



**GEPEA (Global Educational & Professional Excellence Academy)**  
**Master of Library and Information Science (MLIS)**  
**Post Graduate Diploma in Library & Information Science (PGDLIS)**  
**SYLLABUS**

**Programme Objectives:** Master of Library and Information Science (MLIS/PGDLIS) programme is a one-year professional post graduate programme to train the intended learners to cope up with the information ecosystem and to make them prepared as skilled and competent Library and information professionals in the changing environment of ICT-enabled information society and also to boost up their innovative and research skills in their relevant study area.

**MLIS/PGDLIS programme of GEPEA** has been designed and developed at par with the mission of the institute, and all possible types of support services will be provided to its learners' through online distance mode.

**Admission Eligibility:** Diploma/Graduate Diploma/Bachelor Degree holders in Library & Information Sciences are welcome to apply for the MLIS/PGDLIS programme admission (Distance Learning).

**Exemption:** If you have previous studies in Library & Information Science (Any Diploma or Bachelor Degree), then you may apply for course exemption and can be accessed this course through fast Track process.

**Expected programme outcome:**

- To create professionals in the field of library and information science.
- To dedicate their professional career for the development of the subject-domain by catering services in different academic libraries, special libraries, public libraries, research centres, government departments, non-government organisations.
- To create a resource pool who will be able to handle and manage the recent developments in the subject domain specially in the ICT environment.

**N.B.** *The exact courses content and outline can be extended or updated or modified with newer versions time to time to advance the course and to enrich global learner's skills and professional capabilities in the respective fields.*



## **COURSE STRUCTURE:**

**Paper 1-**Information, Communication and Society

**Paper 2-**Information Sources, Systems and Services

**Paper 3-**Information Processing and Retrieval (Theory)

**Paper 4-**Information Institutions, Products and Services

**Paper 5-** Management of library and Information  
Centres

**Paper 6-**Information Technology: Application

**Paper 7-**Research Methodology

**Paper-8 (Elective Paper) (Any one):**

Paper-8E1: Preservation and Conservation of Library Materials

Paper-8E2: Academic Library System

Paper-8E3: Public Library System

**Paper-9: Dissertation** (Minimum 25 pages to 45 pages, A4 Size paper).

**Full credit: 900 marks (72 credits)**

Student have to take a Dissertation/Project/Thesis/Case studies as per their major subject in order to complete his/her Diploma/Advanced Diploma/Graduation.

- In case Project/Thesis, respective students should submit 25 to 45 (A4 Size) pages long report. *Course Tutor or Concern Authority will assign/fix Project/Thesis Topic or Title with consultation with respective student.*

In Case Studies, respective students should submit case studies answer script in written form to the GEPEA within stipulated time frame. *Concern Authority will assign case studies question paper in time.*

## **Examination Divided in to three parts:**

Assignment: **TMA** (Tutor Mark Assignment) or **Case Study** = **45 Marks**.

Board Questions (**OBS** = Open Book System) Examination = **35 Marks**.

