PROGRAMME GUIDE
FOR
MASTER OF LIBRARY AND INFORMATION SCIENCE COURSE (MLIS)

DR. BABASAHEB AMBEDKAR OPEN UNIVERSITY

(Established by Government of Gujarat)

'Jyotirmay' Parisar,

Dr. Babasaheb Ambedkar Open University Marg,

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Ahmedabad 382 481

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SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

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Dear Learner,

Welcome to BAOU and the degree programme in Masters of Library and Information Science (MLIS). As you have joined one of the universities imparting education through Open and Distance mode, it is necessary that you are well aware of the university and how it functions. You will also be keen to know in some detail about the programme you have joined and the way in which the university imparts instruction. This Programme Guide gives you the necessary information that will help you in knowing the university and pursuing the programme. We therefore advise you to keep this Programme Guide safely till you complete the Programme. The second part of the Programme Guide gives the syllabus of all the courses that are on offer in this programme. This will help you, among other things, in choosing Discipline Specific Electives, Generic Electives and Skill Enhancement courses suiting your interest, need, and career goals. The Third part of the guide contains a center list; it helps you to choose the study center.

Thank You…….

PART - I

ABOUT OF UNIVERSITY

The Dr. Babasaheb Ambedkar Open University (BAOU) was established by the Act No.14 of 1994 passed by the Gujarat State Legislature on 13th April, 1994, and assented to by the Governor of Gujarat on 27th July, 1994. The BAOU is the seventh Open University in the country in terms of their establishment. The University offers 72 programmes with an enrolment of more than 1, 00,000 learners.

The headquarters of the university is located at Ahmedabad. The University has established Regional Centre on the campus of South Gujarat University, Rajkot and has initiated the process of another establishing Regional centre on the campus of North Gujarat University, Patan. The University has more than 507 study centers. It has jurisdiction over the whole state of Gujarat. It is open to all persons irrespective of classes, castes, creed, religion or sex.

The important and distinguishing objectives for BAOU are to:

- Advance and disseminate learning and knowledge by a diversity of means, including use of any communication technology,
- Provide opportunities for higher education to a large segment of the population,
- Promote the educational well-being of the community generally, and * Encourage the Open University and distance education system in the education pattern of the Sate.
- **Established :** 13 April 1994
- **Head Quarters:** Ahmedabad
- **Study Centre:** 235+
- **Programmes Offered:** 72 + Learners Enrolled 1,00,000+

Objectives:

Dr. Babasaheb Ambedkar Open University Act clearly specifies its objectives. The important and distinguishing ones for this university are:



Learning & Knowledge

To advance and disseminate learning and knowledge by a diversity of means including use of any communication technology.



Higher Education

To provide the opportunities for higher education to a larger segment of the population.



Open Education

To encourage the Open University and distance education system in the educational pattern of the State.



Community Development

To promote the educational well-being of the community generally.

MASTER DEGREE PROGRAMME

The courses offered by the School of Humanities and Social Sciences aim at imparting and generating knowledge on emerging issues and problems of contemporary society, economy and polity. The course structure is choice based, flexible and interdisciplinary. At the end of the course, a student would be equipped with analytical skills, social science theoretical knowledge based on empirical and field-based learning. Thus a student with this kind of learning can look forward to careers in teaching, management, research, policy making, development sector, media and administration. The School offers Master's Of Library and Information Science Degree (MLIS) programmes. Included in the Master Degree Programmes foundation courses, elective courses and application-oriented courses.

1. Introduction

The School of Humanities and Social Sciences (SHSS) is among the larger schools of studies at the Dr. Babasaheb Ambedkar Open University. SHSS offers academic Masters Programmes in disciplines: English, Hindi, Gujarati, and Sociology, and Library and Information Science.

The programmes offered by disciplines relate to core subject areas but at the same time straddle disciplines, in order to enlarge the canvas for academic pursuits. The School also links the development of courses to the ever-expanding socio-economic and political contexts in which School of Humanities and Social Science processes occur.

In view of the fact that BAOU is today the foremost centre of open and distance learning and is adequately equipped with modern educational technologies, the School has consciously tried to assign a significant role to ICT tools in devising the learning programmes. The following features are a hallmark of its programmes:

-Basic programmes in various disciplines at the under-graduate and postgraduate levels have been strengthened with foundation and application-oriented courses.

-Short-term and long-term courses focused on vocational and professional needs.
-Programmes and courses geared to meet the requirements of groups located on the fringes of society.
-Programmes in areas of concern to society with a School of Humanities and Social Science perspective.

The School has expanded its academic activities and has launched a research programme that applies newer methodologies to elicit a more creative response, both from within a discipline and from interdisciplinary interactions.

At this juncture the School is in a position to comprehend the "new" social reality in a better light and give the School of Humanities and Social Sciences a purposeful orientation. The key element in this strategy is the adaptation of Social Science study to the requirements of mass education. Thus modern educational technology including ICT is likely to determine the relevance of School of Humanities and Social Sciences and course development in the next decade. These additions will enrich and make them compatible and appropriate in the light of new developments in the discipline areas.

The Master Programme is conducted by the Faculty of Master Degree Programme, which forms a part of the School of Social Sciences.

2. Master Programme:

The Master Programme comprises five courses. The courses are under In School of Humanities and Social Sciences.

1. Master of Arts in English (MEG)
2. Master of Arts in Gujarati (MGT)
3. Master of Arts in Hindi (MHD)
4. Master of Arts in Sociology (MSO)
5. Master of Library and Information Science (MLIS)

MLIS Courses Detailed contents of these courses may be seen in part-II.

MASTER OF LIBRARY AND INFORMATION SCIENCE

- To impart high level skills and training necessary for those aspiring to hold higher positions in libraries and information centers in the country.
- To promote wide range researchers in Library Science
- To prepare the library and information professionals for the changing scenario, the Programme has been completely revised to help professional development not only for those who are already employed in different types of libraries and information institutions but also for those who have to take up library and information science as a profession and upgrade their knowledge and qualification.

ADMISSION CRITERIA

The Programme is open to those who are either:

- BLIS degree from any recognized university or any other qualifications considered equivalent to BLIS such as P.G. Diploma in Library Science/Librarianship from a recognized university.

COURSE FEES, CREDIT, MEDIUM, DURATION ,MOBILITY

❖ **Course Fees :**

Male: 9000/- Female: 9000/-

❖ **Credits :** 40 Credit

❖ **Medium :** Gujarati Medium

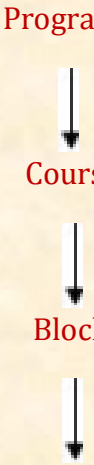
❖ **Duration :**

Minimum : 1 year Maximum: 4 years

❖ **Mobility :**

Master of Library and Information Science Degree awarded only after completion of the one year successfully and Internship of one month.

COMPONENTS OF THE MASTER PROGRAMME



The entire Programme comprising five courses has been divided into blocks and each block has certain number of units. In other words, one unit constitutes the lowest self-contained measure of the course material. The details regarding the unit format are as follows:

- Unit number: the topic covered in the unit
- Objectives
- Introduction
- The theme divided into sections and sub-sections
- Sections containing Self Check Exercises to measure, on your own, your progress
- Summary of the unit
- Answers to Self -Check Exercises
- Keywords
- References and Further Reading

The different units are developed thematically in a logical sequence and graded in such a way as to enable the student to grasp and retain in memory the topics discussed in the units. The main sections are printed in bold capital letters while the sub-sections are shown by lower case bold type faces.

