

MLIS-201 Information System Management

Maximum Marks: 100

Maximum Allotted Hours: 100 (Classroom Teaching: 68 + Assignment: 19 + Seminar: 3)

Each Unit Allotted Hours: 20 (Classroom Teaching: 13 + Assignment: 4 + Seminar: 3)

Unit-1

- Human Resource Management:
Historical Perspective
Applications
Approaches- Macro and Micro
- Human Resource Development:
As a Process
Recruitment and Selection
Job Analysis and Description
Job Evaluation
- Training and Development- Performance Appraisal
Inter Personal Relations
Discipline and Grievances

Unit-2

- HRD Quality Improvement Programme
- TQM- Principles, Elements, Benefits and its Application in Library and Information Science

Unit-3

- Budgeting-Concepts, Need, Purpose, Functions and Types
- Budgetary Control System
- Costing Techniques
- Cost Analysis

Unit-4

- MBO
- Project Management
PERT/CPM
SWOT Analysis
Disaster Management and LICs

Unit-5

- Change Management
- Performance Evaluation of Libraries/Information Centers and Services
- Governance of Libraries and Information Centers
- Delegation of Authority

- Leadership

Recommended Books

1. AL-ABDUL-GADER (Abdullah H). Managing computer based information system in developing countries : A Cultural perspective. 1999. Idea, Hershey PA
2. BALAKRISHNAN (S.). Management of Library Information Services. 2001. 1st ed. Anmol Publications Pvt. Ltd. New Delhi.
3. BAVAKUTTY (M.), ed . Organisation of Libraries and Information Centres in 21st Century. 2002 . Ess. Ess Publications . New Delhi
4. MONAPPA (Arun). Personal Management Mirza S. Saiyadain. 1996. 2nd ed. Tata Mc Graw-Hill. New Delhi.
5. KRISHNAMURTHY (R.). Library Management. 1997. Commonwealth Publication. New Delhi.
6. KRISHNAMURTHY (R.) Library Administration and Resources. 1997. Ajay. Verma for Common wealth Publishers. Delhi.
7. PANWAR (B.S.). Library Management. 1986. B.R. Pub.Co. Delhi.
8. PRYTHERCH (Ray). Information Management and Library Science. 1997. Jaico Publishing House. Mumbai.
9. SINGH (S. K.). Essentials of Integrated Library Management. 2002. Authors Press. New Delhi.