Programme Project Report (PPR)

Master of Library and Information Sciences

Directorate of Distance Education

NIMS UNIVERSITY RAJASTHAN, JAIPUR

Program Project Report (PPR)

MASTER OF LIBRARY & INFORMATION SCIENCES

1	Degree Awarding Body	Nims University Rajasthan, Jaipur
2	Teaching Institution	Directorate of Distance Education, Nims University Rajasthan, Jaipur
3	Programme Name	Master of Library and Information Sciences
4	Programme Duration	One Year
5	Minimum Eligibility for Programme	BLIS (Bachelor of Library and Information Sciences)
6	Programme Credits	36
7	Qualifications Framework Level	Post Graduate
8	Nature of Target Group of Learners	Adults/ Professional/ In services personnel's/Drop outs/ Home Makers
9	Date of commencement	Academic Year 2018-2019
10	Programme Category: Professional/General	Professional

A. Programme's Mission and Objectives

Mission
To provide affordable higher education for people from all walks of life and build employability for each learner meaningfully to careers.

Programme Objectives

1. The programme Objective is to train library professionals to manage the libraries using Library Management techniques. After learning the fundamentals, for the application of Library and information system and activities, students will learn best practices/techniques of Library and Information Science.

2. The course will familiarize the Learners with concepts of classification, cataloguing, IT skills, management and administration of libraries.

3. The course will keep pace with the changing dimension of the subject, particularly in relation to the application of information technology (IT) in field of Library and Information science.

4. The Program will serve in the Learners the values and attitudes that make them library officer, Knowledge Managers and Librarians.

B. Relevance of Programme with Institution's Mission and Goals

Mission

To provide affordable higher education for people from all walks of life and build employability for each learner meaningfully to careers.

Linkage with Program Mission:

The Nims University mission goals are holistically inherited in this program of Nims University Directorate of Distance Education. This program delivers required theoretical and practical inputs to students that develop creative thinking to make them experts and professionals in the field of library and Information science.

The Nims University has objective of spreading mass education to meet needs of all class of learners.

Adequate counseling is done for the students to assist them to make an informed decision to choose from a range of varied programs offered by the university The students' support services are taking timely feedback to ensure timely response and enhance overall quality standards. In all, the programs offered by Nims University Directorate of Distance education.

C. Nature of Prospective Target Group of Learners

Adults/ Professional Learners/Experienced Professionals

D. Appropriateness of ODL mode for Acquiring Specific Competencies or Skills

The Library and Information science program is designed to impart the knowledge of library management, use the technology to full fill the information need of users, and develop a library as a learning resource centre of organization and make a library as social institution of nation.

 After completion of the course students can seek employment in academic institutions, schools, Govt. and public libraries, news and broadcasting agencies, universities and in private libraries. Students can also work for publishing houses and statistical research centers. Academic librarians work at a university/college level. A degree in library sciences can place you in a faculty role, which is on the same level as many professors. Some experienced librarians work independently as service providers. Common job profiles after completing MLIS include: senior information Analyst, Director/ Head Of information centre, Librarian, Deputy Librarian, Academic Faculty.

E. Instructional Design

Course Curriculum:

University adopts specialized approach where the task involved in course design & development is assigned to professionals in the particular department of the university. A draft with the objectives is prepared. It is evaluated by university who in turn composes a team of experts to have judicious review of the proposed course that it meets the objectives of distance education.

Program Structure

Paper No.	Course Title	Theory/ Practical Exam Marks	Continues Assessment (Internals) Marks	Total Marks	Credit
01.	Information Communication and Society	70	30	100	4
02.	Research Methods and Statical Techniques	70	30	100	4
03.	Information Processing and Retrieval	70	30	100	4
04.	Information Sources System & Services	70	30	100	4
05.	Information Institutes, Products& Services	70	30	100	4
06.	Advance Classification & Cataloguing Practice	70	30	100	4
07.	Academic Library System	70	30	100	4
08.	Preservation and Conservation of Library Materials	70	30	100	4
09.	Application of Information and Communication Technology in Libraries	70	30	100	4
	Total	**630**	**270**	**900**	**36**

Detailed Syllabus is attached as Annex. 1

Programme Duration:

The programme duration of MLIS program is one year.

