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**VEER NARMAD SOUTH GUJARAT UNIVERSITY**

University Campus, Udhna-Magdalla Road, SURAT - 395 007, Gujarat, India.

**વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી**

યુનિવર્સિટી કેમ્પસ, ઉદ્ધના-મગદલ્લા રોડ, સુરત - ૩૯૫ ૦૦૭, ગુજરાત, ભારત.

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## **-: પરિપત્ર :-**

વિનયન વિદ્યાશાખા હેઠળની B.L.I.Sc. & M.L.I.Sc. વિષય ચલાવતા ડિપાર્ટમેન્ટનાં વડાશ્રીને જણાવવાનું કે, લાઈબ્રેરી એન્ડ ઈન્ફોર્મેશન સાયન્સ વિષયની નિયુક્ત (એડહોક) અભ્યાસ સમિતિની તા.૧૪/૦૭/૨૦૨૨ની સભાનાં ઠરાવ ક્રમાંક: ૨ અન્વયે શૈક્ષણિક વર્ષ ૨૦૨૨-૨૩ થી અમલમાં આવનાર B.L.I.Sc. & M.L.I.Sc. સેમે.૧ નાં અભ્યાસક્રમ, ક્રેડિટ માળખું, વિષયનાં કલાકો અને વિષયોના ટાઈટલ અને PO, PSO, CO સહિતનો અભ્યાસક્રમ અંગે વિનયન વિદ્યાશાખાને ભલામણ કરેલ છે. જે વિનયન વિદ્યાશાખાનાં અધ્યક્ષશ્રીએ વિનયન વિદ્યાશાખાવતી મંજૂર કરી એકેડેમિક કાઉન્સિલને કરેલ ભલામણ એકેડેમિક કાઉન્સિલની તા.૨૮/૦૭/૨૦૨૨ ની સભાનાં ઠરાવ ક્રમાંક: ૦૮ થી મંજૂર કરેલ છે. જેની આથી જાણ કરવામાં આવે છે, તદ્દુપરાંત તેનો અમલ કરવો.

### **એકેડેમિક કાઉન્સિલની તા.૨૮/૦૭/૨૦૨૨ ની સભાનાં ઠરાવ ક્રમાંક: ૦૮**

:: આથી ઠરાવવામાં આવે છે કે, લાઈબ્રેરી એન્ડ ઈન્ફોર્મેશન સાયન્સ વિષયની નિયુક્ત (એડહોક) અભ્યાસ સમિતિની તા.૧૪/૦૭/૨૦૨૨ની સભાનાં ઠરાવ ક્રમાંક:૨ અન્વયે શૈક્ષણિક વર્ષ ૨૦૨૨-૨૩ થી અમલમાં આવનાર B.L.I.Sc. & M.L.I.Sc. સેમે.૧ નાં અભ્યાસક્રમ, ક્રેડિટ માળખું, વિષયનાં કલાકો અને વિષયોના ટાઈટલ અને PO.PSO.CO સહિતનો અભ્યાસક્રમ વિનયન વિદ્યાશાખાને ભલામણ કરેલ છે જે વિનયન વિદ્યાશાખાનાં અધ્યક્ષશ્રીએ વિનયન વિદ્યાશાખાવતી મંજૂર કરી એકેડેમિક કાઉન્સિલને કરેલ ભલામણ સ્વીકારી મંજૂર કરવામાં આવે છે.

(ખિડાણ: ઉપર મુજબ)

ક્રમાંક : એસ/પરિપત્ર/ ૧૭૧૧૨/૨૦૨૨  
તા.૩૦-૦૭-૨૦૨૨

ઈ.ચા. કુલસચિવ

પ્રતિ,

૧) B.L.I.Sc. & M.L.I.Sc. વિષય ચલાવતા ડિપાર્ટમેન્ટનાં વડાશ્રી.

.....આપશ્રીના ડિપાર્ટમેન્ટના સંબંધિત શિક્ષકોને જાણ કરી અમલ કરવા સારું.

૨)અધ્યક્ષશ્રી, વિનયન વિદ્યાશાખા.

૩)પરીક્ષા નિયામકશ્રી, પરીક્ષા વિભાગ, વીર નર્મદ દ. ગુ. યુનિવર્સિટી, સુરત.

.....તરફ જાણ તેમજ અમલ સારું.

# **Syllabus**

**Bachelor of Library & Information Science (B.L.I.Sc)  
(Semester-1)**

**Implemented from Academic year 2022-2023**

**Department of Library & Information Science**

**Veer Narmad South Gujarat University, Surat**

**Udhna Magdalla Road,**

**Surat – 395007, Gujarat (India)**

## Bachelor of Library and Information Science – SEM - I

Course Code	Title of the paper	Duration of Exam.	Examination Marks			Course Credit	Total Teaching Hours
			External Marks	Internal Marks	Total Marks		
101	Foundation of Library And information Science	2 Hours	50	20	70	4	40
102	Knowledge Organization Management (Classification Theory)	2 Hours	50	20	70	4	40
103	Knowledge Organization Management (Classification Practical) (19 <sup>th</sup> Edition & CC-6 <sup>th</sup> Edition)	2 Hours (Practical)	50	20	70	4	40
104	Information Technology (Practical)	2 Hours (Practical)	50	20	70	4	40
105	Communication and Technical Writing Skill	2 Hours	50	20	70	4	40
106	Information Sources & Services (Theory)	2 Hours	50	20	70	4	40
			300	120		24	

Note :

(1) Paper 103 (Classification Practical DDC-19<sup>th</sup> edition & CC-6<sup>th</sup> Edition) is based on practical. However, student has to appear internal as well as external examination in written form. For which university has to appoint chairman, paper setter and examiner for examination and evaluation. Chairman / Paper setter needs to submit solution along with paper.

(2) Paper 104 (Information Technology) is based on practical for which practical examination will be conducted by university. For which university has to appoint chairman, paper setter and examiner for examination and evaluation.

<b>Name of Program</b>	Bachelor of Library and Information Science
<b>Abbreviation</b>	B.L.I.Sc.
<b>Duration</b>	Two Semester (1 Year)
<b>Eligibility Criteria</b>	Any Graduate
<b>Medium of Instruction</b>	Gujarati
<b>Program Structure</b>	Semester 1
<b>Objective of Programme</b>	<p>To equip the students with the advanced professional skills for the management of information knowledge, libraries and information centres, so that they can serve the society through an institution of library and information centre or through consultancy of the institutional objectives. To achieve the above objectives of the Programme, it needs to realize the following:</p> <ol style="list-style-type: none"> <li>1 To impart the students through understanding of patterns of knowledge development and its organization.</li> <li>2 To train the students in the advanced skills of information knowledge gathering, Processing, Organization and retrieval.</li> <li>3 To familiarize the knowledge about the characteristics of the information resources in society.</li> <li>4 To train the students in information knowledge analysis, repackaging and marketing.</li> <li>5 To provide the students through understanding of information technology applications in information environment including networks and communication systems.</li> <li>6 To train the students in the analysis, planning and management of the systems of library and information centre.</li> <li>7 To provide an understanding of research methods and activities of research organizations.</li> <li>8 To understand the structure and department of the specific Subjects/discipline and to prepare specialized professional manpower in the subject/discipline for handing information related activities.</li> </ol>
<b>The Programme Outcome</b>	<p><b>PO1:</b> Fundamental Knowledge Enrichment of Library Science</p> <p>To aware students with various libraries, its services and rules of various libraries.</p>

	<p><b>PO2: Critical Thinking Development</b>  To develops critical thinking, problem-solving, evaluative learning of various techniques in libraries, and understanding the essence of the problem.</p> <p><b>PO3: Awareness of the Library Literature</b>  To allow students to dive into the deep and vast ocean of rich Library Literature. It will enhance their understanding of the development of library literary traditions and values.</p> <p><b>PO4: Awareness of the World Library Literature</b>  To help students to have a better understanding of the ideas trending in World Library literature. Students can learn about various customs and traditions of different cultures of the World Library through the library Literature.</p> <p><b>PO5: Enhance Knowledge of Classification, Cataloguing and IT</b>  To improve students' knowledge and will equip them with the necessary practical work of classification, cataloguing and computers</p>
<p><b>Program Specific Outcomes</b></p>	<p><b>PSO1:</b> Develop and strengthen the Critical thinking and Practical work of the student.</p> <p><b>PSO2:</b> Improve knowledge regarding various themes and genres of library and help the learner to understand their characteristics properly. To make them understand various Orient and traditions about libraries.</p> <p><b>PSO3:</b> Nurture the students to understand various types of libraries and train them to analyse their characteristics. Also, to help them understand various practical in classification, cataloguing and IT.</p> <p><b>PSO4:</b> Enable students to apply practical knowledge to analyse and evaluate in any types libraries.</p> <p><b>PSO5:</b> Give students a better understanding of the relation between Library and society, development of Library throughout History and, familiarise them with various kind of reading materials and traditions of various libraries.</p> <p><b>PSO6:</b> Train students to do all kind of library works and helpful to users of library. And to acquaint students with different library rules and services.</p>