Program Structure

Course Structure			
Sr. No	**Paper Code**	**Name of the Subject**	**Credit**
	Compulsory Papers		
1	**MLIS - 101**	**માહિતી પૃથ્થકરણ, પુનઃગઠન અને દ્રઢીકરણ (Information Analysis, Repackaging and Consolidations)**	**4**
2	**MLIS - 102**	**પુસ્તકાલય અને માહિતી પ્રણાલીઓ અને કેન્દ્રોનું સંચાલન (Management of Library & Information Systems and Canters)**	**4**
3	**MLIS - 103**	**સંશોધન પદ્ધતિઓ (Research Methodology)**	**4**
4	**MLIS - 104**	**ડિજિટલ ગ્રંથાલય (Digital Library)**	**4**
5	**MLIS - 105**	**માહિતી પ્રત્યાયન અને સમાજ Information Communication and Society**	**4**
6	**MLIS - 106**	**માહિતી પ્રત્યાયન ટેકનોલોજી (Information Communication Technology)**	**4**
7	**MLIS - 107(P)**	**પ્રોજેક્ટ (Project/Dissertation Work)**	**4**
8	**MLIS -108(I)**	**ઇન્ટરનશીપ (Internship)**	**4**
Elective Papers (Choose any two subject)			
9	**MLIS E-109**	**ગ્રંથાલય સામગ્રીની જાળવણી અને સંરક્ષણ (Preservation and Conservation of Library)**	**4**
10	**MLIS E-110**	**શૈક્ષણિક ગ્રંથાલય (Academic Library)**	**4**
11	**MLIS E-111**	**સાર્વજનિક ગ્રંથાલય પદ્ધતિ અને સેવાઓ (Public Library System and Services)**	**4**
12	**MLIS E-112**	**મેટ્રીક્સ અને એનાલિસિસ (Metrics and Analysis)**	**4**
Total credit of course			**40**

STUDY CENTRE

Each student admitted to the Master Programme will be attached to a Study Centre. At present, there are a number of Study Centres for Master Programme located in different places of the State. Students may opt themselves for enrolment in the nearest convenient Study Centre suitable to them. Every Study Centre is managed by a Coordinator. The students are advised to be in regular contact with their respective Study Centres and interact with the Coordinator as frequently as possible. The facilities provided at the Study Centres normally include the following:

- Counselling sessions in different courses relating to the Master Programme.
- Facilities for practical work in the concerned courses.
- Library facility with basic reading materials related to various aspects of the discipline.
- Audio-Video Programmes specially designed for Master Programme.

HOW TO MAKE BEST USE OF STUDY CENTRES

Education is not imparted through regular class room lectures in an Open University system. Distance education mode is generally followed in the Open University system. This mode of learning is different from the conventional system you are used to. There will be no regular lectures relating to any course. On the other hand, there will be counselling for different courses included in the curriculum. Your Counsellor is available to you at the Study Centre which organises counselling sessions on different topics. 10 counselling sessions are provided for each of the courses MLIS counselling sessions. The duration of each counselling session is 2 hours.

SUCCESS STANDARD

For the successful completion of the course the student is expected to score minimum 40% of marks in each subject or he has to secure at least 'D' grade in the examination.

EXAMINATION AND EVALUATION

Student will be evaluated by three ways:

- **Internship**:-
  In the MLIS course, students will have to do a 1-month internship in a college, university or any public library. Keeping in mind the interest of the students in the internship and keeping in mind the college time, the time limit of internship per hour will be 100 hours per 30 days of working in a college, university or public library or 5 hours per day, which will have to be completed within a maximum of 3 months from the commencement of the internship. (The evaluation of the report submitted by the student in Project/Dissertation Work and Internship will be (70 marks, weightage 70%) and the evaluation of the essay (30 marks, weightage 30%).

- **Continuous (constant) Evaluation: (weight age 30%):** It is obligatory for the students to submit specified number of assignments concerned with each course within the specific time limit before the term-end-examination.

- **Term End Examination: (weight age 70%):** The students are expected to secure their admission of the first and the second year in August/February. After securing the admissions, the first examination will be held in next July/January. It means that they can appear at the examination after the duration of one year.

INSTRUCTIONAL SYSTEM

The methodology of instruction adopted by the University is different from that in the conventional universities. The Open University system is more learner-oriented in which the learner is an active participant in the teaching-learning process. Most of the instruction is imparted through distance rather than face-to-face communication. The University follows a multi-media approach for instruction. It comprises of

- Self-Learning Material
- Audio-video programmes transmitted through radio and television
- Teleconferencing sessions
- Face-to-face counselling at Study Centres by Academic Counsellors
- Assignments/ Tutorials/ Practical's/ Dissertation/ Project work

11.1 Course Material

Course material, in print or e-Book format, is the primary form of instruction. You should concentrate mainly on the course materials that are sent to you in the form of printed books or eBooks. The course material would be sufficient to write assignment responses and prepare for the Term End Examination (TEE). We would, however, suggest you to read additional material, especially those given in the Suggested Reading section of the course material. The course material prepared by the University is self-learning in nature. Each course is printed in the form of a single book or eBook. The course is divided into a number of Blocks. A eight credit course generally has four to five Blocks. Each Block consists of Units (minimum two to maximum five units). Normally, the Units covered in a Block have a thematic unity. The introduction section of the book provides an overview of the course, its objectives, guidelines for studying the material, etc. The Block introduction explains the coverage of the Block as a whole as well as the coverage of each Unit in that Block. Each Unit is structured in a way to facilitate self-study by you. Each Unit begins with learning Objectives which will give you an idea on what you are expected to learn from the Unit. The Introduction provides an overview of the major theme of the unit. An attempt is made to forge a link with the topics of the previous Units and the topic to be covered in the Unit. This is followed by the main text, which is divided, into

various sections and subsections. At the end of each section we have provided questions for self-evaluation under the heading of Check Your Progress. You should attempt this part, as it will help you in assessing the immediate absorption and check your understanding of the topic. Questions in Check Your Progress are for your practice only, and you should not submit answers to these questions to the University for Assessment. Hint answers to the Check Your Progress exercises are provided at the end of the unit. We have not provided the full length answers, as we would like to encourage you to write in your own words and not rely on memorizing the course material. The section Let Us Sum Up/Summary/Conclusion gives a brief account of what has been discussed in the Unit. This summary enables you to recall the main points covered in the Unit. Each unit ends with References which gives the list of books and articles that have been consulted to prepare the unit. In addition, at the end of each Block/Course, a list of Suggested Readings is given. Some of these books listed in this section will be available in the Study Centre library. In order to comprehend the SLMs, read the Units carefully and note down the important points.

You can use the space in the margin of the printed pages for making notes and writing your comments. While reading the Units, you may mark the difficult words and look for the meaning of such words in a dictionary. If you still do not understand something, consult your counsellor during the face-to-face sessions at the Study Centre for clarification.

11.2 Dispatch of Study Material

The dispatch of material will start once the online process of registration is complete. You can expect to receive your study material within one month of closing of the registration for the programme. If any course material is missing or you receive wrong or defective material, please address your query to the Regional Centre or write to the Student Services Centre for the students who have applied for digitized version, detailed information is available on the BAOU website.

11.3 Academic Counseling:

In distance education, face-to-face contact between the learners and their academic tutors/ counsellors is an important activity. The purpose of such an interaction is to answer some of your questions and clarify your doubts, which may not be possible through any other means of communication. It is also intended to provide you an opportunity to meet fellow learners. There are experienced academic counsellors at the Study Centres to provide academic counselling and guidance to you in the courses that you have selected for study. The academic counselling sessions for each of the courses will be held at suitable intervals throughout the academic session.

Attendance in the academic counselling sessions for theory courses is not compulsory, but we would suggest you to attend these sessions as they may be useful in certain respects, such as to share your views on the subject with teachers and fellow lea learners, comprehend some of the complex ideas or difficult issues, and get clarifications for any doubts which you would not otherwise try to raise. However, it is compulsory to attend practical sessions for the courses that have practicals or laboratory work. Face-to-face counselling will be provided to you at the Study Centre assigned to you. You should note that the academic counselling sessions will be very different from the usual classroom teaching or lectures. Academic counsellors will not be delivering lectures or speeches. They will try to help you to overcome difficulties, which you face while studying for this programme. In these sessions, you must look into the subject-based difficulties and any other issues arising out of such difficulties.

