Information</li> <li>◆ The Scattqr of Information</li> <li>◆ Implications of Literature Usage</li> <li>◆ Data</li> <li>◆ Definition</li> <li>◆ Types of Data</li> <li>◆ Handling Scientific and Technical Data</li> <li>◆ Generation and Presentation of Data</li> <li>◆ Collection and Evaluation of Data</li> <li>◆ Units, Symbols and Nomenclature</li> <li>◆ Facets for Describing Data</li> <li>◆ Seeking Help</li> </ul>
2	<ul style="list-style-type: none"> <li>Communication and Information</li> <li>◆ A Definition of Communication</li> <li>◆ Definition of Communication Components</li> <li>◆ Communication in Society</li> <li>◆ Information Needs</li> <li>◆ The Information Environment</li> <li>◆ The Recipients of Information</li> <li>◆ Forms and Channels of Communication</li> <li>◆ Channels of Communication</li> <li>◆ Information and Its Users</li> <li>◆ Kinds of Information Sought and Services Used</li> <li>◆ The Value of Information</li> <li>◆ Barriers to Access to Information</li> <li>◆ Media of Communication</li> <li>◆ Linking Sources and Recipients</li> <li>◆ Information Diffusion</li> <li>◆ Information Models and Forms</li> <li>◆ Models of Information</li> <li>◆ Basics of Information Theory</li> <li>◆ Efficient Encoding</li> </ul>
3	<ul style="list-style-type: none"> <li>◆ Measuring Information Content</li> <li>◆ The Intuition Behind the Formula</li> <li>Information and Knowledge</li> <li>◆ Nature of Knowledge</li> <li>◆ Knowledge Generation</li> <li>◆ Learning Process and Theories</li> <li>◆ The Parallel Between the Domain of Information Science and What Researchers Have to Do</li> <li>◆ Social Epistemology and the Sociology of Knowledge</li> <li>◆ Social Epistemology and the Library</li> <li>◆ Social Epistemology of Knowledge</li> <li>◆ Knowledge and Societal Survival</li> <li>◆ The Use of Knowledge in Society</li> <li>◆ Information and Progress</li> </ul>
4	<ul style="list-style-type: none"> <li>Information and Society</li> <li>◆ Social Implications of Information</li> <li>◆ Aspects of Industrial Society</li> <li>◆ The Context of Information Provision</li> <li>◆ The Economics of Information Provision</li> <li>◆ Information as an Economic Resource</li> <li>◆ Institutional Agencies</li> <li>◆ Databases and Database Hosts</li> <li>◆ Economic Trends Associated with Telematics</li> <li>◆ Factors Affecting Access to Information</li> <li>◆ The Differential Impact of New Technology</li> <li>◆ Information Policies and Plans at the National and International Levels</li> <li>◆ Establishing Priorities</li> <li>◆ State Authorities : Their Responsibilities and Functions</li> <li>◆ Design Elements of National Systems of Information Services</li> <li>◆ International and Regional Cooperation and Assistance in Information System Planning</li> <li>UNISIST</li> <li>◆ Other International Activities</li> <li>◆ Information Manangement and Policies at National and International Levels</li> <li>◆ National Information Policy</li> <li>◆ Participation in International Activities</li> <li>◆ The Information Society : Conceptions and Critique</li> <li>◆ Material for Further Reading</li> </ul>

**MLIS - 2**  
**LIBRARY AUTOMATION, NETWORKING AND MEDIA TECHNOLOGY**

Units	Topics
1	Overview of Information Technology
2	Overview of Computer Technology
3	Overview of Communication Technology
4	Overview of Reprography and Micrography
5	Printing and Publishing Technology
6	Library Automation
7	Networks

**MLIS - 3**  
**MANAGEMENT PRINCIPLES AND PRACTICES IN LIBRARY AND INFORMATION CENTRES**

Units	Topics
1	Principles of Management
2	Evolution and Foundation of Management Theories
3	Management Planning Process
4	Introduction to an Organization
5	Types of an Organization
6	Organization Structure and Design
7	Budgets as a Basis for Planning and Control
8	Status of Library Information Professionals
9	Re-engineering Management and Human Resources Development (HRD) in the Libraries
10	Marketing of Library and Information Services and Products

