



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE BHOPAL**

**Seminar Counseling Schedule for MLIS Programme TEE December 2024
(Learners attached to RC-15, Bhopal)**

Venue: IGNOU Regional Centre, Bhopal Plot No. 12 Arera Hills Bhopal, 462011

Session	Date	Timing		Block	Topic to be covered (Block/Unit)	Academic Counselor
		From	To			
MLI-101 Information, Communication and Society	27.02.2025	10:00 AM	12:00 PM	1 & 2	Block-1 Information: Nature, Property and Scope Block-2 Information Generation and Communication	Dr. Yogesh Singh
	27.02.2025	12:00 PM	02:00 PM	3	Block-3 Information and Society	Dr. Yogesh Singh
	27.02.2025	02:30 PM	04:30 PM	4	Block-4 Knowledge and Society	Dr. Rakesh Khare
MLI-102 Management of Library and Information Centres	28.02.2025	10:00 AM	12:00 PM	1	Block-1 Management Perspectives	Dr. Rakesh Khare
	28.02.2025	12:00 PM	02:00 PM	2	Block-2 System Analysis and Control	Dr. Rakesh Khare
	28.02.2025	02:30 PM	04:30 PM	3	Block-3 Human Resource Management	Dr. Yogesh Singh
MLI-102 Management of Library and Information Centres	01.03.2025	10:00 PM	12:00 PM	4	Block-4 Financial Management	Dr. Yogesh Singh
	01.03.2025	12:00 PM	02:00 PM	4	Block-4 Financial Management	Dr. Yogesh Singh
	01.03.2025	02.30 PM	04.30 PM	5	Block-5 Marketing of Information Products and Services	Dr. Rakesh Khare

Dr. Smiriti Gargava
Deputy Director

Dr. Bini Toms
Senior Regional Director



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		From	To			
MLII-101 Information sources, systems and services	02.03.2025	10:00 AM	12:00 PM	1 & 2	Block-1 Information Institutions Block-2 Information Sources, Systems and Programmes	Dr. Yogesh Singh
	02.03.2025	12:00 PM	02:00 PM	3	Block-3 Information Products and Services	Dr. Yogesh Singh
	02.03.2025	02:30 PM	04:30 PM	4	Block-4 Information Intermediaries	Dr. Rakesh Khare
MLII-102 Information processing and retrieval	03.03.2025	10:00 AM	12:00 PM	1 & 2	Block-1 Organisation of Information Block-2 Bibliographic Description	Dr. Rakesh Khare
	03.03.2025	12:00 PM	02:00 PM	3	Block-3 Content Development	Dr. Rakesh Khare
	03.03.2025	02:30 PM	04:30 PM	4 & 5	Block-4 Information Storage and Retrieval Systems Block-5 Information Retrieval	Dr. Yogesh Singh
MLII-103 Fundamentals of information communication technologies	04.03.2025	10:00 AM	12:00 PM	1 & 2	Block-1 Computer Technology Block-2 Communication Technology	Dr. Yogesh Singh
	04.03.2025	12:00 PM	02:00 PM	3	Block-3 Media and Publishing Technology	Dr. Yogesh Singh
	04.03.2025	02:30 PM	04:30 PM	4	Block-4 Resource Sharing Networks	Dr. Rakesh Khare
MLII-104 Information and communication technologies - applications	05.03.2025	10:00 AM	12:00 PM	1 & 2	Block-1 Database Design and Management Block-2 Library Automation	Dr. Rakesh Khare
	05.03.2025	12:00 PM	02:00 PM	3	Block-3 Library and Information Services	Dr. Rakesh Khare
	05.03.2025	02:30 PM	04:30 PM	4	Block-4 Internet Resources and Services	Dr. Yogesh Singh

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Session	Date	Timing		Block	(Block/Unit)	Academic Counselor
		From	To			
MLIE-101 Preservation and conservation of library materials	06.03.2025	10:00 AM	12:00 PM	1	Block-1 Library Materials: Preservation and Conservation	Dr. Rakesh Khare
	06.03.2025	12:00 PM	02:00 PM	2	Block-2 Hazards to Library Materials and Control Measures	Dr. Rakesh Khare
	06.03.2025	02:30 PM	04:30 PM	3 & 4	Block-3 Binding & Block-4 Restoration and Reformatting	Dr. Yogesh Singh
MLIE-102 Research methodology	07.03.2025	12:00 PM	02:00 PM	1	Block-1 Introduction to Research Methodology	Dr. Yogesh Singh
	07.03.2025	02:30 PM	04:30 PM	2	Block-2 Tools for Research	Dr. Yogesh Singh
	07.03.2025	10:00 AM	12:00 PM	3 & 4	Block-3 Research Methods & Block-4 Research Process	Dr. Rakesh Khare
MLIE-103 Academic library system	08.03.2025	02:30 PM	04:30 PM	1	Block-1 Development of Academic Libraries	Dr. Rakesh Khare
	08.03.2025	10:00 AM	12:00 PM	2	Block-2 Collection Development	Dr. Rakesh Khare
	08.03.2025	12:00 PM	02:00 PM	3 & 4	Block-3 Staffing Pattern and Staff Development for Academic Libraries Block-4 Resource Sharing Programme	Dr. Yogesh Singh
MLIE-104 Technical writing	09.03.2025	10:00 AM	12:00 PM	1	Block-1 Communication Process	Dr. Yogesh Singh
	09.03.2025	12:00 PM	02:00 PM	2 & 3	Block-2 Linguistics Block-3 Structure and Functions of Technical Communication	Dr. Yogesh Singh
	09.03.2025	02:30 PM	04:30 PM	4	Block-4 Technical Editing and Editorial Tools	Dr. Rakesh Khare

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MLIE-105 Informatics and Scientometrics	10.03.2025	10:00 AM	12:00 PM	1	Block-1 Foundation of Informetrics and Scientometrics	Dr. Rakesh Khare
	10.03.2025	12:00 PM	02:00 PM	2	Block-2 Informetrics: Elements and Applications	Dr. Rakesh Khare
	10.03.2025	02:30 PM	04:30 PM	3 & 4	Block-3 Scientometrics: Elements and Applications Block-4 Techniques and Modelling in Informetrics and Scientometrics	Dr. Yogesh Singh
MLIE-106 Public library system and services	11.03.2025	10:00 AM	12:00 PM	1	Block-1 Public Library: Basic Concepts	Dr. Yogesh Singh
	11.03.2025	12:00 PM	02:00 PM	2	Block-2 Public Library System: Resource Development	Dr. Yogesh Singh
	11.03.2025	02:30 PM	04:30 PM	3 & 4	Block-3 Management of Public Library System Block-4 Public Library Services	Dr. Rakesh Khare

Practical Exam and viva will be held on 12.03.2025 at Study Centre and Regional Centre 1500.

Note:

1. Attendances for practical courses are 100% compulsory in all the sessions.
2. All learners are required to go through the study materials for the above mentioned courses.
3. All students need to get a minimum of 40% of marks in Practical to clear the Programme.
4. In case you have laptop, please bring with you for practice of different software

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