UNIVERSITY OF CALICUT

Abstract

MLISc course -under Choice Based Credit Semester System - Calicut University Teaching Department.-Restructured Syllabus- Implemented - rectifying the mistakes noticed and change of nomenclature effected - erratum issued.

G & A - IV - B

U.O.No. 12688/2016/Admn	Dated, Calicut University.P.O, 28.10.2016

Read:-1.U.O.No. 3100/2016/Admn Dated, 19.03.2016.
      2.U.O.No. 6155/2016/Admn Dated, 13.05.2016.
      3.Letter from Chairman pointing the correction in the name of two courses.
      4.Orders of the Vice Chancellor in the file of even No. dated 11-10-2016.

ORDER

Vide paper read first above, the change of Nomenclature of MLISc Programme as M.Lib.I Sc (Master of Library and information Science) was approved and implemented.

Vide paper read second above, the restructured syllabus of MLISc Programme under Choice based Credit Semester System was approved and implemented in the Calicut University Teaching Department.

Vide paper read third above, the Chairman has pointed out that the names of two courses , LIS1 C03 and LIS2 C05, are not entered correctly and requested to correct this as follows

  LIS1C03- Information Processing Theory (Classification and Cataloguing)

  LIS2C05- Information Processing Practice (Cataloguing).

Vide paper fourth above Vice Chancellor has ordered to issue an erratum to rectify the mistakes noticed in the syllabus and to correct the nomencalture of the programme in the order.

Hence the following erratum is issued rectifying the mistakes noticed in the syllabus and to include the correct nomencalture of the programme.

Erratum

The nomencalture of the programme implemented as per U.O.No. 6155/2016/Admn Dated, 13.05.2016 is corrected to read as M.Lib.I Sc (Master of Library and information Science)

The course code of two papers LIS1 C03 and LIS2 C05 are:

LIS1C03- Information Processing Theory (Classification and Cataloguing)

LIS2C05- Information Processing Practice (Cataloguing)

The order read second above is modified to this extent.

The syllabus is uploaded in the website.

Anuja Balakrishnan
Deputy Registrar

To

The Head of Department,Library and Information Science.
The Controller of examination, EX SEction, PG Section.

Forwarded / By Order

Section Officer

File Ref.No.14361/GA - IV - B1/2013/CU

UNIVERSITY OF CALICUT

Abstract

MLISc course -under Choice based Credit Semester System - implemented with effect from 2014 admission onwards - changes approved -orders issued.

G & A - IV - B

U.O.No. 6155/2016/Admn   Dated, Calicut University.P.O, 13.05.2016

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*Read:-*1.U.O.No. 4409/2014/Admn Dated, 03.05.2014

2. Minutes of the meeting of the Board of Studies in Library Science held on 28-11-2015 (item No. 3)

3. Minutes of the meeting of the Faculty of Humanities held on 16-01-2016 (item No.III)

4. Minutes of the meeting of the Academic Council held on 20-02-2016(item No. II E)

5.Orders of Vice Chancellor in File No. 6937/GA-IV-B1/2012/CU dated 15-03-2016.

ORDER

Vide paper read first above the revised syllabus of MLISc Programme under Choice based Credit Semester System was approved implemented with effect from 2014 admission onwards.

Vide paper read second above, the Board of Studies in Library and Information Science at its meeting held on 28-11-2015, vide item No. 3, has resolved to recommend to approve the changes in the syllabus of MLISc Programme of Calicut University Teaching Department.

Vide paper read third above,the Faculty of Humanities at its meeting held on 16-01-2016 vide item No.III has resolved to approve the Minutes of the meeting of the Board of Studies in Library anad Information Science held on 28-11-2015.

Vide paper read fourth above, the Academic Council at its meeting held on 20-02-2016 vide item No.II E has resolved to approve the Minutes of the meeting of the Faculty of Humanities held on 16-01-2016.

Vide paper read fifth above Orders were issued to implement the decision of the Academic Council.

Sanction has therefore been issued to implement the restructured syllabus.