Besides, some of the audio and video material that is available at that time will be played in the counselling sessions. You go to attend the academic counselling sessions, please go through your course material and note down the points to be discussed. Unless you have gone through the Units, there may not be much to discuss. Try to concentrate on relevant and important issues. Try also to understand each other's points of view. Try to get the maximum possible help from your academic counsellors.

11.4 Study Centre

To provide effective student support, we have set up a number of Study Centres all over the country. You will be allotted one of these Study Centres taking into consideration your place of residence or work. However, each Study Centre can handle only a limited number of students and despite our best efforts, it may not always be possible to allot the Study Centre of your choice. The particulars regarding the Study Centre to which you are assigned will be communicated to you.

A Study Centre will have six major functions:

Counselling: Face-to-face counselling for the courses will be provided at the Study Centres. As mentioned earlier, there will be nine to ten academic counselling sessions for a 6-credit course and six to seven sessions for a 4-credit course. The schedule of the counselling sessions will be communicated to you by the Coordinator of your Study Centre.

Evaluation of Assignments: Tutor Marked Assignments (TMA) will be evaluated by the Academic Counsellors appointed for different courses at the Study Centre. These assignments will be returned to you with tutor's comments and marks obtained. These comments will help you in your studies.

Library: For each course, some of the books suggested under 'Suggested Readings' will be available in the Study Centre Library. All audio and video tapes are also available in the library.

Information and Advice: At the Study Centre, you will get relevant information regarding the courses offered by the University, academic counselling schedules, Examination schedule, etc. You will also get guidance in choosing your elective and application oriented courses, And Internship and Project/Dissertation Related Guidance.

Audio-Video Facilities: The Study Centre is equipped with audio-video facilities to help you make use of the audio and video materials prepared for different courses. Media notes, describing the contents of each programme, will also be available at the Study Centre. This will help you to know the contents of each programme.

Interaction with Fellow-learners: The Study Centre gives you an opportunity to interact with fellow learners. Study Centre is the contact point for you. The University cannot send all the communication to all the students individually. All important information is communicated to the Coordinators of the Study Centres and Regional Directors. The Coordinators would display a copy of such important circular/notification on the notice board of the Study Centre for the benefit of all BAOU learners. You are, therefore, advised to get in touch with your Study Centre for day-to-day information about assignments, submission of examination forms, TEE date-sheet, declaration of result, etc.

11.5 Omkar e

Omkar-e (Open Matrix Knowledge Advancement Resource for Empowerment), an initiative of Babasaheb Ambedkar Open University, brings such a unique platform for e-learning. Omkar-e focuses on bridging the gap between the students and relevant education with ease of learning. Our students have full freedom for selecting their course, their schedule for study, their place for study and when to appear for exams.

EVALUATION

The system of evaluation followed by the University is also different from that of conventional universities. BAOU has a multitier system of evaluation. Self-assessment exercises within each unit of study. Continuous evaluation mainly

through assignments which are tutor-marked, practical assignments and seminar/ workshops/extended contact programmes, etc. depending on the nature of the course opted for The Term End Examinations. Project/Practical work depending upon the requirement of the course. The evaluation consists of two parts: i) continuous evaluation through assignments, and ii) term end examination. In the final result, all the assignments of a course carry 30% weightage while 70% weightage is given for the Term End Examination (TEE). University follows a grading system for continuous evaluation as well as term-end examination. It is done on a ten point scale using the letter grades as given below: The University has decided to provide numerical marking also in the grade card and award of division for the Bachelor of Arts Degree.

Letter Grade	Numerical Grade	Percentage
O (Outstanding)	10	> 85
A+ (Excellent)	9	75 to < 85
A (Very Good)	8	> 65 to < 75
B+ (Good)	7	> 55 to < 65
B (Above Average)	6	> 50 to < 55
C (Average)	5	> 40 to < 50
D (Pass)	4	> 40
F (Fail)	0	< 40
Ab (Absent)	**0**	**Absent**

You are required to score at least 40% marks (Grade D) in both continuous evaluation (assignments) as well as the term-end examination of each course. In the overall computation also you must get at least 40% marks (Grade D) in each course to claim the M.A. degree. The scores of continuous evaluation and term-end examination are not complementary to each other for qualifying a course. Students who do not qualify in the term-end examination are allowed to take up the Term End Examination in the next year. It means you can take the TEE of the first year courses in the second year of your study. But you can appear in the examination for not more than 48 credits in one TEE.

12.1 Assignments

Assignments constitute the continuous evaluation. The marks that you secure in the assignments will be counted in your final result. As mentioned earlier, an assignment of a course carries 30% weightage. You are therefore advised to take your assignment seriously. A simple omission on your part may put you in great inconvenience later. For each course of this programme, you have to do two to three Tutor Marked Assignments (TMAs) depending upon the nature of the course. The TMA for each semester can be downloaded from the Student Zone of the University website.

You have to complete the assignment within the due dates specified in the assignment booklet. You will not be allowed to appear for the term-end examination for any course if you do not submit the assignment in time for that course. If you appear in term-end examination, without submitting the assignments, the result of the term-end examination is liable to be cancelled. Ensure that your assignment responses are complete in all respects. Before submission you should ensure that you have answered all the questions in all assignments. Incomplete assignment responses may affect your grades adversely.

The main purpose of TMA is to test your comprehension of the learning materials you receive from us and also to help you get through the courses. The evaluators/academic counsellors after correcting the assignments return them back to you with their comments and marks. The comments will guide you in your study and help in improving it. It is therefore important that you collect the evaluated TMA along with a copy of the assessment sheet containing the comments of the evaluator on your performance. The content provided in the printed course materials should be sufficient for answering the assignments. Please do not worry about the non-availability of extra reading materials for working on the assignments. However, if you have access to other books, you may make use of them. The assignments are designed in such a way as to help you concentrate mainly on the course material and exploit your personal experience.

You have to submit your assignment response sheets to the Coordinator of the Study Centre assigned to you. For your own record, retain a copy of all the assignment

responses which you submit to the Coordinator. If you do not get back your duly evaluated tutor marked assignments along with a copy of the assessment sheet containing comments of the evaluator on your assignment within a month after submission, please try to get it personally from your Study Centre. This may help you to improve upon future assignments.

Keep duplicate copies of assignment responses of TMAs submitted to Study Centres. The Student Evaluation Division on demand. Also maintain an account of the corrected assignment responses received by you after evaluation. This will help you to represent your case to the University in case any problem arises. If you do not get a pass grade in any assignment, you have to submit it again. Get fresh assignments from the Student Zone tab of the University website. However, once you get the pass grade in an assignment, you cannot resubmit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any, committed by the evaluator. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Coordinator of the Study Centre, so that the correct score is forwarded by him/her to the Student Evaluation Division at Headquarters.

In case you find that the score indicated in the assignment sheet of your Tutor Marked Assignment has not been correctly reflected or is not entered in your grade card, you are advised to contact the Coordinator of your Study Centre with a request to forward the correct award list to the Student Evaluation Division at the Headquarters.

12.2 Term End Examination

As stated earlier, the term-end examination is the major component of the evaluation system and it carries 70% weightage in the final result.

The University conducts term end examinations twice a year i.e., in June and December. You can take the term-end examination (TEE) only after completing one year of study. The TEE for the 1st year will be conducted at the end of each year.

A learner is permitted to appear in the TEE, subject to the following conditions:-

- Registration for the courses is valid and not time barred.
- Required number of assignments in the course has been submitted by the due

date.

- Minimum time to pursue these courses as per the provision of the programme has been completed.
- Examination fee is paid for all the courses in which the learner is writing the examination.

In the case of non-compliance of any of the above conditions, the result of all such courses is liable to be withheld by the University.

In case you fail to get a pass score (40% marks) in the Term End Examination, you will have to reappear at the next Term End Examination for that course within the total span of the programme.

