



## **Scheme of Examination & Detailed Syllabus**

**Master of Library & Information Science  
(M. Lib. Sc.)**



**AISECT UNIVERSITY**

Matwari Chowk, In front of Gandhi Maidan,  
Hazaribagh (Jharkhand)-825301

Contact us: 8252299990, Visit us: [airectuniversityjharkhand.ac.in](http://airectuniversityjharkhand.ac.in), mail us:  
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## Credit Based Grading System

Grade	% Marks range (based on absolute marks)	Grade Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory
D	31-40	4	Marginal
F	30 & below	0	Fail
I		0	Incomplete.
W		0	Withdrawal

1. The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:

$$\text{SGPA} = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where  $C_i$  is the number of credits offered in the  $i^{\text{th}}$  subject of a Semester for which SGPA is to be calculated,  $P_i$  is the corresponding grade point earned in the  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$ , are the number of subjects in that semester.

$$\text{CGPA} = \frac{\sum_{j=1}^m \text{SG}_j \text{NC}_j}{\sum_{j=1}^m \text{NC}_j}$$

here  $\text{NC}_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $\text{SG}_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$ , are the number of semesters in that course.

**Equivalence of CGPA to division will be on following basis**

<b>CGPA Score</b>	<b>Divisions</b>
<b><math>7.5 \leq \text{CGPA}</math></b>	<b>First Division With Honours</b>
<b><math>6.5 \leq \text{CGPA} &lt; 7.5</math></b>	<b>First Division</b>
<b><math>5.0 \leq \text{CGPA} &lt; 6.5</math></b>	<b>II Division</b>
<b><math>\text{CGPA} &lt; 5.0</math></b>	<b>Fail</b>

**The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.**

$$\text{Percentage marks scored} = \frac{\text{CGPA}_{\text{Obtained}}}{4} \times 100$$

## COURSE STRUCTURE OF M. Lib. & I. Sc

<b>COURSE STRUCTURE OF M. Lib. &amp; I. Sc I SEMESTER</b>												
Subject Details			Main Examinations				Sessionals ***		Credit Distribution			Allotted Credits
Subject Code	Subject Name	Total Marks	Major		Minor		Max Marks	Min Marks	L	T	P	Subject wise Distributio n
			Max Marks	Min Marks	Max Marks	Min Marks						
<b>Theory Group</b>												
HMLS101	Information, Communication And Society	100	50	17	20	7	30	12	4	-	-	4
HMLS102	Management of Library And Information Centres	100	50	17	20	7	30	12	4	-	-	4
HMLS103	Information Processing and Retrieval	100	50	17	20	7	30	12	4	-	-	4
HMLS104	Fundamentals of Information Communication Technologies	100	50	17	20	7	30	12	4	-	-	4
<b>Practical Group</b>			<b>Term End Practical Exam</b>				<b>Lab Performance</b>					
HMLS105	Viva Voce + Computer Practical File	200	100		34		100	34	-	-	4	4
<b>Grand Total</b>		<b>600</b>										<b>20</b>

**Minimum Passing Marks are equivalent to Grade D in Individual Subjects**

**L- Lectures    T- Tutorials    P- Practicals**

**\*\*\*Sessionals Weightage – Attendance 50%, Four Class Tests/Assignments 50%**

## COURSE STRUCTURE OF M. Lib. & I. Sc II SEMESTER

Subject Details		Main Examinations					Sessionals ***		Credit Distribution			Allotted Credits
Subject Code	Subject Name	Total Marks	Major		Minor		Max Marks	Min Marks	L	T	P	Subject wise Distribution
			Max Marks	Min Marks	Max Marks	Min Marks						
<b>Theory Group</b>												
HMLS201	Preservation and Conservation of Library Material	100	50	17	20	7	30	12	4	-	-	4
HMLS202	Research Methodology	100	50	17	20	7	30	12	4	-	-	4
HMLS203	Academic Library System & Services	100	50	17	20	7	30	12	4	-	-	4
HMLS204	Public Library System & Services	100	50	17	20	7	30	12	4	-	-	4
SCIT201	Web Development (Skill Course)	50	25	8	10	4	15	6	1	-	-	1
<b>Practical Group</b>			<b>Term End Practical Exam</b>				<b>Lab Performance</b>					
HMLS205	VIVA VOCE + Tour Report/ Survey Report/ Project Report	200	100		34		100	34	-	-	4	4
SCIT201	Web Development (Skill Course)	100	50		17		50	17	-	-	2	2
<b>Grand Total</b>		<b>750</b>										<b>23</b>