**Department of Library and Information Science**

**Veer Narmad South Gujarat University, Surat**

**Bachelor of Library and Information Science (B.L.I.Sc)**

**Course (Subject): 101 : Foundation of Library And information Science**

<b>Course Code</b>	101
<b>Course Title</b>	Foundation of Library and Information Science
<b>Credit</b>	4
<b>Total Teaching Hours</b>	40 Hrs.
<b>Effective from</b>	June 2022
<b>Purpose of Course</b>	Library is a social organization. To give the knowledge of different types of libraries and laws of libraries. To provide the information of UGC and role of the library in the society.
<b>Course Objective</b>	To familiarises students with the role of library and information in society.
<b>Course Outcomes</b>	CO1: To introduce students to Different types of Libraries. CO2: To make students familiar with the human relations in library. CO3: To develop students critical comprehension of any kind of library work.
<b>Teaching Methodology</b>	Classwork, Discussion And Assignment
<b>Evaluation Method</b>	Internal Test - 10 Marks, Assignment -5 Marks, Attendants - 5 Marks = 20 Marks University Exam - 50 Marks Total 70 Marks.

**Department of Library and Information Science**  
**Veer Narmad South Gujarat University, Surat**  
**Bachelor of Library and Information Science (B.L.I.Sc)**

**Course (Subject): 101 : Foundation of Library And information Science**

Paper No.	Title	Remarks
<b>101</b>	<b>Foundation of Library and Information Science</b>	<b>Total 40 hrs.</b>
<b>Unit - 1</b>	<p><b>Library as a Social Institution</b></p> <ul style="list-style-type: none"> <li>➤ Social Historical foundation of Library</li> <li>➤ Different types of Libraries and their Features and Functions: Academic Libraries , Public Libraries, Special Libraries</li> <li>➤ National Libraries of India</li> <li>➤ Role of Library in formal and informal education</li> </ul> <p><b>Laws Relating to Libraries and Information</b></p> <ul style="list-style-type: none"> <li>➤ Library legislation Need, Purpose and Features</li> <li>➤ Library legislation in India</li> <li>➤ Library Legislation: Problems and Prospects</li> <li>➤ Gujarat Public Library Act</li> </ul>	<b>10 hrs.</b>
<b>Unit - 2</b>	<p><b>Normative Principles and Information Science</b></p> <ul style="list-style-type: none"> <li>➤ Five laws of Library Science</li> <li>➤ Implications of Five Laws in Library and Information Science</li> <li>➤ Right to Information Act</li> <li>➤ Copyright Act</li> <li>➤ Press &amp; Registration Act</li> <li>➤ Delivery of Book Act</li> <li>➤ Censorship</li> </ul> <p><b>Library Education and Profession.</b></p> <ul style="list-style-type: none"> <li>➤ Attribution of Profession</li> <li>➤ Librarianship as a Profession</li> <li>➤ Professional Qualities and Ethics</li> <li>➤ Professional Education and Research</li> <li>➤ Library Education in India and Gujarat</li> </ul>	<b>10 hrs.</b>
<b>Unit -3</b>	<p><b>Landmark of Library Movement</b></p> <ul style="list-style-type: none"> <li>➤ Library Movement in Gujarat : Special reference to Shrimad Maharaja Sir Sayajirao Gayakwad and Shri Motibhai Amin</li> <li>➤ Library Movement in India</li> <li>➤ Gujarat Granthalay Seva Sangh</li> </ul>	<b>10 hrs.</b>

<b>Unit - 4</b>	<b>Library Development</b> <ul style="list-style-type: none"> <li>➤ Development of Libraries in India with Special Reference to Gujarat</li> <li>➤ Role of UGC in Developing Academic Libraries : Various Commissions and Committees – Radhakrishnan Commission, Kothari Commission, Knowledge Commission</li> <li>➤ Resource Sharing : Concept, Need &amp; Application in Libraries &amp; Information Science</li> <li>➤ Library Consortia : Definition, Purpose , Functions, Consortia in India</li> </ul> <b>Public Relations and Extension Activities</b> <ul style="list-style-type: none"> <li>➤ Concept, Definition and Scope</li> <li>➤ Facets and Programmes</li> <li>➤ Library Publicity, Extension/Outreach Activities</li> <li>➤ Library Path finders (Guides)</li> <li>➤ Human relation in library</li> </ul>	<b>10 hrs.</b>
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#### References and Further Reading

1. ચારણ,શિવદાનભાઈ. ગ્રંથાલય : ઇતિહાસ, સામાજિક સંદર્ભ.અમદાવાદ : ગ્રંથાગાર, ૧૯૯૧.
2. ચારણ,શિવદાનભાઈ. ગ્રંથાલય : સામાજિક સંદર્ભ. વલ્લભવિદ્યાનગર : સ. પ. યુનિ., ૧૯૯૩.
3. ચૌહાણ,મીનળ સી. સાર્વજનિક ગ્રંથાલયોની સામાજિક ભૂમિકા.અમદાવાદ: સંજલ પ્રકાશન, ૧૯૯૩.
4. ગ્રંથાલય અને સમાજ-૧ થી ૫.અમદાવાદ:ડૉ.બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી,૨૦૦૮.
5. સાર્વજનિક ગ્રંથાલય પદ્ધતિ અને સેવાઓ.(MLISC-MLIE-106). ડૉ.બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી,૨૦૦૬.
6. ત્રિવેદી એન.યુ. અને ત્રિવેદી એસ.એન. શાળા પુસ્તકાલય સંચાલન. અમદાવાદ: ભારત પ્રકાશન, ૧૯૭૨.
7. ફડિયા,પદમા. શાળા પુસ્તકાલય. અમદાવાદ : રવાણીપ્રકાશન, ૧૯૬૩.
8. ભૈયા,ઇ.મ. ગ્રંથાલય સેવા : પાંચ સૂત્રોનીઅટારીએથી. અમદાવાદ: ગૂર્જર ગ્રંથરત્ન, ૧૯૮૬.
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10. ભૈયા,ઇ.મ. ગ્રંથાલય અને સમાજ. અમદાવાદ: ગૂર્જર ગ્રંથરત્નકાર્યાલય, ૧૯૮૭.
11. વેગડ,પ્રકાશ. જાહેર ગ્રંથાલય : સંકલ્પ, સ્વરૂપ અને વ્યવસ્થા વિચાર.અમદાવાદ : લીલાબહેન વેગડ, ૧૯૮૮.
12. વૈદ્ય,વિ. ક. અર્વાચીન સાર્વજનિક પુસ્તકાલયો.વડોદરા : પુ. સ. સ. મંડળ વિ., ૧૯૩૨.
13. લેલ, એન.ડી., અને શુક્લ,કિશોરભાઈ. શાળા પુસ્તકાલય સંચાલન.મોડાસા : મેહૂલ પ્રકાશન, ૧૯૮૬.
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16. શર્મા,પ્રહલાદ. પુસ્તકાલય ઓર સમાજ.જયપુર: યુનિવર્સિટી પબ્લિકેશન્સ,૨૦૦૨.
17. Pandey S.K.Sharma. Libraries and society. New Delhi: Ess Ess Publications,1992

**Department of Library and Information Science**  
**Veer Narmad South Gujarat University, Surat**  
**Bachelor of Library and Information Science (B.L.I.Sc)**  
**Course (Subject): 102 : Knowledge Organization Management**  
**(Classification Theory)**

<b>Course Code</b>	102
<b>Course Title</b>	<b>Knowledge Organization Management (Classification Theory)</b>
Credit	4
Total Teaching Hours	40 Hrs.
Effective from	June 2022
Purpose of Course	To provide students with the theory skills necessary to collect, classify, catalogue and index documents.
Course Objective	A theoretical and idea for the practical of classification and cataloguing.
Course Outcomes	CO1: To make students understand the theoretical an idea for the practical of classification and cataloguing. CO2: To familiarise students with the various classification and cataloguing systems. CO3: To develop students for subject headings and indexing.
Teaching Methodology	Classwork, Discussion, Assignment And Practical
Evaluation Method	Internal Test - 10 Marks, Assignment -5 Marks, Attendants - 5 Marks = 20 Marks University Exam - 50 Marks Total 70 Marks.

