



MATS UNIVERSITY



**CHHATTISGARH'S FIRST AND ONLY STATE UNIVERSITY
ACCREDITED WITH **A⁺** GRADE BY NAAC**

MATS CENTRE FOR DISTANCE AND ONLINE EDUCATION (MCDOE)



ODL MODE

PROGRAMME GUIDE

MATS CENTRE FOR OPEN AND DISTANCE EDUCATION (MCODE)

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

- **About University**
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MATS CENTRE FOR OPEN AND DISTANCE EDUCATION (MCODE)

MATS UNIVERSITY

Address: Aarang-Kharora Highway, Gullu, Aarang, Raipur (Chhattisgarh)

Pincode-493 441, Contact: 07714078995/96

ABOUT UNIVERSITY

At MATS, we are committed to developing leaders who are not merely skilled professionals but also compassionate people with strong ethical values and discipline.

We provide our students with the **information, skills, confidence, and experience** necessary to improve the world around them. MATS University not only develops their students individually but also gives them time and opportunity to develop new interests, learn new skills, and meet new people.

Established in **2006**, MATS University has emerged as a leading educational institute in Raipur, committed to nurturing future leaders and professionals across various disciplines. We take pride in our distinguished faculty members who are experts in their respective roles, dedicating themselves to imparting knowledge and mentorship to our students.

Key Features of University: Following are some of the key features which makes university unique in terms of quality and reliability.

- It State-of-the-Art Facilities: Advanced classrooms and labs for enhanced learning.
- Sustainability: Green buildings and eco-friendly practices.
- Technology Integration: Smart classrooms and digital resources for better education.
- Experienced Professors: Academic and practical expertise that enriches the learning environment.
- Research & Development: Active involvement in cutting-edge research.
- Personalized Learning: Smaller class sizes and mentorship for more interaction and attention.
- Inclusivity & Diversity: Celebrating different backgrounds and perspectives: Student Engagement: Clubs and events that create a lively campus life. Support Services: Comprehensive help for academic and personal growth.

University Vision: To become a world-class Centre in providing globally relevant education. MATS will be the Global University, known for the quality academic programmes and outstanding faculty, products and services to student and clients independent of place and time constraints. MATS University will be a benchmark institution for lifelong partnership with students, the workforce and public and private enterprises. Building on its proud tradition, MATS university will extend educational opportunities to those who will make our state (Chhattisgarh), our nation and global society a better place to live and work.

University Mission: To foster an intellectual and ethical environment in which the spirit and skills within MATS will thrive so as to impart high quality education, training, research and consultancy services with a global outlook and human values. To create and develop technocrats, entrepreneurs and business leaders who will strive to & improve the quality of human life. To create truly world class schools of Management Sciences, Engineering Sciences, Information Technology, Life Science, Basic and Applied Sciences, Humanities & Social Sciences and Life Skills.

RECOGNITIONS

- The University is recognized under Section 2(f) of the UGC Act.
- NAAC A+

THE FACULTIES OF STUDIES

The following faculties currently are in operation in the University:

- MATS School of Management & Business Studies
- MATS Law School
- MATS School of Engineering & Information Technology
- MATS School of Education
- MATS School of Information Technology
- MATS School of Library Science
- MATS School of Sciences & Forensic Science
- MATS School of Arts & Humanities
- MATS School of Pharmacy
- MATS School of Physical Education & Yoga
- MATS School of Social Science

ABOUT MATS CENTRE FOR OPEN AND DISTANCE EDUCATION

MATS University is a prestigious institution established in 2006, committed to providing quality, accessible education through innovative distance learning methodologies. Through the open and distance education from MATS University learners can unlock endless opportunities with flexible, comprehensive open and distance education programmes designed for busy professionals and dedicated learners, so they can Achieve their academic dreams with ease of learning and at their convenience. MATS Centre for Open and Distance Education (MCODE) provides flexible, inclusive, and accessible educational opportunities through distance learning,

maintaining rigorous academic standards and global relevance. MCODE has integrate advanced technologies, innovative pedagogies, and comprehensive support systems that enrich the learning experience with reliability to gain more and more knowledge through the practical approach of learning. MCODE aims to nurture intellectual curiosity, professional competence, and ethical consciousness among learners, preparing them to thrive in the competitive world. Open and Distance Education will enhance employability, entrepreneurial capabilities, and leadership skills by aligning programs with industry and societal needs, ensuring holistic development of students. MATS Centre for Open and Distance Education vision is be recognized as a benchmark institution for providing accessible, inclusive, and quality-driven open distance education, empowering learners to achieve academic and professional excellence irrespective of their geographical locations. The mission of the MCODE is to improve the quality of education in the area with the help of advanced technology and use of ICT in Open and Distance learning so the learners are aware from the latest technologies and become a skilled professional. Following are the key points about MCODE that makes it unique and futuristic.

