# Director's Message



It gives me immense pleasure to welcome you in our esteemed institution that commands a rare kind of prestige not only in our state rather at national level too. We have developed a strong interface of academic exchange over the long journey of more than seven decades. Our institution has been re accredited by grade A by NAAC with a CGPA of 3.10 on a 4 point scale. We have tried to develop a completely academic environment which provides a lot of learning opportunities to our students. We are well connected with industry and with all responsibility I can assure you all to provide a plethora of job opportunities. I can just assure that you will find our campus a place where you can enjoy the pleasure of learning that will make you exhilarated to feel that you are going to be a worth human resource for contributing to the nation building meaningfully.

Our course of library science has been designed tactically to meet the demand of the society.

I welcome you all once again to become the part of our family.

**Prof. (Dr.) Indrajit Prasad Roy**
*Principal / Director*
**College of Commerce, Arts & Science**
Patna - 800 020

## Co-Ordinator`s Message

Library Science is a growing field ,which has, by now attained the status of a separate discipline in the universe of knowledge. The libraries being the repositories of knowledge and information, their importance has increased. Library and Information Science (LIS) is an interdisciplinary field that applies the practices, perspectives, and tools of management, information technology, education, and other areas to libraries. The career in library includes areas like library and information systems management, classification/cataloguing systems, bibliography, documentation, preservation and conservation of manuscript, collection management, information systems and technology, research methodology, computer applications, reference, statistics and management, information processing, archives management, indexing, library planning, etc. Library science is constantly evolving, incorporating new topics like database management, information architecture and knowledge management, among others. It is an interesting subject and provides a great opportunity to have the knowledge of wide variety of information sources. I am sure that our students will get adequate opportunity to learn the intricacies of library and information science.

The learned and eminent Principal/Director **Dr. Indrajit Prasad Roy** always endeavours and makes untiring efforts for constantly improving the department to commensurate to the national standard. I wish you all a great academic journey ahead.

*Dr. Santwana Rani*
**Co-Ordinator**
**College of Commerce Arts & Science**
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# The Glory of College of Commerce



College of Commerce, Arts & Science, Patna-20 is a constituent unit of Patliputra University, Patna (Bihar) duly recognized by University Grants commission. New Delhi under 2(f) and 12(B). The college was estabilished in 1949 by Pt. Indu Shekhar Jha, the founder principal of the college, a man of great vision, and, the father of commerce education in Bihar.

Coming from a small village called Sabour in Bhagalpur district of Bihar, Pt. Jha was a post graduate in Commerce from Calcutta University. On the advice of and assistance from the late Dr. Rajendra Prasad, the first president of India, Pt. Jha translated his long-cherished dream of starting Commerce education in Bihar from Chapra College Chapra (Bihar) as a department of the college. But, not satisfied with this small beginning, and having a dream of launching an institution on the pattern of London School of Commerce or Sydenham College of Commerce and Economics, Bombay. Pt. Jha soon started campaigning, door to door at the same time, contacting some eminent people in Patna like Late Justice Khalil Ahmad, Late Nageshwar Prasad (Advocate), Late H.B. Chandra, Late Indiraj Bahadur and Late Babu Shyam Nandan Sahay to explain his ideas and seek their help to establish a Commerce College at Patna-the capital of Bihar. His herculean efforts bore fruit, and, In 1949, he successfully launched his cherished institution, College of Commerce, at P.N. Anglo Sanskrit School Campus, Naya Tola, Patna in a rented house. Initially, only L. Com. programme was started with hardly a dozen of students and six faculty member. Later on, in 1953, Raja of Pali graciously donated lands to start the college at the place where it is today. The college was affiliated to Bihar University, Muzaffarpur a new university launched in 1952 in Bihar. In 1957, Science education was introduced in the college on the advice of the then Vice-Chancellor of Bihar University Muzaffarpur. Babu Shyam himself, followed by Arts faculty 1960 and Law in 1963.

## ADMISSION FORM

The Admission Form duly supported by the self attested photo copies of the required documents must reach to:

> The Director
> Master of Library & Information Science
> College of Commerce, Arts & Science
> Patna-20
> A Constituent Unit of Patliputra University, Patna

On or before the last date for submission of the admission form either by the candidate in person or by registered post. Before the due date of submission accompanied with the documents as mentioned at the time of admission, College of Commerce, Patna

1. Self attested copies of the Marks-sheet of the qualifying examination.

2. Self attested only of the Matriculation Certificate for the proof of age.

3. Self attested copy of the Caste Certificate, issued by the competent authority (CO/SDO) or any other authorized officer in respect of SC/ST and other OBC categories of candidates. seeking admission on reserved quota as per University rules.

