

MLS 201

Information Sources, Systems and Programmes.

Unit-I

Physical medium of information - Print media Multimedia and hypertext, Non-print media : Micro form, Electronic and Optical media.

Unit-II

Information sources, systems and programmes - Indian council of social science research, NISSAT, National manuscript mission India.

Unit-III

Non-disciplinary studies - International Organization, INIS, AGRIS, ARIS, Content analysis and its correlation to clientele. Customised organisation of information sources.

Unit-IV

Rural community information system, enjournance programme, environmental information system and biotechnology information system.

Unit-V

User education programmes goals objectives, techniques, methods, UEP industrial environment information literacy and digital device.

MLS 202

Information Technology Application

Unit-I

Overview of Information Technology - Computer Technology, Printing and publishing technology, CD ROM and DVD.

Unit-II

Networking and Telecommunication - storage devices, definitions, types of Networking (LAN/WAN), Data transmission, Communication channels, Transmission media, Switching mechanism, Topology of networks, Wireless LAN.

Unit-III

Internet and its services - Origin and development, resources and services through Internet, Searching on the Internet (www.subject directories, Search Engines) Use of Internet Access in libraries, Internets.

Unit-IV

Library automation - Library keeping operations Automated acquisitions, Serial Control, Circulation Control, Catalogue System, Salient Features of SOUL.

Unit-V

Digital libraries genesis, definition, e-book funds, hardware and software requirement, data capture like scanners, OCR and digital camera.

MLS 203 : Elective Subject (any one)

203.A : Economic

203.B : Environmental Science

203.C : Fundamental of Management

203.D : Computer Basic

MLS -203 (A) Advance Economics Analysis

Unit – I

General Introduction to Micro/Macro/Positives and Normative Economics/ Scarcity and Choice/ Rational Behaviour.

Unit – II

Utility Analysis Cardinal Utility, The Law of Diminishing Marginal Utility, The Law of equi- marginal utility, and Ordinal Utility, Indifference Curves analysis, Price effect, Income Effect & Substitution Effect. Indifference curve and Budget line, Utility Maximization Rule, Practical Significant.

Unit – III

Law of Demand & Supply, Derivation of demand curve from price Consumption curve, Market demand, Changes in demand and supply and their quantity, Elasticity and their applications, Demand and consume Surplus.

Unit – IV

Revealed Preference Theory, Consumer choice under Uncertainly, Hicksian revision of demand theory.

Unit – V

Production and Cost Functions- Law of Variable Proportions- Returns to scale, Production function of Multi-Productions- Returns to scale, Production function of Multi- Product Firm, Producer's equilibrium- elasticity of substitution – Euler's theorem; Cobb- Douglas production function, Cost functions, Cost Curves, Iso- cost curves, traditional and modern cost analysis

MLS- 203(B)
Environment Studies

Unit I:

Problem Of natural resources

- (i) Problem of water resources - Utilization of surface and ground water ,over utilization , flood ,drought , conflict over water , dams- benefits and problem.
- (ii) problems of forest resources -uses and over utilization , deforestation .utilization of timber , non-wood forest products, dams and its effect on forests.
- (iii) Problems of land resources -Land as source .erosion of land , man induced landslides and desertification.

Unit II:

- (i) Introduction-genetic ,species and ecosystem diversity
- (ii) Value of bio -diversity -consumable use : productive use , social, moral and aesthetic values.
- (iii) India as a nation of mega bio diversity center, bio-diversity at national and local levels.
- (iv) Threats to bio-diversity - loss of habitat, poaching of wildlife, man wildlife conflicts.

Unit III:

Human population and environment

- (i) Population growth, disparities between countries.
- (ii) population explosion ,family welfare programmed.
- (iii)Environment and human health.

Unit IV:

Ecology and Ecosystem

- (i) Ecology- introduction
- (ii) Ecosystem -Concepts , components structures & function, energy flow, food, chain , food web, ecological pyramids and types.

Unit V:

ENVIRONMENTAL WEALTH

- (i) Main rivers of India and Grasslands.
- (ii) Rural , industrial , agricultural fields.(iii) Study of common plants ,insects and birds.

MLS -203(C)
Principles, Concept & Practices of Management.

UNIT-I

Management: Functions and Responsibilities of Managers, Fayol's Principles of Management, Management Thought-The Classical School, the Human Relations School, Systems Theory, Contingency Management, Developing Excellent Managers. Cross Cultural issues in Management.
Managerial Process, Functions, Skills and roles in an Organization.

UNIT-II

Planning: Nature and Purpose of Planning, The Planning Process, Principles of Planning, Types of Planning, Advantages and Limitations of Planning.

