



Department of Library and Information Science
M.Lib.I.Sc (Two Year) Programme
Programme Code: ALIS21

REGULATIONS

Common to all Department of Studies in the Faculty of Arts

English, History, Political Science, Economics, Sociology, Commerce, Population Studies, Business Administration, Library and Information Science and Philosophy.

Master's Programme

A Master's Programme consists of a number of courses, in M.Lib.I.Sc. A Master's programme consists of a set of compulsory courses and Language Papers. The entire course carries credit system. The number and distribution of credits for the courses will be decided by the respective faculties. A course is divided into two semesters. Odd semester and even semester. The normal semester periods are:

Odd Semester: July to November [90 working days]

Even Semester: December to April [90 working days]

Credits

The term credit is used to describe the quantum of syllabus for various programme in term and hours of study. It indicates differential weightage given according to the contents and duration of the courses in the curriculum design. The minimum credit requirement for a two years Master's Programme shall be 90.

Courses

Each course may consist of Lectures / Tutorials / Laboratory work / Seminar / Project work / Practical training Report / Viva voce etc. Normally, in each of the courses, credits will be assigned on the basis of the Lectures /Tutorials/ Laboratory work and other form of learning in a 15 week schedule.

Eligibility for Admission

A candidate who has passed any graduation degree approved by UGC. [10+2+3]

Grading System

The term grading system indicates a 10 point scale of evaluation of the performance of students in terms of marks, grade points, letter grade and class.

Duration

The duration for completion of a two years Master's programme in any subject is four semesters.

Attendance

Every teaching faculty handling a course shall be responsible for the maintenance of attendance assessment record for candidates who have registered for the programme. The instructor of the course must intimate the head of the department at least seven calendar days before the last instruction day in the semester about the particulars of all students who have secured an attendance of less than 80%. A candidate who has attendance less than 80% shall

not be permitted to sit for the End-Semester examination in the course in which the shortage exists. However, it shall be open to the authorities to grant exemption to a candidate who has failed to obtain the prescribed 80% attendance for valid reasons on payment of a condonation fee and such exemptions should not under any circumstances be granted for attendance below 75%.

Examination

There will be two internal assessments and one end – semester examination during each semester. Internal assessment-I will be held after 35 working days and Internal Assessment – II will be held after 70 working days. Internal assessment-I will be a combination of a variety of tools such as class test, assignment and paper presentation that would be suitable to the course. This requires an element of openness. The students are to be informed in advance about the nature of assessment and the procedures. However, the tests are compulsory, Test-I may be for two hours duration. Internal assessment I carry 10% of marks of the entire course.

Internal assessment-II will be held after 70 working days for the syllabi covered between seventh and eleventh weeks. Internal Assessment –II will be conducted with a variety of assessment tools. It will also have an element of openness. The students are to be informed in advance about the nature of assessment and the procedures. However, the test is compulsory. Test II may be for three hours duration. The pattern of question paper will be decided by the respective faculty. Internal assessment II will carry 10% of marks of the entire course.

There will be one End semester examination of 3 hours' duration in each course. The end semester examination will cover all the syllabus of the course for 75% of marks.

Evaluation

Evaluation will be done on a continuous basis. Evaluation may be by Objective Type Questions, Quiz, Short Answers, Essays or a combination of these, but at the End Semester it has to be a written examination.

The performance of students in each course is evaluated in terms of percentage of marks [PM] with a provision for conversion to Grade Point [GP]. The sum of total performance in each semester will be rated by GPA while the continuous performance from the 2nd semester onwards will be marked by [OGPA]

Marks and Grading

A student cannot repeat the Internal Assessment I and II. However, if for any compulsive reason the student could not attend the test, the prerogative of arranging a special test lies with the teacher in consultation with the head of the department.

A minimum of 50% marks in each course is prescribed for a pass. A student has to secure 50% minimum in the End Semester Examination. If a candidate who has not secured a minimum of 50% of marks in a course shall be deemed to have failed in that course. A student can repeat the End Semester Examination when it is offered next in the subsequent Odd / Even semesters till the regulation are in force. A candidate who has secured a minimum of 50 marks in all courses prescribed in the programme and earned a minimum of the credits will be considered to have passed the Master's Programme.

Grading

A ten point rating is used for the evaluation of the performance of the student to provide letter grade for each course and overall grade for the Master's Programme.

Marks	Grade Points	Letter Grade	Class
90+	10	S	Exemplary
85-89	9.0	D++	Distinction
80-84	8.5	D+	Distinction
75-79	8.0	D	Distinction
70-74	7.5	A++	First Class
65-69	7.0	A+	First Class
60-64	6.5	A	First Class
55-59	6.0	B	Second Class
50-54	5.5	C	Second Class
49 or less		RA	Reappear

The successful candidates are classified as follows.

Candidates who obtained 75% and above but below 90% of marks [OPM] shall be deemed to have passed the examination I First Class [Distinction] provided he / she passes all the course prescribed for the programme at the first appearance.