4. Three copies of passport size colour photographs must be pasted on the specified space of the admission form.

## SELECTION OF CANDIDATES FOR ADMISSION

(a) Selection of candidates shall be made strictly on the basis of performance in the Entrance Test/Merit List.

(b) The reservation policy of the State Govt./P.U. shall be followed.

(c) College may hold the Entrance Test for selection of candidates. The admission shall be made strictly on the basis of entrance test.

(d) No candidate can claim for admission as a matter of right.

(e) Selected candidates will be informed for their admission through college website / office notice board.

(f) At the time of admission, the selected candidates will have to produce the selection letter and all the original documents with prescribed fees for the course in one instalment in the form of demand draft only. The demand draft must be issued from the any bank and drawn in favour of **"Director, COCAS Vocational Courses Fund A/c"**.

(g) The University reserves the right to amend the schedule, rules, course structure and fee structure as and when it seems necessary.

## SELECTION PROCEDURE

### INTAKE

For one academic year 90 students will be admitted in MLIS programme based on to performance in the Entrance Test and observing the norms of Reservation for admission as p State Government/Patliputra University Rules.

### ELIGIBILITY FOR ADMISSION

For MLIS-BLIS From any recognised university

### RESERVATION

(i)      Seats shall be reserved for SC (16%), ST (01%), BC-1 (18%), BC-11 (12%) & BC Women (03%).

(ii)     Appearance in the test is mandatory. The reserved category candidates shall have to submit a copy of the certificate mentioning that the candidates belongs to particular reserved category from an officer not below the rank of C.O./S.D.O.

(iii)    3% seats shall be reserved for physically disabled candidates: Visually impaired (1%). Hearing Impaired (1%) & Orthopaedically Handicapped (1%). These 3% seats are within the intake limit: Percentage of disability will be taken into consideration at the time of selection.

### CRITERIA FOR ADMISSION

(a)      Selection of candidates shall be made in order of Merit/Test.

(b)      In all the admission, the reservation policy of the state Govt. of Bihar (for educational institutions) and the University rules will be considered.

(c)      No candidate can claim admission as matter or right.

(d)      On the day of counselling the candidates will have to produce all the original documents as mentioned above along with prescribed fee for the course in the form of DD. The demand draft should be issued from Central Bank of India only drawn in favour of **"Director, COCAS Vocational Courses Fund A/C"**.

### ATTENDANCE

Students are expected to attend the classes and other activities regularly. A student must have completed 75% attendance of the classes held by the university. Otherwise he/she will not be permitted to appear in the final examination.

### IDENTITY CARD

All students admitted to the course of the MLIS will get Identity Card on prescribed fee of Rs. 50/-which shall remain valid till completion of the course.

## INSTRUCTIONS

The application form is required to be filled up by the candidates in CAPITAL LETTER (except signature and address) using either ink or ball pen in HIS/HER OWN HAND WRITING Where information is required to be filled in boxes, write names in capital letters, leave one blank between first and middle name and also between middle name and last name or initial names. Your name, Father's name, Mother's name and Date of Birth in the application f should exactly be the same as mentioned in the High School/Class X certificate discrepancy, Whenever found, may lead to cancelation of your candidature.

## DURATION OF COURSE

(a)     The duration of the course M.L.I.S. shall be of one academic session.

(b)     The final examination leading to the award of the degree shall be held at the end of the academic session on the date notified by the University.

## REGISTRATION

A student who is not already registered with Patliputra University will have to get himself registered on payment of the requisite fees. The students who are not registered under Patliputra University shall not be allowed to appear at the examination.

## EXAMINATION

To be admitted to the examination for the Degree of MLIS, a candidate must have :

(a)     Completed the prescribed courses of study.

(b)     Registered under the University as a student (for other university students).

(c)     Completed 75% attendance of the classes held, otherwise he/she will not be permitted to appear at the examination.

(d)     The medium of examination for the course shall be English or Hindi.

(e)     The examination shall be conducted by Patliputra University which shall also finalize the programme for the examination and necessary fee for its conduction.