- Well-structured, up-to-date materials available digitally & in printed form for easy access.
- Flexible, secure, and user-friendly examination process for a stress-free assessment experience.
- Dedicated helpdesk, online counseling & personalized mentoring for academic queries.
- Access thousands of digital books, journals, and research materials anytime, anywhere.
- State of the art Learners Management System (LMS).
- Dedicated learners support service system to help out the learners in every step of their academic journey.
- Well-designed SLM along with interactive learning methods and techniques, in both the form printed and digital so learners can have ease of access.
- Audio/Video lectures in the form of e-SLM for the learners.
- ICT based contact classes along with doubt clearing sessions.
- Video Conferencing for interactive presentation and live sessions.
- Course content delivery mechanism through use of mail id, websites, various online sources and by postal address.
- We have already run distance education programme in previous sessions from 2011-13 and 2016-19.

ABOUT PROGRAMME

A. Programme's Mission and Objectives:

The mission of the Open and distance learning Bachelor of Library & Information Science programme in library science is to equip students with in-depth theoretical knowledge and practical management skills through accessible, flexible, and innovative online and distance education. The program strives to develop competent business leaders capable of navigating future challenges in a dynamic and evolving library and information environment.

Objectives:

1. To emerge as a leader in library and information science education, fostering knowledge management professionals for the digital age.
2. To provide advanced education in library sciences and knowledge management.
3. To integrate technology with traditional library systems for improved accessibility and efficiency.
4. To produce skilled information professionals who support academic and societal knowledge needs.

B. Relevance of the Programme with University's Mission

The open and distance learning Bachelor of Library & Information Science programme aligns with MATS University's mission to cultivate a learning environment that encourages creativity, innovation, and critical thinking in Library operations. It is designed to offer a high-quality Library Science education in university system.

The programme focuses on developing competent Library professionals capable of making meaningful contributions to Higher Education system. Additionally, it fosters an inclusive and diverse learning atmosphere, preparing students to navigate and succeed in multicultural and global library and information environments. Through practical and project-based learning, students enhance their teamwork, leadership, and communication skills-essential qualities for thriving in the dynamic field of library science.

C. Nature of Prospective Target Group of Learner's

This Programme is specifically designed to meet the requirement of learners who are not able to accomplish their educational goal through the conventional mode of education. The learners who are working professionals, housewives, reside in tribal or rural areas and not

able to join the regular programme due to various reasons, are our target group of learners. Learners who want to enrol themselves in this particular programme must have graduation in any discipline or equivalent Degree.

D. Appropriateness of Programme to be Conducted in Open and Distance Learning Mode to Acquire Specific Skills and Competence

The open and distance learning mode of MATS University system places greater emphasis on the learner, where most of the instruction is delivered through distance mode with only a minimal component of face-to-face communication. Students will have the flexibility to learn at their own pace. They can access course materials and resources online and progress through the programme as per their convenience. It allows students to attend classes from anywhere, eliminating geographical barriers and offering more opportunities for students to learn and acquire specific skills and competencies. The Open and Distance Learning mode will provide an opportunity to learn in a technology-driven environment for the students where they can access online resources and learning materials, attend virtual classrooms, participate in online discussions, and engage with other students and faculty through various collaborative tools. This provides a highly immersive and interactive learning experience, helping students to develop critical thinking, analytical, and problem-solving skills. This program is tailored to meet the educational needs of commerce students who require a flexible learning structure. The course aims to develop knowledge and skills essential for the commerce sector. Upon successful completion, students will be able to:

- Understand the fundamental aspects of entrepreneurship as a profession.
- Develop business plans for new ventures.
- Identify sources of capital for business growth.
- Gain foundational knowledge of human resource management.
- Recognize and uphold ethical responsibilities in business and society.
- Communicate effectively through written and oral presentations.