Orders are issued accordingly.

The syllabus of the course is uploaded in the website.

Anuja Balakrishnan
Deputy Registrar

To

The Head of the Department of Library & Information Science, University of Calicut
Controller of Examinations/EX Sn/EG 1/DR-AR-PG Sn/Tabulation
Sn./Library/Enquiry/GAIF Sn/SF/FC/DF

Forwarded / By Order

Section Officer

The Head of the Department of Library & Information Science, University of Calicut
Controller of Examinations/EX Sn/EG 1/DR-AR-PG Sn/Tabulation
Sn./Library/Enquiry/GAIF Sn/SF/FC/DF

Scheme of Master of Library and Information Science
M.Lib.I Sc Syllabus
(Choice Based Credit Semester System) (2016 admission onwards)

Semester	Course No.	Course Title	Credits	Duration of Exam	Marks		
					I.A	Theory/ Practical/ Dissertation	Total
First	LIS1 C01	Library Information and Society	4	3 Hrs	20	80	100
	LIS1 C02	Library Management	4	3 Hrs	20	80	100
	LIS1 C03	Information Processing Theory (Classification and Cataloguing)	4	3 Hrs	20	80	100
	LIS1 C04	Information Processing Practice (Classification) DDC	4	3 Hrs	20	80	100
Second	LIS2 C05	Information Processing Practice (Cataloguing)	4	3 Hrs	20	80	100
	LIS2 C06	Information Processing Practice (Classification) UDC	4	3 Hrs	20	80	100
	LIS2 C07	Fundamentals of Information Technology (Theory)	4	3 Hrs	20	80	100
	LIS2 C08	Information Sources	4	3 Hrs	20	80	100
	LIS2 E01	Elective	4	3 Hrs	20	80	100
Internship of 15 working days in a Library approved by the Department council during summer holidays between II & III semesters. Internal marks have to be awarded by the Librarian of the Library where the students has undergone internship.							
Third	LIS3 C09	Information and Communication	4	3 Hrs	20	80	100
	LIS3 C10	Research Methodology	4	3 Hrs	20	80	100
	LIS3 C11	Application of Information and Communication Technology in LIS (Theory)	4	3 Hrs	20	80	100
	LIS3 E02	Elective	4	3 Hrs	20	80	100
	LIS3 E03	Elective	4	3 Hrs	20	80	100
Fourth	LIS4 C12	Information Processing and Retrieval	4	3 Hrs	20	80	100
	LIS4 C13	Application of Information and Communication Technology in LIS (Practice)	4	3 Hrs	20	80	100
	LIS1 C14	Information Systems and Services	4	3 Hrs	20	80	100
	LIS4 E04	Elective	4	3 Hrs	20	80	100

		Dissertation	8		20	100	100
		Internship				30	50
		Viva Voce				50	50
		Total	80		380	1620	2000

Electives

Sl.No	Course Title	Credits	Dura tion	I.A	Theory/ Practical/ Dissertation	Total
1	Fundamentals of Information Technology (Theory	4	3	20	80	100
2	Statistical Methods	4	3	20	80	100
3	Technical Communication	4	3	20	80	100
4	Digital Libraries	4	3	20	80	100
5	Personality Development &Communication Skills	4	3	20	80	100
6	Organizing Information Resources (Practice)	4	3	20	80	100
7	Intellectual Property Rights and Libraries	4	3	20	80	100
8	Bibliometrics, Scientometrics & Webometrics	4	3	20	80	100

Master of Library and Information Science M.Lib.I Sc
Syllabus

(Choice Based Credit Semester System)

FIRST SEMESTER

Paper LIS1 C01 - Library, Information and Society (4 Credits)

Unit 1. Library in the Social Context

- ♦ Libraries in the Historical perceptive
- ♦ Libraries as social institution
- ♦ Role of Libraries in Information society
- ♦ Five laws of library science and their implications
- ♦ National, public, academic and special libraries
- ♦ Types of academic libraries: School, College and University libraries
- ♦ National library of India