Candidates who obtain 90% and above [OPM] shall be deemed to have passed the examination in First Class [Exemplary] provided he / she passes all the courses prescribed for the programme at the first appearance.

Candidates who obtain 50-59% [OPM] shall be deemed to have passed the examination in Second Class provided he / she passes all the courses prescribed for the programme.

For the internal assessment evaluation the break up marks shall be as follows.

Test	:	10 Marks
Assignment	:	05 Marks
Case Study/ Seminar/Short Answer etc	:	05 Marks
Attendance	:	05 Marks
90 and above	-	5 Marks
80-89	-	4 Marks
70-79	-	3 Marks
Total	:	25 Marks

Course Wise Letter Grades:

The percentage of marks obtained by a candidate in a course will be indicated in a letter grade. A student is considered to have completed a course successfully and earned the credits if he / she secures overall grade other than F. A letter grade F in any course implies a failure in that course. A course successfully completed cannot be repeated for the purpose of improving the grade point.

The F Grade once awarded stays in the grade card of the student and is not deleted even when he / she completes the course successfully later. The grade acquired later by the student will be indicated in the grade sheet of the Odd / Even semester in which the candidate has appeared for clearance of the arrears.

If a student secures F grade in the Project Work / Field Work / Practical Work / Dissertation, either he / she shall improve it and resubmit it if it involves only rewriting incorporating the clarification of the evaluators or he / she can re-register and carry out the same in the subsequent semesters for evaluation.

Programme Structure
(For students admitted from the academic year 2019-2020)

Course Code	M.Lib.I.Sc. [Two Year] Course Title	Hours / Week		C	Marks		
		L	P		CIA	ESE	Total
Semester - I							
19LISC 101	Core 1.Information and Society			5	25	75	100
19LISC 102	Core 2.Library Management			5	25	75	100
19LISC 103	Core 3.Introduction to Document Processing			5	25	75	100
19LISC 104	Core 4.Introduction to Document Retrieval			4	25	75	100
19LISX105	Elective 1: Interdept. Elective:			3	25	75	100
				22			
Semester - II							
19LISC 201	Core 5: Information Sources and Channels			5	25	75	100
19LISC 202	Core 6: Colon Classification & Dewey Decimal Classification (Written Practical)			5	25	75	100
19LISC 203	Core 7: CCC and AACR II (Books & Periodicals) (Written Practical)			5	25	75	100
19LISC 204	Core 8: Library and Information Systems Management			4	25	75	100
19LISE205	Elective 2: Department Elective			3	25	75	100
	Elective 3: Interdepartmental Elective			3	25	75	100
				25			
Semester - III							
19LISC 301	Core 9: Research Methodology			5	25	75	100
19LISC 302	Core 10: Information Processing and Retrieval (Theory)			5	25	75	100
19LISC 303	Core 11: Information and Communication			5	25	75	100
19LISC 304	Core 12: Internship Training Programme / Field Visit			5	25	75	100
	Elective 4: Department Elective			3	25	75	100
	Elective 5: Interdepartmental Elective			3	25	75	100
				26			
Semester - IV							
19LISC 401	Core 13: Universal Decimal Classification and Anglo American Cataloguing Rules – II (Non-book Materials) Written Practical			5	25	75	100
19LISC 402	Core 14: Information System and Services			5	25	75	100
19LISC 403	Core 15: Introduction to Information Technology			4	25	75	100
19LISP 404	Core 16: Project and Viva-voce			8	25	75	100
	Constitution of India			2	25	75	100
	Total			22			
	Grand Total			95	550	1650	2200

L- Lectures; P- Practical; C- Credits; CIA- Continuous Internal Assessment; ESE- End-Semester Examination

Note:

1. Students shall take both Department Electives (DEs) and Interdepartmental Electives (IDEs) from a range of choices available.
2. Students may opt for any Value-added Courses listed in the University website.

Elective Courses**Departmental Electives (DE)**

S. No	Course Code	Course Title	hours/week		C	Marks		
			L	P		CIA	ESE	Total
1.	19LISE205.1	Green Library Technology	3	0	3	25	75	100
2.	19LISE205.2	E-Publishing	3	0	3	25	75	100
3.	19LISE305.1	Computerized Database and Internet	3	0	3	25	75	100
4.	19LISE305.2	Electronic Resources Management	3	0	3	25	75	100

Interdepartmental Electives (IDE)**Electives Offered to Other Departments**

S. No.	Course Code	Course Title	Hours/week		C	Marks		
			L	P		CIA	ESE	Total
1.	19LISX105	Intellectual Property Rights and Right to Information	3	0	3	25	75	100
2.	19LISX 205	Docuemtary and Electronic Information Sources	3	0	3	25	75	100
3.	19LISX305	Computerized Database and Internet	3	0	3	25	75	100

Programme Outcomes

The framework of the LIS Program curriculum is based on our Student Learning Outcomes with the following abilities