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**Course (Subject): 102 : Knowledge Organization Management**  
**(Classification Theory)**

102	Knowledge Organization Management (Classification Theory)	Total 40 hrs.
Unit - 1	<b>Document Classification</b> <ul style="list-style-type: none"> <li>➤ Library Classification: Definition, Scope and Purpose</li> <li>➤ Normative Principles Classification and their Application – Basic Law – Five Law of Library Science and Their Canons : Idea Plane, Verbal Plane and Notational Plane</li> </ul>	10 hrs.
Unit - 2	<b>Spices of Classification Scheme</b> <ul style="list-style-type: none"> <li>➤ Enumerative classification (EC)</li> <li>➤ Almost Enumerative classification</li> <li>➤ Rigidly faceted Classification (RFC)</li> <li>➤ Freely Faceted Classification (FFC)</li> </ul>	10 hrs.
Unit - 3	<b>Scheme of Classification</b> <ul style="list-style-type: none"> <li>➤ Overview of schemes of classification</li> <li>➤ Detailed Study of DDC (19<sup>th</sup> Edition) &amp; CC (6<sup>th</sup> Edition)</li> <li>➤ Call Number: Class Number, Book Number, Collection Number</li> <li>➤ New Trends in Library Classification</li> </ul>	10 hrs.
Unit - 4	<b>Five Fundamental Categories PMEST</b> <ul style="list-style-type: none"> <li>➤ Postulates pertaining to fundamental categories</li> <li>➤ Isolates: Common Isolates, Special Isolates, Devices</li> <li>➤ Phase Relation : Phase – Intra Facet , Intra – Array</li> </ul> <b>Computer And Classification New, Trend and Development, Web Dewey</b>	10 hrs.

**References and Further Reading**

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2. ગાંધી, રમેશ. ગ્રંથાલય સૂચિકરણ ભાગ ૨ : ઇતિહાસ અને સંલેખ. અમદાવાદ : ગુજરાત યુનિવર્સિટી, ૧૯૭૯.
3. ચારણ, શિવદાનભાઈ. સૈદ્ધાંતિક વર્ગીકરણ. કરમસદ : ગાયત્રી પ્રકાશન, ૧૯૯૧.
4. ગ્રંથાલય વર્ગીકરણ સિદ્ધાંત-૧ થી ૪. અમદાવાદ: ડો. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી, ૨૦૦૮.
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6. ભાવસાર, કિરીટ. ડીડીસી-૧૯. અમદાવાદ: પાર્શ્વ પબ્લિકેશન, ૧૯૯૭.
7. ભૈયા, છ. મ. ગ્રંથાલય વર્ગીકરણ પ્રવેશિકા. અમદાવાદ: ગુજરાત યુનિવર્સિટી, ૧૯૮૧.
8. ભૈયા, છ. મ. (અનુ.). ડયૂઈ દશાંશ વર્ગીકરણ અને સાપેક્ષ સૂચિ. અમદાવાદ: ગૂર્જર, ૧૯૮૯.
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15. Sehgal, R. L. An Introduction to D.D.C. New Delhi: Ess Ess Publications, 2005.
16. Satija, M. P. DDC. New Delhi: Ess Ess Publications, 2004.
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**Department of Library and Information Science**  
**Veer Narmad South Gujarat University, Surat**  
**Bachelor of Library and Information Science (B.L.I.Sc)**  
**Course (Subject): 103 : Knowledge Organization Management**  
**(Classification Practical) (19<sup>th</sup> Edition & CC-6<sup>th</sup> Edition)**

<b>Course Code</b>	103
<b>Course Title</b>	<b>Knowledge Organization Management (Classification Practical) (19th Edition &amp; CC-6th Edition)</b>
<b>Credit</b>	4
<b>Total Teaching Hours</b>	40 Hrs.
<b>Effective from</b>	June 2022
<b>Purpose of Course</b>	Students explain DDC (19 <sup>th</sup> Edition) and CC (6 <sup>th</sup> Edition) To make students familiarise with Classification work and services of Management of Libraries and Information Centres
<b>Course Objective</b>	Students demonstrate documents representing simple, compound, complex subjects and documents having common isolates  To familiarise students with methodologies for the identification, analysis, organization, evaluation, presentation and dissemination of information in the context of different types of information services and for different user groups.
<b>Course Outcomes</b>	CO1: To familiarise students with the various genres for the management of libraries.  CO2: To make students understand the theories of management and information centre.  CO3: Students assign book number
<b>Teaching Methodology</b>	Classwork, Discussion, Assignment And Practical
<b>Evaluation Method</b>	Internal Test - 10 Marks, Assignment -5 Marks, Attendants - 5 Marks = 20 Marks University Exam - 50 Marks  Total 70 Marks.

**Department of Library and Information Science**  
**Veer Narmad South Gujarat University, Surat**  
**Bachelor of Library and Information Science (B.L.I.Sc)**  
**Course (Subject): 103 : Knowledge Organization Management**  
**(Classification Practical) (19th Edition & CC-6th Edition)**

<b>103</b>	<b>Knowledge Organization Management (Classification Practical)</b> <b>(19th Edition &amp; CC-6th Edition)</b>
<b>Unit 1</b>	<b>DDC – 19<sup>th</sup> Edition</b> ➤ Classification of Documents representing Simple Subject <b>10 hrs.</b> ➤ Classification of Documents having a common subject – division
<b>Unit 2</b>	<b>DDC – 19<sup>th</sup> Edition</b> ➤ Classification of Documents representing Compound – Subject <b>10 hrs.</b> ➤ Classification of Documents representing Complex Subject and Assigning book number
<b>Unit 3</b>	<b>CC – 6<sup>th</sup> Edition</b> ➤ Classification of Documents representing Simple Subject <b>10 hrs.</b> ➤ Classification of Documents having a common subject – division
<b>Unit 4</b>	<b>CC – 6<sup>th</sup> Edition</b> ➤ Classification of Documents representing Compound – Subject <b>10 hrs.</b> ➤ Classification of Documents representing Complex Subject and Assigning book number

**References and Further Reading**

1. ગ્રંથાલય સૂચિકરણપ્રયોગ-૧:એએસીઆર-૨.ભાગ:૧.અમદાવાદ:ડો. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી, ૨૦૦૮.
2. ગ્રંથાલય સૂચિકરણપ્રયોગ-૨ : એએસીઆર-૨.અમદાવાદ:ડો.બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી, ૨૦૦૮.
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**Department of Library and Information Science**  
**Veer Narmad South Gujarat University, Surat**  
**Bachelor of Library and Information Science (B.L.I.Sc)**  
**Course (Subject): 104 : Information Technology (Practical)**

<b>Course Code</b>	104
<b>Course Title</b>	<b>Information Technology (Practical)</b>
<b>Credit</b>	4
<b>Total Teaching Hours</b>	40 Hrs.
<b>Effective from</b>	June 2022
<b>Purpose of Course</b>	To develop students' thinking and make them familiar with various information technology theories for the work and management of Library.
<b>Course Objective</b>	To make the students familiarise with knowledge of IT and uses of it in library.
<b>Course Outcomes</b>	CO1: To acquaint students with knowledge of IT. CO2: To make students understand how to use information and technology in various services of library.
<b>Teaching Methodology</b>	Classwork, Discussion, Assignment And Practical
<b>Evaluation Method</b>	Internal Test - 10 Marks, Assignment -5 Marks, Attendants - 5 Marks = 20 Marks University Exam - 50 Marks Total 70 Marks.