Unit 2. Resource Sharing and Extension Services

- ♦ Resource sharing and Interlibrary loan
- ♦ Library networks: NICNET, CALIBNET, DELNET, ERNET, INFLIBNET, NME-ICT/NKN
- ♦ Library Extension services
- ♦ Library publicity-Public relation

Unit 3. Library Movement

- ♦ Library movement in India
- ♦ Library movement in Kerala

Unit 4. Library Legislation

- ♦ Need, purpose and essential features of library legislation
- ♦ Library legislation in India - model public library bill of S.R.Ranganathan
- ♦ Public library legislation in Kerala - Kerala Public Library Act 1989
- ♦ Indian copyright Act - Delivery of Books and News papers (Public Libraries) Act

Unit 5. Library and Information Profession

- ♦ Librarianship as a profession
- ♦ Professional ethics
- ♦ Professional associations and their role in the development of the profession
- ♦ National and international association: IFLA, ILA, IASLIC
- ♦ Promotion of library and information services by UNESCO, UGC and RRRLF, FID

Paper LIS1 C02 - Library Management (4 Credits)

Unit 1. Management in General
♦ Concept, definition and scope
♦ Management schools of thought
♦ Principles of scientific management
♦ Fayol's principles
♦ POSDCORB
♦ MBO
♦ Total Quality Management: definition, concepts and elements

Unit 2. System Analysis and Design
♦ Library as a system
♦ Project management PERT/CPM
♦ SWOT (Strength Weakness Opportunities Threat)
♦ MIS, Decision Tables
♦ DFD (Data flow Diagram)

Unit 3. Library Collection Management
♦ Different sections of library and information centres and their functions
♦ Acquisition procedures: selection, ordering and accessioning
♦ Circulation control: charging systems
♦ Serials control: selection, ordering, receipt and display
♦ Collection development : policies and procedures, Special collection
♦ Maintenance of documents: Stock verification and shelf rectification, withdrawals, replacements, preservation and conservation of library resources

Unit 4. Human Resource Management
♦ Organizational structure
♦ Recruitment, selection, induction
♦ Continuous professional Development
♦ Motivation
♦ Performance appraisal
♦ Stress management, Time management

Unit 5. Financial and Record Management
♦ Sources of Finance
♦ Methods of Financial Estimation
♦ Budgeting techniques-Line, PPBS, Zero based budgeting
♦ Cost effectiveness and cost benefit analysis
♦ Annual report, staff manual, library rules and regulations

Paper LIS1 C03 - Information Processing Theory
(Classification and Cataloguing) (4 Credits)

Unit 1. Theory of Library Classification

♦ Need and purpose of library classification.
♦ Normative principles of classification and their usefulness. Canons for idea plane and Verbal Plane.
♦ Principles of helpful sequence.
♦ Notation: types, qualities.

Unit 2. Facet Analysis and Fundamental Categories

♦ Concept of facet analysis
♦ Fundamental categories
♦ Principles for facet sequence
♦ Call No., Class No., Book No., Collection No.

Unit 3. Classification Schemes

♦ Species of library classification schemes: Enumerative and Faceted models

♦ Salient features of CC, DDC, and UDC

♦ Trends in Library Classification

♦ Universe of knowledge-structure and attributes, modes of formation of subjects, different types of subjects: simple, complex and compound subjects

Unit 4. Bibliographic Description

♦ Library catalogue : Its purpose and functions
♦ Physical forms : book form, card form, OPAC, WebOPAC
♦ Types of catalogue: Author catalogue and title catalogue _ Dictionary catalogue and classified catalogue.
♦ Models of catalogue codes - CCC and AACR-II
♦ Bibliographic description & Meta Data standards - ISBD, CCF, Dublin Core, FRBR
♦ Record formals UNIMARC, ISO2709, OAI, MARC 21

Unit 5. Subject Cataloguing, Centralized Cataloguing and Cooperative Cataloguing

♦ Tools for subject cataloguing _ LCSH, Sears list of subject headings, Authority lists
♦ Subject Cataloguing: Chain Procedure and list of subject headings.
♦ Centralised cataloguing :Types, advantages and disadvantages
♦ Cooperative cataloguing : NPAC, union catalogues