**Minimum Passing Marks are equivalent to Grade D in Individual Subjects**

**L- Lectures T- Tutorials P- Practicals**

**\*\*\*Sessionals Weightage – Attendance 50%, Four Class Tests/Assignments 50%**

**NOTE: There will be an external examiner to evaluate the project report.**

# AISECT UNIVERSITY, Hazaribag (JH)

## Scheme of Examination

### Department: Library & Information Science

Subject Code	Subject Name	Credits	Maximum marks Allotted					Duration of Exam.		
			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HMLS101	Information, Communication And Society	4(4+0+0)	50	20	30	-	-	100	3 hr	-

#### Pattern:

The question paper will consist of six questions. Question no. 1 will have 10 objective type questions and carry 10 marks. Remaining five questions carry 08 marks each, one from each of the five units of the syllabus and will have internal choice. These five questions will have two parts A & B, preferably one theoretical and other numerical. Candidates are required to answer all questions.

### Syllabus

#### Theory:

**UNIT-I** Information: Nature, Property and Scope, Data Information and Knowledge : Intellectual Assets, Data: Definition, Types, Nature, Properties and scope, Information: Definition, Types, Nature, Properties and Scope, Knowledge: Definition, Types, Nature, Properties and Scope,

**UNIT-II** Information Generation and Communication, Information, Communication Process, Media and Diffusion.

**UNIT-III** Generation of Information: Modes and Forms, Information Theory: Measure and Contents Evaluation, Digital Information,

**UNIT-IV** Information and society, Social Implications of Information, Information as an Economic Resource, Information Policies: National and International, Information Infrastructure – National and Global, Information Society,

**UNIT-V** Knowledge and Society, Knowledge Society, Knowledge Management: Concept and tools,

#### Reference Books:

1. Information Communication and Society - - Ajay Pratap Singh ESS ESS Publications.

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			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HMLS102	Management of Library And Information Centres	4(4+0+0)	50	20	30	-	-	100	3 hr	-

#### Pattern:

The question paper will consist of six questions. Question no. 1 will have 10 objective type questions and carry 10 marks. Remaining five questions carry 08 marks each, one from each of the five units of the syllabus and will have internal choice. These five questions will have two parts A & B, preferably one theoretical and other numerical. Candidates are required to answer all questions.

### Syllabus

#### Theory:

**UNIT-I** Management Perspectives, Concepts and school of Management Thought, Management functions, Total Quality Management, Change Management,

**UNIT-II** Systems Analysis and Control, Systems Approach, Work Flow and Organisation Routines, Monitoring and Control Techniques, Performance Measurement and Evaluation Techniques,

**UNIT-III** Human Resource Management, Organisational Behaviour, Unit 10: Managerial Quality and Leadership, Human Resource Planning and Development,

**UNIT-IV** Financial Management, Unit 11: Budgeting and Types, Budgetary Control System, Costing Techniques, Cost Analysis,

**UNIT-V** Marketing of Information Products and Services, Information as a Marketable Community, Marketing: Approach and Techniques, E-Marketing.

#### Reference Books:

1. Library Building And Furniture Design And Planning - Suresh C Sinha - ESS ESS Publications.
2. Library Managements Manual For Effective Management - Anil Kumar Dhiman - ESS ESS Publications

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			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HMLS103	Information Processing and Retrieval	4(4+0+0)	50	20	30	-	-	100	3 hr	-

#### Pattern:

The question paper will consist of six questions. Question no. 1 will have 10 objective type questions and carry 10 marks. Remaining five questions carry 08 marks each, one from each of the five units of the syllabus and will have internal choice. These five questions will have two parts A & B, preferably one theoretical and other nematical. Candidates are required to answer all questions.

