

Department of Library and Information Science



2019

Revised Syllabus for MPhil Course Work



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Courses of Study for M.Phil. Part I & PhD Course Work

COURSE-II: PLANNING AND MANAGEMENT OF LIBRARIES AND INFORMATION CENTERS

Unit-1: Library and Information Planning

- Type of Planning
- Plan Proposal
- Implementation and Monitoring of Plan
- Digital Library Planning
- Digital Information Planning

Unit-2: Management Philosophy

- Social Responsibility and Ethics
- Scientific Management Theory
- Classical Organization Theory
- Behavioral Theory
- Recent Developments: System Approach, Contingency Approach and Operations Research

Unit-3: Governance and Information Management

- Organization Structure
- Governance of Library and Information Centers: Power and Distribution of Authority
- Information Governance
- Knowledge Management

Unit-4: Human Resource Management

- Job Requirement and Recruitment Process
- Staff Manual
- Human Relations
- Performance Appraisal
- Staff Development

Unit-5: Financial Management

- Types of Budgeting
- Sources of Finance
- Plan Budget and Non-Plan Budget
- Budget Statistics: Balance Sheet
- Budget Re-Appropriation

Unit-6: System and Evaluation

- System Study Techniques: PERT and CPM
- Evaluation of Library Procedures and Services: Time and Motion Study, Feedback Study
- Research Output Analysis
- SWOT Analysis