## COURSE CURRICULUM

## M.Lis.

Revised syllabus for Master in Library and Information Science (MLIS) from Session 2014-15 in the light of Governor's Secretariat Raj Bhawan, Patna Vide Letter No. M.U. (Regulation) 52/2013-1049/G.S.(1) Dated 18.07.2014 and M.U. Letter No. XM/119/14 Dated 25.07.2014.

| PAPER | SUBJECT | MARKS | | |
|---|---|---|---|---|
| | | THEORY | PRACTICAL | TOTAL |
| 1. | Universe of Knowledge and Research Method | 100 | | 100 |
| 2. | Fundamental Information Science | 100 | | 100 |
| 3. | Information Retrieval (Theory) | 100 | | 100 |
| 4. | Information Technology and System Design | 100 | | 100 |
| 5. | Information Users and need | 100 | | 100 |
| 6. | Information Source and Products in Science and Technology | 100 | | 100 |
| 7. | Information Retrieval and Technology Application (Practical) | 100 | | 100 |
| | Group-A -    Classification and Cataloguing | | 50 | |
| | Group-B -    Information Technology Application | | 50 | |
| 8. | Project and Tour Report | 100 | | 100 |
| | Group-A -    Library visit and practical observation any two Library | | 20 | |
| | Group-B -    Classification of Ten title acceding to U.D.C. and D.D.C. Atleast five from each. | | 10 | |
| | Group-C -    Prepare catalogue of ten main entry according to AACR II | | 20 | |
| | Group-D -    Information technology Application (Ptractical) Library Automation, software Digital Library, Internet and Library Information Networking | | 20 | |
| | Group-E -    Viva voce | | 30 | |

**Note :-** Students are required to go for practical training to different renowned Library for Practical. exposures. The list of renowned Library will be prepared by the Director or Co-ordinator of the Course.

## COURSE OF STUDIES FOR THE DEGREE OF
## Master of Library and Information Science

### PAPER-I

### Universe of Knowledge and Research Method

**Part-A : Universe of Knowledge :**

1.  **Knowledge** : Concept, Types and Characteristics of Public Knowledge.

2.  Characteristics of Universe of Knowledge.

3.  Subjects having knowledge as their Fields of Study.

4.  Patterns of Development of Knowledge : Authoritative, Speculative, Rationalistic and Empirical pattern of thinking in Natural Science, Social Science and Humanities.

5.  Modes of Formation of Subjects Lamination, Loose Assemblage, Fission, Dissection Denudation, Agglomeration and Cluster. Spiral of Scientific Methods.

### Part-B : Research Method :

1.  **Research** : Definition and Scope, Solo, Team, Relay and Team Relay Research Fundamental, Pure, Development, Empirical and Observational Research. A Priori and Pragmatic Research.

2.  **Research Method**s : Historical, Descriptive, Experimental.

3.  **Research Setting and Design** : Sampling Collection of Data Schedule, Questionaire, Interview, Case Study, Census Analysis of Data : Classification and Tabulation, Generalisation : Logical and Statistical Method.

4.  **Statistical Method** : Measures of Central Tendency Mean, Median and Mode. Measures of Variability Correlation, Chi-Square test Statistical Packages.

5.  **Presentation of data :** Diagrams, Gropits, Research Reporting Bibliographical Standards.

### PAPER-II

### Fundamentals of Information Science

1.  **Information** : Definition, Kinds, nature and Use.+

2.  **Representation of Information** : Signal, Signs, Symbols, Language and Concepts.

3.  Information Communication Media. Information Storage and Transmission Barriers to communication of Information.

4.  Information Science as a Discipline Definition and Relation with Cognitive Science Computer Science, Artificial Intelligence and Library Science.

5.  Information Science from Systems Perspectives. Systems Theory. Churchman's System Model, Millers Living System Model, Debon's EATPUT Model and Component Oriented Models.

6. **Function, Oriented information systems** : MIS, DSS, Expert systems.

7. Information and Society.

8. Economics of Information. Cost Benefit Analysis. Information Industry.

9. Methods in Information Science.

10. Information Profession.

## PAPER-III

### Information Retrieval (Theory)

1. **Fundamentals of Retrieval systems** : Nature and Characteristics.

2. General Theory of Classification and Subject Indexing.

3. History and Development of Subject Indexing Facet Analysis and study of Categories (Fundamental categories).

4. **Pre-Coordinate Indexing** : Kaiser's Systematic Indexing, Chain Indexing, PRECIS. POPST.

5. **Post-Coordinat Indexing** : Unitern, Optical Co-incidence. Edge-notched Card System.

6. **Special Indexing Systems** : KWIC and its different versions, Cittion Indexing.

7. Principles of Vocabulary Control, Thesauri and their construction. Hierachical and non hierarchical and display of terms and notation.

8. **Classification Schemes** : UDC and CC.

9. Evaluation of Indexing systems.

10. **Abstracting** : Author Synopsis, Slant in Abstracting, Principles and Canons of Abstracting.

## PAPER-IV

### Information Technology and System Design

1. **Information Technology** : An Overview.