**Department of Library and Information Science**  
**Veer Narmad South Gujarat University, Surat**  
**Bachelor of Library and Information Science (B.L.I.Sc)**  
**Course (Subject): 104 : Information Technology (Practical)**

<b>104</b>	<b>Information Technology (Practical)</b>	<b>Total 40 hrs.</b>
<b>Unit - 1</b>	<b>Introduction to Computer &amp; Operating Systems</b> <ul style="list-style-type: none"> <li>➤ Introduction to Computer</li> <li>➤ Computer Introduction</li> <li>➤ Characteristics and limitation of computer</li> <li>➤ Block diagram of computer</li> <li>➤ Input/Output/Storage Devices</li> <li>➤ Use of computers in Library</li> <li>➤ Operating System - Introduction, Functions of OS, Types of OS, Examples of OS</li> </ul>	<b>10 hrs.</b>
<b>Unit - 2</b>	<b>Understand Word Processing</b> <ul style="list-style-type: none"> <li>➤ Formatting text and paragraph</li> <li>➤ Working with tables</li> <li>➤ Bullets and numbering</li> <li>➤ Graphics</li> <li>➤ Hyperlink and bookmark</li> <li>➤ Macro</li> <li>➤ Mail merge</li> <li>➤ Header &amp; Footer</li> <li>➤ Table of content, footnotes, citations and bibliographies</li> </ul>	<b>10 hrs.</b>
<b>Unit – 3</b>	<b>Using Spread Sheets &amp; Presentation Package</b> <b>Using Spread Sheets</b> <ul style="list-style-type: none"> <li>➤ Formatting workbook, Conditional formatting, Working with charts, Data validation, filter.</li> </ul> <b>Functions</b> Mathematical, Statistical, Logical, Counting, Date and Time, Text Functions, Lookup and Reference, D Function, Total and Subtotal function <b>Presentation Package</b> <ul style="list-style-type: none"> <li>➤ Creating and editing slides and objects</li> <li>➤ Custom animation effect</li> <li>➤ Slide transition effect</li> <li>➤ Design templates</li> <li>➤ Running slide show</li> </ul>	<b>10 hrs.</b>
<b>Unit – 4</b>	<b>Introduction to Internet &amp; Communications</b> <b>Introduction to Internet, WWW and Web Browsers</b> <ul style="list-style-type: none"> <li>➤ Concept of Internet</li> <li>➤ Applications of Internet</li> <li>➤ connecting to internet</li> <li>➤ What is ISP</li> <li>➤ Knowing the Internet</li> <li>➤ Basics of internet connectivity related troubleshooting</li> <li>➤ World Wide Web</li> <li>➤ Web Browsing software</li> <li>➤ Search Engines</li> <li>➤ Downloads Files and Photos from Internet</li> </ul>	<b>10 hrs.</b>

	<b>Communications and Collaboration</b> <ul style="list-style-type: none"><li>➤ Basics of electronic mail</li><li>➤ Getting an email account</li><li>➤ Sending and receiving emails</li><li>➤ Accessing sent emails</li><li>➤ Using Emails</li><li>➤ Document collaboration</li><li>➤ Instant Messaging</li></ul>	
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### References and Further Reading

1. Computer Application In Management By Riternde Goel
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3. Computer Application in Management By A.K.Saini
4. Fundamental of Computer ByP.Mohan
5. Information Technology By Sushila Madan
6. Computer Fundamentals By Ashok Arora&SefaliBansal
7. Computer Fundamentals By Arora Ashok and Bansal Shefali (Excel Books)
8. Computer Networks, Andrew s. Tanenbaum
9. ABC of Internet, Dyson–BPB
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**Department of Library and Information Science**  
**Veer Narmad South Gujarat University, Surat**  
**Bachelor of Library and Information Science (B.L.I.Sc)**

**Course (Subject): 105 : Communication and Technical Writing Skill**

<b>Course Code</b>	105
<b>Course Title</b>	<b>Communication and Technical Writing Skill</b>
<b>Credit</b>	4
<b>Total Teaching Hours</b>	40 Hrs.
<b>Effective from</b>	June 2022
<b>Purpose of Course</b>	To inspire and mentor students to develop varied communication skills.
<b>Course Objective</b>	To teach the students the art of business correspondence. To develop written communication skills among students. To cultivate soft skills among students.
<b>Course Specific Outcomes</b>	To develop and refine the student's communication skills in English. To acquaint students with skills and aids for their better professional life.
<b>Course Outcomes</b>	To develop a deep understanding of the fundamentals of communication and to improve communication skills.
<b>Teaching Methodology</b>	Classwork, Discussion, Assignment And Practical
<b>Evaluation Method</b>	Internal Test - 10 Marks, Assignment -5 Marks, Attendants - 5 Marks = 20 Marks University Exam - 50 Marks Total 70 Marks.

**Department of Library and Information Science**  
**Veer Narmad South Gujarat University, Surat**  
**Bachelor of Library and Information Science (B.L.I.Sc)**  
**Course (Subject): 105 : Communication and Technical Writing Skill**

<b>105</b>	<b>Communication and Technical Writing Skill</b>	<b>Total 40 hrs.</b>
<b>Unit - 1</b>	<b>English Grammar</b> <ul style="list-style-type: none"> <li>➤ Tenses</li> <li>➤ Conjunctions</li> <li>➤ Prepositions</li> <li>➤ Voices (Active &amp; Passive)</li> <li>➤ Speeches (Direct &amp; Indirect)</li> <li>➤ Punctuations</li> <li>➤ Model Auxiliaries</li> </ul>	<b>10 hrs.</b>
<b>Unit - 2</b>	<b>Understanding of Communication</b> <ul style="list-style-type: none"> <li>➤ Definitions, Process, Importance and Benefits</li> <li>➤ Types, Characterise, Mode of Communications</li> <li>➤ Role of Verbal and non-verbal Communication</li> <li>➤ Barriers to Effective Communication, overcoming barriers</li> </ul>	<b>10 hrs.</b>
<b>Unit - 3</b>	<b>Written Correspondence</b> <ul style="list-style-type: none"> <li>➤ Business letter, Order letter, Reminder Letter, Employment Communication (Library Related)</li> <li>➤ Resume, Writing Resume/CV &amp; Cover Letters</li> <li>➤ Email Effective Communication</li> </ul>	<b>10 hrs.</b>
<b>Unit - 4</b>	<b>Practical Communication</b> <ul style="list-style-type: none"> <li>➤ Role Play (Self Introduction), Group Discussion, Group activities</li> <li>➤ Brain Storming, Audio-Visual Material Course Content</li> <li>➤ Assignment Presentation (PPT)</li> </ul>	<b>10 hrs.</b>

**References and Further Reading**

1. *Interactive English* : Macmillan
2. *Essential English for Indian Learners: Foundation* : Macmillan
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**Department of Library and Information Science**  
**Veer Narmad South Gujarat University, Surat**  
**Bachelor of Library and Information Science (B.L.I.Sc)**  
**Course (Subject): 106 : Information Sources & Services (Theory)**

<b>Course code</b>	106
<b>Course Title</b>	<b>Information Sources &amp; Services (Theory)</b>
<b>Credit</b>	4
<b>Total Teaching Hours</b>	40 Hrs.
<b>Effective from</b>	June 2022
<b>Purpose of Course</b>	To make students familiar with the use of information sources and services and provide services to the library users.
<b>Course Objective</b>	To make students fully aware of various sources of information.
<b>Course Outcomes</b>	CO1: To familiarise students with use of information sources and services CO2: To make students understand how to provide information and Services with its use. CO3: To acquaint students with Knowledge of information sources and Services.
<b>Teaching Methodology</b>	Classwork, Discussion And Assignment
Evaluation Method	Internal Test - 10 Marks, Assignment -5 Marks, Attendants - 5 Marks = 20 Marks University Exam - 50 Marks Total 70 Marks.