E. Expected Outcomes of the Programme

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PROGRAMME DELIVERY MODE

As the programme will offer in MATS Centre of Open and Distance Education mode, there are various instructional delivery mechanisms and media will be used to effectively deliver content to the learners. The programme delivery mechanism used by MCDOE follows a multimedia approach for instructions, which are as follows:

- The printed self-learning material (SLM) which covers all the metrics of the programme will be delivered to the learners for every course.
- Learning Management System (LMS) is an online platform that provides a centralized location for students to access learning content, engage in discussions, submit assignments, and take assessments. The LMS provides a user-friendly interface that is accessible on multiple devices, such as desktops, laptops, tablets, and smartphones.
- Webinars can be used for lectures, discussions, or interactive sessions with students. Pre-recorded video lectures can be used to deliver course content in a concise and engaging way. Interactive multimedia includes simulations, games, and quizzes that are designed to

reinforce learning.

- Discussion forums can be used to facilitate group discussions, peer-to-peer learning, and to provide feedback and support. Open and face-to-face counselling will be provided by academic counsellors appointed for the programme.
- The counseling sessions are held as per schedule drawn by the MCDOE. These counselling sessions are held in non-working hours for the learners so they can attend the counselling session properly and regularly to enhance their learning skills.
- Live session will be conducted through the use of Internet Communication Technologies (ICT) from the University's studio, the schedule of which is made available at the Learner Support System.
- Programmes which have industrial training/practical/ project component are held at University's learners support centers and Attendance of the learner in this part of the courses is compulsory. As per guidelines Project Work of the programme will be done by the learners and regarding this a complete guide will be deliver to the learner along with study material.
- The SLM will be dispatched periodically to the enrolled learners for each course of the programme. These SLM's will be very helpful to the learners in effective learning. The assignment for internal assessment of learner's shall be deliver to the learners along with the SLM. Online modules are also available in the University's website for some programme.
- The contact classes and counselling schedule will be of 30 days in a year which will be divided as 15 days in each semester. The schedule of contact classes of the programme shall be communicated to the student through the various medium.

EVALUTION SYSTEM

The eligibility for the admission is passed in graduation examination or equivalent. Learners have the convenience of accessing all the information related to admission

procedure and other information through the University's website or by contacting the helpdesk number. They can download the admission form from the university website and send it through either online or offline mode. Upon receipt, the University will scrutinize the documents and process the payment of fees. Once the fees are cleared, the admission will be confirmed, and an enrollment number will be issued to the learner.

- **Examination and Evaluation System:**

Evaluation shall be based on continuous assessment, in which sessional work and the terminal examination shall contribute to the final grade. Sessional work shall consist of class tests, mid-semester examination(s), homework assignments, etc., as determined by the faculty in charge of the courses of study. Progress towards achievement of learning outcomes shall be assessed using the following: time-constrained examinations; closed-book and open-book tests; problem-based assignments; observation of practical skills; individual project reports (case-study reports); team project reports; oral presentations, including seminar presentation; viva voce interviews; computerized adaptive assessment, examination on demand, modular certifications, etc.

Each course shall correspond to an examination paper comprising of external and internal evaluations. The semester end theory examinations for Major, Minor, Open/Generic and DSC (Discipline specific Course) vocational, value added, SEC (Skill Enhancement Course) and AEC (Ability Enhancement Course) shall be of a duration as promulgated through the examination's regulations approved by the Academic Council of the University. The credit structure for theory/Practical/tutorial, internal, external examinations and total marks for an examination shall be as per the programme structure approved by the Academic Council of the University as per UGC norms. Students shall acquire a minimum passing mark in internal and external examinations separately to be declared as pass in the respective courses, as prescribed by the Academic Council.