PART II Syllables OF COURSE

Master of Library Science (MLIS)

Block/Unit	Name of Block/Unit
MLIS -101 - Information Analysis, Repackaging and Consolidations (માહિતી પૃથ્થકરણ, પુનઃગઠન અને દ્રઢીકરણ)	
Block-1 Information Analysis (માહિતી નું પૃથ્થકરણ)	
Unit 1	Information Analysis: Meaning, Definition, Needs and Skill (માહિતી પૃથ્થકરણ: અર્થ, વ્યાખ્યા, જરૂરિયાત અને આવડત)
Unit 2	**Electronic Content Creation** (વીજાણુંકીય સામગ્રી ઉત્પાદન ()
Unit 3	**Content Analysis: Definition, Meaning, History, Evaluation** (વિષય વસ્તુ વિશ્લેષણ: અર્થ, વ્યાખ્યા, ઈતિહાસ, માપદંડ)
Unit 4	Content Analysis in Library and Information Science: Information Storage, Retrieval, Dissemination, Indexing (ગ્રંથાલય અને માહિતી વિજ્ઞાનમાં વિષય વસ્તુ વિશ્લેષણ: માહિતી સંગ્રહ, પુનઃપ્રાપ્તિ અને પ્રસાર)
Block-2	**Information Product and Marketing** (માહિતી વસ્તુ અને માર્કેટિંગ)
Unit 5	Information Products: Nature, Concept, Types, Services, Design and Development (માહિતી ઉત્પાદનો: મૂળભૂત પાયો, પ્રકારો, ડિઝાઇન અને વિકાસ)
Unit 6	Information Product (માહિતી ઉપજો)
Unit 7	Information Product/services: Newsletter, Bulletin, Digest, Dossier, Technical inquiries, Indexing Bulletin, Subject Bibliography (માહિતી ઉત્પાદન / સેવાઓ: સમાચાર પત્ર, બુલેટિન, ડાયજેસ્ટ, ડોસિઅર, તકનીકી પૂછપરછ, અનુક્રમણિકા બુલેટિન, વિષય ગ્રંથસૂચિ)
Unit 8	Marketing of information products and Services (માહિતી ઉત્પાદન અને સેવાઓનું માર્કેટિંગ)
Unit 9	**Information providers: Libraries, Information centres, Referral centres, Analysis Centres, Bibliographic Utilities,Venders etc.** (માહિતી વિક્રેતા: પુસ્તકાલયો, માહિતી કેન્દ્રો, સંદર્ભ કેન્દ્રો, વિશ્લેષણ કેન્દ્રો, ગ્રંથસૂચિ વિષયક ઉપયોગિતાઓ, વિક્રેતાઓ વગેરે.)
Block-3 Information Consolidation (માહિતી દ્રઢીકરણ)	

Unit 10	Information Consolidation: Meaning, Definition, Needs and Skill (માહિતી દ્રઢીકરણ: અર્થ, વ્યાખ્યા, જરૂરિયાત અને આવડત)
Unit 11	Information Consolidation Planning, Product, & Format (માહિતી દ્રઢીકરણ આયોજન, વસ્તુ, અને નમુના)
Unit 12	Consolidation products: trend report, State of Art Report, Reviews, Conference Proceeding (ઉત્પાદનનું દ્રઢીકરણ: ટ્રેન્ડ રીપોર્ટ, કોન્ફેરેન્સ પ્રોસેડિંગ, રીવ્યુરીપોર્ટ)
Unit 13	Compilation of product: Annual Report, Manuals, Handbook, Directories, Abstract Bulletin, Bibliographies (ઉત્પાદનનું સંકલન: વાર્ષિક અહેવાલ, માર્ગદર્શિકાઓ, હેન્ડબુક, ડિરેક્ટરીઓ, એબ્સ્ટ્રેક્ટ બુલેટિન, ગ્રંથસૂચિ)
Block-4	**Information Repackaging (માહિતીનું પુનઃગઠન)**
Unit 14	Information Repackaging: Meaning, Concept, Services, Evaluation (માહિતીનું પુનઃગઠન : અર્થ, વિભાવના, સેવા અને મૂલ્યાંકન)
Unit 15	Research in progress, Backup services (રિસર્ચ ઇન પ્રોગ્રેસ, બેકઅપ સેવાઓ)
Unit 16	Universal Availability of Publication- UAP (પબ્લિકેશનની સાર્વત્રિક ઉપલબ્ધતા)
Unit 17	Support Services, Database type and use; Database intermediaries such as searcher, editor etc. (ડેટાબેઝ સપોર્ટ સેવાઓ, ડેટાબેઝનો પ્રકાર અને ઉપયોગ; ડેટાબેઝ ઇન્ટરમીડયેટર જેમ કે શોધક, સંપાદક વગેરે.)

MLIS- 102 Management of Library & Information Systems and Centers

(પુસ્તકાલય અને માહિતી પ્રણાલીઓ અને કેન્દ્રોનું સંચાલન)

Block-1	**Library And Finance Management (લાઇબ્રેરી અને ફાઇનાન્સ મેનેજમેન્ટ)**
Unit 1	Management :Concept of Management and Functions of Management (મેનેજમેન્ટ: મેનેજમેન્ટનો ખ્યાલ અને મેનેજમેન્ટના કાર્યો)
Unit 2	Scientific Management, School of Thoughts (સાયન્ટિફિક મેનેજમેન્ટ, સ્કૂલ ઓફ થોટ્સ)
Unit 3	Budgeting and Types of Budgetary Methods ,Concept of costing, budgetary control systems (બજેટિંગ અને અંદાજપત્રીય પદ્ધતિઓના પ્રકાર, ખર્ચનો ખ્યાલ, અંદાજપત્રીય નિયંત્રણ પ્રણાલી)
Unit 4	Cost Analysis : Cost Effectiveness and Cost Benefit Analysis Methods of Cost Analysis (ખર્ચ વિશ્લેષણ : ખર્ચ વિશ્લેષણની કિંમત અસરકારકતા અને ખર્ચ લાભ વિશ્લેષણ પદ્ધતિઓ)
Block-2	Human Resource Management and Knowledge Management (હ્યુમન રિસોર્સ મેનેજમેન્ટ અને નોલેજ મેનેજમેન્ટ)

Unit 5	HRM: Concept, Need , Purpose Planning Policies and Issues , Motivation, Leadership (એચઆરએમ: ખ્યાલ, જરૂરિયાત, હેતુ આયોજન નીતિઓ અને મુદ્દાઓ, પ્રેરણા, નેતૃત્વ)
Unit 6	Staffing : Recruitment Methods Staff Training and Development Staff Formula and Manual, Job Analysis Job Description and Job Evaluation Performance appraisal (સ્ટાફિંગ : ભરતી પદ્ધતિઓ સ્ટાફ તાલીમ અને વિકાસ સ્ટાફ ફોર્મ્યુલા અને મેન્યુઅલ, જોબ વિશ્લેષણ જોબ ડિસ્ક્રિપ્શન અને જોબ મૂલ્યાંકન પ્રદર્શન મૂલ્યાંકન)
Unit 7	KM Concept Definition Scope, Purpose, Role of Information professionals in KM - Impact of professional information skills, powering information (KM કન્સેપ્ટ વ્યાખ્યાનો અવકાશ, હેતુ, KM માં માહિતી વ્યાવસાયિકોની ભૂમિકા - વ્યાવસાયિક માહિતી કૌશલ્યની અસર, માહિતીને શક્તિ આપવી)
Unit 8	KM Mapping and Information Auditing : KM Development and Roles, knowladge sharing Concepts (KM મેપિંગ અને માહિતી ઓડિટીંગ : KM વિકાસ અને ભૂમિકાઓ, નોલેજ શેરિંગ કોન્સેપ્ટ્સ)
Block-3	**Quality Management Processes: (ગુણવત્તા વ્યવસ્થાપન પ્રક્રિયાઓ)**
Unit 9	Total Quality Management : Definition, scope and Purpose and Application in LIS(Total Quality Management : LIS માં વ્યાખ્યા, અવકાશ અને હેતુ અને એપ્લિકેશન)
Unit 10	Change Management : Concept of Change and Change in Procedure (પરિવર્તન વ્યવસ્થાપન: પરિવર્તન અને કાર્યપદ્ધતિમાં ફેરફારનો ખ્યાલ)
Unit 11	System Approach: Concept - Library system and subsystems , system Analysis , Evaluation and Design (સિસ્ટમ અભિગમ: ખ્યાલ - લાઇબ્રેરી સિસ્ટમ અને સબસિસ્ટમ્સ, સિસ્ટમ વિશ્લેષણ, મૂલ્યાંકન અને ડિઝાઇન)
Unit 12	MIS: Concept and Use (MIS: ખ્યાલ અને ઉપયોગ)
Block-4	**Marketing of Library and Information Services (પુસ્તકાલય અને માહિતી સેવાઓનું માર્કેટિંગ)**
Unit 13	Marketing Mix (માર્કેટિંગ મિક્ષ)
Unit 14	Marketing Strategy : SWOT analysis , PEART/CPM (માર્કેટિંગ વ્યૂહરચના: SWOT વિશ્લેષણ, PEART/CPM)
Unit 15	Techniques and Tools of marketing Analysis (માર્કેટિંગ વિશ્લેષણની તકનીકો અને સાધનો)
Unit 16	Need of Marketing In LIS (ગ્રંથાલય અને માહિતી વિજ્ઞાન વિભાગમા માર્કેટિંગની જરૂરિયાત)
MLIS-103: Research Methodology (સંશોધન પદ્ધતિઓ)	
Block-1	**Concept of Research (સંશોધનનો ખ્યાલ)**