**Department of Library and Information Science**  
**Veer Narmad South Gujarat University, Surat**  
**Bachelor of Library and Information Science (B.L.I.Sc)**  
**Course (Subject): 106 : Information Sources & Services (Theory)**

<b>106</b>	<b>Information Sources &amp; Services (Theory)</b>	<b>Total 40 hrs.</b>
<b>Unit - 1</b>	<b>Information Sources</b> <ul style="list-style-type: none"> <li>➤ Meaning, Definition, Nature, Characteristics and Utility</li> <li>➤ Documentary Information Sources : Print and Electronic: Primary, Secondary and Tertiary</li> <li>➤ Non Documentary Information Sources: Human and Institutional Internet as a source of Information</li> </ul>	<b>10 hrs.</b>
<b>Unit - 2</b>	<b>Document Services</b> <ul style="list-style-type: none"> <li>➤ Abstracting, Indexing, Translation, Reprography, Alternate Services, Current Awareness Service &amp; SDI Service – Explain this Services</li> </ul> <b>Indexing System</b> <ul style="list-style-type: none"> <li>➤ PRECIS, POPSI, KWIC, KWAC, KWOC, UNITERM</li> </ul>	<b>10 hrs.</b>
<b>Unit - 3</b>	<b>Types of Reference Tools:</b> <ul style="list-style-type: none"> <li>➤ Encyclopaedia, Dictionary, Directories, Year Books, Hand Books, Manuals, Almanacs, Geographical Sources, Bibliographical Sources, Current Reference Sources, Online Sources</li> </ul>	<b>10 hrs.</b>
<b>Unit - 4</b>	<b>Practical :</b> <ul style="list-style-type: none"> <li>➤ News Paper Clipping</li> <li>➤ Prepare the Bibliography</li> <li>➤ Review of Articles of Newspaper/Journal/Magazine</li> <li>➤ Book Review (Writing &amp; Oral)</li> <li>➤ Clipping for various articles (sports. Literature, Economy, Budget)</li> <li>➤ Indexing</li> </ul>	<b>10 hrs.</b>

**References and Further Reading**

1. ગ્રંથાલય વર્ગીકરણ પ્રયોગ-૧ થી ૨. : ડયૂઈ ડેસિમલ ક્લાસિફિકેશન (૧૯મી આવૃત્તિ). અમદાવાદ:ડો.બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી, ૨૦૦૮.
2. પંડ્યા, લતા અને છગનલાલ ભૈયા. ડયૂઈ દશાંશ વર્ગીકરણ પ્રત્યક્ષકાર્ય : આવૃત્તિ ૧૯(૧૯૭૯) અનુસાર. અમદાવાદ: પાર્શ્વ પ્રકાશન, ૨૦૧૦.
3. ભાવસાર, કિરીટ. ડીડીસી-૧૯. અમદાવાદ: પાર્શ્વ પબ્લિકેશન, ૧૯૯૭.
4. ભૈયા, છગનલાલ મથુરદાસ (અનુ.). ડયૂઈ દશાંશ વર્ગીકરણ અને સાપેક્ષ સૂચિ. અમદાવાદ: ગૂર્જર ગ્રંથરત્નકાર્યાલય, ૧૯૮૯.
5. Dhyani, Pushpa. Dhyani's Guide to DDC. New Delhi: Metropolitan Book Company, 1985.
6. Dhyani, Pushpa. Working with DDC: (19<sup>th</sup> and 20<sup>th</sup>) New Delhi: Vikas Publishing, 1994.
7. Gautam, J.N. and Singh, Niranjana. DDC: Practical Analysis (Ed. 19<sup>th</sup> and 20<sup>th</sup>). Agra: Y.K. Publishers, 1996.
8. Gautam, J.N. and Singh, Niranjana. DDC: Practical Analysis (Ed. 19<sup>th</sup> and 20<sup>th</sup>). Agra: Y.K. Publishers, 1996.

# **Syllabus**

**Master of Library & Information Science  
(M.L.I.Sc)  
(Semester-1)**

**Implemented from Academic year 2022-  
2023**

**Department of Library & Information  
Science**

**Veer Narmad South Gujarat University,  
Surat**

**Udhna Magdalla Road,  
Surat – 395007, Gujarat (India)**

## Master of Library and Information Science - SEM-I

Course Code	Title of the paper	Duration of Exam.	Examination Marks			Course Credit	Total Teaching Hours
			External Marks	Internal Marks	Total Marks		
301	Information & Communication	2 Hours	50	20	70	4	40
302	Research Methodology	2 Hours	50	20	70	4	40
303	Information Analysis Repackaging	2 Hours	50	20	70	4	40
304	Information Technology- Application & Theory -1	2 Hours	50	20	70	4	40
305	Information Technology- Application & Theory -2	2 Hours	50	20	70	4	40
306	Information Technology Application – Practical	2 Hours	50	20	70	4	40
			300	120		24	

Note :

(1) Paper 306: Information Technology Application – Practical (SOUL, KOHA, Open Source Software-- Practical) is on practical base which is taken in computer laboratory and evaluation by paper setter or chairman of the paper.

**Department of Library and Information Science**  
**Veer Narmad South Gujarat University, Surat**  
**Master of Library and Information Science (M.L.I.Sc)**

<b>Name of Program</b>	Master of Library and Information Science
<b>Abbreviation</b>	M.L.I.Sc
<b>Duration</b>	2-Semester (1 Year)
<b>Eligibility Criteria</b>	B.L.I.Sc
<b>Medium of Instruction</b>	Gujarati
<b>Program Structure</b>	Semester 1
<b>Objective of Programme</b>	<p>To equip the students with the advanced professional skills for the management of information knowledge, libraries and information centres, so that they can serve the society through an institution of library and information centre or through consultancy of the institutional objectives. To achieve the above objectives of the Programme, it needs to realize the following:</p> <ul style="list-style-type: none"> <li>(a) To educate the students to respond to the changing information needs of society.</li> <li>(b) To give the students an understanding of the basic principles and theories of Library and Information Science.</li> <li>(c) To develop proficiencies and abilities of students essential for management of libraries and information systems.</li> <li>(d) To enable the students to understand the role of libraries and information centres in socio-economic development of the society.</li> <li>(e) To acquaint the students with information and communication technology and its applications in libraries and information centres.</li> </ul>
<b>The Programme Outcome</b>	<p>PO1: Fundamental Knowledge Enrichment of Library Science  To aware students with various libraries, its services and rules of various libraries.</p> <p>PO2: Critical Thinking Development</p>

	<p>To develops critical thinking, problem-solving, evaluative learning of various techniques in libraries, and understanding the essence of the problem. PO3: Awareness of the Information and Technology and e-resources To familiarise students with methodologies for the identification, analysis, organization, evaluation, presentation and dissemination of information in the context of different types of information services and for the different user groups.</p> <p>PO4: Awareness of Research Work</p> <p>To help students to have a better understanding of the ideas of research.</p>
<p><b>Program Specific Outcomes</b></p>	<p>PSO1: Integrate theory with practice</p> <p>PSO2: Analysed information needs to create solutions by applying a variety of tools and technologies</p> <p>PSO3: Ensure the organization, accessibility, and management of library and information resources</p> <p>PSO4: Create dynamic ways for a variety of users to interact with resources</p>

<b>Course Code</b>	301
<b>Course Title</b>	<b>Information and Communication</b>
<b>Credit</b>	4
<b>Total Teaching hours</b>	40 Hrs.
<b>Purpose of Course</b>	<p>This empowers the departments of LIS to maintain their curriculum dynamic and perpetuating by interpolating the subjects of interest to professionals needs.</p> <p>The LIS being an interdisciplinary subject is finding applications in different subject fields like Commerce, business, industries, health science and technology social studies and so on. The library should also provide for a good collection of reference sources and tools (both in print and electronics media) of all varieties to acquaint streams students with sufficient knowledge of their needs.</p>
<b>Course Objective</b>	To understand the structure and department of the specific subjects/discipline and to prepare specialized professional manpower in the subject/discipline for handing information communication related activities.
<b>Course Outcomes</b>	<p>CO1: To introduce students to information and communication</p> <p>CO2: To make students familiar with the information and communication.</p> <p>CO3: To develop students' critical comprehension of any kind of information. As well as communication work.</p>
<b>Teaching Methodology</b>	Classwork, Discussion, Assignment and Practical Work.
<b>Evaluation Method</b>	<p>Internal Test - 10 Marks, Assignment -5 Marks, Attendants - 5 Marks = 20 Marks</p> <p>University Exam - 50 Marks</p> <p>Total 70 Marks.</p>