### Syllabus

#### Theory:

**UNIT-I** Organizations of Information, Intellectual Organization of Information, Indexing Languages Part-I – Concepts and Types, Indexing Languages, Classification Systems, Indexing Systems and Techniques, Evaluation of IR Systems,

**UNIT-II** Bibliographic Description, Principles and Evaluation of Bibliographic Description, Rules for Bibliographic Description, Standards for Bibliographic Record Format, Metadata,

**UNIT-III** Content Development, Norms and Guidelines of Content Development, Introduction to HTML and XML, Web-based Content Development, Multilingual Content Development,

**UNIT-IV** Information Storage and Retrieval Systems, ISAR Systems: Objectives and Types, Compatibility ISAR Systems, Intelligent IR Systems,

**UNIT-V** Information Retrieval, Information Retrieval – Processes and Techniques, Information Retrieval – Models and their Applications, Search Strategy, Processes and Techniques.

#### Reference Books:

1. Preservation And Conservation For Libraries And Archives - Nelly Balloffet - ESS ESS Publications.
2. Information Technology For Librarians, Information Managers - J K Khanna - Y.K. Publishers

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Subject Code	Subject Name	Credits	Maximum marks Allotted						Duration of Exam.	
			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HMLS104	Fundamentals of Information Communication Technologies	4(4+0+0)	50	20	30	-	-	100	3 hr	-

#### Pattern:

The question paper will consist of six questions. Question no. 1 will have 10 objective type questions and carry 10 marks. Remaining five questions carry 08 marks each, one from each of the five units of the syllabus and will have internal choice. These five questions will have two parts A & B, preferably one theoretical and other numerical. Candidates are required to answer all questions.

### Syllabus

#### Theory:

**UNIT-I** Computer Technology, Architecture and Technology, Software, Programming,

**UNIT-II** Communication Technology, Fundamentals of Communication Technology, Networks and Networking, Data Networks, Convergence Technology and Applications,

**UNIT-III** Communication media network technology, BMS.

**UNIT-IV** Media and Publishing Technology, Print and Non-Print Media, Publishing and Printing Technology, E-Publishing and Networking Publishing, Reprography and Micrography,

**UNIT-V** Resource Sharing Networks, Library and Information Networks, Bibliographic Utility Networks, Library and Information Networks in India.

#### Reference Books:

1. Information Technology For Librarians, Information Managers - J K Khanna - Y.K. Publishers
2. Fundamentals Of Information Communication Technology - Manish Tripathi - Y.K. Publishers

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Subject Code	Subject Name	Credits	Maximum marks Allotted					Duration of Exam.		
			Theory			Practical		Total	Theo ry	Practi cal
			Major	Minor	Sessi onal.	End Sem	Lab Work			
HMLS105	Viva Voce + Computer Practical File				100	100		200		3 hr

## Syllabus

### Computer Practical:

Computer Fundamental

Application Software: MS Office

Library Software: SOUL, Koha, Greenstone

Library Network

E-Resources

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			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HMLS201	Preservation and Conservation of Library Material	4(4+0+0)	50	20	30	-	-	100	3 hr	-

#### Pattern:

The question paper will consist of six questions. Question no. 1 will have 10 objective type questions and carry 10 marks. Remaining five questions carry 08 marks each, one from each of the five units of the syllabus and will have internal choice. These five questions will have two parts A & B, preferably one theoretical and other numerical. Candidates are required to answer all questions.

### Syllabus

#### Theory

**UNIT-I** Library Materials: Preservation and conservation, Need for Preservation and Conservation, Historical Development of Writing Materials, Palm Leaves 'Birch'Bark: Their Nature and Preservation, Manuscripts, Books, Periodicals, News

**UNIT-II** PAPERS, Pamphlets, etc., Non-book Materials,

**UNIT-III** Hazards to Library Materials and Control Measures, Environmental Factors, Biological Factors, Chemical Factors, Disaster Management,