- PO1: To educate the graduates to understand the need, utilities, services in the field of LIS on par with user satisfaction with effective communication skills, personality development and administrative capabilities.
- PO2: To make the graduates capable of taking effective approaches to understand issues in Library and Information Science and related fields committed with lifelong learning.
- PO3: Exhibit in depth knowledge of the basic concepts, principles, theories and laws in the field of Library and Information Science.
- PO4: To educate professionals capable of relating the practices and roles of individual librarians and information professionals to broader organizational, professional, political, economic, social and technological needs.
- PO5: To prepare graduates to select, evaluate, and use current and emerging information and communication technologies in constantly changing information workplaces on par with current and future global needs.
- PO6: To educate professionals who are confident in their knowledge of various areas and specializations in LIS practice and able to communicate this knowledge effectively in formal and informal settings to a variety of professional needs.
- PO7: To educate librarians and information professionals who are capable of critically applying and evaluating LIS competencies consistent with values, standards, ethics, and practices of progressive information services for the public good.
- PO8: Understanding of rationality and procedures in the field of Library and Information Science towards processing and retrieval of documents
- PO9: Demonstrate knowledge, understanding and skills that offer different job opportunities in different types of libraries
- PO10: Enriching efficiency to provide effective and efficient library services for user satisfaction on par with need and technology base.
- PO11: To evaluate and applying latest technologies in the field of Library and Information Science and its services
- PO12: Applying skills in carrying out professional activities in Library and Information centre Management using recent ICT

Programme Specific Outcomes

At the end of the programme, the student will be able to

- PSO1: Apply foundational concepts, theories, and principles to problems of information organization, design and access information services and discover information resources
- PSO2: Evaluate and apply information technologies
- PSO3: Analyze and apply knowledge about information needs and perspectives of indigenous cultures and/or diverse communities
- PSO4: Demonstrate skills necessary to manage and work effectively within information organizations
- PSO5: Use evidence to help address information problems, meet information needs, and create relationships in their institutions, communities, profession, and the world in the

digital scenario.

PSO6: Apply core ethical principles to professional practice.

Outcome Mapping

CO/ PO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	✓	-	-	✓	-	✓	✓	-	-	✓	✓
CO2	✓	-	-	✓	-	✓	✓	-	-	✓	✓
CO3	✓	-	-	✓	-	✓	✓	-	-	✓	✓
CO4	✓	-	-	✓	-	✓	✓	-	-	✓	✓
CO5	✓	-	-	✓	-	✓	✓	-	-	✓	✓

Semester-I

19LISC 101: Information And Society

**Credits: 5
Hours:**

Learning objectives:

LO1: To understand the concept of library and information centers.

LO2: To enable the students to get knowledge on legislation.

LO3: To enable the students to understand the various library systems.

LO4: To enable the students to know about the resource sharing and various library associations.

Unit – I: Library as Information Centre

Social and Historical foundation of library in India – Role of Library & Information Centre in Modern Society – Five laws of library Science and their implication.

UNIT II: Library Legislation

Library Movement & Development of Libraries in India – Library Legislation and a model public library act – Comparative study of library legislation in different states in India – Tamil Nadu, Andhra Pradesh, Karnataka and Kerala.

UNIT III: Library Systems and their Functions

Academic Libraries – Public Libraries – Special Libraries and its functions.

UNIT – IV Resource Sharing

Definition – Need – Advantages and Disadvantages – Resource Sharing: International, National, Regional and State Level.

UNIT V: Library Associations and International Bodies

Role of professional Association : Library association in India : IASLIC – ILA – MALA IATLIS – DLA – MALA – ALA – CILIP – IFLA – FID.

Text Books:

1. Khanna, J.K Library and society. New Delhi: Ess Ess publications, ed2. 2001.
2. Sharma Pandey,S.K. library and society, New Delhi: Ess Ess publications ed.2,1992.

Supplementary Readings:

1. Ranganathan, S.R. Five Laws of Library Science, Delhi:Vikas publications, 1957.
2. Michael buckland, Information and society.Cambridge:MIT Press. 2017.
3. Mittal,R.C. Public Law, New Delhi: Ess Ess publications.1971.
1. www.swayam.gov.in

Course outcomes

At the end of the course the students able to

- CO1: Understand the fundamental concepts of library and information centers.
- CO2: Know the knowledge on library legislation
- CO3: Evaluate various types of libraries and their functions
- CO4: Know the concepts of resource sharing and various library associations.
- CO5: Conceive knowledge on various international bodies

Outcome Mapping

CO/ PO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	✓	-	-	✓	-	✓	✓	-	-	✓	✓
CO2	✓	-	-	✓	-	✓	✓	-	-	✓	✓
CO3	✓	-	-	✓	-	✓	✓	-	-	✓	✓
CO4	✓	-	-	✓	-	✓	✓	-	-	✓	✓
CO5	✓	-	-	✓	-	✓	✓	-	-	✓	✓

Semester-I

19LISC – 102: Library Management

Credits: 5
Hours:

Learning objectives:

- LO1: To understand the Concept of Library Management.
- LO2: To enable the students to understand the fundamentals of management.
- LO3: To enable them to realize the routines of various sections of Library
- LO4: To enable the students to understand the Budget system and basis of Computer applications.