Paper LIS1 C04 – Information Processing Practice (Classification (4 Credits)

Dewey Decimal Classification 22nd Edition

Paper LIS2 C05 - Information Processing Practice (Cataloguing) (4 Credits)

- ♦ Cataloguing of books and non book materials according to AACR-2
  Maps, Atlases, CD ROMs

Paper LIS2 C06 - Information Processing Practice (Classification 4 Credits)

- Universal Decimal Classification

Paper LIS2 C07 - Fundamentals of Information and Communication Technology Theory (4 credits)

Unit 1. Fundamentals of Communication Technology
- Communication Systems-Electrical Communication, Optical communication, Radio Communication, Satellite Communication
- Signal, noise and attenuation-signal, Pure waves, complex signals, Attenuation
- Digital Communication

Unit 2. Data Processing
- File design, data files, records
- File organization: Serial, sequential direct access, index sequential and random access file organization
- Data base: Concepts, organization and utility

Unit 3. Computer Networks and Networking
- Computer Architecture
- Computer networks - definition and examples
- Switching techniques, Circuit switching, packet switching cell switching
- Network media-UTP, Optical fiber, Ethernet, Network Interface Cards, Hubs, Routers, Gateway, Modem
- Network types LAN, MAN, WAN
- Wireless Network: WiFi, WiMAX
- LAN topologies bus, star, ring, tree, mesh and token ring networks

Unit 4. Internet: Basic features, Tools Services and Utilities
- History and development Connectivity Dialup, Lease line, ISDN, Digital subscriber lines
- WWW, E-mail, FTP, Telnet, Mailing lists, Newsgroups, Video conferencing, POP3CK, SMTP, HTTP
- Search engines and Meta search engines
- Internet security, Firewall, Proxy servers, Web browsers
- Web 2.0 technologies
- Semantic Web, Invisible Web and Deep Web
- Application of Internet in Library and Information work and services

Paper LIS2 C08 - Information Sources (4 credits)

Unit 1. Introduction to Information Sources
- ♦ Nature, Evolution, Functions, Characteristics And Importance Of Information Sources
- ♦ Classification of information sources
- ♦ Print and non-print sources

Unit 2. Primary Sources
- ♦ Periodicals and e-journals
- ♦ Patents, technical reports, specification, standards
- ♦ Research reports, theses and dissertations
- ♦ Conference proceedings, trade literature
- ♦ Government publication.

Unit 3. Secondary and Tertiary Sources
- ♦ Bibliographies
- ♦ Indexing, abstracting and reviewing periodicals
- ♦ Dictionaries
- ♦ Encyclopedias
- ♦ Biographical sources
- ♦ Geographical sources
- ♦ Statistical Sources
- ♦ Yearbooks and Almanacs
- ♦ Directories
- ♦ Union Catalogues
- ♦ Bibliography of Bibliographies
- ♦ Guides to literature

Unit 4. Electronic Resources
- ♦ Databases and multimedia sources
- ♦ Online sources and vendors
- ♦ Search tools and techniques
- ♦ BIOSIS, PubMed
- ♦ EBSCO, ProQuest, Elsvier, lngenta, J-Gate, Indest

Unit 5. Project
- ♦ Evaluation of not less than 25 reference sources including electronic resources

Paper LIS2 E01 – Elective (4 credits)

♦ Internship of 15 working days in a Library approved by the Department Council during summer holidays between second and third semesters.   The internal marks have to be awarded by the Librarian of the Library where the students has undergone internship.