**MCQ** (Multiple Choice Questions) 10 Questions (each @2 marks) = **20 Marks**.

## **DETAILED COURSE OUTLINE/CONTENT**

**Paper 1: Information, Communication and Society**

Module-1: Information Nature Property and Scope

Unit 1: Comparative study of data, information and knowledge

Unit 2: Data: Definition, Types, Nature, Properties and Scope

Unit 3: Information: Definition, Types, Nature, Properties and Scope

Unit 4: Information Science as a discipline

## Module 2: Information Generation and Communication

Unit 5: Evolution of human communication and media

Unit 6: generation of information: models and forms

Unit 7: Information Theory: Shanon and Weaver, Entropy

Unit 8: Communication Process and media

## Module 3: Knowledge generation Cycle

Unit 9: Structure and development of knowledge

Unit 10: Knowledge Generation to Utilization

Unit 11: Knowledge and Social survival

## Module 4: Information and Society

Unit 12: Social implications of information

Unit 13: Information: an economic resource

Unit 14: Information Policies: National and International

Unit 15: Information Society

## **Paper-2: Information Sources, Systems and Services**

### Module-1: Multimedia

Unit 1: Physical Media of Information

Unit 2: Print media, Multimedia (Hypermedia) & Hypertext

Unit 3: Non - print media: Microform, Electronic and Optical media

### Module -2: Information Sources. Systems and Services (Subject-wise organised)

Unit 4: Humanities

Unit 5: Social Sciences

Unit 6: Science and Technology

Unit 7: Non-disciplinary Subjects

Unit 8: International Organisations

### Module -3: Information Sources for Users

Unit 9: Content analysis and its correlation to clientele

Unit 10: Customised Organisation of Information Sources

Unit 11: Aids to Information Sources

### Module- 4: Information Services

Unit 12: Information Services: concepts, definitions, need and trends

Unit 13: Evaluation of Alerting Services (CAS, SDI), Bibliographic, Referral, Document Delivery and Translation Services

Unit -14: Study of National and International Information Systems and Services

## **Paper 3: Information Processing and Retrieval (Theory)**

### Module-1: Intellectual Organisation of Information

Unit 1: Intellectual Organisation : an Overview

Unit 2: Classification Systems: General Systems

Unit 3: Classification Systems: Special Systems

Unit 4: Thesaurus: Structure and Functions

### Module-2: Bibliographic Description and Subject Indexing

Unit 5: Bibliographic description: an overview

Unit 6: Standards for Bibliographic Record Format

Unit 7: Bibliographic description of non-print media

Unit 8: Metadata

Unit 9: Indexing in theory and practice

### Module-3: Indexing Languages and Vocabulary Control

Unit 10: Indexing Languages : Types and Characteristics

Unit 11: Vocabulary Control, Tools of Vocabulary Control

Unit 12: Structure and Construction of an IR Thesaurus

Unit 13: Trends in Automatic Indexing

Module-4: Information Retrieval

Unit 14: IR Models, Search Strategies, Feedback

Unit 15: Evaluation of IR Systems

Unit 16: Information Retrieval Techniques

Unit 17: Trends in IR Models

**Paper 4: Information Institutions, Products and Services**

Module-1: Information Institutions

Unit 1: Information Institutions: Evolution and Growth

Unit 2: Information Centres: Types and their Organisations

Unit 3: Data Centres and Referral Centres

Unit 4: Information Analysis and Consolidation Centres

Module-2: Information Services

Unit 5: Literature Searches and Bibliographies

Unit 6: Document Delivery Service

Unit 7: Translation Services

Module-3: Information Products

Unit 8: Information Newsletters, House Bulletins, In-house Communications

Unit 9: Trade and Product Bulletins

Unit 10: State-of-the-art Report and Trend Reports

Unit 11: Technical Digest

Module-4: Data-base Support Services

Unit 12: Data-bases: types and uses

Unit 13: Data-base Intermediaries such as Searchers, Editors, etc.

Unit 14: On-line Information Systems and Information Networks

**Paper-5: Management of Library and Information Centres**

Module-1: Management Perspectives

Unit 1: Principles of Management

Unit 2: Management Functions

Unit 3: Managerial Quality and Leadership

Unit 4: Schools of Management Thought

Module-2: System Analysis and Control

Unit 5: Library as a System

Unit 6: Project Management, PERT\CPM

Unit 7: Decision Tables

Unit 8: Performance Evaluation, Standards, MIS

Unit 9: Work Flow and Organisation Routines

Module-3: Personnel Management

Unit 10: Overview of Personnel Management

Unit 11: Manpower Planning

Unit 12: HRD-Quality Improvement Programmes

Unit 13: Performance Appraisal

Unit 14: Total Quality Management

Module-4: Financial Management

Unit 15: Budgeting and Types

Unit 16: Budgetary Control System

Unit 17: Costing Techniques

Unit 18: Cost Effectiveness and Cost Benefit Analysis Out Sourcing

## **Paper 6: Information Technology: Applications**

### **Module-1: Library Automation**

Unit 1: Planning and implementation of Library Automation;

Unit 2: Computer-based Acquisition Control;

Unit 3: Computer-based Cataloguing, Gist & Unicode Standard, ASCII, ISCII;

Unit 4: Computer-based Serials Control;

Unit 5: Retro-Conversion, Bar-coding.