Study Materials

The study material is developed in self-learning (SLM) format by both the internal and external experts on the guidelines laid down by the statutory body. The Nims University follow a 5 step systematic process with following key process areas - Analysis, Design, Development, Implementation, and Evaluation.

1. Analysis: Define overall goals, scope and feasibility.
2. Design: This stage covers – identifying student profile, defining course objectives, defining course structure and design.
3. Development Module: Developing modules and units, SME review and production of instruction. This covers the areas of interactive text, language levels, self-assessment activities, and other features to improve communication and pedagogy.
4. Implementation: Conducting the course.
5. Evaluation: Evaluating success and collecting data.

Faculty and Support Staff Requirements

Associate Professor – 1

Supporting Staff – Will be provided by the Directorate of Distance Education (DDE).

Instructional Delivery Mechanism and Instruction Media

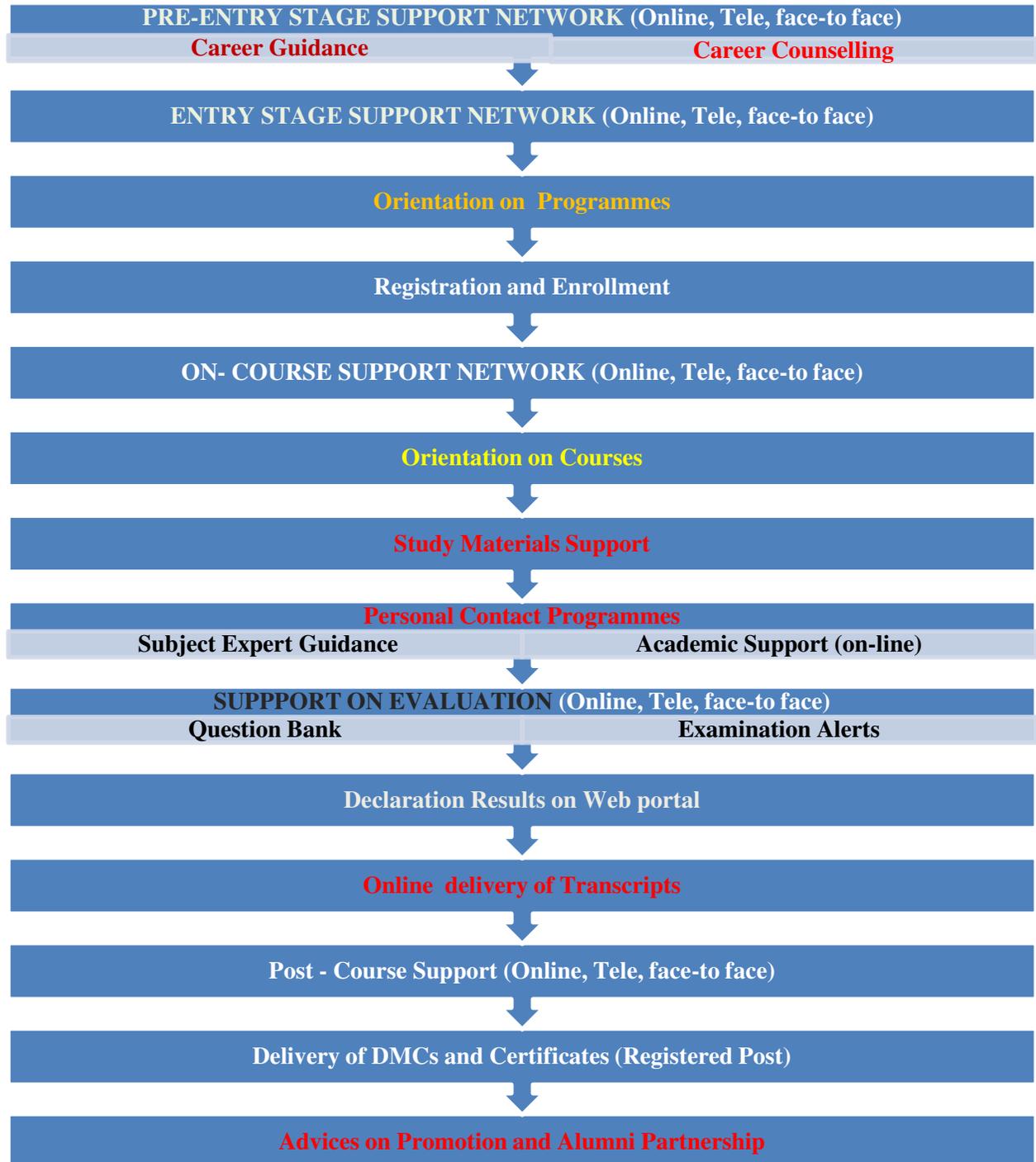The following media is used for delivery of instruction for this programme:

