Executive Summary

Today information is an important resource for any organizations including Library & Information Science, business and every walk of social life. To identify, collect, retrieve, analyze and effective use of retrieved information require skills among employees, professionals or users and this is known as Information literacy skills. Information plays an important role in any sector of knowledge, without information no one can acquire knowledge and that is why generating qualitative knowledge and information everyone has to use qualitative information resources. The main role of library is providing required information to users. For users, it is necessary to understand required information for carrying out any work related to their profession. For gathering right information users and information society should know purpose of collecting information and awareness of information resources. Among various literacy programs information literacy plays an important role. Information literacy is nothing but knowing important of information, where it is available, in which format is available? How to acquire it and after acquisition how to analyse and synthesize information for effective use. Understanding needs of users and how they manage with the information explosion is need of the hour. Library and Information Centers are basically known as qualitative information providers. It is based on the users need, librarians try to support information needs of the users for various purposes. Librarians are no doubt information literates but users especially students are not aware of information retrieval skills. Hence they fail to retrieve proper information to succeed in their projects. In the information explosion and ICT era there is a need to understand quality of retrieving information and this can be possible only after proper training. It is need to find users requirements, how they are handling, how they are using information and based on this train the users to get proper information.

Business schools understood the need to train their users how to find analyze and use the information effectively from available vast of information. Understood the need of information in knowledge building and decision making in their profession. In this e-world today data is available in digital format, to overcome this B-schools training their users in using information communication technology tools that provide access to digital data and different types of digital resources are available in business schools.
Information and decision are always interlinked. People are able to make correct decisions only when they have access to relevant and correct information. In the same way organizations or business are able to make correct or effective decision when they have access to correct and cost effective information.

Information is very important for decision making. Today there is rapid increase in amount of information published on daily basis. As amount of available data grows, problem of managing the information is very difficult and users are confused what to use which leads to information overload. To overcome this business schools or organisations educates and training their users or employees to become information literate and are able to recognise needed information, able to find analyse and effectively use the information for their needs. The teaching of information literacy skill called Information Literacy Program. In business schools usually information literacy programs consists of detailed training on how to use the subscribed e-resources.

In present situation business school libraries are very keen to implement Information Literacy Programs for their students, so that they can make effective use of it. Since inception library professionals conduct Library orientation or demonstration and train the users to use library, resources and services more effectively.

In library from the beginning library orientation may be conducted to help the users assisting to use library teaching searching tools and accessing information effectively. Different terminologies like library instruction, bibliographic instruction and user education are used for library orientation. The main aim is to helps users in knowing physical location of document, library services and a staff information. Initially user educations is conducted for users to know the method of using library and its resources for educational purpose. The main idea of user education revolved on different sources of information not on technology using for user education. Libraries along with teaching it teaches how to find information, teach critical thinking and resource selection skills so that users evaluate the different resources and select the best for their information needs.

In the information age Information literacy is the key competency and every user has a right to get information and access information. The importance of information is increased in the present times and information has become one of the commodities that
can be borrowed, purchased and sold, it is recognized as a natural resource in the information era.

ICT has made tremendous impact on information society, library and information centers. Users have drastically changed the way for information collection, storage, processing and retrieval of data or information and helping library staff to perform their tasks effectively and accurately. From early leaf to clay tablets, printed books and journals to online resources, library and information centers always striving to serve their different user category. The 21st century e-resources and information literacy tools helping librarians to provide content based information to their end users to fulfill their information need. Information literacy is bunch of competencies which helps users to take decisions intelligently in their tasks. An information literate person knows skills and techniques of using different information resources for their activities.

Information Literacy, it is a skill required to find retrieve analyze and use of information. For information age it is a key competency. Information literacy and information access is every individual’s fundamental right. Present days, importance of information is increasing. Beginning of the 21st century known as Information age, because of explosion of information and information resources. It is fact that one cannot learn everything, they need to know in their field, here Information Literacy plays a big role with the technical skills necessary to become independent lifelong learners. Too much of information creates barrier in our lives and gives birth to Data Smog which will confuse the users. For data smog Information Literacy is the solution which provides necessary skills to retrieve the information at right time and right information.

The term Information Literacy is first used by Paul G Zurkowski in 1974. He used the term to describe the skills and techniques learned by information literate for utilizing a wide range of information tools available and primary resources for his information needs.
Management education plays an important role in the growth of information society in business environment, where in the 21st century changes so fast that it is very difficult for organizations to cope up with growing competition. This led to the need of management education to create young competent and dynamic managers to face the challenges. These management institutions should work with growing industry to produce quality and relevant young managers.

Considering above facts researcher has selected topic, “Information Literacy of Management Students in Mumbai Metropolitan Area”. In which researcher is identifying Information Literacy awareness among users especially students who are future leaders and help them for gathering proper, useful and qualitative information for different reasons and information literacy stage at institutions by librarians.

The research study consists of seven chapters, the chapters are as follows:

**Chapter 1:** Introduction: The chapter presents the introductory information about management education, the role of management institutions, need of information literacy, justification of the study, research problem, aim, objectives, hypothesis, scope, limitation and research methodology etc.

**Chapter 2:** Literature Review: The chapter highlights, various related research studies conducted in the field of Information literacy, education and information literacy, library and information literacy, information communication technology and information literacy, information literacy skills and national commission & information literacy. The researcher has consulted various resources in print and digital to collect the data scientifically.

**Chapter 3:** Management Education: The chapter includes management education importance, global trends in management education, overview of management education in India, Maharashtra and Mumbai, types of MBA programs. Also discuss issues in management education.

**Chapter 4:** Information literacy: The chapter focus the meaning & definitions of information literacy, library & information literacy, ICT & information literacy, information literacy standards, models, information literacy in higher education, information literacy in India and information literacy abroad.
**Chapter 5:** Resources Available in Management Institutions: The chapter includes different types of resources available in management institutions.

**Chapter 6:** Data Analysis: The chapter includes data analysis of management institution users on Information Literacy skills, information communication technology in libraries, existing stage of information literacy program, Impact of information literacy program and librarian’s opinion on information literacy stage in their respective institutions.

**Chapter 7:** Findings, Suggestions and Conclusion: The chapter contains findings and suggestions of the research work. It includes the best practices of adopting by the management institution for effective execution of information literacy, and includes scope for further research. Testing hypothesis, proposed model and conclusion.