### **Module-2: Database Management System**

Unit 6: Database Models;

Unit 7: Software System, Libsys, TLMS, VTLS, CDS/ISIS, Oracle/Postgras, SQL/MSSQL;

Unit 8: OPAC Systems;

Unit 9: Database Structure, Organisation and Search.

### **Module-3: Operating Systems and Programming**

Unit 10: Single User Operating System- MS Windows;

Unit 11: Multi-User Operating System- LINUX, UNIX, Windows NT;

Unit 12: Programming Languages: Algorithms;

Unit 13: Flowcharting;

Unit 14: Search and Sorting Algorithm and Structure.

### **Module-4: Networking**

Unit 15: Resource Sharing through Networks;

Unit 16: Network and their classification;

Unit 17: Network Architecture and Services;

Unit 18: Bibliographic information Networks

## **Paper 7: Research Methodology**

### **Module- 1: Introduction to Research Methodology**

Unit 1: Concept, Need, Purpose of Research

Unit 2: Types of Research methods (Scope: Fundamental, Applied, Quantitative and Qualitative)

Unit 3: Steps of Research

Unit 4: Ethical and Social aspects of research (Scope: general theoretical overview)

### **Module- 2: Research Methods and Design**

Unit 5: Research Methods: Quantitative

Unit 6: Research Methods: Qualitative

Unit 7: Problems, Hypothesis/ Research Question, Variables

Unit 8: Literature Review: techniques

### **Module-3: Data Collection, Analysis and Interpretation**

Unit 9: Data Collection: tools and techniques (Scope: Tools and Techniques: Sampling Questionnaire, Interview, Schedules, Observation, Scaling, Role of NSSO, Census, etc.) Unit 10: Presentation of Data: techniques (Scope: Tabular and graphical, frequency distribution, etc.)

Unit 11: Data analysis and Interpretation: an overview (Scope: basic theory, objectives, Goals, etc., Statistical packages- MS Excel, SPSS, R, etc.)

Unit 12: Application of statistical techniques (Scope: measures of central tendency, measures of dispersion, correlation and regression, testing hypotheses)

### **Module 4: Research communication and promotion**

Unit 13: Report writing: format and structure; Study of Style manuals, Citation standards,

Plagiarism detection

Unit 14: Research communication: process and channels (Scope: Research in progress, etc.)

Unit 15: Research promotion agencies: their roles (Scope: Government Agencies-UGC, UGC-DEB, TIFR, DST, DSIR, ICSSR, ICHR, TISS, ISI, NISCAIR, and others).

Unit 16: Trend in LIS Research

### **Paper 8E1: Preservation and Conservation of Library Materials**

#### Module-1: Concept of Preservation and Conservation of Library Materials

Unit 1: Need for Preservation

Unit 2: Evolution of Writing Materials

#### Module-2: Library Materials

Unit 3: Palm Leaves: Their Nature and Preservation

Unit 4: Manuscripts, Books, Periodicals, Newspapers, etc.