S. No.	Media
1.	Print Material
2.	PPT
3.	Assignments
4.	Audio/Video programs
5.	Online materials/resources
6.	Computer conferencing
7.	Video conferencing
8.	Recorded lectures on the website
9.	CD- ROMs /DVDs
10.	Interactive Teleconferencing

Student Support Service Systems

At NIMS, learner support system is hassle- free, meaningful, and adventurous. Distance learners enrich their educational experiences with the support of meaningful interactions with academic counsellors. At the onset, we provide career counselling. In the next stage, learners get academic counselling in terms of programme orientation, pointers on syllabi and schemes. Distance learners are supported at NIMS to practice self-regulated learning strategies. A major portion of our academic programmes are supported

with Personal Contact Programs (PCP). Finally our learners now get to choose the time, place and pace of learning.

The Nims University follows the following flow chart for student support services:

PRE-ENTRY STAGE SUPPORT NETWORK (Online, Tele, face-to face)

Career Guidance	Career Counselling

ENTRY STAGE SUPPORT NETWORK (Online, Tele, face-to face)

Orientation on Programmes

Registration and Enrollment

ON- COURSE SUPPORT NETWORK (Online, Tele, face-to face)

Orientation on Courses

Study Materials Support

Personal Contact Programmes

Subject Expert Guidance	Academic Support (on-line)

SUPPPORT ON EVALUATION (Online, Tele, face-to face)

Question Bank	Examination Alerts

Declaration Results on Web portal

Online delivery of Transcripts

Post - Course Support (Online, Tele, face-to face)

Delivery of DMCs and Certificates (Registered Post)

Advices on Promotion and Alumni Partnership

F. Procedure for Admissions, Curriculum Transactions and Evaluation

- ➢ The University will notify Academic Calendar of Programs/Courses in newspaper and on University website.
- ➢ Admission to all the programmes is through notification in newspaper and on University website.
- ➢ Admission process is online.

2. Eligibility : BLIS (Bachelor of Library and Information Sciences)

3. Fee Structure: 10000/-

Curriculum Transactions

The curriculum to distance learners is delivered through printed Self Learning Materials (SLMs), face to face tutorials and counselling, work books, assignments, audio/video programmes, video conferencing and interactive teleconferencing etc.

Evaluation

The evaluation system followed in institution includes both the Term End Examination (TEE) and Continuous Evaluation.

Method of Evaluation for each Programme

Programme	Continuous Evaluation	Weightage in overall assessment	Term and Evaluation	Weightage in overall assessment
Master Level (Theory & Practical)	Internal Assessment (Assignments + Project Report)	30	Theory Examination, Practical & Viva Voce	70

G. Requirement of Laboratory Support and Library Resources

Our Self Learning Material (SLM) serves the purpose of resource materials (print and digital content such as videos, webinars, presentations, quizzes etc.) designed to empower you to achieve all your academic goals and transform you to become an independent and autonomous reflective practitioner. In true sense these materials make your learning enjoyable, meaningful, transferrable, and permanent.

