

**Department of Library  
and Information Science**



2019

**Revised Syllabus for MPhil Course Work**



Second Floor, Tutorial building

University of Delhi, Delhi-07

Telefax: 011-27666656(O)

Email : [office@libinfosci.du.ac.in](mailto:office@libinfosci.du.ac.in)

Website: <http://dlis.du.ac.in>

## **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