**Department of Library and Information Science**

**Veer Narmad South Gujarat University, Surat**

**Master of Library and Information Science (M.L.I.Sc)**

**Course (Subject): 301 : Information and Communication**

<b>301</b>	<b>Information and Communication</b>	<b>Total 40 hrs</b>
<b>Unit - 1</b>	<p><b>Information and Communication</b></p> <ul style="list-style-type: none"> <li>➤ Information: characteristics, Nature, Value and Use of Information</li> <li>➤ Conceptual difference between data, Information and Knowledge</li> <li>➤ Communication of Information: Information generation</li> <li>➤ Communication Channels, models and barriers</li> <li>➤ Trends in Scientific Communication</li> <li>➤ Introduction of Blog Literature</li> </ul> <p><b>Information Science</b></p> <ul style="list-style-type: none"> <li>➤ Definition, Scope and Objectives</li> <li>➤ Information Science as a disciplines and its relationship with other subjects</li> </ul>	<b>10 hrs.</b>
<b>Unit-2</b>	<p><b>Library, Information and Society</b></p> <ul style="list-style-type: none"> <li>➤ Genesis and Characteristics and Implications of Information Society</li> <li>➤ Changing Role of Library and Information Centres in Society</li> <li>➤ Information Industry-Generators, Providers and Intermediaries</li> <li>➤ Intellectual Property Act,</li> <li>➤ Concept of Freedom, Censorship, data Security and Fair use</li> <li>➤ Policies relating to information, Right to Information including Science and Technology, Education</li> <li>➤ International and National Programmes and Policies (NAPLIS) IT and Library UAP, UBC</li> <li>➤ Identification of Information needs and Information Use.</li> </ul>	<b>10 hrs.</b>
<b>Unit-3</b>	<p><b>Economics of Information</b></p> <ul style="list-style-type: none"> <li>➤ Information as an Economic Resource: Information Economics</li> <li>➤ Economics Information: Micro and Macro</li> <li>➤ Information Economy</li> <li>➤ Knowledge Economy : Characteristics of Knowledge Economy</li> <li>➤ Indian Economy and Workforce</li> <li>➤ Economics of Information System and Services</li> <li>➤ Economics of Information in Library and Information Science</li> <li>➤ Information Marketing</li> <li>➤ Economic Models: Machkup's Analysis, Emaseo's Analysis and Porat's Analysis</li> </ul>	<b>10 hrs.</b>
<b>Unit-4</b>	<p><b>Information Management</b></p> <ul style="list-style-type: none"> <li>➤ Acquisition and Creation of Information</li> <li>➤ Analysis and Interpretation of Information</li> <li>➤ Organization and storage of Information</li> <li>➤ Information Access and Dissemination</li> </ul> <p><b>Knowledge Management</b></p> <ul style="list-style-type: none"> <li>➤ Knowledge Management: Origin, Definition, Need, Types, Classes, Categories, Application, Skill, Characteristics, Elements.</li> <li>➤ Modes of Knowledge Conversion</li> <li>➤ Process of Knowledge Management</li> <li>➤ Knowledge Management Versus Information Management</li> <li>➤ Knowledge Management and Library Information Science</li> <li>➤ The Knowledge Sharing Process and Barriers</li> </ul>	<b>10 hrs.</b>

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### References and Further Reading

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- 2) ચારણ, શિવદાનભાઈ. માહિતીપ્રક્રિયા અને પધ્ધતિઓ. અમદાવાદ: પાર્શ્વપ્રકાશન, ૧૯૮૭.
- 3) ચૌધરી, ભરત એમ. માહિતીનું અર્થશાસ્ત્ર : ગ્રંથાલય અને માહિતી કેન્દ્રોના પરિપ્રેક્ષમાં. અમદાવાદ : પાર્શ્વપબ્લીકેશન. ૨૦૧૦.
- 4) માહિતી પ્રત્યાયન અને સમાજ. (MLI-101 part-1). ડો.બાબાસાહેબ ઓપન યુનિવર્સિટી, ૨૦૦૬.
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- 12) શમા, બી.કે. એવમ ઠાકુર, યુ.એમ. પુસ્તકાલય, સુચના વિજ્ઞાન એવમ સુચના પ્રોઘોગિકી:વિવેચનાત્મક અધ્યાયન. ભાગ ૧ અને ૨. આગરા: વાઈ.કે. પબ્લીશર્સ, ૨૦૦૮.
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<b>Course Code</b>	302
<b>Course Title</b>	Research Methodology
<b>Credit</b>	4
<b>Total Teaching hours</b>	40 Hrs.
<b>Purpose of Course</b>	To make students familiar with the use of research methods for research work.
<b>Course Objective</b>	To understand and articulate the role and importance of research in Library and Information Science. To introduce the different methods and techniques of research. To develop research reporting skills. To identify and discuss ethical issues related to research.
<b>Course Outcomes</b>	CO1: To familiarise students with use of research methods and statistical techniques. CO2: To make students understand how to provide research information. CO3: To acquaint students with Knowledge research work.
<b>Teaching Methodology</b>	Classwork, Discussion, Assignment and Practical Work.
<b>Evaluation Method</b>	Internal Test - 10 Marks, Assignment -5 Marks, Attendants - 5 Marks = 20 Marks University Exam - 50 Marks Total 70 Marks.

**Department of Library and Information Science**  
**Veer Narmad South Gujarat University, Surat**  
**Master of Library and Information Science (M.L.I.Sc)**  
**Course (Subject): 302 : Research Methodology**

<b>302</b>	<b>Research Methodology</b>	<b>Total 40 hrs</b>
<b>UNIT 1</b>	<p style="text-align: center;"><b>NATURE AND SCOPE SOCIAL SCIENCE RESEARCH</b></p> <p>Nature and scope of Social Science research, Types of research, Steps of research process, Criteria in Social Research, Research Design, Review of Literature</p>	<b>10 hrs</b>
<b>UNIT 2</b>	<p style="text-align: center;"><b>TYPE OF DATA AND SCALE OF MEASUREMENTS</b></p> <p>Types of Data: Primary and Secondary Data, Source of Secondary data in India, Cross sectional data, Time series data, Panel data, Quantitative data and Qualitative data, Scale of Measurement: Ratio scale, Interval scale, Nominal scale, Ordinal scale (Likert scale)</p>	<b>10 hrs</b>
<b>UNIT 3</b>	<p style="text-align: center;"><b>QUALITATIVE &amp; QUANTITATIVE DATA COLLECTION</b></p> <p>Methods for primary data collection: Interview methods (personal interview, long interview, in-depth interview), Observation method (Direct observation, Indirect observation), Group discussion (focus group, peer group) method, Questionnaire method (Steps for preparing questionnaire)</p>	<b>10 hrs</b>
<b>UNIT 4</b>	<p style="text-align: center;"><b>SAMPLING TECHNIQUES &amp; WRITING A RESEARCH REPORT</b></p> <p>Population and sample, Probabilistic sample: (a) Simple random sample (b) Systematic random sample (c) Stratified sample (d) Cluster sample (e) Multistage cluster, Non-probabilistic sample: (a) Quota sample (b) Convenience sample (c) Judgmental sample (d) Snow-ball sample, Steps of writing a good research report, Writing a research proposal ,Preparing a bibliography (APA style and MLA style): Citation, foot-note, end-note</p>	<b>10 hrs</b>

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- 2) Beri G.C. (2004), Marketing Research (3<sup>rd</sup> Ed.); Tata McGraw-Hill Publishing Company Ltd, New Delhi.
- 3) Bryman Alan (2012), Social Research Methods (4th Ed), Oxford University, Press, New York
- 4) Bryman Alan; Bell Emma (2007), Business Research Methods (2<sup>nd</sup> Ed.); Oxford University Press, New York.
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- 8) Kothari C.R. (2004), Research Methodology: Methods & Techniques (2<sup>nd</sup> Ed.); New Age International Pvt. Ltd, New Delhi.
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- 15) Shah A G and Dave J K (2007), *Samajik Sansodhan Padhhatio* (Social Research Methods), Anada Prakashan, Ahmedabad
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- 19) Tripathi P.C.(2003), A Textbook of Research Methodology in social sciences (4<sup>th</sup> Ed.); Sultan Chand & Sons, New Delhi.
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- 21) William M.K. (2003), Research Methodology (2nd Ed.); Biztantra, New Delhi.
- 22) Zikmund William G. (2004), Business Research Methods (7<sup>th</sup> Ed.); Thomson Asia Pvt. Ltd, Singapore.