1. The academic performance of a candidate shall be evaluated in respect of the courses of study prescribed for each semester through the evaluation. The evaluation of students admitted in

the programme shall be based on:

- 1.1. End Semester Examinations - 70% marks of total marks and
- 1.2. Continuous Internal Assessment - 30% of total marks
2. The End Semester examinations shall be held as per the academic calendar notified by the University and the duration of end semester examination shall be of three or two hours.
3. The minimum percentage of marks to pass the programme in each semester shall be 40% in each course comprising of end semester examinations and continuous evaluation.
4. A programme shall have a specified number of credits in each semester. The number of credits along with grade points that the student has satisfactorily cleared shall measure the performance of the student
5. Semester examination results shall have following categories:
 - 5.1.1 Passed, i.e., those who have passed in all courses of the semester examination in internal and external examination separately.
 - 5.1.2 Promoted (ATKT), i.e., those who have earned minimum 50% of credits in a particular year including both the semesters (even and odd) or those who have earned any number of credits in odd semester.
 - 5.1.3 Detained, i.e., those who are not promoted as per the above provisions shall be detained. Such students have to appear in the examination of next academic session to earn required credits (excluding the credits already earned) as per the provisions of this ordinance and only then he/she may continue the programme within stipulated period as per the provisions of this ordinance.
6. However, a student of any semester who has been detained/ not

appeared in examination due to less attendance/ not applied for examination/ applied but not appeared shall be out from the programme. Such a student has to take admission in the next session as an ex-student through the procedure adopted/notified by the University.

The Fee Structure of the Programme

NAME OF THE COURSES	DURATION (SEMESTER)	ADMISSION FORM FEE (RS.)	COURSE FEE (PER YEAR)	EXAM FEE (PER YEAR)	TOTAL FEE (PER YEAR)
Bachelor of Library & Information Science (B.Lib.I.Sc)	2	500	18000	3000	21,500

LEARNER SUPPORT DESK:

Contact Person: Dr. Vaibhav Sharma

Phone: 07714078995/96

Email: help@matsodl.com

Director

MATS Centre for Open and Distance Education (MCODE) MATS University

**Address: Aarang-Kharora Highway, Gullu, Aarang, Raipur, Pincode-493 441,
Chhattisgarh,**

Phone: 07714078995/96.

Examination Scheme:
B. Lib. I. Sc. (First Semester)

Category	Course Type	Paper Code	Subject	Credit Point	Theory		Total Marks
					Internal	External	
Major	Theory	ODL/MSLS/BLIBDSC01	LibraryandSociety	4	30	70	100
Major	Theory	ODL/MSLS/BLIBDSC02	Library Management	4	30	70	100
Major	Theory	ODL/MSLS /BLIBDSC03T	Knowledge Organization– Library Classification (Theory)	4	30	70	100
Major	Theory	ODL/MSLS /BLIBDSC04T	Documentation &Information Science	4	30	70	100
Major	Practice	ODL/MSLS /BLIBDSC03P	Knowledge Organization Library Classification (Practice)	3	30	70	100
Major	Practice	ODL/MSLS /BLIBDSC04P	Documentation Practical Process	3	30	70	100
		Total		22	180	420	600

B. lib. I. Sc. (SECOND SEMESTER)

Category	Course Type	Paper Code	Subject	Credit Point	Theory		Total marks
					Internal	External	
Major	Theory	ODL/MSLS /BLIBDSC05	Reference and Information Sources	4	30	70	100
Major	Theory	ODL/MSLS /BLIBDSC06	Information Services	4	30	70	100
Major	Theory	ODL/MSLS /BLIBDSC07T	Knowledge Organization Cataloguing (Theory)	4	30	70	100
Major	Theory	ODL/MSLS /BLIBDSC08	Information Technology Basics	4	30	70	100
Major	Practice	ODL/MSLS /BLIBDSC07P	Knowledge Organization Cataloguing (Practice)	3	30	70	100
Major	Theory	ODL/MSLS /BLIBDSC09	Academic Libraries	3	30	70	100
		Total		22	180	420	600

Detailed Syllabi

PAPER 1

LIBRARY AND SOCIETY (B. Lib. I. Sc.)

Unit -1

Role of Libraries and information centers in modern society. Philosophy of Librarianship.

Librarianship as a profession.

Role of the Library Informal and Formal Education. Role of the Library in improvement of reading habits.

Five Laws of Library Science and Implications in Library & Information Center

Unit-2

Types of Libraries: National, Public, Academic and special. Development of Libraries with special reference to India.

Libraries movement in U.K. and USA.

Library Legislation need and purpose and advantages. Library Legislation in Indian States.

Detailed Study of Chhattisgarh Public Library Act.

Unit-3

Intellectual Property Rights (IPR), Copyright, Standard, Trademark. Delivery of Book Act, Press and Registration Act, Right to Information act. Professional Associations and their role in the Development of Libraries. National Level Promoters – RRRLF, ILA, IASLIC etc.