H. Cost Estimate of the Programme and Provisions

Sr.	Particulars	Amount per year (In Rupees)
1	Course Fee	1200000

2	SLM Development and Distribution	100000
3.	Postal Expense	100000
4	Salary and other Administrative expenses	8000000

I. Quality Assurance Mechanism and Expected Programme Outcomes

The Nims University Rajasthan has constituted Internal Quality Assurance Cell which is responsible for the monitoring of the quality of all programmes running under ODL programmes. Students are offered prgrammes in library sciences, so that they can explore opportunity in private and public sectors

The Programme Project Report along with syllabus has been approved by the Department

J. Curriculum and Detailed Syllabus

SYLLABUS

Master of Library and Information Sciences

INFORMATION, COMMUNICATION & SOCIETY-MLIS-01

UNIT-I

- Information: Nature, Properties and Scope
- Conceptual Difference between Data, Information and Knowledge
- Information and Knowledge: Its Attributes or Characteristics
- Information Generation: Modes and Forms.
- Information Diffusion Process.

UNIT-II

- Information Society: Definitions and characteristics.
- Information Communication Technology and its Implication in Social Change.
- Knowledge Generation Cycle: Knowledge Generation to Utilization
- Personal Knowledge and Public Knowledge, Knowledge and Social Survival

UNIT-III

- Communication Process and Media
- Communication Channels and Models
- Communication of Information and Barriers to I. C
- Trends in Scientific Communication

UNIT-IV

- Social Implication of Information
- Economic Implication of Information
- Changing Role of Library and Information Centers in Modern Information Society

UNIT-V

- Information Policies: National Policies: National Programs and Policies
- National Information Policy of Library and Information Science
- Organizations and Institutions Involved in the Development of Library & Information Services

LEARNING SOURCE: Self Learning Materials

Out Comes of Course

After reading this subject the students will be able to:-

- To know development and history of library and society.
- To know function and importance library and society.

- ➢ Role of library in a modern society.
- ➢ To clear the role of library in between society.
- ➢ To know identify the basic need of information.
- ➢ Role of ICT in the library and society.

RESERCH METHODS AND STATISTICAL TECHNIQUES-MLIS-02

UNIT-I

- ➢ Research concept: Need and Process
- ➢ Types of Research- Fundamental, Applied and Interdisciplinary
- ➢ Research Design, Types of Design
- ➢ Identification and Formulation of Problems
- ➢ Hypothesis, Data Collection
- ➢ Literature Search-Print, Non-Print, and Electronics Sources

UNIT-II

- ➢ Research Methods: Scientific, Historical, Descriptive, survey and Case Study, Experimental and Sampling Methods of Research

UNIT-III

- ➢ Research Techniques and Tools: Questionnaire, schedule, Interview, observation
- ➢ Library Records and Reports, Sampling Techniques
- ➢ Data Analysis and Interpretation

UNIT-IV

- ➢ Bibliometrics: concept and Definition
- ➢ Bibliometrics Laws: Lotka's and ZIF's Law.
- ➢ Informatics
- ➢ Statistical Methods in Library and Information Science and services

UNIT-V

- ➢ Research Reporting: Structure, Style and Contents
- ➢ Current Trends in Library and Information Science Research

LEARNING SOURCE: Self Learning Materials

Out Comes of Course

After reading this subject the students will be able to:-

- ➢ To understand the fundamentals of research methods and statistical technique.

- ➤ To understand the importance of history an interdisciplinary practice.
- ➤ To learn the main feature of historical facts and interpretation.

INFORMATION PROCESSING AND RETRIEVAL-MLIS-03

UNIT-I

- ➤ Thesaurus: concepts ,need, structure and Methods of Construction
- ➤ Classification System: General and Special.
- ➤ Thesaurus: Design and Application

UNIT-II

- ➤ Bibliographic Description: An Overview
- ➤ Standards for Bibliographic Record Format
- ➤ CCF, US-MARC, UK-MARC, UNIMARC
- ➤ Bibliographic Description of Non-Print Media

UNIT-III

- ➤ Indexing Process, Models & Methods.
- ➤ Objectives of Information Storage and Retrieval (ISAR) Systems
- ➤ ISAR: Operation and Design
- ➤ ISAR: Computability

UNIT-IV

- ➤ Indexing Language: Types and Characteristics Vocabulary Control
- ➤ Tools of Vocabulary Control
- ➤ Trends in Automatic Indexing

UNIT-V

- ➤ Information Retrieval Processes
- ➤ Process of Searching
- ➤ Search Strategies: Manual/Machine
- ➤ Common Command Languages and
- ➤ Multiple Database Searching

 LEARNING SOURCE: Self Learning Materials

Out Comes of Course

After reading this subject the students will be able to:-

- ➢ To know the information retrieval process.
- ➢ To identify the basic presentation steps of information.
- ➢ To know the varies role of classification scheme to presentation of information.