THIRD SEMESTER

Paper LIS3 C09 - Information and Communication *(4 credits)*

Unit 1. Introduction to Information
♦ Information : characteristics, nature, value and use of information
♦ Conceptual difference between data, information, knowledge, wisdom
♦ Information Science as a discipline

Unit 2. Communication
♦ Communication : concepts, media, channels and systems
♦ Generation and Communication of Information
♦ Classification of communication - formal and informal, print, Digital and Virtual
♦ Communication channels, models and barriers
♦ Trends in scientific communication, Social Media

Unit 3. Information Society
♦ Genesis, characteristics and implication of information society
♦ Knowledge management and Knowledge society
♦ Information industry: Generators, providers and intermediaries
♦ Intellectual property Acts, Right to Information Act, Digital Right Management
♦ Concept of freedom, censorship, data security and fair use
♦ International and national programmes and policies NAPLIS, UAP, UBC
♦ Open Access Movement

Unit 4. Economics of Information
♦ Information as a resource
♦ Information audit
♦ Cost analysis of information systems
♦ Marketing of information products and services

Digital Divide, Information asymmetry

Paper LIS3 C10 - Research Methodology *(4 credits)*

Unit 1. Research

- ♦ Concept, meaning, need and process of research
- ♦ Types of research - fundamental, applied, Inter-disciplinary and multi-disciplinary Approach.

Unit 2. Research Design
- ♦ Conceptualization
- ♦ Types of Research Design
- ♦ Identification and formulation of problem
- ♦ Hypothesis: formulation and testing, nominal

- ♦ Literature search: print, non-print, electronic sources

Unit 3. Research Methods
- ♦ Scientific methods
- ♦ Historical method
- ♦ Descriptive method
- ♦ Survey method
- ♦ Case Study method
- ♦ Experimental method
- ♦ Delphi method

Unit 4. Research Techniques and Tools
- ♦ Questionnaire
- ♦ Schedule
- ♦ Interview
- ♦ Observation
- ♦ Scales and check lists
- ♦ Records and reports
- ♦ Sampling techniques

Unit 5. Data Analysis, Interpretation and Report Writing
- ♦ Tabulation and generalization
- ♦ Graphical presentation of data, bar diagram, graphs, histograms
- ♦ Structure of research report
- ♦ Style manual in general MLA style manual in detail, Chicago, APA, e-citation
- ♦ Methods of research evaluation
- ♦ Current Trends in Library and Information Science Research

Paper LIS3 C11 - Application of Information and Communication Technology in LIS- Theory (3 credits)

Unit 1. Library Automation
- ♦ Planning and Implementation
- ♦ House keeping operations-Acquisition, Cataloguing, Circulation, Serial Control, OPAC, Library automation packages SOUL
- ♦ Integrated Library Management System
- ♦ Application of RFID in Libraries

Unit 2. Digital Libraries
♦ Introduction to digital libraries-concepts and issues
♦ Content creation - electronic documents, files and file formats, Image formats, audio formation, storage media formal 180-9669 DVD
♦ Collection building-issues and challenges
♦ Metadata and Metadata Schemes
♦ Dubling Core
♦ Digital Library Software
♦ SW & HW for DLS, OCR, image editing software, Data ware housing, data mining & metadata, Artificial intelligence & Expert systems

Unit 3. Institutional Repositories
♦ Institutional repositories-concepts and issues
♦ Implementing institutional repositories
♦ Institutional repository software - Key features and functionality

Unit 4. Expert System
. Artificial Intelligence, expert system

Paper LIS3 E0-2- Elective *(4 credits)*

Paper LIS3 E03 Elective *(4 credits)*

<u>FOURTH SEMESTER</u>

Paper LIS4 C12 -Information Processing and Retrieval *(4 credits)*

Unit 1. Information Retrieval Systems
♦ Information Retrieval Systems - Purpose, functions and components
♦ Shannon & Weaver model
♦ Online Search strategy

Unit 2. Indexing systems
♦ Indexing - Meaning, Purpose and Need
♦ Principles of subject indexing
♦ Pre coordinate indexing : PRECIS, Post Coordinate Indexing : Uniterm indexing
♦ Key word indexing KWIC & KWOC,
♦ Automatic indexing
♦ Web of knowledge
♦ Citation indexing - Science Citation Index, Social Science Citation Index, Arts & Humanities Citation Index.