Unit-4

Library Cooperation, Resource Sharing: Concepts, need, purpose. Area of resource sharing Impact of IT on Resource Sharing, User studies, User Education, Library Extension

Services, Community information Centre's and services.

Unit-5

IFLA, UNESCO, FID, ALA, ASLIB, DESIDOC: Objectives, Activities and Their Publications. Organizations: NISCAIR–Objectives, Program and activities.

PAPER- 2

LIBRARY MANAGEMENT (B. Lib. I. Sc.)

Unit-1

Management: Concept Definition, Scope. Level of Management. Management School of Thought.

Principles of Management.

Elements of Management Process:
POSDCORB. Functions and Principles of Scientific Management.

Applications in Libraries and Information Centre's.

Unit-2

Building and Planning of Library (Concept, Definition, Need, Purpose Types Policies & Procedures.

Human Resource Management Organizational Structure.

Library collection Development and policy and function of collection Development Staff Recruitment, Selection and Training, Staff Formula.

Personal Management.

Stock Maintenance Stock verification, methods and advantage.

Unit-3

Financial Management–Concept, Definition, Need and purpose.

Budget and Budgeting Techniques and Methods–PPBS, Zero base budgeting, Budgeting Control.

Cost Effectiveness and Cost Benefit Analysis. Financial Planning (Sources and generation of income) Library Administration.

Unit-4

Governance of a library: Need Purpose, Types and Functions. Acquisition and Processing of Reading Methods.

Technical Processing and its Tools. Circulation–Methods, Routine Records, Serials Control.

Shelving– Maintenance and Preservation of Library Materials.

Unit-5

Library Organizational and structure.

Operational Planning Techniques (Use of planning tools like Gantt chart, PERT/CPM) Stock Verification, Management Information System (IS), TQM.

PAPER- 3

LIBRARY CLASSIFICATION THEORY (B. Lib. I. Sc.)

Unit-1

Classification – Definition, need and purpose.

Library Classification–Meaning, need, purpose and functions. Knowledge Classification Vs Book Classification.

Theory and Development of Library Classification. Species of Schemes of Library Classification

Unit-2

Universe of Knowledge: Structure and Attributes. Different Types of Subjects and

their modes of formation. Knowledge
Classification and its Canons.

Hospitality in
array and Chain.
Facet, Analysis.

Five Fundamental Categories &
their Postulate. Principles for facet
sequence.

Unit-3

Types of Isolates: Common, Special.

Devices used in Classification (Chronological, Geographical, Subject,
Alphabetical, Enumeration, Super imposition and Phase Devices).

Systems and Specials.

Unit-4

Notation: Definitions, Need
and Functions Types and
canons of notations.

Mnemonics: Types and
Canons. Indicator
Digits.

Zone analysis and Sector
Notation. Systems of Book
Number.

Unit-5

Study of Selected Schemes of Classification–DDC Current Trends in
Library Classification.

Role of DRTC, CRG and FID. Salient
Features of CC.

PAPER- 4

DOCUMENTATION & INFORMATION SCIENCE

(B. Lib. I. Sc.)

Unit-1

Documentation: Meaning and Definitions its aim, Scope and development.

Documentation: work and their scope.

Documentation: source and their scope.

Documentation: List their kinds and preparation.

Unit-2

Information: Meaning, definition, objectives, Needs. Information: Science: Its definition, Aims and scope.

Information: Seeking behavior: Meaning, Needs, Processes and their Kinds. Information: Generation and Diffusion.

Unit-3

Canons of Abstracting.

Study of Chemical abstracts, Biological Abstracts, Psychological abstracts, Sociological abstracts, Library and Information Science abstracts, Indian Science Abstracts, Indian Library Science Abstracts.

Unit-4

Indexing: Meaning, Definition, Functions and Types of Indexing. Pre-co-ordinate Indexing, Chain Indexing, PRECIS, POPSI.

Post-co-ordinate Indexing: Term Entry System & Peek-a-boo-systems. Unitary Indexing & Citation Indexing.

KWIC & KOWC.

Unit-5

Documentation Centers: Meaning, Definition, Need, Objectives and Functions.

Local Library Networks: CALIBNET, MALIBNET, MYLIBNET, BONET, ADINET,

National Library NETWORKS: INFLIBNET,

DELNET, VINIITI, UNISIST, NISSAT.