MLIS - 4  
DATABASE MANAGEMENT SYSTEMS

Units	Topics
1	<p>Database Management Systems</p> <ul style="list-style-type: none"> <li>◆ Understand the Basic Concept of Database and Database Management System</li> <li>◆ Traditional File-oriented Approach vs. Database Approach</li> <li>◆ Advantages and Disadvantages of DBMS</li> <li>◆ Database Architecture and Database Models</li> <li>◆ DBMS Languages</li> <li>◆ Relational DBMS and its Advantages</li> <li>◆ Normalization and Functional Dependencies in RDBMS</li> <li>◆ Types of Databases; and Distributed Databases</li> </ul>
2	<p>Information Systems</p> <ul style="list-style-type: none"> <li>◆ Introduction</li> <li>◆ Information System</li> <li>◆ Information Levels and Types of Information Systems</li> </ul>
3	<p>System Analysis</p> <ul style="list-style-type: none"> <li>◆ Introduction</li> <li>◆ Characteristics of a System</li> <li>◆ Elements of System</li> <li>◆ System Analysis</li> </ul>

MLIS - 5  
ADVANCES IN CATALOGUING AND CLASSIFICATION

Units	Topics
1	<p>Intellectual Organization of Information</p> <ul style="list-style-type: none"> <li>◆ Intellectual Organization of Information</li> <li>◆ Classification Systems I: General Classification Systems</li> <li>◆ Classification Systems II: Special Classification Systems</li> <li>◆ Thesaurus: Its Structure and Functions</li> </ul>
2	<p>Bibliographic Description and Subject Indexing</p> <ul style="list-style-type: none"> <li>◆ Bibliographic Description : An Overview</li> <li>◆ Standards for Bibliographic Record Format</li> <li>◆ Bibliographic Description for Non-Print Materials</li> <li>◆ Indexing Process and Models</li> </ul>
3	<p>Information Storage and Retrieval Systems</p> <ul style="list-style-type: none"> <li>◆ Objectives of Information Storage and Retrieval Systems</li> <li>◆ ISAR Systems: Operations and Design</li> <li>◆ Compatibility of ISAR Systems</li> <li>◆ Evaluation of Information Storage and Retrieval (ISARS) Systems</li> </ul>
4	<p>Information Retrieval</p> <ul style="list-style-type: none"> <li>◆ Information Retrieval Process</li> <li>◆ The Process of Searching</li> <li>◆ Search Strategies and Heuristics</li> <li>◆ Common Command Languages and Multiple Database Searching</li> </ul>

**MLIS - 6**  
**INFORMATION, SOURCES, SYSTEMS AND PROGRAMMES**

Units	Topics
1.	<ul style="list-style-type: none"> <li>◆ Multimedia</li> <li>◆ Introduction</li> <li>◆ Physical Media of Information</li> <li>◆ Print Media, Multimedia (Hypermedia) and Hypertext</li> <li>◆ Hypermedia</li> <li>◆ Hypertext</li> <li>◆ Non-Print Media: Microform, Electronic and Optical Media</li> </ul>
2.	<p>Information Sources, Systems and Programmes: Subject wise Organisation</p> <ul style="list-style-type: none"> <li>◆ Introduction</li> <li>◆ Humanities</li> <li>◆ Social Sciences</li> <li>◆ Science and Technology</li> <li>◆ Non-Disciplinary Subjects</li> <li>◆ International Organizations</li> <li>◆ Global Information Systems</li> <li>◆ Other Organizations</li> </ul>
3.	<p>Information Sources for Users</p> <ul style="list-style-type: none"> <li>◆ An Introduction to Content Analysis</li> <li>◆ Steps for Conducting Conceptual Analysis</li> <li>◆ Customized Organisation of Information Sources</li> <li>◆ Science Citation Index and Impact Factor</li> <li>◆ A Routine for Finding and Using Information</li> </ul>
4.	<p>Information Experts as Resource Person</p> <ul style="list-style-type: none"> <li>◆ Library and Information Professionals</li> <li>◆ Science and Technology Information Intermediaries</li> <li>◆ Database Designers and Managers</li> <li>◆ Definition of the Media</li> </ul>

**MLIS - 7**  
**OPTIONAL I**

**MLIS - 8**  
**OPTIONAL II**

Dissertation on basis of one Month Library Technical Practical

**OPTIONAL (ANY TWO)**

Units	Topics
1.	IPR and Cyber Laws
2.	Web Design and Development
3.	Research Methodology
4.	Technical Writing