Unit 5: Non-Book Materials

Unit 6: Micro-documents

#### Module-3: Enemies of Library Materials

Unit 7: Physical Agents

Unit 8: Chemical Agents

Unit 9: Biological Agents

Unit 10: Digital Preservation

#### Module-4: Control of Deterioration

Unit 11: Environment Control

Unit 12: Control of Micro-biological Agents

Unit 13: Rehabilitation of Documents

Unit 14: Repair and Restoration

Unit 15: Conservation of Non-book Materials

#### Module-5: Binding

Unit 16: Different types of Binding for Library Materials

Unit 17: Binding Materials and their varieties

Unit 18: Binding Process

Unit 19: Standards for Binding

### **Paper 8E2: Academic Library System**

#### Module-1: Academic Library

Unit 1: Nature and Characteristics

Unit 2: Role of Library in Academic Support System

Unit 3: Librarian and Teacher, Coordinated academic Team

Unit 4: Library as Learning Support

Unit 5: Library and Higher Education

#### Module-2: Kinds of Academic Library

Unit 6: Academic Institutions and their Libraries

Unit 7: Users' Groups and their Needs

Unit 8: Library Services and Users' Support within and beyond the Library

Unit 9: Role of Library in different kinds of Academic Institutions

Unit 10: Integration of Classroom teaching and Library Support

#### Module-3: Organization and Management of Library Services

Unit 11: Departmentalization and Coordination of Library Services

Unit 12: Library Committee and their Functions, Library Authority

Unit 13: Curriculum Development and Collection Development

Unit 14: Reference Services, Information Services and Referral Services

Unit 15: Users' Services

Module-4: Collection Development

Unit 16: Collection Development: Policies and Procedures

Unit 17: Problems of Collection Development

Unit 18: Library Collection—Books, Serials, etc.

Unit 19: Cooperative Collection Management

Unit 20: Infra-structural Facilities, Library Planning, Library Building, Equipment, etc.

**Paper 8E3: Public Library System**

Module1:

Unit 1: Public Library: origin and Growth

Unit2: Public Library and Society

Unit 3: Agencies in the Promotion and Development of Public Library System

Unit 4: Library Policy and Legislation

Module 2:

Unit 5: Resource Mobilization and Financial resources

Unit 6: Physical and Documentary Resources

Unit 7: Human Resource Development

Module 3:

Unit 8: Organizational structure of Public Library System

Unit 9: Public Library Standards

Unit 10: Governance and Performance Evaluation of Public

Libraries Module 4:

Unit 11: Types of Library Services

Unit 12: Application of Information Technology in Public Libraries

Unit 13: Resource Sharing and Networking

Unit14: Public Library scenario in the United Kingdom and United States of America

**COURSE MATERIAL**

Besides using the traditional books GEPEA has also modernized the learning process by providing students with online portal consisting of –

- **Study Materials (Soft copies)** – PDF of books are provided to students making studies nomadic & convenient. GEPEA Department of Students Affairs will assign Study Materials via Email or other methods after registration and admission.
- The focal point of **GEPEA** study materials is enhancing Practical Education. **GEPEA** Kit provided to applicants is a world full of practical scenarios, explanation in terms of facts rather than theoretical phrases. Customized to be self-explanatory & easy to understand.
- **Faculty Guidance** – GEPEA panel of intellectuals guide students personally with regards to any query through email about any concept in the notes provided, being the author of the same.

## **EXAMINATION**

**GEPEA** Professionals are given the privilege to answer exams from any examination center in the world along with the freedom to pick the exam schedule for the same, as time permits in the particular examination months of **GEPEA**. Students are allotted 2 modes of examinations – Home Based/Center Based.

- Question papers would be drafted by **GEPEA** panel of veteran professors which would be TMA (Tutor Mark Assignment), OBS (Open Book System) and MCQ study pattern. A single course will consist 100 marks based on these three pattern of exam types. In each program will consist a major (Thesis Research) course or theory in order to complete the respective Diploma Program.
- This unique & novel methodology teaches a student how to assess business situations and make decisions based upon those assessments, allowing students to display their potential.
- In case of home based/distance learning exams question paper would be emailed to the students, which they would have to answer & courier back to **GEPEA** office or **GEPEA** directed authority in the respectable exam slab.
- Candidate also has the option of appearing for Center Based Examination wherein they would have to visit one of the many **GEPEA** exam centers & complete answering the exam in the duration of 3 hours which wouldn't be an open book examination.

## **CASE STUDY METHOD & STUDY MATERIAL:**

Today communication systems have advanced so much that it is much easier, convenient and quicker to gain expertise via online distance learning. **GEPEA** offer potential students the opportunity to study through an autonomous online distance learning program. This means that people who can't get traditional further education can still achieve what they want and get their qualifications through Online Distance Learning. That gives the opportunity for a much wider range of people to get the qualifications that they want. Today, thanks to technological advances, higher education is more readily available to those who want it.