Unit 1	Meaning, concept, and objectives of research (સંશોધનનો અર્થ ,સંકલ્પના, અને હેતુઓ)
Unit 2	Types of research (સંશોધન ના પ્રકારો)
Unit 3	Research in Library and Information Science (ગ્રંથાલય અને માહિતી વિજ્ઞાનમાં સંશોધન)
Unit 4	Reference Literature Review: Literature search, printed and unprinted, web sources, and OER (સંદર્ભ સાહિત્ય સમિક્ષા : સાહિત્ય શોધ , મુદ્રિત અમુદ્રિત, વેબસ્ત્રોત, અને ઓ.ઈ.આર)
Block-2	**Determination of Research Problems (સંશોધન સમસ્યાનું નિર્ધારણ :)**
Unit 5	Selection of research problem, hypothesis and variables (સંશોધન સમસ્યાની પસંદગી , ઉત્કલ્પના અને ચલો)
Unit 6	Practicalization of variables for research, formulation of research proposal (સંશોધન માટે ચલોનું વ્યવહારિકકરણ, સંશોધન દરખાસ્તની રચના)
Unit 7	Sample selection - Concepts of probability, non-probability and specific sample selection (નમુના પસંદગી - સંકલ્પનાઓ સભાવ્ય, બિનસંભાવ્ય અને વિશીષ્ટ નમુના પસંદગી)
Unit 8	Sample size determination, sample selection biases and errors in sample selection (નમુનાનું કદ નિર્ધારણ, નમુના પસંદગી પૂર્વગ્રહો અને નમુના પસંદગીમાં ભૂલો)
Block-3 Research methods and equipment (સંશોધન પદ્ધતિઓ અને ઉપકરણો)	
Unit 9	Scientific, historical, survey content analysis, case study, experimental and Delphi method (વૈજ્ઞાનિક,ઐતિહાસિક,સર્વેક્ષણ વિષયવસ્તુ વિશ્લેષણ કેશ સ્ટડી , પ્રાયોગિક અને ડેલ્ફી પદ્ધતિ)
Unit 10	Grantee Institutions : UGC, ICSSR, DST DSIR (અનુદાનિત સંસ્થાઓ : UGC, ICSSR, DST DSIR)
Unit 11	Research report writing style. (સંશોધન અહેવાલની લેખન શૈલી)
Unit 12	(સંશોધન ઉપકરણો : પ્રશ્નાવલી, અવલોકન અને મુલાકાત)
Block-4 DATA ANALYSIS (ડેટા વિશ્લેષણ)	
Unit 13	Data measurement levels Statistical concepts, data analysis and data presentation (માહિતીની માપન કક્ષાઓ આકડાશાસ્ત્રીય સંકલ્પનાઓ, ડેટા પૃથકરણ અને ડેટા પ્રસ્તુતિકરણ)
Unit 14	Statistical techniques T test, Z test, Chi square, ANOVA, MANOVA, ANCOVA, MANCOVA (આંકડાકીય પ્રયુક્તિઓ T ટેસ્ટ , Z ટેસ્ટ કાઈ સ્ક્વેર , એનોવા, મેનોવા , એન્કોવા, મેન્કોવા)
Unit 15	Statistical Packages: SPSS, R USING, MS EXCEL. (આંકડાકીય પેકેજીસ SPSS , R USING, MS EXCEL .)
Unit 16	Bibliography and Reference List System: APA, MLA, Zotero, Medline (પાદ નોધ અને સંદર્ભ સૂચી પદ્ધતિ : એપીએ,એમ એલ એ, ઝોટેરો,મેડલીન)

MLIS - 104 Digital Library ડિજિટલ ગ્રંથાલય	
Block-1	ડિજીટલ લાયબ્રેરીની શરૂઆત **(Introduction of Digital Library)**
Unit 1	Digital Library : Evolution , Concept and Features (ડિજિટલ લાઇબ્રેરી : ઉત્ક્રાંતિ, ખ્યાલ અને સુવિધાઓ(
Unit 2	Major Component and Search Browse Interface of a Digital Library (ડિજિટલ લાઇબ્રેરીનો મુખ્ય ઘટક અને શોધ બ્રાઉઝ ઇન્ટરફેસ(
Unit 3	Technical Infrastrature and Architecture of a Digital Library (ડિજિટલ લાઇબ્રેરીનું ટેકનિકલ ઇન્ફ્રાસ્ટ્રક્ચર અને આર્કિટેક્ચર(
Unit 4	Collective Development and Knowldege Organization in Digital Library (ડિજિટલ લાઇબ્રેરીમાં સામૂહિક વિકાસ અને જ્ઞાન સંગઠન(
Block-2	Important projects of the digital library (ડિજીટલ ગ્રંથાલયના મહત્વના પ્રોજેકટ)
Unit 5	Digital Library : Planning and Implemenatation (ડિજિટલ લાઇબ્રેરી : આયોજન અને અમલીકરણ
Unit 6	Digital Library : Protocol , Standards, IPR and Copyright Challenges (ડિજિટલ લાઇબ્રેરી : પ્રોટોકોલ , ધોરણો, IPR અને કૉપિરાઇટ પડકારો(
Unit 7	Digital Library Major Project in UK, USA and Rest of the world (યુકે, યુએસએ અને બાકીના વિશ્વમાં ડિજિટલ લાઇબ્રેરી મુખ્ય પ્રોજેક્ટ(
Unit 8	Digital Library Initiative in India (ભારતમાં ડિજિટલ લાઇબ્રેરી પહેલ)
Block-3	Open Access and Digital Library (ઓપન એક્સેસ અને ડિજીટલ ગ્રંથાલય)
Unit 9	Open Access (ઓપન એક્સેસ(
Unit 10	Digitalization : Definition, Need and Process (ડિજિટલાઇઝેશન : વ્યાખ્યા, જરૂરિયાત અને પ્રક્રિયા(
Unit 11	Sematic Web and Services (સેમેટિક વેબ અને સેવાઓ(
Unit 12	Digital Rights Management (ડિજિટલ રાઇટ્સ મેનેજમેન્ટ(