2. Computer Technology Evolution, Types of Computer (Mainframe, Mini, Micro, Personal).

3. **Computer Hardware** : Processing Unit, Input-Output Units.

4. **Programming** : Flowcharting, Programming languages.

5. Computer Networks.

6. **Systems Analysis & Systems Design** : Systems Development, Implementation and Evaluation.

7. Database Development and Design Logical Data Organization. Physical Data Organization.

8. Internet and its Services.

9. **Special Topics** : Electronic Mail, Teletex, videoley Optical Media (CD-ROM etc.), Work Station, Artificial Intelligence.

## PAPER-V

### Information Users and Needs

1. Categories of Information User identity User. Definition of Need, Want, Demand, User requirement, Users and Work Environment Planners, Policy Makers, Managers, R & D Personnel, Technologists, Engineers and other Professionals, People at the grass root, Public at large. Special Ethnic groups, Information Seeking Behavior of different user groups.

2. **Use of Information** : Use of information in management activities. Decision making. Planning, Monitoring etc. Problem solving, Research and Development Technology Innovation, Technology Transfer. Role of information in raising the standard and quality of life.

3. **Scope and content of User Studies** : Studies by types of library different user groups; different disciplines; literature by form are language country of publication.

4. **Methodology of User Studies** : Qualitative and quantitative paradigns Population/Sample; Data collection methods-questionnaire, interview case study, Analysis and interpretation of results; Evaluation of user surveys; Other specific techniques - scenario analysis, Interaction Analysis, Repertory Grids, Delphi, Nominal groups technique.

5. User Education.

## PAPER-VI

### Information Source and Products Science and Technology

1. **Overview of major Subjects of Science and Technology** : Physics, Chemistry Engineering and Technology.

2. **Primary Sources of Information** : Their Types, Characteristics and their role with emphasis on Periodicals, Research reports, Patents, Specifications etc.

3. **Secondary Sources of Information** : Their types and Characteristics - Bibliographies, Indexes & Abstracts, Encyclopedia, Pearbooks. Evaluation of important Secondary Sources from the point of view of their information Value for Scholars in the field - Encyclopedia, Abstracting and Indexing Services & Other reference books.

4. Brief survey of the activities of important research institutions and professional organizations engaged is the growth and the development of science and technology with particular reference to India, U.K. and U.S.A.

5. Institutions and organization engaged in the information services in the field of science - National and International.

6. Databases in Science and Technology.

7. Information Analysis and Repackaging. Content Analysis, Condensation, Consolidation and Compilation.

## PAPER-VII

## Information Retrieval (Practical)

**Part-A : Cataloguing**

1.      Cataloguing of Documents involving Complicated Personal and Corporate Authorship, Co pex Periodicals, Non Book, Material according to AACR-II.

2.      Indexing using PRECIS, KWIC and LCSH.

**Part-B : Classification**

1.      Classification of Documents with comples subjects acording to UDC nad Colon Classification.

## PAPER-VIII

## Information Technology Application (Practical)

1.      Operating System

    (i)      WINDOWS        (ii)      MS-DOS COMMANDS

2.      Word Process

    (i)      MS Word

3.      An Overview Some Library Packages

    (i)      CDS/ISIS        (ii)      Granthalaya

4.      Internet

    (i)      Internet Searching        (ii)      e-mail

Note : 20 marks will be reserved for viva-voce.

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## SCHEME OF EXAMINATION

1. To be admitted in the MLIS examination and Candidate must has fulfilled conditions for appearing at the examination as contained in the general regulation of the university.

2. The successful candidates at the examination shall be placed in the following two classes and their names shall be arranged in order of merit.

   A- Candidates who have obtained a minimum of 40% marks in each of the papers and 50% in aggregate of both taken together shall be placed in 2nd Class.

   B- The vice-chancellor may, if a candidate is Failling in not more than one paper or missing a division/class by not more than 5 (Five) Marks condone deficiency up to five marks, but such condoned deficiency marks shall no where is added. All other candidates shall be deemed to have failed at the examination.

3. A candidate who has been sent up for the MLIS examination but who has failed to appear at the examination may appear, if he/she so desires, at two consecutive examination subsequent to the one of which he has sent up, on payment of the prescribed fee without attendance. But he/she still fails to appear at or to pass the examination he/she will be required to take admission a fresh.

4. Only Students registered with the Patliputra University after admission in this course will be eligible for sitting at the examination.

5. Successful candidates will be awarded a MLIS Degree in Library and Information Science according to a format of the degree approved by the "ACADEMIC COUNCIL".