**GEPEA** is an institute of excellence offering widest range of autonomous programmes in the field of Business Management and different Professional Training education. In response to the rapidly changing economic environment and the process of globalization, the Academy has made sustained efforts to bring an international perspective to all its wide range of areas and activities.

## **BENEFITS AND FEATURES:**

- (i) Flexible Programs & Curriculum:** You can earn and study at the same time! From **GEPEA** International Curriculum, Flexibility is the biggest advantage of distance learning courses. This stands true especially if you are a working professional. Not everyone has the luxury of taking their own time to finish their studies. For those who had to take a break from studies to start working, such courses are a boon and provide the opportunity to pursue higher education.
- (ii) Saves Time & Energy:** You save up a lot of time and energy on commuting. You can stay at any place and pursue a course that is available at **GEPEA**.



Or you might be based out of a remote village or town which does not have enough options for higher studies. Distance learning courses eliminate these obstacles.

- (iii) **MCQ, Case Based Learning:** MCQ, A Case-based approach engages students in discussion of specific situations, typically real-world examples of Indian and International companies. Allowing the students to put their theoretical knowledge to practice.
- (iv) **Study at your own Pace:** Not everyone has the same pace of learning. Some students pick up things fast, others need time to grasp a concept. One of the biggest advantages of distance learning is that you can study at a pace that is comfortable for you.
- (v) **Saves Money:** These courses are almost always cheaper as compared to their on-campus counter-parts. You also cut down on the costs incurred while commuting etc.
- (vi) **Personal Fulfillment:** An MBA is the key to unlocking both a professionally and personally rewarding future. Education is the foundation upon which you can build lifelong business and personal achievements. The GEPEA MBA program is designed to enrich your personal life, as well as to keep you informed about a constantly changing industry.
- (vii) **Convenient:** You can submit your assignment with the click of a button or simply drop it off at a post-office! It's sometimes as simple as that!
- (viii) **24X7 Access to Study Material & fellow Students:** This is the best way to study if you are comfortable with internet and technology. You can access your study material online whenever you want and also clear doubts, exchange views and discuss with your virtual class-mates!
- (ix) **Study any Topic You Want:** Since you'd already have all your books/online study material with you, you can pick up any topic/chapter that interests you and tackle that first! This way your interest in the subject is sustained.
- (x) **Higher Level of Self-Confidence:** The knowledge gained through our Correspondence MBA program will enhance your effectiveness in your current position and help define your future career path. It will sharpen your skills in critical business areas, giving you the self-confidence you need to become a leader in your profession.
- (xi) **Specialization:** We provide more than 80 specializations which allow students to gain additional knowledge and background on specific business top.

## **ACCREDITATIONS AND RECOGNITIONS:**

### **ITQSM Accredited & International Partnered Professional Academies.**

GEPEA has proudly claimed the Excellence in Online Distance Learning Award presented by its Governing Body Really Matters as a token of appreciation for providing top notch education to professionals globally. This solely proclaims that GEPEA is one of the best Professional Academy in the field of online distance learning.

## **PROFESSIONAL FACULTIES:**

GEPEA Faculty members are highly professional, qualified & experienced. Professors provide substantial assistance through 24\*7 web support. Each & every query regarding studies, assignments, cases, projects, research are resolved on time & responded with clear, relevant answers on par with syllabus. They update themselves from time to time about the changing market scenario & syllabus. Thus working professionals have chance to get resourceful information by interacting with professors through web-support from time to time. Timely communication & assistance is key to our successful association with our students & our professors believe in same.

### ***GEPEA (Global Educational & Professional Excellence Academy)***

*In case any query, please feel free to contact us via E-Mail:  
[gepea.official@gmail.com](mailto:gepea.official@gmail.com) , [office@gepea.eu](mailto:office@gepea.eu) or visit Website: [www.gepea.eu](http://www.gepea.eu) or  
[www.gepea.education](http://www.gepea.education)*