UNIT I: Fundamentals of Management

Definition: Administration, Management – Organizational Structure – Various theories of Management including Scientific Management.

UNIT II: Library Routine of Different Sections

Acquisition Section – Technical Section – Maintenance Section – Circulation Section – Reference Section – Periodical Section.

UNIT III: Personnel Management

Human Resource Management – Planning – Recruitment – Selection – Induction and Orientation – Training and Development – Performance Appraisal – Transfer, Promotion and Demotion – Separation.

UNIT IV: Budgetary Control System

Types of Budget – Steps or Process of Budgeting System – Line Budget – PPBS – Zero Based Budgeting – Library Rules – Statistics and Annual Reports.

UNIT V: Computer Applications

Application to Managerial Activities – Budget Control – Accounting – Preparation of Statistics and Reports.

Text Books

1. Mittal, R.L, Library Administration: Theory and Practice, New Delhi, Ess Ess , 1981.
2. Krishnan Kumar:Library administration and Management.New Delhi:Vikas.1987.
3. Hilal Ahamd, Integrated library management systems, New Delhi: Ess Ess, 2016.

Supplementary Readings

1. Ranganathan, S.R. Library Administration. Bombay:Asia publications.2nd ed. 1961.
2. Mukesh K. Sahu, Library Management New Trends, New Delhi: Shree Publishers & Distributors, 2008
3. Singh, Ajit. Siwatch, Library Management, Library Management Leadership Style Strategies and Organizational Climate, New Delhi: Shree Publishers & Distributors, 2004
4. Khanna, J.K. Personnel Management in Libraries, New Delhi: Ess Publications, 1981
5. Kumar, Krishan Library Administration and Management, Delhi: Vikas Publishing House . Ltd. 1987
6. www.swayam.gov.in

Course outcomes

At the end of the course the students able to

- CO1: Understand the basic concept and fundamentals of library management
 CO2: Know the routine work of different sections of the library
 CO3: Recognize the components of personnel management
 CO4: Analyse the types and steps of budgetary control system
 CO5: Understand the basic concepts of computer application to library management

Outcome Mapping

CO/ PO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	✓	-	-	✓	-	✓	✓	-	-	✓	✓
CO2	✓	-	-	✓	-	✓	✓	-	-	✓	✓
CO3	✓	-	-	✓	-	✓	✓	-	-	✓	✓
CO4	✓	-	-	✓	-	✓	✓	-	-	✓	✓
CO5	✓	-	-	✓	-	✓	✓	-	-	✓	✓

Semester-I 19LISC 103 – Introduction To Document Processing

**Credits: 5
Hours:**

Learning objectives:

- LO1: To understand the concept of Information Processing Systems.
 LO2: To enable the students to get familiarity with Indexing System.
 LO3: To enable the students to understand notations.

LO4: To enable the students to understand the Classification System and recent developments.

UNIT I: Concept of Information Processing

Modes of formations of subject – Basic Concepts in Document and Information Organization – Concepts in Classification – Feature and Benefits of Systematic Arrangement.

UNIT II: Indexing System

Document Representation – Natural Language System – Indexing: PRECIS – POPSI – Chain Indexing: Uniterm Indexing – Keyword Indexing.

UNIT III: Principles of Notation

Document Classification – Artificial Languages System: Notation, Concepts – Types – Feature – Qualities – Theory of Classification – General and other Aspects of Classification – Normative Principles – Fundamental Categories – Facet Analysis – Postulate and Postulational Approach – System and Special – Common Isolate.

UNIT IV: Overview of Classification System

Colon Classification System – Their Structure and Organization. Decimal and Universal Decimal Classification System – Their Structure and Organization.

UNIT V: Recent Developments

Recent developments in Classification and Processing – Computerized Classification.

Text Books:

1. Raju,A.A.N: Colon classification theory and practice: A self instruction manual New Delhi: Ess Ess publication, 2001.
2. Fosket,A.C: Subject approach to information. London: Clive Bingley,1982.
3. Arlene G. Taylor, Introduction to cataloguing and classification, Ed.10, 2006.

Supplementary Readings:

1. Khannan,J.K.Colon classification ;Theoretical information schedules ; New Delhi: Ess Ess publication, 2000.
2. Seghal,R.C. Hand book of classification ; New Delhi: Ess Ess publication, 1998.
3. Singh sewa and singh, sukhbir: Colon classification: A select bibliography; New Delhi: Ess Ess publication 1994.
4. Ranganathan, S.R. Colon classification, 6th ed.Bombay:Asia.1960.
2. www.swayam.gov.in

Course outcomes

At the end of the course the students able to

- CO1: Know the fundamental concepts of information processing system
CO2: Understand familiarity of indexing system.
CO3: Recognize the various principles of notations
CO4: Understand structure and organization of the classification systems and recent developments in it.