UNIT-III

Organizing: Nature and Purpose of Organizing, Bases of Departmentation, Span of Management, Determinants of Span of Management, Line and Staff Relationship, Line-Staff Conflict, Bases of Delegation, Kinds of Delegation and Decentralization, Methods of Decentralization

UNIT-IV

Controlling: Concept and Process of Control, Control Techniques, Human Aspects of Control, Control as a Feedback System, Preventive Control, Profit and Loss Control, Control Through Return on Investment, The Use of Computer for Controlling and Decision Making, The Challenges Created by IT as a Control Tool, co-ordination.

UNIT-V

Concept and Nature of Objectives: Types of Objectives, Importance of Objectives, Setting Objectives, Management by Objectives (MBO), Benefits and Weaknesses of MBO.

MLS- 203 (D)

Basics of Computer App. & Information Technology

Unit I:

INTRODUCTION TO COMPUTER:

Basic Organization of Computer System: Block diagram & Functions (Central Processing Unit, Input/Output Unit, Storage Unit); Characteristics; Capabilities & Limitations. Types of Computing Devices: Desktop, Laptop & Notebook, Handheld, Smart-Phone, Tablet PC, Server, Workstation & their Characteristics. Primary Memory & Their Types: RAM (DRAM, SRAM, DDR, RDRAM & EDORAM); ROM, PROM, EPROM, EEPROM; Cache Memory.

Unit II:

PERIPHERAL DEVICES: Input Devices: Keyboard, Mouse, Trackball, Joystick, Digitizer or Graphic tablet, Scanners, Digital Camera, Web Camera, MICR, OCR, OMR, Bar-Code Reader, Voice Recognition devices, Light pen & Touch Screen. Output Devices: Display Devices (CRT, TFT, LCD, LED, Multimedia Projectors); Video Standard: VGA, SVGA, XGA etc; Impact Printers (Daisy Wheel, Dot Matrix & Line Printer); Non-Impact Printers (Inkjet, Laser, Thermal); Plotters (Drum & Flatbed); Speakers.

General introduction of Cards, Ports and SMPS: Expansion Cards (Display/Video/Graphic, Sound and Network Interface), Ports (USB, Serial and Parallel, Network), SMPS.

Unit III:

STORAGE DEVICES:

Magnetic Tape, Cartridge Tape, Data Drives, Hard Disk Drives (Internal & External), Floppy Disks, CD, VCD, CD-R, CD-RW, Zip Drive, DVD, DVD-RW, USB Flash Drive, Blue Ray Disc & Memory cards. Brief description of above storage devices with elementary idea about their capacity and speed.

Unit IV:

OPERATING SYSTEM (OS)

Functions of Operating System. Types of Operating System. Introduction to Operating System for i-pad & Smartphones. Elementary idea of DOS, WINDOWS & LINUX Operating Systems. DOS Basics: FAT, File & directory structure and naming rules, Booting process, DOS system files. Internal & External DOS commands.

Unit V:

Text Reading & Editing Software

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General information about PDF readers: Adobe Acrobat, Nitro, PDF-X Change, etc. General information about application packages: Microsoft Office, Open Office & WPSoffice. Text editing and formatting using Word-2007 & onwards versions: Creating documents using Template; Saving word file in various file formats; Previewing documents, Printing documentation file/page; Protecting document; Editing of Selected Text, Inserting, Deleting and Moving text

MLS 204
Information Communication Society and Services.

Unit-I

Information Centres - Types and their organisation Data Centres and Referral Centres. Information analysis and consolidation centres. Information - its Nature. property and scope, Comparative study of data, information and knowledge. Data : Definition, types, nature, properties and scope.

Unit-II:

Literature searches and Bibliography -Technical Enquiry Service. Document Delivery Service. Translation Service. Information Diffusion Process - Knowledge generation cycle knowledge generation to utilization, personal knowledge and public knowledge acquisition : Learning process

Unit-III

Information Products - Information. Newsletter House Bulletin In-house communications. Trade and Product Bulletins State of Art reports, Technical digests.

Information generation and communication - Communication process and media. Modes and Forms of Information. Information theory.

Unit-IV

Database support services - Databases types and uses. Database intermediaries such as searchers, editors etc. Online information systems and information networks. Information standards for database design and development.

Intellectual property act, right to information act, data security and fair use.

Unit-5V

Study of Medlors OCLC, Inspec, IFLA and FID. Information as an economic resource - Information policies National and international information society, knowledge of social duplication of information

MLS 205

Knowledge Organisation and Processing (Practical).

Part - (A)

Classification by UDC (Abridged Rev. English Ed. : 1961). Adequate number of titles from all disciplines. Candidates will be requested to classify 10 titles in all.

Part - (B)

Cataloguing of Serials, Composite books, multi-volume sets and non-book materials (Microforms and monographs) only by AACR-2 (1978). Library of congress list of subject headings will be followed for subject headings, conditions will be required to catalogue 3 titles in all.

MASTER OF LIBRARY AND INFORMATION SCIENCE

Code: **MLS 206**

Dissertation

Viva- Voce