PAPER- 5

LIBRARY CLASSIFICATION PRACTICE (B. Lib. I. Sc.)

Unit-1

Colon Classification (6th Edition): Introduction, Structure and Organization. Step in Classification.

Classification of Documents with Basic Subjects. Classification of Documents with Compound Subjects.

Unit-2

Dewey decimal classification (19th Edition): Introduction, Structure and Organization. Steps in Classification.

Classification of Documents using Table 1&2. Use of Relative Index.

Unit-3

Colon Classification (6th Edition): Use of Common Isolates, Phase Relations and devices. Classification of Documents with Compound Subjects.

Dewey decimal classification (19th Edition): Classification of Documents using Tables 1 to 7.

Unit-4

Comparative Study of DDC and CC

PAPER- 6

Documentation Practical Process

Unit 01

Documentation Centre

Translation Service Centre: Types, Guideline, Translation Pools & Tools, Translation Agency: National, International OPA

Unit 02

Abstract & Abstracting: Quality of Good Abstract.

Stages of Abstracting Indexing services: Indexing Periodicals, Index to NEWS Paper Citation Indexes; Shepperd's Citation Index, Pre and Post Coordinating Index

Unit 03

Documentation: Acquisition, Accessioning, Stock Verification, Reprography Service.
Bibliography: Bibliography of Bibliography, National, International and Trade Bibliography

Unit 04

Information Seeking Behavior Model. Standardization for Library Material and Services.
Reference Management: Mendel, ZETERO, MLA, APA

Semester -II

PAPER- 1

REFERENCE & INFORMATION SOURCES (B. Lib. I. Sc.)

Unit01

Information Sources: Concept, and Need for information.
Types of Information Sources: Documentary: Primary, Secondary, and Tertiary Types of Information Sources: Non-Documentary: Organizations and Humans. Types of Reference Sources.
The Reference Process.

Unit02

Categories of Reference Dictionaries Encyclopedia
Hand book, Manuals, Yearbook. Standards, Patents, Trade catalogues.

Unit03

Geographical Sources.
Biographical Sources.
Reference Sources of Current Events. Statistical Information Services.
Literature Search

Unit04

Study of Bibliographical tools. Bibliographies Need and types. Bibliographical Control.
National Bibliography (BNB&INB). Trade Bibliography.
Subject Bibliography.

Unit05

Current Information Services. Almanac and Book.

Directory Universities Handbook world of Learning. Internet and e - Information Sources.
Criteria for Evaluation of Reference Sources.

PAPER- 2

INFORMATION SERVICES (B. Lib. I. Sc.)

Unit01

Information Services: Meaning, concept need and trends. Information Services and Techniques.

Information Services: An overview Evaluation of alerting services.

Unit02

Types of Information Services. CAS and SDI.

ILL and document delivery Services. Reference and Referral services.

Unit03

Global Information system: UNISIST, AGRIS, MEDLARS, VINIT, INIS, UNESCO, FDI, IFLA, NISSAT, INSDOCDESIDOC, NASSDOSENDOC.

Library consortia- India: Current trends in scholarly communication: Open access Movement.

Unit04

e-Information Services.

E-mail, E-book, E-journals. WWW, E-Database, Metadata.

OCLC, CD-ROM and Multimedia etc. Online Services.

Unit05

Networking: Meaning, Need, Concept, Purpose and Feature. LAN, MAN, WAN.

National and International Library Networking Meaning Objective Need and Development.
Level of Library Network.

National Network: CALIBNET, DELNET, BONET, MYLIBNET, INFLIBNET, ADINET.

International Network: UNISIST, INIS, MEDLARS, AGRIS, DEVSIS, EURONET, VINITI.

PAPER- 3

LIBRARY CATALOGUING THEORY (B. Lib. I. Sc.)

Unit01

Library Cataloguing: Definition, Meaning, Purpose and Functions. Type of Library Catalogue.

Physical Form of Catalogue. Inner Form of Catalogue.

History of Catalogue.

AACR-II (Anglo American Cataloguing Rules–II). Uses of the Library Catalogue.

Unit02

Kinds of Entries.

Data Elements indifferent types of Entries. Filing of Entries Classified and Alphabetic.

Centralized Cataloguing. Co-Operative Cataloguing Simplified Cataloguing.

Unit03

Catalogue Entry. CCF and MARC.