**UNIT-IV** Binding, Types of Binding, Binding Materials, Binding Process, Standards of Building,

**UNIT-V** Restoration and Reformatting, Materials Repair, Microfilming and Digitization,

#### Reference Books:

1. Preservation Of Library Archival And Digital Documents Problems - L S Ramaiah - ESS ESS Publications
2. Preservation And Conservation For Libraries And Archives - Nelly Balloffet -ESS ESS Publications

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			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HMLS202	Research Methodology	4(4+0+0)	50	20	30	-	-	100	3 hr	-

#### Pattern:

The question paper will consist of six questions. Question no. 1 will have 10 objective type questions and carry 10 marks. Remaining five questions carry 08 marks each, one from each of the five units of the syllabus and will have internal choice. These five questions will have two parts A & B, preferably one theoretical and other numerical. Candidates are required to answer all questions.

### Syllabus

#### Theory:

**UNIT-I** Introduction to Research Methodology, Meaning, Concept, Need, Historical Research, Survey Research, Experimental Research, Fundamental and Applied Research,

**UNIT-II** Tools for Research, Measurement of Variables, Presentation of Data, Statistical Techniques, Statistical Packages,

**UNIT-III** Research Methods, Observation Method, Questionnaire Method, Interview Method, Experimental Method, Case Study,

**UNIT-IV** Research Process, Designing a Research: Characteristics, Purpose, Research Plan v, Analysis and Testing, Presentation of Results.

**UNIT-V** Bibliometrics Study : Meaning, Scope, Bibliometrics Law and their application.

#### Reference Books:

1. Research Methodology (in 2 Vols Set) - S C Sinha - ESS ESS Publications.
2. Research In Library And Information Science - G Devarajan - ESS ESS Publications

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Subject Code	Subject Name	Credits	Maximum marks Allotted						Duration of Exam.	
			Theory			Practical		Total	Theo ry	Practi cal
			Major	Minor	Sessi onal.	End Sem	Lab Work			
HMLS203	Academic Library System & Services	4(4+0+0)	50	20	30	-	-	100	3 hr	-

#### Pattern:

The question paper will consist of six questions. Question no. 1 will have 10 objective type questions and carry 10 marks. Remaining five questions carry 08 marks each, one from each of the five units of the syllabus and will have internal choice. These five questions will have two parts A & B, preferably one theoretical and other nematical. Candidates are required to answer all questions.

### Syllabus

#### Theory:

**UNIT-I** Development of Academic Libraries, Academic Libraries: Objectives and Functions, Role of UGC and Other Bodies in Promoting Libraries in Universities.

**UNIT-II** Colleges and Other Institutions of Higher Learning, Library Governance, Academic Library Services, Financial Management of Academic Libraries,

**UNIT-III** Collection Development, Collection Development Policy, Weeding Out Policy, Problems in Collection Organization, Collection Development Programmes,

**UNIT-IV** Staffing Pattern and Staff Development for Academic Libraries, Norms and Patterns of Staffing, Continuing Education Programmes, Personal Management,

**UNIT-V** Resource Sharing Programme, Resource Sharing: Need and Objectives, INFLIBNET, Library Networks and Consortia.

#### Reference Books:

1. Academic Library System - Shri Nath Sahai - ESS ESS Publications

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Subject Code	Subject Name	Credits	Maximum marks Allotted					Duration of Exam.		
			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HMLS204	Public Library System & Services	4(4+0+0)	50	20	30	-	-	100	3 hr	-

#### Pattern:

The question paper will consist of six questions. Question no. 1 will have 10 objective type questions and carry 10 marks. Remaining five questions carry 08 marks each, one from each of the five units of the syllabus and will have internal choice. These five questions will have two parts A & B, preferably one theoretical and other numerical. Candidates are required to answer all questions.