Block-4	Digital Conservation (ડિજીટલ સંરક્ષણ)
Unit 13	Digital Preservation (ડિજિટલ જાળવણી)
Unit 14	Digital Library Content Metadata : DOI and Open URL (ડિજિટલ લાઇબ્રેરી સામગ્રી મેટાડેટા : DOI અને ઓપન URL)
Unit 15	Digital Library Services : Aggregations, Web - based user education, SDI in Digital Library, Electronic Document Delivery Services, Real time Digital References Services : Library Chat Rooms, Web Feeds : RSS Feeds or Atom (ડિજિટલ લાઇબ્રેરી સેવાઓ : એકત્રીકરણ, વેબ - આધારિત વપરાશકર્તા શિક્ષણ, ડિજિટલ લાઇબ્રેરીમાં SDI, ઇલેક્ટ્રોનિક દસ્તાવેજ ડિલિવરી સેવાઓ, રીઅલ ટાઇમ ડિજિટલ સંદર્ભ સેવાઓ : લાઇબ્રેરી ચેટ રૂમ, વેબ ફીડ્સ : RSS ફીડ્સ અથવા એટમ(
Unit 16	Digital Library Software Overview : Dspace, Greenstone and Eprints (ડિજિટલ લાઇબ્રેરી સોફ્ટવેર ઝાંખી : Dspace, ગ્રીનસ્ટોન અને Eprints)

MLIS - 105 Information Communication and Society(માહિતી પ્રત્યાયન અને સમાજ)	
Block-I	Form, object and scope of information (માહિતીનું સ્વરૂપ વસ્તુ અને વ્યાપ)
Unit 1	Fact, Information and Knowledge: Intellectual Properties (હકીકત , માહિતી અને જ્ઞાન : બોઉધિક મિલકતો)
Unit 2	Fact: Definition, Type and Form, Characteristics and Scope (હકીકત : વ્યાખ્યા પ્રકાર અને સ્વરૂપ લક્ષણ અને વ્યાપ)
Unit 3	Information: Definition, Type and Form, Characteristics and Scope (માહિતી : વ્યાખ્યા પ્રકાર અને સ્વરૂપ લક્ષણ અને વ્યાપ)
Unit 4	Knowledge: Definition, Type and Form, Characteristics and Scope (જ્ઞાન : વ્યાખ્યા પ્રકાર અને સ્વરૂપ લક્ષણ અને વ્યાપ)
Block-2	Information generation and communication (માહિતી ઉત્પત્તિ અને પ્રત્યાયન)
Unit 5	Information Source: Methods and Forms (માહિતી ઉપત્તી : રીતો અને સ્વરૂપો)
Unit 6	Information Communication Process and Diffusion (માહિતી પ્રત્યાયન પ્રક્રિયા અને પ્રસરણ)
Unit 7	Information Society and Knowledge and Society (માહિતી સમાજ અને જ્ઞાન અને સમાજ)
Unit 8	Information Theory: Measurement and Content Evaluation (માહિતી સિદ્ધાંત : માપ અને વિષય વસ્તુ મૂલ્યાંકન)
Block-3	Information Knowledge and Society (માહિતી જ્ઞાન અને સમાજ)

Unit 9	Information: An Economic Resource (માહિતી: એક આર્થિક સ્ત્રોત)
Unit 10	Information Policies: National and International (માહિતી નીતિઓ : રાષ્ટ્રીય અને આંતરરાષ્ટ્રીય)
Unit 11	Information Infrastructure: National and International (માહિતી ગત માળખું : રાષ્ટ્રીય અને આંતરરાષ્ટ્રીય)
Unit 12	Knowledge Systems: Conceptual Tools and Knowledge Business (જ્ઞાન વ્યવસ્થા : વિભાવના સાધનો અને જ્ઞાન વ્યવસાય)
Block-4	Digital Information Literacy (ડિજિટલ માહિતી સાક્ષરતા)
Unit 13	Library and Information Literacy: Information Literacy (ગ્રંથાલય અને માહિતી સાક્ષરતા)
Unit 14	Models of Information Literacy: (માહિતી સાક્ષરતા ના નમૂનાઓ)
Unit 15	"ICT Literacy: Computer Literacy (ICT સાક્ષરતા)
Unit 16	Policies and Approaches in Literacy (સાક્ષરતામાં નીતિઓ અને અભિગમો)
MLIS - 106 Information Communication Technology (માહિતી પ્રત્યાયન ટેકનોલોજી)	
Block-1	Computer Practical (કમ્પ્યુટર પ્રાયોગિક)
Unit 1	Computer Practical : Software (કમ્પ્યુટર પ્રાયોગિક : સોફ્ટવેર)
Unit 2	Software Packages : Features (સોફ્ટવેર સંહતો (પેકેજીસ) : લક્ષણો)
Unit 3	Programming and Programming Languages (પ્રોગ્રામિંગ અને પ્રોગ્રામિંગ લેંગ્વેજ)
Unit 4	Networks and Networking (નેટવર્ક્સ અને નેટવર્કિંગ)
Block-2	**Communication and Resource Sharing Networks (પ્રત્યાયન અને સ્ત્રોત વહેચણી નેટવર્ક)**
Unit 5	Telecommunication and Wireless Communication (ટેલી કોમ્યુનિકેશન અને વાયરલેસ કોમ્યુનિકેશન)
Unit 6	Library and Information Networks (ગ્રંથાલય અને માહિતી નેટવર્કસ)
Unit 7	"Bibliography Utility Networks" ("ગ્રંથ સૂચી ઉપયોગીતા નેટવર્ક્સ)
Unit 8	Library and Information Networks in India (ભારતમાં ગ્રંથાલય અને માહિતી નેટવર્કસ)
Block-3	**Internet Resources and Services (ઇંટરનેટ સ્ત્રોત અને સેવાઓ)**
Unit 9	Role of the Internet (ઇંટરનેટની ભૂમિકા)

Unit 10	Search Engines (સર્ચ એન્જીન)
Unit 11	Internet Services (ઈંટરનેટ સેવાઓ)
Unit 12	Internet Information Resources and Their Evaluation (ઈંટરનેટ માહિતી સાધન સામગ્રી અને તેનું મૂલ્યાંકન)
Block-4	**Database Creation and Management (ડેટાબેઝ રચના અને સંચાલન)**
Unit 13	Data Structure, File Organization and Database Design (ડેટા સ્ટ્રક્ચર, ફાઈલ ઓર્ગેનાઈઝેશન અને ડેટાબેઝ ડીઝાઇન)
Unit 14	DBMS (ડીબીએમએસ)
Unit 15	Database Searching (ડેટાબેઝ સર્ચિંગ)
Unit 16	Modern Communication Technology: Hypermedia, Multimedia, Virtual Reality, Augmented Reality (આધુનિક કમ્યુનિકેશન ટેકનોલોજી : હાયપરમીડિયા, મલ્ટીમીડિયા, વર્ચ્યુઅલ રિયાલિટી , ઓગમેન્ટેડ રીયાલીટી)

MLIS E-109 **ગ્રંથાલય સામગ્રીની જાળવણી અને સંરક્ષણ** **Preservation and Conservation of Library**	
Block-1	**Preservation and Conservation of Library Materials (ગ્રંથાલય સામગ્રીની જાળવણી અને સંરક્ષણ)**
Unit 1	Outline of Conservation and Preservation Needs (સંરક્ષણ અને જાળવણીની જરૂરિયાત રૂપરેખા)
Unit 2	Development of Writing Materials (લેખન સામગ્રીનો વિકાસ)
Unit 3	Paper and Paperback: Their Nature and Conservation (તાડપત્રો અને ભોજપત્ર : તેમની પ્રકૃતિ અને સંરક્ષણ)
Unit 4	Manuscripts, Books, Magazines, Newspapers, Chopanias etc. (હસ્તપ્રતો, પુસ્તકો, સામયિકો, સમાચારપત્રક, ચોપાનિયા વગેરે)
Unit 5	Non-Book Materials (અ-ગ્રંથ સામગ્રીઓ)
Block-2	**Hazards and Control Measures of Library Materials (ગ્રંથાલય સામગ્રીઓના જોખમો અને નિયંત્રણના પગલાંઓ)**
Unit 6	Environmental Factors (પર્યાવરણ પરિબળો)