<b>Course Code</b>	303
<b>Course Title</b>	Information Analysis and Repackaging
<b>Credit</b>	4
<b>Total Teaching Hours</b>	40 Hrs.
<b>Purpose of Course</b>	To familiarise with advanced information processing techniques. To develop capability in retrieving information by applying different search technique.
<b>Course Objective</b>	The stored data may be required for filtering for specific information, retrieval of information and other necessary manipulations as and when required.
<b>Course Outcomes</b>	CO1: To make students understand the theoretical an idea for the information analysis, repackaging and consolidation and retrieval CO2: To familiarise students with the information retrieval CO3: To develop students for analysis, repackaging, consolidation and retrieval of information
<b>Teaching Methodology</b>	Classwork, Discussion, Assignment and Practical Work.
<b>Evaluation Method</b>	Internal Test - 10 Marks, Assignment -5 Marks, Attendants - 5 Marks = 20 Marks University Exam - 50 Marks Total 70 Marks.

**Department of Library and Information Science**  
**Veer Narmad South Gujarat University, Surat**  
**Master of Library and Information Science (M.L.I.Sc)**  
**Course (Subject): 303 : Information Analysis Repackaging**

<b>303</b>	<b>Information Analysis and Repackaging</b>	<b>40 Hrs.</b>
<b>Unit 1</b>	<b>Repackaging and Consolidation</b> <ul style="list-style-type: none"> <li>➤ History, Definition and meaning of Information Analysis Repackaging and Consociation</li> <li>➤ Objective, Importance, and Use of Repackaging</li> <li>➤ User's study – Methods including Digital Users</li> <li>➤ User study of Information Consolidation – products (Portion to be covered to be products, tube content and alike products)</li> </ul>	<b>10Hrs.</b>
<b>Unit 2</b>	<b>Methodology for the preparation of Information Product</b> <ul style="list-style-type: none"> <li>➤ Methodology for Information Consolidation</li> <li>➤ Understanding of subjects, Information Requirement</li> </ul> <b>Abstracting – Types and guidelines in Preparing abstract</b> <ul style="list-style-type: none"> <li>➤ Method and stage of Abstracting</li> <li>➤ Types of Abstracting</li> <li>➤ Characteristics and Qualities of Good Abstracts</li> </ul>	<b>10 Hrs.</b>
<b>Unit 3</b>	<b>Preparation of Information Product</b> <ul style="list-style-type: none"> <li>➤ Methodology for Information Product</li> <li>➤ Handbook, News Letter, Review : State of Art Report</li> <li>➤ Trend Report , Technical Digest</li> </ul>	<b>10 Hrs.</b>
<b>Unit 4</b>	<b>Principles and Practice of Indexing System</b> <ul style="list-style-type: none"> <li>➤ Types and Characterises of Indexing Language</li> <li>➤ Vocabulary Control and Tools of Vocabulary Control</li> <li>➤ Structure and Construction of an IR Thesaurus</li> <li>➤ Trends in Automatic Indexing</li> </ul>	<b>10 Hrs.</b>

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**Reference:**

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<b>Course Code</b>	304
<b>Course Title</b>	<b>Information Technology: Application &amp; Theory-1</b>
<b>Credit</b>	4
<b>Total Teaching hours</b>	40 Hrs.
<b>Purpose of Course</b>	Library is a social organization. To give the knowledge of different types of libraries and laws of libraries. To provide the information of UGC and role of the library in the society.
<b>Course Objective</b>	<p>To acquaint the students with the basic concept of computers and networks.</p> <p>To understand various aspects of library automation.</p> <p>To develop skills in using computers and communication technologies.</p> <p>To identify major issues in development of new technology in libraries, such as the digital virtual libraries, and discuss their implications.</p> <p>To identify major applications of technology in libraries and information centre and issues affecting their implementation.</p> <p>To familiarise with the standard with library networking.</p>
<b>Course Outcomes</b>	<p>CO1: To understand the issues and technology involved in Library automation.</p> <p>CO2: To plan and design automated Library systems.</p> <p>CO3: To Plan and implement Online and CD-ROM based library services.</p>
<b>Teaching Methodology</b>	Classwork, Discussion, Assignment and Practical Work.
<b>Evaluation Method</b>	<p>Internal Test - 10 Marks, Assignment -5 Marks, Attendants - 5 Marks = 20 Marks</p> <p>University Exam - 50 Marks</p> <p>Total 70 Marks.</p>

**Department of Library and Information Science**

**Veer Narmad South Gujarat University, Surat**

**Master of Library and Information Science (M.L.I.Sc)**

**Course (Subject): 304 : Information Technology- Application & Theory -1**

<b>304</b>	<b>Information Technology Application &amp; Theory – 1</b>	<b>40 Hrs.</b>
<b>Unit 1</b>	<b>Information Technology</b> <ul style="list-style-type: none"><li>➤ Definition, Needs, scope and Objectives</li><li>➤ Historical Development of Computers</li><li>➤ Generation of Computer</li><li>➤ Classification of Computers</li></ul>	<b>10 Hrs.</b>
<b>Unit 2</b>	<b>Communication Technology</b> <ul style="list-style-type: none"><li>➤ Fundamental of Telecommunication Technology : Media, Mode and Components</li><li>➤ Types and Topology of Networks – LAN, WAN and MAN, BUS, STAR, RING and Token Ring</li><li>➤ Network Media, UTP Optical Fiber, Ethernet, Networking Interface Card, Hubs, Routers, Modem</li></ul>	<b>10 Hrs.</b>
<b>Unit 3</b>	<b>Internet and Intranet</b> <ul style="list-style-type: none"><li>➤ Basic features and tools</li><li>➤ Network base Information service</li><li>➤ Connectivity: Dialup, Leased Lines, ISDN, Digital Subscriber Lines</li><li>➤ Email, SMTP, Wireless, Send Mail, POP3 CK</li><li>➤ Protocols – FTP, HTTP</li><li>➤ Web Serves, Web tools, Information Search Engines</li><li>➤ Internet Security</li><li>➤ Teleconferencing, Tele-facsimile, Teletext, Videotext</li><li>➤ Networking Sites – Facebook, Twitter, Orkut, Google+</li></ul>	<b>10 Hrs.</b>
<b>Unit 4</b>	<b>Web Applications</b> <ul style="list-style-type: none"><li>➤ Web 1.0, Web 2.0, Sematic Web</li><li>➤ Web 2.0 – Tools and Applications – Blogs, Wiki, YouTube etc.</li></ul> <b>Designing of Websites &amp; Portals</b> <ul style="list-style-type: none"><li>➤ Application and Tools of Website/Portal Design</li><li>➤ CMS - Joomla/Drupal/Wardress etc.</li><li>➤ CMS – Features, Advantages and Comparison</li></ul>	<b>10 Hrs.</b>

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**Reference:**

1. માહિતી પ્રત્યાયન ટેકનોલોજી : પ્રયોજનનાઓ, (MLII-104, Part-I) અમદાવાદ: ડો. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી , 2006
2. માહિતી પ્રત્યાયન ટેકનોલોજી : પ્રયોજનનાઓ, (MLII-104, Part-II) અમદાવાદ: ડો. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી , 2006
3. સી. લાલ. ગ્રંથાલય એવમ આધુનિક પ્રૌદ્યોગિકી નઈ દિલ્હી : એસ. એસ. પબ્લિકેશન, 2009
4. G.Devrajan and and Ravindra Asari k. Information Technology and Library Automation. New Delhi: Ess Ess Publication, 2014.
5. Khan, Javed. Information and Communication Technology. New Delhi: Ess Ess Publication, 2014.
6. Kumar, P.S.G. Information Technology Applications: Theory and Practice. New Delhi: B. R. Publishing Corporation, 2004
7. Bayross.Web Enable Commercial Application Development Using HTML, DHTML, JavaScript, Pearl CGI, BPB Publication, 2000
8. Chirs Bates, Web Programming , New York: John Willey, 2<sup>nd</sup> Edition
9. E.V. Kumar and S.V. Subramanyam. Wen Services. New Delhi:Tata Mc Graw Hill, 2004
10. G. Buczek. ASP.NET Developers Guide, TMH, 2002
11. Gopalan, N. P. and Akilandeswari J. Web Technology: Developer's perspective

<b>Course Code</b>	305
<b>Course Title</b>	<b>Information Technology- Application &amp; Theory -2</b>
<b>Credit</b>	4
<b>Total Teaching Hours</b>	40 Hrs.
<b>Purpose of Course</b>	The course emphasizes intensive as well as extensive practical knowledge on the use of IT applied to library and information science.
<b>Course Objective</b>	Students get themselves acquainted with the various data security and networking protocols required in library.
<b>Course Outcome</b>	CO1: This course helps in understanding the various working and functions of computer systems at an advanced level along with the required tools necessary for library. CO2: automation and dealing with various multimedia data that are commonly used. CO3: The hands-on approach so that students do not face any issues in Library automation.
<b>Teaching Methodology</b>	Classwork, Discussion, Assignment and Practical Work.
<b>Evaluation Method</b>	Internal Test - 10 Marks, Assignment -5 Marks, Attendants - 5 Marks = 20 Marks University Exam - 50 Marks Total 70 Marks.