Outcome Mapping

CO/ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6

CO1	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
CO2	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
CO3	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
CO4	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
CO5	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓

Semester-I

19LISC – 104: Introduction To Document Retrieval

Credits: 4
Hours:

Learning objectives:

- LO1: To understand the process of Information Processing and retrieval towards cataloguing.
 LO2: To enable the students to know about the various inner forms of catalogues.
 LO3: To enable the students to understand the available rules for the entries.
 LO4: To enable the students to know about the different forms of subject headings and major types of cataloguing systems.

UNIT I: Fundamentals of Catalogue

Library Catalogue: Definition – Need – Purpose – Physical Forms – Inner Forms.

UNIT II: Inner Forms of Catalogue

Classified Catalogue – Dictionary Catalogue – Comparison – Computerized Catalogue.

UNIT III: Rules for Entries

Comparison of Rules of CCC and AACR2 for Choice and Rendering of Personal Authors, Shared Authors, Works under Editorial Direction, Pseudonyms and Periodical Publications.

UNIT IV: Subject Headings

Sears List of Subject Headings and Library of Congress Subject Headings

UNIT V: Types of Catalogue

Centralized and Co-operative Cataloguing – Simplified Cataloguing – Limited Cataloguing

Text Books

1. Girija Kumar & Krishna: Theory of Cataloguing Delhi Vikas, Kumar 1982.
2. Gorman and Winkler Ed; Anglo American Cataloguing Rules.Ed.2 London, Library Association.1978.
3. Ramanathan, S.R. Classified Catalogue Code, Ed.5 Bombay: Asia Publishing House 1961

Supplementary Readings

1. Bole Introduction to Cataloguing 2 New York, Megraw Hill, 1970 Chamman: How to Catalogue: A practice Hand Book Using AACR2 and Library If Congress London Clive Bingle.1983
2. Chan, L.M. Cataloguing and Classification :An Introduction. 4th ed.New York: Rowman & Little field. 2016.
3. Wyran Introduction to Cataloguing and Classification. 3rd ed New York, Libraries Unlimited, 1967.
4. www.swayam.gov.in

5. Ranganathan, S.R. Classified Catalogue Code.Madras:UBSBD.1988

Course outcomes

At the end of the course the students able to

- CO1: Know the fundamentals of information processing and retrieval
- CO2: Conceive the knowledge on various inner forms of catalogues
- CO3: Understand rules for the entries in the cataloguing systems
- CO4: Analyse the different types of subject headings and major types of cataloguing systems.

Outcome Mapping

CO/ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6
CO1	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
CO2	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
CO3	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
CO4	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
CO5	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓

Departmental Electives

Semester-I

19LISE105.1: Information Literacy

**Credits: 3
Hours:**

Learning Objectives:

- LO1: LO1. To enable the students to understand the concept of information literacy
- LO2: LO2. To orient on preparation of library promotional materials.
- LO3: LO3. To teach the methods of digital and online literacy.
- LO4: LO4. To orient on national and international standard and models of information literacy.

Unit-I

Fundamentals of Information Literacy: Concept, Need and Objectives. Historical perspective of Information literacy. Types of Information Literacy: Technology literacy, media literacy, computer and digital literacy. Levels of Information Literacy: Entry level, Mid level, High level, Advance level.

Unit-II

Lifelong learning and its components.Partners of Information literacy. Information Literacy Products: Library Brochure, Database Brochure, Web-based Access Instructions, Information Bulletin

Unit-III

Models of Information literacy.Information Literacy for users.Information literacy for professionals.Scope of Information Literacy Programme; National Programs in Information Literacy, International Programs in Information Literacy

Unit-IV

Information literacy programmes. Role of Libraries in Information literacy. Information literacy instructions in different types of Library and Information centers. Information Literacy for Users; Information Literacy for Professionals, Information Literacy for Research and Development.

Unit-V

Current trends in Information literacy. Study of Information literacy programs in the world. Information Literacy Competencies. Challenges facing Information literacy. Information Literacy models – SCONUL: ACRL. Case Study- Library Virtual Tours, Awareness on Publishers Tutorials (Springer, Elsevier and ClarivateAnalytics)

Text Books:

1. American Library Association. Information Literacy: a position paper on information problem solving (2000). available at: www.ala.org/asst.positions/PS_infolit.html
2. Association of College And Research Libraries. Objectives for Information Literacy Instruction: A Model Statement for Academic Librarians.(2001). ACRL, available at : www.ala.org/acrl/guides/objinfolit.html.
3. Eisenberg, M.B. , Lowe, C.A. & Spitzer, K.L. (2004). Information literacy: Essential skills for Information age. London: Libraries unlimited.