Unit 3. Vocabulary control
♦ Vocabulary Control - Meaning and Importance
♦ Vocabulary Control Tools - Subject heading Lists, Thesaurus, Thesaurofacet
♦ Thesaurus - its purpose, structure and formats
♦ Thesaurus construction techniques

Unit 4. Evaluation of Information Retrieval Systems
- ♦ Criteria for evaluation
- ♦ Design of evaluation programmes
- ♦ Steps of evaluation
- ♦ Evaluation Projects - Aslib - Cranfield studies, Medlars Evaluation Project

Unit 5 Natural Language Processing (NLP)
- ♦ Concept of NLP
- ♦ Application of NLP in IRS

Paper LIS4 C13 - Application of Information and Communication Technology in LIS - Practice (4 credits)

- ♦ Unit 1 Library Automation Packages - Koha, SOUL
- ♦ Unit 2 Digital Library Software - Greenstone
- ♦ Unit 3 Institutional Repository Software - Dspace
- ♦ Unit 4 Library website / Portal design
- ♦ Unit 5 Internet tools / services / utilities, google drive, RSS feeds

Paper LIS1 C14 – Information Systems and Services *(4 credits)*

Unit 1. Information Services and Products
- ♦ Concept, definition and types of reference service
- ♦ Reference interview and search techniques
- ♦ Concept, definition, need and trends of information services
- ♦ Need, techniques and evaluation of alerting services-CAS
- ♦ Referral service

Unit 2. Information Systems and their Services
- ♦ National and International systems and services-NISCAIR, DESIDOC, NASSDOC,
  SENDOC, UNISIST, NISSAT , MEDLARS, OCLC

Unit 3. Personalized Information Services
- ♦ Indexing and Abstracting Service
- ♦ Document Delivery Services
- ♦ Translation Service
- ♦ Selective Dissemination of Information (SDI)

Unit 4. Information Users and their Needs
- ♦ Categories of information users
- ♦ Information needs: definition and types
- ♦ Information seeking behavior
- ♦ User studies-methods, techniques and evaluation

Unit 5. User Education
- ♦ Goals and objectives

- ♦ Techniques and methods

- ♦ Information Literacy

Paper LIS4 E04 - Elective *(4 Credits)*
Paper LIS4 C15 - Dissertation and Viva voce (8 Credits)
- ♦ Dissertation on chosen topics is to be done as a guided research project

E L E C T I V E S

Elective Paper 1 - Fundamentals of Information and Communication Technology Practice *(4 Credits)*

- ♦ Unit 1. Windows
- ♦ Unit 2. Linux
- ♦ Unit 3. Word
- ♦ Unit 4. Excel
- ♦ Unit 5. Power point

Elective Paper 2. Statistics and Bibliometrics *(4 Credits)*

Unit 1. Basics of Statistics
- ♦ Nature and Scope of statistics
- ♦ Use of Statistics in libraries and information centres

Unit 2. Presentation of Data
- • Tabular, graphical and diagrammatic presentation
- ♦ Construction of freq tables, graphs
- ♦ Measures of central tendency
- ♦ Measures of Dispersion, skewness, kurtosis

Unit 3. Inferential Statistics
- ♦ Correlation
- ♦ Linear regression
- ♦ Chi-square test
- ♦ Z-test
Unit 4. Statistical Packages
- ♦ SPSS
Unit 5. Bibliometrics
- ♦ Bibliometrics -genetics, scope and definition, bibliometrics laws-Bradford's law, Zipf's ;aw and Lotka's law - Their application
- ♦ Citation analysis & citation study, Bibliographic coupling, Cocitation analysis
- ♦ Growth and obsolescence of literature
- ♦ Definition, scope and genesis of scientometrics, infometrics and webometrics

Elective Paper 3. Technical Communication *(4 Credits)*

Unit 1. Technical Writing

- ♦ Verbal and nonverbal communication, different types of writing.
- ♦ Characteristic features of technical writing, prewriting, writing & rewriting, Audience research
- ♦ Language as a medium for communication of thought, readability and test