Unit 7	Biological Factors (જૈવિક પરિબળો)
Unit 8	Chemical Factors (રાસાયણિક પરિબળો)
Unit 9	Crisis Management Disaster Management (સંકટ વ્યવસ્થા આપત્તિ વ્યવસ્થાપન)
Block-3	**Bookbinding (બંધામણી)**
Unit 10	Types of Bookbinding (ગ્રંથ બંધામણી પ્રકાર)
Unit 11	Materials of Bookbinding (ગ્રંથ બંધામણીની સામગ્રીઓ)
Unit 12	Process of Bookbinding (ગ્રંથ બંધામણીની પ્રક્રિયા)
Unit 13	Standards for Library Binding (ગ્રંથાલય બંધામણી માટેના માનકો)
Block-4	RESTORATION AND REFORMATTING (પુનઃસંગ્રહ અને પુનઃ રચના)
Unit 14	Repair of Materials (સામગ્રીની મરામત)
Unit 15	Micro-Shadow Drawing and Digitization (સુક્ષ્મ છાયા ચિત્રાંકન અને અંકરૂપણ)
MLIS E-110: ACADEMIC LIBRARY SYSTEM (શૈક્ષણિક ગ્રંથાલય)	
Block-1	**Development of Academic Libraries (શૈક્ષણિક ગ્રંથાલયોનો વિકાસ)**
Unit 1	Academic Libraries: Objectives and Functions (શૈક્ષણિક ગ્રંથાલયો ઉદ્દેશો અને કાર્યો)
Unit 2	Role of UGC and other Bodies in Promoting Libraries in Universities, Colleges and other Institutions of Higher Learning (યુનિવર્સિટીઓ, કૉલેજો અને ઉચ્ચ અભ્યાસની અન્ય સંસ્થાઓના ગ્રંથાલયોને, યુનિવર્સિટી અનુદાન આયોગ (UGC) અને અન્ય મંડળોની પ્રોત્સાહિત ભૂમિકા)
Unit 3	Library Governance (ગ્રંથાલય પ્રશાસન)
Unit 4	Academic Library Services (શૈક્ષણિક ગ્રંથાલય સેવાઓ)
Unit 5	Financial Management of Academic Libraries (શૈક્ષણિક ગ્રંથાલયોનું નાણાંકીય સંચાલન)
Block-2	**Collection Development** (સંગ્રહ વિકાસ)
Unit 6	Collection Development Policy /WEEDING OUT POLICY (સંગ્રહ વિકાસ નીતિ / રદ્દીકરણ નીતિ)
Unit 7	Problems in Collection Organization (સંગ્રહ વ્યવસ્થાપનની સમસ્યાઓ)
Unit 8	Collection Development Programmes (સંગ્રહ વિકાસ કાર્યક્રમો)
Block-3	**Staffing Pattern and Staff Development for Academic Libraries (શૈક્ષણિક ગ્રંથાલયોમાં કર્મચારીઓનું માળખું અને વિકાસ)**
Unit 9	Norms and Patterns of Staffing (કર્મચારી નિયુક્તિના ધોરણો અને ઢાંચો)
Unit 10	Continuing Education Programmes (CEP) (નિરંતર શિક્ષણ કાર્યક્રમ)
Unit 11	Personnel Management (વૈયક્તિક વ્યવસ્થાપન)

Block-4	**Resource Sharing Programmes (**સંસાધનનોની ભાગીદારી કાર્યક્રમો**)**
Unit 12	Resource Sharing: Need and Objectives (સંસાધન ભાગીદારી : જરૂરિયાત અને ઉદ્દેશો)
Unit 13	INFLIBNET: Information and Library Network (ઈલિબનેટ : માહિતી અને ગ્રંથાલય નેટવર્ક)
Unit 14	Library Networks and Consortia (ગ્રંથાલય નેટવર્કસ અને કન્સોર્ટિઆ)

MLIS E-111 PUBLIC LIBRARY SYSTEM AND SERVICES (સાર્વજનિક ગ્રંથાલય પદ્ધતિ અને સેવાઓ**)**	
Block-1	**Public Library: Basic Concepts** (સાર્વજનિક ગ્રંથાલયઃ પાયાના ખ્યાલો)
Unit 1	Public Library: Origin and Growth (સાર્વજનિક ગ્રંથાલયો ઉદ્ભવ અને વિકાસ)
Unit 2	Public Library and Society (સાર્વજનિક ગ્રંથાલય અને સમાજ)
Unit 3	Agencies in the Promotion and Development of Public Library System (સાર્વજનિક ગ્રંથાલય પદ્ધતિમાં પ્રોત્સાહન અને વિકાસની સંસ્થાઓ)
Unit 4	National Library Policy and Library Legislation (રાષ્ટ્રીય ગ્રંથાલય નીતિ અને ગ્રંથાલય અધિનિયમ)
Block-2	**Public Library System: Resource** (સાર્વજનિક ગ્રંથાલય પદ્ધતિઃ સંસાધન વિકાસ)
Unit 5	Development Plans and Resource Mobilisation **(વિકાસ યોજનાઓ અને સંસાધન ધ્યેય પ્રાપ્તિ)**
Unit 6	Financial Resources (નાણાકીય સંસાધનો)
Unit 7	Physical and Documentary Resources (ભૌતિક અને પ્રલેખીય સંસાધનો)
Unit 8	Human Resources (માનવ સંસાધનો)
Block-3	**Management of Public Library System (**સાર્વજનિક ગ્રંથાલય પદ્ધતિનું વ્યવસ્થાપન**)**
Unit 9	Organizational Structure of Public Library System (સાર્વજનિક ગ્રંથાલય પદ્ધતિનું સંયોજનાત્મક માળખું)
Unit 10	Planning and Administration of Public Libraries (સાર્વજનિક ગ્રંથાલયોનું આયોજન અને વ્યવસ્થા)
Unit 11	Public Library Norms, Standards and Guidelines (સાર્વજનિક ગ્રંથાલય ધોરણો, માનાંકો અને માર્ગદર્શિકાઓ)
Unit 12	Governance of Public Libraries (સાર્વજનિક ગ્રંથાલયોનું પ્રશાસન)
Unit 13	Performance Evaluation (કામગીરીનું મૂલ્યાંકન)
Block-4	**Public Library Services (**સાર્વજનિક ગ્રંથાલય સેવાઓ**)**

Unit 14	Types of **Public** library services (સાર્વજનિક ગ્રંથાલય સેવાઓના પ્રકાર)
Unit 15	Application of Information Technology in Public Library Services (સાર્વજનિક ગ્રંથાલય સેવાઓમાં માહિતી ટેકનોલોજીનો ઉપયોગ)
Unit 16	Resource Sharing Networking (સંસાધન ભાગીદારી અને નેટવર્કીંગ)
Unit 17	Public Library Scenario in India, UK, USA and Canada (ભારત, બ્રિટન, અમેરિકા અને કેનેડામાં સાર્વજનિક ગ્રંથાલયોનું પરિદ્રશ્ય)