INFORMATION SOURCES, SYSTEM AND SERVICES-MLIS-04

UNIT-I

- ➢ Information Sources: Primary, Secondary and Tertiary
- ➢ Physical Medium of Information
- ➢ Documentary Sources and Non documentary sources
- ➢ Print Media, Multimedia (Hypermedia) Hypertext
- ➢ Non-Print Media: Microform, Electronic and Optical Media

UNIT-II

Information Sources, System and Programs in:-

- ➢ Natural Science
- ➢ Humanities and Social Science
- ➢ Science and Technology

UNIT-III

- ➢ Reprography: Meaning ,Definition and Types
- ➢ Human Resources Library and Information Personnel
- ➢ Information Intermediaries
- ➢ Database Designers, etc.

UNIT-IV

- ➢ Institutional Sources
- ➢ Mass Media
- ➢ Documentation Services.
- ➢ Organization of Information Sources and Programs

UNIT-V

- ➢ International Organization
- ➢ Information Sources for Users
- ➢ Content Analysis and its Correlation to users
- ➢ Customization of Information
- ➢ Citation Analysis and Cito-analytical Products

- Aids to Information Sources

LEARNING SOURCE: Self Learning Materials

Out Comes of Course

After reading this subject the students will be able to:-

- To know about the introduction of information sources and there types.
- To know about the dictionaries, encyclopedia, biographical, geographical sources.
- To know about the meaning purpose and function of reference information service.
- To know practical methods of reference information service.
- To know role of Reference librarian.
- Awareness regarding reference tools among the students.

INFORMATION INSTITUTES, PRODUCTS AND SERVICES-MLIS-05
UNIT-I

- Information Institutions: Evolution & Growth
- Information Centers: Types & their Organization
- Data Canters: Basic concepts, types and levels
- Referral Centers: Needs & Functions

UNIT-II

- Information Products: Nature, Design and Development and Marketing
- Information Analysis and Consolidation centers, Meaning, Scope, Activities and Products
- Management & IAS Centers
- Literature Searches and Bibliographies

UNIT-III

- Technical Enquiry Service: Purpose, Scope
- Document Delivery Service: Need, Characteristics Types and Supply
- Electronic Documents Delivery System
- Translation Service

UNIT-IV

- Information Products: Information News-Letter House Bulletin, In-House Communication
- Trade & Product Bulletin
- Consolidation Products: Review, State of Arts Report and Trend Reports
- Technical Digest: Need, Categories, Planning and Designing

UNIT-V

- Database Support Services, Database Types and Use
- Database Intermediaries such as Searches, Editors Etc.
- Online Information Systems and Information Networks
- International Standards for Database Design and Development

LEARNING SOURCE: Self Learning Materials

Out Comes of Course:

After reading this subject the students will be able to:-

- To know identify the basic need of users.
- To know the meaning types nature and principles of information and their respective channels.
- To identify the user study pattern, techniques and evaluation.

ADVANCE CLASSIFICATION & CATALOGUING PRACTICE-MLIS-06

The practical examination will consist of transcripts of eight complex titles of monographs and other documents to be classified in depth according to UDC (Abridged edition 2005)

- Cataloguing of complex problems involving the rendering of headings and description will be done according to Anglo-American Cataloguing Rules (AACR-2)
- Corporate authors
- Non-books materials
- Periodicals

The Practical examination will be conducted through a question containing the reproduction of title pages of the documents and other information required for their cataloguing. There will be three cataloguing problems.

