SOS in Library & Information Science
Syllabus for M.Phil / Ph.D. Entrance Exam 2024-25

UNIT-1 Information Science
- Definition, Scope, Objectives, Genesis and Development
- Information Science as a discipline and its relationship with other subject fields
- Information Industry – Generators, Providers and intermediaries
- Press and Registration Act, Delivery of books (Public Library) Act, Copy right Act
- UAP,UBC
- Communication – Channels, barriers

UNIT-2 Knowledge Organization Processing
- Types, Structure & qualities, canons of notation.
- Mnemonics- Types and canons, Indicator digits.
- Zone analysis and sector notation.
- Canons for book classification.
- Systems of book number.
- Canons of knowledge classification
- Canons of cataloguing

UNIT-3 Research
- Concept, Meaning, need and process of research
- Types of Research- Fundamental and Applied
- Research Methods- Scientific, Historical, Descriptive, Survey and case study methods, Experimental method and Delphi Method
- Research techniques & Tools- Questionnaire, Schedule, Interview, observation and sampling techniques
- Research Design – Types of research design identification and formulation of problem Hypothesis
- Research report writing

UNIT - 4 Management
- Management styles and approaches
- Management Schools of thought
- Function and Principles of scientific management
- Human Resource Management- Organization Structure, Job analysis and description, Job evaluation, Motivation, staff manual leadership & performance evaluation
- System analysis- definition, concept and characteristics, Library as a system.
- Financial Management – Resource generation, types of budgeting, cost benefit analysis
- TQM

Unit -5 Indexing System
- Pre coordinate and post coordinate indexing system
- KWIC, KWOC
- Chain Indexing, PRECIS, POPSI
- Uniterm Indexing, Citation Indexing

• Standards for Bibliographical Description: AACR-2, ISBD, MARC(Format), CCF, OPAC

Unit -6 Information Sources
• Documentary sources of information.
• Print, Non-print including Electronic Nature.
• Characteristics, Utility and evaluation of different types of information sources.
• Non Documentary Information sources.
• Human and institutional – Nature, Types, Characteristics and utility, Internet as a source of information.

Unit-7 Information Technology
• Operating system- Ms-Windows, Ms-DOS.
• Programming languages, Algorithms, Flowcharting.
• Networking- types of networks- LAN, WAN, MAN, INTERNET
• Web Browser, Web servers, Search Engines, Meta search, Web- design-SGML, HTMM, DHTMLs, XML.
• Relational and object oriented software- CDS/ISIS, SOUL.
• Digital Libraries – Concept, Virtual libraries- concept
• INFLIBNET

Unit-8 Management Information Systems
• Definition, Concepts, Elements and characteristics of M.I.S.
• Planning for MIS-Systems analysis, Systems design.
• Information support system- MRS, DSS, OAS, KBS.
• Financial Information systems, Marketing IS & Human resource IS.
• Role of computers in MIS, Data base management

Unit- 9 Library Organization
• Meaning, importance, principle and types
• Five laws of library science
• UNESCO, IFLA, ALA, ILA, IASLIC
• Library statistics and Annual Report
• Resource sharing
• RRLF

Unit- 10 Reference Services
• Reference Services – concept, definition and importance, types
• Orientation of freshman and users education.
• Evaluation of Dictionaries and Encyclopedia
• Evaluation of Year Books, Almanacs, Directories, Current reference sources
• Evaluation of Geographical sources, Biographical sources.