Supplementary Readings:

1. Grassin (E S) and Kaplowitz (J R). Information Literacy Instruction: Theory and Practice. (2001). Neal Schuman, New York.
2. Library Conference Presentation and Speech. (2005). University of Nebraska, Tight (M). Lifelong Learning: Opportunity or Compulsion?. British Journal of Education Studies. Vol. 46; 3 September 1998; 251-263. www.ala.org/at/nill/litt1sthtml
3. Zorana Ercegovic (2008). Information literacy: search strategies, tools & resources for high school students and college freshmen. California: ABC-CLIO.
4. www.swayam.gov.in

Course Outcome

At the end of the course, students can able to

- CO1: Acquire skills on basic search strategies
CO2: Acquire skills on search in library OPAC, Web OPAC and Scholarly databases.
CO3: Understand the concept of library literacy and information literacy.
CO4: Learn use of web and mobile management tools.
CO5: Become familiar on preparation on library promotional materials.
CO6: Acquire knowledge on the standard on information literacy digital information literacy.

Outcome Mapping

CO/ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6
CO1	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
CO2	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓

CO3	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
CO4	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
CO5	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓

Semester-I 19LISE105.2: Health Sciences Library And Information System Credits: 3 Hours:

Learning Objectives:

- LO1: To learn about Health Science Libraries and their development aspects.
- LO2: To learn about Library collection development and its Management
- LO3: To handle Library organization and administration
- LO4: To handle planning and organization of various information services.
- LO5: To learn about budget, finance and resource management.

UNIT – I:

Health Science Libraries and their Development: Objectives and Functions, History and Development of Libraries with Special Reference to India, Role of Medical Libraries, Information Policies in Health and Family Welfare, Agencies and their Role in the Promotion and Development of Medical Libraries in India.

UNIT – II:

Collection Development and Management Periodicals, Conference Literature, Grey Literature, Patents, Standards, Specifications and Government Publications, Non-Book Materials, Electronic Resources and Online Databases

UNIT – III:

Library Organization and Administration: Organizational Structure Staff Manual, Library Surveys, Statistics and Standards, etc.

UNIT – IV:

Information Services CAS, SDI, Abstracting and Indexing Services Library Bulletin, Newspaper Clipping Services Computerized Services Resource Sharing and Networking Information Literacy Programmes

UNIT – V:

Financial and Human Resource Management, Determination of Finance, Sources of Finance, Types of Budget, Nature, Size, Selection, Recruitment, Qualification and Training, Responsibilities and Duties, Competency Development

Text Books:

1. Mugnier, Charlotte. The Paraprofessional and the Professional Job Structure, Chicago: American Library Association, 1980.
2. Murfin, Marjorie E., and Charles A. Bunge. "Paraprofessionals at the Reference Desk." Journal of Academic Librarianship 14 (March 1988): 10-14
3. Mugnier, Charlotte. The Paraprofessional and the Professional Job Structure, Chicago: American Library Association, 1980

Supplementary Readings:

1. Martin, Sara. "Ethics and the Paraprofessional." Library Mosaics 3 (July/August 1992):
2. Kalnin, Mary T. "The Case for the Conference: One Paraprofessional's View." Journal of Education for Library and Information Science 36, no. 1 (Winter 1995).
3. Huling, Nancy. " Paraprofessionals at the Reference Desk: Not 'Whether', but 'How'." Alki: WLA Journal 12, no. 2 (July 1996).
4. Heaton, G. T. "Rethinking the Provision of Reference Services in Academic Medical School Libraries." Bulletin of the Medical Library Association 84, no. 1(January 1996)
5. www.swayam.gov.in

Course Outcomes:

At the end of the course, the students can able to

- CO1: To learn about the Development of Health Science Libraries and their information system,
CO2: To understand about Library Collection Development and Management.
CO3: To know about Organization and Administration of Libraries.
CO4: To handle planning and organization of various information services.
CO5: To learn about Library Budget, Finance and human resource management.

Outcome Mapping

CO/ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6
CO1	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
CO2	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
CO3	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
CO4	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
CO5	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓

Semester-II

19LISC 201 – Information Sources And Channels

**Credits: 5
Hours:**

Learning objectives:

- LO1: To understand the existing information sources and channels.
LO2: To enable students to get familiarity on primary, secondary and tertiary sources.
LO3: The enable the students to know the features of E-resources.

UNIT I: Basics of Information Sources and Channels

Information Generation-Transfer and Channels – Documentary Information and Types

UNIT II: Primary Sources

Characteristics and Values: Periodicals – Research Reports – Conference Proceeding – Scientific Reports – Patents – Standard – Trade Literature – Unpublished Documents – Printed and Electronic.

UNIT III: Secondary Sources

Characteristics and Values: Abstracting and Indexing Periodicals – Review of Progress - Trend Reports – Supplementary Readings: Encyclopedia – Dictionary – Hand Books – Monographs – Year Book and Almanac – Text Books - Bibliographical Sources – Geographical Sources.

UNIT IV: Tertiary Sources

Characteristics and Values: Bibliography of Bibliography – Guide to Literature – Directories and Year Books – Abstracts and Indexes.

Unit V: Electronic Resources

E- Journals – E-Books – CD-Rom Databases – Online Databases – Internet – WWW.