MLIS E-112 Metrics and Analysis (મેટ્રીક્સ અને એનાલિસિ)	
Block-1	**Foundation of Metrics and Overviews (**મેટ્રિક્સનો પાયો અને વિભાવના)
Unit 1	Infometrics: Genesis, Definition, Scope and Element Evolution (ઇન્ફોમેટ્રિક્સ: ઉત્પત્તિ, વ્યાખ્યા, વ્યાપ અને તત્વોનો વિકાસ)
Unit 2	Bibliometric: Overview (બિબ્લીઓમેટ્રીક્સ: વિભાવના)
Unit 3	Scientometrics: Overview (સાયનટોમેટ્રીક્સ : વિભાવના)
Unit 4	Webometrics:Overview (વેબોમેટ્રીક્સ: વિભાવના)
Block-2	Classical Law's (ક્લાસિકલ લો'સ)
Unit 5	Law of Scattering and its Applications (લો ઓફ સ્કેટ્રીંગ અને તેની એપ્લિકેશન)
Unit 6	Laws of Scientific Productivity (લો ઓફ સાયન્ટીફીક પ્રોડ્કટીવીટી)
Unit 7	Bradford's Law, Lotkas law, Zif, application of Bibliometric law's (બ્રેડફોર્ડ લો, લોટકાસ લો, ઝીફ લો, બિબ્લીઓમેટ્રીક્ની એપ્લિકેશન)
Unit 8	Bibliographic Coupling (બિબ્લીઓગ્રાફિક કપલિંગ)
Unit 9	Rank and Size Frequency Models (રેન્ક અને સાઈઝ ફ્રીક્વન્સી મોડેલ્સ)
Block-3	Citation Analysis (સાઈટેશન એનાલીસીસ)
Unit 10	Citation Analysis: Meaning, Definition, Concept (સાઈટેશન એનાલીસીસ: અર્થ, વ્યાખ્યા, વિભાવના)
Unit 11	Citation style, Reference Management tools, Citation Analysis Method (સાઈટેશન પદ્ધતિ, રેફરેન્સ મેનેજમેન્ટ ટૂલ્સ, મેથડ)
Unit 12	Growth and Obsolescence of Literature Analysis of Library Related Data (સાહિત્યની વૃદ્ધિ અને અપ્રચલિતતા, પુસ્તકાલય સંબંધિત ડેટાનું વિશ્લેષણ)
Unit 13	Regression Analysis, Cluster Analysis and Factor Analysis (રીગ્રેસન એનાલિસિસ, ક્લસ્ટર

	એનાલિસિસ અને ફેક્ટર એનાલિસિસ)
Block-4	Measure of Analytics (એનાલિટિક્સનું માપન)
Unit 14	Metrics Tools: Impact factor. H-index, i10 index, (મેટ્રિક્સ ટૂલ્સ: ઇમ્પેક્ટ ફેક્ટર. એચ-ઇન્ડેક્ષ, i10 ઇન્ડેક્ષ)
Unit 15	Data Mining, Data Warehouse (ડેટા માઇનીંગ, ડેટા વેરહાઉસ)
Unit 16	Metadata and Big Data (મેટાડેટા અને બીગ ડેટા)

PART- II

CENTER LIST

CENTER LIST (Master Of Library and Information Science (MLIS) Course)				
No.	**Courses**	**Center Code**	**Study Center**	**Contact**
1.	MLIS/BLIS	0001	Dr. Babasaheb Ambedkar Open University,Jyotirmay Parisar, Sarkhej-Gandhinagar Highway, Chharodi, Ahmedabad - 382 481.	--
2.	MLIS/BLIS	0180	Lokmanya College Of Commerce, Shivranjani Cross Road, 132 Ft Ring Road, Satellite, Ahmedabad-380015	
3.	MLIS/BLIS	0529	Shri P.K. Chaudhari Mahila Arts College, Sector-7, Gandhinagar-382007.	
4.	MLIS/BLIS	0101	L.D.Arts College, Amrut Modi School of Management Campus, Opp. Andhajan Mandal, Vastrapur, Ahmedabad-380015	- Emailbaou.0101@baou.edu.in
5.	MLIS/BLIS	0179	SILVER OAK COLLEGE OF ENGNEERING AND TECHNOLOGY, AHMEDABAD,382481	- Emailbaou.0179@baou.edu.in
6.	MLIS/BLIS	0401	Nalini-Arvind & T.V. Arts College, At & Po. Vallabh Vidyanagar, Dist. Anand-388120	Dr. M.G. Mansuri / Dr. B.M. Zala / Dr. M.D. Mishra Mobile9825018196 / 9316686628 Emailbaou.0401@baou.edu.in

7.	MLIS/BLIS	1001	Nutan Bharti, At.& Po. Madana(Gadh), Dist. Banaskantha-385519.	Co-Ordinator Dr. K.R. Vohra Mobile9428757532, 9427262957 Emailbaou.1001@baou.edu.in
8.	MLIS/BLIS	1002	R. R. Mehta College of Science & C.L. Parikh College of Commerce, At & Po.Palanpur, Dist. Banaskantha-385001.	Co-Ordinator Shri M.M. Chaudhry Mobile9428023124 Emailbaou.1002@baou.edu.in
9.	MLIS/BLIS	1201	Shikshan Shashtra Bhavan, Near University Karyalay, Bhavanagar University, Bhavnagar-364002.	Co-Ordinator Shri J.P. Maiyani Emailbaou.1201@baou.edu.in
10.	MLIS/BLIS	1209	K.R. DOSHI BSW COLLEGE, PLOT NO. 1335, K.R. DOSHI VIDYA SANKUL, OPP- TV KENDRA, BHAVNAGAR	-
11.	MLIS/BLIS	0901	Navjivan Arts & Commerce College, Jhalod Road, Dahod-389151	Co-Ordinator Shri G.G. Sangada Mobile9978408755, 9879159020 Emailbaou.0901@baou.edu.in
12.	MLIS/BLIS	0301	J.B. Thakkar College of Commerce, At & Po. Bhuj, Dist. Kutch-370001.	Co-Ordinator Pro. Sarang Dave Mobile9429810822 Emailbaou.0301@baou.edu.in

13.	MLIS/BLIS	0003	Bhuj Regional Centre.	
14.	MLIS/BLIS	0302	Tolani Commerce College, At. Adipur, Dist. Kutch-370001.	Co-Ordinator Prof. Gaurav Thakor Mobile8732939627 Emailbaou.0302@baou.edu.in
15.	MLIS/BLIS	1301	Municipal Arts & Science College, At & Po. Nagalpur, Dist. Mahesana-384002.	Co-Ordinator Shri V.J. Vaidh Emailbaou.1301@baou.edu.in
16.	MLIS/BLIS	1310	Shri Sarvjanik Kelvani Mandal, Vidya Sankul, Near Arvind Baug, Dist. Mahesana-384001.	Shri Ghanshyambhai k. Gadhvi Mobile7490808290 Emailbaou.1310@baou.edu.in
17.	MLIS/BLIS	1335	Revaba Sarvjnik Education college, Maheshana	- Emailbaou.1335@baou.edu.in
18.	MLIS/BLIS	1336	Suvidha Education Trust,Heduva(Rajgar), Becharaji Road,Ta.Dist. Mehsana-384002	- Emailbaou.1336@baou.edu.in
19.	MLIS/BLIS	1601	Shri Sarvjanik Commerce College, At. & Po. Godhra, Dist. Panchmahal-389001.	Co-Ordinator Shri G.H. Dave Mobile9978408531, 9427492183, 9879554946 Emailbaou.1601@baou.edu.in
20.	MLIS/BLIS	0005-1401	Regional Centre Rajkot Besides Department of History, Saurashtra University, Rajkot	Co-Ordinator Shachi Bhatt Mobile+91 99784 08904, +91 94082 74320 Emailbaou.1401@baou.edu.in

21.	MLIS/BLIS			
22.	MLIS/BLIS	1448	Geetanjali Institute Of Education, At Geetanjali Bhavan, Ajanta Park,Sadhu Vasvani Road, Rajkot-360002	- Emailbaou.1448@baou.edu.in
23.	MLIS/BLIS	0004	Patan Regional Center, R.J.Computer Center, Hemchandracharya North Gujarat University Campus,Patan-384265	
24.	MLIS/BLIS	2401	C/O Department of Mathematics, Hemchandracharya North Gujarat University Campus, Patan- 384265	
25.	MLIS/BLIS	1704	D. D. Thakar Arts & K. J. Patel Commerce College, At. Ta. Khedbrahma, Dist. Sabarkantha-383255.	Pro. Incharge Shri Rohit Desai Mobile9427364153 Emailbaou.1704@baou.edu.in
26.	MLIS/BLIS	2020	Shri Swami Vivekanand College, Opp. I.T.I., Nr. Bus Stand, Surendranagar-363001	-
27.	MLIS/BLIS	1525	Shri Hansa Mehta Library, M.S. University, Vadodara-390002	- Emailbaou.1525@boau.edu.in