CCC (Classified Catalogue Code).

Structure of Catalogue Card (CCC and AACRII). Pre-Natal Catalogue.

Normative Principles of Cataloguing, Canon Cataloguing

Unit04

Subject Cataloguing–Concept, Purpose, Use and Limitations. Library of Congress Subject Heading (LCSH).

Sears List of Subject Heading (SLSH). Personal Authors.

Unit05

Recent Trends in Library Cataloguing. Corporate Authorship: Government.

Pseudonyms and Anonyms work and Uniform
Titles. Conferences and Periodical Publications.
Societies, Institutions, Associations etc.
Collaborator and Joint Personal Authors.

PAPER- 4

INFORMATION TECHNOLOGY APPLICATION ON LIBRARY

Unit01

Information Technology Basic-Meaning, Scope, Purpose Need, Concept and Feature.
Introduction to Computer–Functional part of Computer.

Hardware and Software, Operating System. Telecommunication: Basic.

Communication–Meaning, Needs, Purpose, Media of Information Communication, Forms of Communication.

Unit02

Computer and Library– Definitions, Meaning History of Computer. Part of Computer, use of Computer.

Input and output Devices. Impact of Internet on Libraries. Generation of Computer.

Unit03

Library Automation, Meaning, Definitions Purpose, Function, Area, Need and Feature.
Library Housekeeping operations.

Computerized Information Services. Management of Computerized Library. Library Software packages.

Unit04

Programming Language: Types Characteristics and their application Flow Charting.
Boolean logic and Operators. Operation System –MS Windows, Unix, MSDOS. Network Protocols– TCP/IP, Net-BUI, IPX.

CD-ROM and CDS-ISIS.

Unit05

Library Websites.

Needs and Importance of Internet.

E-Mail-Protocols, web browsers, web Serves, Search Engine. Internet and OCLC.

Computer Application in Libraries.

Digital Libraries–Definition, Meaning, Purpose, Need, Characteristics and attributes.

PAPER- 5

LIBRARYCATALOGUING PRACTICE

Cataloguing of documents according to AACR-II and CCC

Unit01

Introduction of Book: Parts of Book.

AACR- 2 (Anglo American Cataloguing Rules-2.) Structure of Main Entry.

Structure of Added Entry.

Personal Authors: Single and Joint personal Authors.

Unit02

AACR – 2 Subject Heading: Introduction. Editorial Directions.

Authors and Collaborators.

Corporate body (Government, Institutions, Conferences)

Choice among different Names: Pseudonymous, Anonymous works. (AACR – 2 based)

Serials (Periodicals)

Unit03

CCC Classified Catalogue Code–Introduction. Structure of Main Entry.

Structure of Added Entry.

Tracing: CREs, CIEs, BIEs, CRIEs.

Personal Authors: Single and Joint Personal Authors.

Unit04

Choice Among Different Names: Pseudonymous, Anonymous works. Corporate Body (Government, Institutions, Conferences)

Serials (Periodicals)

Unit05

Comparative study of AACR-2 and CCC.

PAPER- 6

ACADEMIC LIBRARIES (B. Lib. I. Sc.)

Unit01

History of Academic Libraries in India.

Institutional & Social Contest of Academic Libraries.

Role of Academic Library in Media and Information Literacy Financial Management in Academic Libraries.

Unit02

School Libraries.

College Libraries.

University Libraries.

Future of Academic Libraries: Challenges and Opportunities.

Unit03

Collection Development and Access management in Academic Libraries. Human Resource Management in Academic Libraries.

Academic Library Users, Use and User Study.

Academic Library Building and Infrastructure and Safety Issues.

Unit04

ICT Application in Academic Libraries. Marketing of Academic Library and Services. Resource Sharing, Network and Consortia. Library Network & Consortia in India.

Learning Method: The learning method developed by the University consists of an independent form of delivery and includes the following components:

- Self-learning materials.
- Counseling and contact sessions at the study center conducted by subject experts.

VI. Means of Delivery: Learners will be provided with the syllabus of the courses along with self-learning materials, which will facilitate their study at the designated study centers.