Text Books

1. Bunch: The Basis of Introduction: London :Clive Bingley.1984.
2. Gurudev singh, Information sources services and systems. Delhi:PHI. 2013.

Supplementary Readings

1. Ana Cleveland and Donald Cleveland. Introduction to Indexing and Abstracting. 4th ed. Santa barbara :ABC Clio,2013
2. Galuin, Supplementary Readings: How to Select and Use Them (New York Random House, 1969)
3. Higgins, Printed Reference Materials (New Delhi Oxford & Ibh Publishing Co,1980)
4. Sengupta, B. Indian Reference and Information Sources.Calcutta:World press, 1981.

Course outcomes

At the end of the course the students able to

- CO1: Understand the existing information sources and channels
CO2: Familiarize on primary, secondary and tertiary sources.
CO3: Receive the knowledge on e- resources and services

Outcome Mapping

CO/ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	✓	--	--	✓	--	--	✓	✓	--	✓	✓	✓	--	--	✓	✓
CO2	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
CO3	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO4	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO5	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓

Semester-II

19LISC – 202 Colon Classification & Dewey Decimal
Classification (Written Practical)

Credits: 5
Hours:

Learning objectives:

- LO1: To understand the fundamentals of CC and DDC systems.
LO2: To train the students to get more practice in both the classification systems.

Course outcomes

At the end of the course the students able to

CO1: Understand the fundamentals of CCC and AACR II

CO2: Gain practical knowledge on CCC and AACR II in cataloguing titles of books and periodicals

Outcome Mapping

CO/PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	✓	--	--	✓	--	--	✓	✓	--	✓	✓	✓	--	--	✓	✓
CO2	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
CO3	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO4	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO5	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓

Semester-II

19LISC 204 : Library And Information Systems Management

Credits: 4 Hours:

Learning objectives:

LO1: To understand the concept of Library and Information System Management.

LO2: To enable the students to know the styles and approaches available in management.

LO3: To enable the students to understand the planning and organization structure.

LO4: To enable the students to update their knowledge in budget system.

UNIT I: Planning of Library and Information System

Planning: Concept-Definition-Need and Purpose-types and steps in planning of Library and information system-National information system planning-MBO (Management by Objectives)

UNIT II: Organizational Structure

Organizational structure of the Library – Departmentation – Definition – Types – Formal and Informal Organization – Co-ordination – Communication

UNIT III: Organizational Chart

Organizational chart: Flow process chart-Decision Flow Chart-Block Diagram-Gantt Chart.

UNIT IV: Non-Budgetary Method of Control

Non-Budgetary Method of Control – Network analysis – PERT – CPM – Operational Research.

UNIT V: Evaluation

Evaluation of Library and information systems – Definition – criteria for evaluation – Types of evaluation – Cost effective analysis – Cost benefit analysis – TQM – Definition – Scope, Purpose and steps – Application of TQM in Library & Information Centres – Tools and Techniques.

Text Books

1. Balakrishnan, S. et al. Management of Library Information services, New Delhi: Pradeep Publishers, 2001.

- Pandey, S.K. Library Information Management, New Delhi: Anmol Publications, 2000.
- Panda, B.D. Library Administration and management, New Delhi: Pradeep Publications, 2000.

Supplementary Readings

- Scammell, Hand book of information Management, Chennai: Allied Publisher, 2001
- Gallacher, C. Managing. Change in Libraries in and Information services, Chennai: Allied Publishers, 2001
- Totterdell, Anne, The Library and information works primer, Chennai: Allied Publishers, 2001.
- Bavacutty M. and M. Parameshwaran, Management of Libraries in 21 Century, Ess Ess Publications, 2000
- Sharma CK and Singh ,Kiran : Library Management , New Delhi , Atlantic Publication , 2005
- www.swayam.gov.in

Course outcomes

At the end of the course the students able to

- CO1: Understand the basic concepts of library and information system management
 CO2: Know the styles and approaches in management
 CO3: Receive the knowledge on organizational structure and chart
 CO4: Acquire knowledge on various non-budgetary method of control
 CO5: Evaluate library and information system with important criteria and application of TQM in Library & Information Centres

Outcome Mapping

CO/ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	✓	--	--	✓	--	--	✓	✓	--	✓	✓	✓	--	--	✓	✓
CO2	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
CO3	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO4	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO5	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓

DEPARTMENTAL ELECTIVE COURSE

Semester-II

19LISE205.1– Green Library Technology

Credits: 3
Hours:

Learning Objectives:

To help the students learn the upkeep and maintenance of the physical environment of the library atmosphere in an aesthetic as well as energy saving manner supported by Green technologies.

Unit – I: Library Building

Unit – II: Energy Consumption in Libraries; Energy saving methods.

Unit–III: Conservation and preservation of Library resources through natural and traditional methods.

Unit – IV: Green Technologies for Libraries.