Unit 2. Abstracting
- ♦ Types of Abstract
- ♦ Guidelines in preparing abstracts

Unit 3. Repackaging and Consolidation
- ♦ Content analysis
- ♦ Repackaging, Formatting, consolidation

Unit 4. Products of Technical Writings
- ♦ Preparation of Popular articles, technical reports, review articles, digests, briefs trend reports and state of the Art report, project proposals

Unit 5. Mechanics of Writings
- ♦ Preparation of common problems in spelling, grammar, usage and punctuation
- ♦ Style manual - Chicago Manual, APA style manuals
- ♦ Copy editing and proof reading
- ♦ Online reference tool : Zotero, Plagiarism - turn it in

Elective Paper 4: Digital Libraries (4Credits)

Unit 1. Introduction to Digital Libraries
- ♦ Concepts and issues
- ♦ Understanding digital libraries
- ♦ Evolution of digital libraries
- ♦ Development of literature on digital libraries

Unit 2. Content Creation
- ♦ Electronic document, files and file formats
- ♦ Study of different file formats
- ♦ Studying PDF in detail - features of PDF
- ♦ Born digital and legacy documents
- ♦ Digitization - scanning, OCRing and conversion to PDF

Unit 3. Creating Web Documents
- ♦ Markup languages - SGML, HTML and XML
- ♦ Studying and creating documents in HTML
- ♦ HTML editors and tools-Front page and Dream Weaver
- ♦ Studying XML and its features XML tools

Unit 4. DL Architecture
- ♦ Elements of a DL
- ♦ DOL, Open URL, Cross Ref and other aspects
- ♦ Study of the DL content management issues metadata and other resource discovery issues
- ♦ Access Control and DRM
- ♦ Security and preservation issues

Unit 5. Dl Software
- ♦ Studying the features of GSDL
- ♦ Installing and developing a prototype using GSDL
- ♦ Studying DSpace and understand the features of Dspace

Elective Paper 5: Personality Development & Communication Skills (4 Credits)

Unit 1. Understanding self
- ♦ Understanding personal strengths and weakness
- ♦ Work and Organizational psychology
- ♦ Emotional intelligence and competence
- ♦ Stress management
- ♦ Time management

Unit 2. Communication Skills
- ♦ Effective speaking
- ♦ Improving vocabulary and grammar

- ♦ Elements of elective speaking
- ♦ Types of speaking - briefings, teaching lectures, speeches and others
- ♦ Understanding the audience, audience analysis, subject, gathering materials, evaluating materials, presenting a talk, and other process

Unit 3. Writing skills
- ♦ Principles of presentation of ideas
- ♦ Techniques, skills and tools for effective writing

Unit 4. Non verbal communication
- ♦ Body language
- ♦ Leadership and working in teams
- ♦ Working collaboratively
- ♦ Working and sharing knowledge and experience
- ♦ Team development

Unit 5. Meetings and Negotiation Skills
- ♦ Different types of meetings
- ♦ Conducting a meeting
- ♦ Getting the best out of negotiation
- ♦ Negotiation strategies

Elective Paper 6: Organizing Information Resources - Practice (4 Credits)
- ♦ Creating metadata records according Dublin Core and other specialized metadata, standards for a variety of electronic resources. Using online ontologies for subject indexing

Elective Paper 7: Intellectual Property Rights and Libraries(4 Credits)

Unit 1. Intellectual Property Rights
- ♦ Meaning and Scope
- ♦ Areas of applications

Unit 2. International Treaties on IPR
- ♦ Berne Convention
- ♦ Universal copyright Convention
- ♦ Stockholm Conference
- ♦ Paris Convention
- ♦ WIPO Copy right Treaty
- ♦ GATT
- ♦ TRIPS

Unit 3. National Laws
- ♦ Copyright law of India
- ♦ Patent Law of India and amendments

Unit 4. Copyright Law in the Digital Age
- ♦ Protection of web-based content

Unit 5. Copyright and Libraries