Counseling and Study Structure

S. No	Code	Title of the Course	No of Credits	Total Hours of Study	Counseling Sessions Study Structure (In Hours)			
					Face to Face Counseling	Self-Study	Practical Work	Assignments

Semester I:

1	ODL/MSLS /BLIBDSC01	Library and Society	4	120	16	68		36
2	ODL/MSLS /BLIBDSC02	Library Management	4	120	16	68		36
3	13BLIBDSC03 T	Knowledge Organization – Library Classification (Theory)	4	120	16	68		36
4	ODL/MSLS /BLIBDSC04T	Documentation & Information Science	4	120	16	68		36
5	ODL/MSLS /BLIBDSC03P	Knowledge Organization Library Classification (Practice)	3	90	16	30	44	
6	ODL/MSLS /BLIBDSC04P	Documentation Practical Process	3	90	16	30	44	

SEMESTER: II

7	ODL/MSLS /BLIBDSC05	Reference and Information Sources	4	120	16	68		36
8	ODL/MSLS /BLIBDSC06	Information Services	4	120	16	68		36
9	ODL/MSLS /BLIBDSC07T	Knowledge Organization Cataloguing (Theory)	4	120	16	68		36
10	ODL/MSLS /BLIBDSC08	Information Technology Basics	4	120	16	68		36
11	ODL/MSLS /BLIBDSC07P	Knowledge Organization Cataloguing (Practice)	3	90	16	30	44	
12	ODL/MSLS /BLIBDSC09	Academic Libraries	3	90	16	30		44

Instructions for Formatting Assignments

1. Title Page:

- Include the title of the assignment, your name, enrollment number, course name, and submission date.
- Centre-align all text on the title page.
- Use a clean, professional font (e.g., Times New Roman or Arial) and font size 14 for headings, 12 for other text.

2. Margins:

- Set uniform margins: 1 inch on all sides (top, bottom, left, and right).

3. Font and Spacing:

- Use Times New Roman or Arial font throughout the assignment.
- Font size: 12-point.
- Line spacing: 1.5.
- Leave one blank line between paragraphs for better readability.

4. Header and Footer:

- Include your name and enrollment number in the header.
- Add page numbers in the footer, aligned to the bottom-right corner.

5. Main Content Structure:

- **Introduction:** Provide a brief overview of the assignment topic (half page).
- **Main Body:** Organize content under clear headings and subheadings.
- **Conclusion:** Summarize your findings and insights (half page).

6. Referencing:

- Use the APA, MLA, or any referencing style specified by your instructor.
- Include proper in-text citations and a bibliography or reference list at the end.

7. Visuals:

- Insert tables, charts, or images only if they enhance the content. Ensure they're captioned and referenced in the text.

8. Submission Format:

- Submit assignments in PDF format unless instructed otherwise.
- Ensure the file name follows this format: "YourName_EnrollmentNumber_AssignmentTitle.pdf".

9. Grammar and Spelling:

- Proofread your work before submission to avoid errors.
- Use online tools like Grammarly if needed.

Instructions for Submitting Assignments

- All assignments should be completed and submitted at MCODE study centre before the due date.
- All the Assignment should be written by the learners, in some aspects print out of the assignment also accepted.
- The date of submission will be provided by the programme coordinator.
- The assignments constitute the continuous component of the evaluation process and have 30% weightage in the final grading. You need to score minimum marks as per Examinations Scheme of Particular Programme in assignment in each course in order to clear the continuous evaluation component.
- Without submission of the assignment learners are not allowed to be appear in the term end examination.
- Assignments should be brief, precise and in your own words. Please do not copy the answers from the study material.
- You may retain a copy of your assignment response to avoid any unforeseen situation.

Guidelines for Project Submission

- The Project Report consists of three main parts:
 - (i) The Preliminaries
 - (ii) The Text
 - (iii) Annexure
- The text of the Project Report is usually divided in to chapters with subheadings, within the chapters to indicate the orderly progression of topics and their relation to each other.
- Bibliography Citation in Text: Citation in the text usually consists of the name of the author(s) and the year of the publication. The page no is added when utilizing a direct quotation. It should be arranged Alphabetically.
- The Project Report shall be computer typed and typed on one side only.
- Uniformity should be maintained in project report.

- Use only standard abbreviations. Avoid abbreviations in the title. The full term for which an abbreviation stands should precede its first use in the text except in case of measurement units. The measurement units if any shall be followed consistently.

The final submission of the Project Report shall be in three hard bound copies and one soft copy in MS Word along with all the corrections and suggestions as recommended before.



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