LEARNING SOURCE: Self Learning Materials

Out Comes of Course:

After reading this subject the students will be able to:-

- To know library classification steps and how to classify the information.
- Importance and need of classification schemes.
- To know fundamental category of classification.
- Use of phase relations at the times of classification.
- To know need and function of cataloguing theory.
- To understand forms of library cataloguing theory.

> To understand varies cataloguing entries AACR 2 and UDC.

ACADEMIC LIBRARY SYSTEM-MLIS-07

UNIT-1

- Academic Library: Role, Objectives and Function
- Report of Various Committees and Commissions with Regard to Academic Libraries
- Role of UGC and other agencies in Promoting college and University Libraries

UNIT-2

- Role of Library Authorities in Promoting Library Resources
- Development of Library Services
- Financial Management of Academic Libraries

UNIT-3

- Collection Development: Policy and Procedures
- Collection Development Programs, Allocation of Funds
- Stock Verification and Rectification and Weeding Policy
- Library Committees: Its role in Collection Development

UNIT-4

- Personal Management of Academic Libraries
- Norms and Patterns of Staffing
- Management Planning, HRD Quality Improvements Programs
- UGC Service Conditions and Pay Scales
- Status of the Professionals

UNIT-5

- Continuing Education Programs for Academic Library Development
- Resources Sharing: Objectives & Functions
- INFLIBNET and its Implications to Library Resources Sharing
- Library cooperation and Need of Library cooperation.

LEARNING SOURCE: Self Learning Materials

. Out Comes of Course:

After reading this subject the students will be able to:-

- To know the role of academic libraries in the education system.
- To understand the role of UGC in academic library system.

PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS-MLIS-08

UNIT	CONTENTS
01.	Need for preservation and Conservation
02.	Evolution of Writing materials
03.	Palm Leaves and Birch Bark : Their Nature and Preservation
04.	Manuscripts, Books ,Periodicals, Newspapers, Pamphlets etc.
05.	Non- book Materials : Audio and Video Records
06.	Micro Documents, Microfilm, Microfiche, Floppy Diskettes etc.
07.	Environmental factors- temperature, Humidity, water, Light, Air- Pollution, Smoke Dust etc.
08.	Biological Factors- fungi, Insects and Other Pests .
09.	Chemical Factors- chemical used in production and preservation of Documents
10.	Different Types of binding for library documents
11.	Binding Materials
12.	Binding Process
13.	Standards for library binding

LEARNING SOURCE: Self Learning Materials

Learning Outcomes of Course:

After reading this subject the students will be able to:-

➢ To know the role of Preservation and Conservation Materials

APPLICATION OF INFORMATION AND COMMUNICATION TECHNOLOGY IN LIBRARIES-MLIS-09

UNIT-I

➢ Information Technology: Overview
➢ Information to Computer Technology
➢ Overview of Communication Technology

UNIT-II

- Fundamental of Tele-communication Technology, Media and components
- Network types and Topologies- LAN, WAN, MAN, BUS, STAR, RING, TOKEN etc
- Transmission Media, Switching System

UNIT-III

- Library Automation: Needs, Purpose, Functions and Basic Requirements
- Automation in house operations: Acquisition
- Cataloguing, Circulation, Serial Control, Budget Management and OPAC
- Automation Software Packages: Guideline, Evaluation and Features

UNIT-IV

- Management of Information Services: Current Awareness Services
- Selective Dissemination of Information
- Printed Indexes, On-Line Search Services, Documentation Delivery Services, CD-ROM Database
- Database: concept and Components, Database Management System

UNIT-V

- Resource Sharing through Networks
- Networks and their Classification: ERNET, NICNET, JANET, BLAISE, OCLC, INFLIBNET
- Internet and its Services
- Teleconferencing, Telex, Videotext
- Searching on the Internet (WWW)
- Subject Directories, Search Engines
- Users of Internet Access in Library

LEARNING SOURCE: Self Learning Materials

Out Comes of Course

After reading this subject the students will be able to:-

- General knowledge about the computer.
- To know hardware and software.
- To understand about the library automation.
- To know varies steps of LMS and day to day work of library thorough computer.
- To know about the internet applications.