### Syllabus

#### Theory:

**UNIT-I** Public Library : Basic Concepts, Public Library: Origin and Growth, Public Library and Society, Agencies in the Promotion and Development of Public Library System, National Library Policy and Library Legislation,

**UNIT-II** Public Library System : Resource Development, Development Plans and Resource Mobilization, Financial Resources, Physical and Documentary Resources, Human Resources,

**UNIT-III** Management of Public Library System, Organizational Structure of Public Library System, Planning and Administration of Public Libraries, Public Library Norms, Standards and Guidelines, Governance of Public Libraries, Performance Evaluation,

**UNIT-IV** Public Library Services, Types of Library Services, Application of Information Technology to Public Library.

**UNIT-V** Resource Sharing Networking, Public Library Scenario in India, UK, USA and Canada

#### Reference Books:

1. Public Library System In India - C A Augustine - ESS ESS Publications.

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Subject Code	Subject Name	Credits	Maximum marks Allotted						Duration of Exam.	
			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HMLS205	VIVA VOCE + Tour Report/ Survey Report/ Project Report	4(0+0+4)				100	100	200		3 hr

## Syllabus

### TOUR REPORT/ SURVEY REPORT/ PROJECT REPORT

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# **AISECT University, Hazaribag (JH)**

## **Detailed Syllabus**

### **SEMESTER - III**

## **SCIT 201 WEB DEVELOPMENT**

### **(Elective Skills)**

#### **UNIT- 1**

Know the Computer -, Introduction, What does computer stand for? Strengths of computers, Fundamental uses of computers, Types of Computers.

Input Devices - Introduction, Input Device, Typing Input Devices, Pointing Input Devices, Scanning Input Devices, Audio Visual Input Devices

Output Devices - Introduction, Output Devices, Soft Copy vs. Hard Copy Output, Monitor, Printers, Plotter.

#### **UNIT 2**

Central Processing Unit - Introduction, What is Central Processing Unit, Storage and its needs, Data Access Methods, Primary Storage, Secondary Storage, Hard Disk Operations, Floppy Disk Drives, CD-R, CD-RW, DVD, Flash Drives, Blue Ray Disk, Memory Card. PDF to Word Converter, word to PDF converter, PPT design, Excel data processing , Paint.

#### **UNIT 3**

Internet - Introduction, What is Internet actually ?, Growth of Internet, Internet Service Provider, Anatomy of Internet, ARPANET and Internet history of the World Wide Web, Services Available on Internet (Internet Tools), Basic internet terminologies, net etiquette, Application of internet.

#### **UNIT 4:**

WORLD WIDE WEB - Introduction, Basic Features, Evolution of the WWW, Browsers, URL (web address), Search Engines, Searching The Web.

ELECTRONIC MAIL -Introduction, What is an E-mail?, Concept of Email, How Does Email Work ?, Structure of an E-mail, Setting up a Mail Account.

List Hyper Text Mark-up Language -Introduction, Concept of Hyper Text Mark-up Language, Versions

of HTML, HTML Editors, Elements of HTML, Document Layout, Setting Up A Form, Creating A Menu.

#### **UNIT-5**

Concepts of Hypertext, HTML introduction, features, uses & versions Using various HTML tags, Elements of HTML syntax, Head & Body Sections, , Inserting texts, Text alignment, Using images in pages, Hyperlinks – text and images, Backgrounds and Colour controls, creating and using Tables in HTML, and presentation, Use of font size & Attributes, List types and its tags.

#### **Practical:**

1. WAP which shows headings five time in ascending order. Align the heading also.

2. Write a program which show four paragraph under four headings.
3. Write a program for formatting the text & marked highlighted text.
4. Write a program to insert an image in a page.
5. Write a program to make a table for any company employee's data record.
6. Write a program to make forms for different uses.
7. Write a java script to print the heading and paragraph & also create a button
8. Write a program to upload video on web page.
9. Write a program to change the back ground of any page.
10. Write a program to create a link between pages.

**Reference Books:**

1. Frontiers of Electronic Commerce, By- Kalakota, Ravi ; Stone, Tom ; Whinston, Andrew B, Addison Wesley Publishing Co , ISBN 8178080575
  2. E-Commerce An Indian Perspective (Second Edition) – by P.T. Joseph, S.J. Prentice-Hall of India
  3. Internet & Web Design by A. Mansoor, Pragya Publications.
  4. Learn HTML in a weekend by Steven E. Callihan, PHI
  5. Using HTML By Lee Anne Phillips, PHI
  6. SAMS Teach Yourself Javascript in 24 Hrs. By Michael Moncur, TechMedia
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