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**Course (Subject): 305 : Information Technology- Application & Theory -2**

<b>305</b>	<b>Information Technology Application &amp; Theory – 2</b>	<b>40 Hrs.</b>
<b>Unit 1</b>	<b>Library Automation</b> <ul style="list-style-type: none"><li>➤ Planning of Implementation of library automation</li><li>➤ Concept of Library Automation</li><li>➤ Networks – Definition, Need</li></ul> <b>Library Software</b> <ul style="list-style-type: none"><li>➤ Overview of SOUL and KOHA</li><li>➤ Housekeeping Functions- Acquisition Processing, Circulation, Serial Control, OPAC, Library Management</li></ul>	<b>10 Hrs.</b>
<b>Unit 2</b>	<b>Electronic/Digital Information</b> <ul style="list-style-type: none"><li>➤ Meaning and Concept</li><li>➤ Concept, Procedure and Problems of Digitalization</li><li>➤ Input Devices – OCR, Scanners</li><li>➤ Formats : JPEG and GIF/BMP</li><li>➤ Audio Formats: MPEG, MP3 and WAV</li></ul> <b>E- Document</b> <ul style="list-style-type: none"><li>➤ Concept of E-Books</li><li>➤ Concept of E-Journals</li></ul> <b>Government Digital Information Management</b> <b>Impact of Libraries and Information Centres and Users</b>	<b>10 Hrs</b>
<b>Unit 3</b>	<b>Digital Libraries</b> <ul style="list-style-type: none"><li>➤ Genesis, Definition, Objectives and Scope</li><li>➤ Image Formats and Audio Formation</li><li>➤ Storage Media Formats – 180-9660 DVD</li><li>➤ Software and Hardware - OCR, Image Editing Software</li><li>➤ Input Capture Devices</li><li>➤ Meta Data, Data Mining and Data Warehousing</li><li>➤ World Wide Web Consortium</li></ul>	<b>10 Hrs.</b>
<b>Unit 4</b>	Artificial Intelligence and Expert Systems (With reference to Library and Information Science)	<b>10 Hrs.</b>

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**Reference:**

12. માહિતી પ્રત્યાયન ટેકનોલોજી : પ્રયોજનતાઓ, (MLII-104, Part-I) અમદાવાદ: ડો. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી , 2006
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15. G.Devrajan and and Ravindra Asari k. Information Technology and Library Automation. New Delhi: Ess Ess Publication, 2014.
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17. Kumar, P.S.G. Information Technology Applications: Theory and Practice. New Delhi: B. R. Publishing Corporation, 2004
18. Bayross.Web Enable Commercial Application Development Using HTML, DHTML, JavaScript, Pearl CGI, BPB Publication, 2000
19. Chirs Bates, Web Programming , New York: John Willey, 2<sup>nd</sup> Edition
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23. Shankar Sinh, Information Technology and Library, New Delhi: Ess Ess Publications, 2003.
24. William, Marsterson. Information Technology and the Role of Librarian. U.S.A.: Croom Helen, 1986.
25. Satyanarayan, R. Information Technology and its facets. New Delhi: Manak Publications, 196
26. Iyer,V.K. Information Technology: Tools of Tomorrow, New Delhi : Rajat Publications, 1996.
27. Tiwari, Purushotham. Digital Library, New Delhi: A.P.H.Publication, 1996
28. Verma, Kusum, Digital Library and Information Development. New Delhi: Vista International Publications, 2008.
29. Marcum, Deana, B. Digital Library Development. London: Unlimited Libraries, 2006.
30. Barbara, Kasser. Using the Internet. New Delhi: Prentice Hall of India, 1999.
31. Bavakutty M. Yeern M.C.K. & Muhammed Salih I.K. ,Library Cooperation in a [Networked Wrold, New Delhi: Ess Ess Publication, 2002

<b>Course Code</b>	306
<b>Course Title</b>	<b>Information Technology Application – Practical</b>
<b>Credit</b>	4
<b>Total Teaching Hours</b>	40 Hrs.
<b>Purpose of Course</b>	Library is a social organization. To give the knowledge of different types of libraries and laws of libraries. To provide the information of UGC and role of the library in the society.
<b>Course Objective</b>	<p>To acquaint the students with the basic concept of computers and networks.</p> <p>To provide introduction and difference of Digital Library</p> <p>Knowhow of hardware and software of Digital Library</p> <p>To understand various aspects of library automation.</p> <p>To develop skills in using computers and communication technologies.</p> <p>To identify major issues in development of new technology in libraries, such as the digital virtual libraries, and discuss their implications.</p> <p>To identify major applications of technology in libraries and information centre and issues affecting their implementation.</p> <p>To familiarise with the standard with library networking.</p>
<b>Course Outcome</b>	<p>CO1: To understand the issues and technology involved in Library Automation.</p> <p>CO2: To plan and design automated Library systems.</p> <p>CO3: To Plan and implement Online software based library services.</p>
<b>Teaching Methodology</b>	Classwork, Discussion, Assignment and Practical Work.
<b>Evaluation Method</b>	<p>Internal Test - 10 Marks, Assignment -5 Marks, Attendants - 5 Marks = 20 Marks</p> <p>University Exam - 50 Marks</p> <p>Total 70 Marks.</p>

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**Course (Subject): 306 : Information Technology Application – Practical**

<b>305</b>	<b>Information Technology Application – Practical</b>	<b>40 hrs.</b>
<b>Unit - 1</b>	<b>Application of Data Communication</b> <ul style="list-style-type: none"><li>➤ Information Search and Retrieval</li><li>➤ Information Transmission and Multimedia</li></ul>	<b>10 hrs.</b>
<b>Unit - 2</b>	<b>Networking Types, Topology and Techniques</b> <ul style="list-style-type: none"><li>➤ Types of Network: LAN, MAN, WAN, Internet, VPN</li><li>➤ Network Topologies: BUS, RING, STAR, MESH and Hybrid</li><li>➤ Switching Technology: Circuit, Message and Packet</li></ul>	<b>10 hrs.</b>
<b>Unit - 3</b>	<b>Library Automation and Networking</b> <ul style="list-style-type: none"><li>➤ Overview of SOUL and KOHA</li><li>➤ Housekeeping function – Acquisition, Processing, Circulation and Serial Control</li><li>➤ OPAC, WEBOPAC and Library Management</li></ul>	<b>10 hrs.</b>
<b>Unit - 4</b>	<b>Overview of Tools And Technics</b> <ul style="list-style-type: none"><li>➤ ZOTERO, MENDELIIY and Plagiarism Web Application</li><li>➤ WEB 1.O, WEB 2.O, Semantic WEB</li><li>➤ Networking Sites</li><li>➤ Website Design</li></ul> <b>Mark-up Language</b> <ul style="list-style-type: none"><li>➤ HTML, DHTML, XML, Syntax and Common Text</li></ul>	<b>10 hrs.</b>

**Reference:**

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2. માહિતી પ્રત્યાયન ટેકનોલોજી: પ્રયોજિતતાઓ. અમદાવાદ. ડૉ.બાબાસાહેબ આંબેડકર ઓપેન યુનિવર્સિટી ૨૦૦૬
3. સી.લાલ ગ્રંથાલય એવમ આધુનિક પ્રૌદ્યોગિક.નથી દિલ્લી: એસ એસ પબ્લિકેશન, ૨૦૦૮
4. G. Devrajan and ravindran asari k. Information Technology and library Automation.new Delhi: Ess Ess Publication,2014.
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