Unit – V: Library Environment – cleanliness, air and noise pollution free maintenance water consumption space management gardening – interior and external. Development activities on Garden Library

Text Books:

1. A Green Glossary From the District of Columbia Resident Recourse Center; defines commonly used environmental terms and concepts. (Accessed May 14, 2013)
2. Antonelli, Monika, and Mark McCullough. Greening Libraries. Los Angeles, Library Juice Press, 2012.
3. Antonelli, Monika. 2008. "The Green Library Movement: An Overview and Beyond", Electronic Green Journal 1, no. 27, Article 1. (Accessed May 14, 2013)

Supplementary Readings:

1. Arist, Suzanne. "Going Green in Illinois: Diverse Libraries, Diverse Initiatives." ILA Reporter, Aug. 2010, Vol. 28 Issue 4.
2. Blame, Amy S. "Creating a Lean, Green, Library Machine: Easy Eco-Friendly Habits for Your Library." Library Media Connection. Jan./Feb. 2010, Vol. 28 Issue 4.
3. Miller, Kathryn. Public Libraries Going Green. Chicago: American Library Association, 2010.
4. Rickert, Kathleen. "Greening" our college libraries: complete the cycle of the three Rs."College & Research Libraries News 62, no. 8 (September 2001).
5. Sands, J. 2002. Sustainable library design Libris Design Project. Retrieved November 1, 2007.
6. www.swayam.gov.in

Course Outcomes:

At the end of the course, the students can able to,

- CO1: Gain knowledge in maintaining the overall library’s physical environment and making the library a place of frequent visit not only for information but also for stress relief of the clientele.
- CO2: Gain knowledge in assessing the library ecology and environment and control measures to rectify any shortcoming
- CO3: Gain knowledge in maintaining an attractive and peaceful library environment creating aesthetic pleasure in the minds of readers/users, making the library a social place for clients’ meet.

Outcome Mapping

CO/PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	✓	--	--	✓	--	--	✓	✓	--	✓	✓	✓	--	--	✓	✓
CO2	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
CO3	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO4	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO5	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓

Semester-II

19LISE205.2 : E-Publishing

**Credits: 5
Hours:**

Learning Objectives:

LO1: To orient on electronic publishing and the formats of content organization.

- LO2: Enable the students learn the Markup languages.
LO3: Enable the students learn the E-Publishing methods and tools including relevant software.
LO4: Enable the students to attain proficiency in DTP and related areas.

Unit-I

Content: Types of content. Electronic Publishing: Origin, History and Development, and Trends: Digital content types, File formats, Encoding systems ASCII, UNICODE and ISCII.

Unit-II

Concept and Evolution of Authoring Tools; Markup Languages, SGML, HTML and XML.

Unit-III

Page Description Languages: Adobe PDF and Photoshop. Legacy documents- Conversion from analog to digital, OCR Software and Adobe Capture.

Unit-IV

Electronic Publishing and scholarly communication, E-journals and e-books. Platforms, Standards and formats. DTP software. Delivery devices. Social, economic, and legal issues in electronic publishing. Use and usability issues.

Unit-V

Economics of e-publishing. IPR and copyright issues. Multimedia Content Creation: Data Compression Techniques Multimedia Files and Formats – JPEG, MPEG, GIF, TIFF. Recent trends on E-Publishing Models and Publishers

Text Books:

1. Klostermann, D. (2011). The e-book handbook - A thoroughly practical guide to formatting, publishing, marketing, and selling your e-book. Cambridge: Full Stop.
2. Loton, T. (2011). E-book publishing DIY: the do it yourself guide to publishing e-books, 2nd ed. United States: LOTONtech.
3. Meckler, L. (2011). E-book formatting, self-publishing, marketing tips updated. USA: Linda Emeckler on smash words.

Supplementary Reading

1. Sahida, f. k. (2010). Publishing e-book for dummies. USA: CreateSpace .
2. Schuster, C. (2011). E-publishing for writers: Trends and opportunities/Fall 2011 (Kindle Editioned.). UK: Books to Go Now.
3. Bradley, Phil. The advanced Internet Searcher's Handbook. Ed 2. London: LA, 2002.
4. Poulter Allen and Others. The Library and Information Professionals' Guide to the World Wide Web. London: LA, 1999. Kehoe B P. Zen and the Art of the Internet: A Beginners Guide. Prentice Hall, 1992.
5. www.swayam.gov.in

Course Outcomes:

At the end of the course, the student can able to

- CO1: Gain knowledge and skills in E-Publishing methods
CO2: Gain knowledge in designing, marketing and promoting library information products and services by means of multimedia and E-Publishing techniques and strategies
CO3: Gain knowledge to design, maintain and manage storage and service functioning of library website, blogs of clientele supplemented and supported by multimedia techniques.

- CO4: Gain knowledge to the extent of helping the clientele learn the highways of web authoring and multimedia tools and presentation skills.
- CO5: Attain the knowledge of e-publishing, and Design for Print and multimedia.
- CO6: Importance of the E-publishing technologies
- CO7: Attain the knowledge of Technology for Print: Document structure, document preparation systems, DTP, DDLs, page description languages, text databases, standards
- CO8: Discuss the Design for Print: Type design, graphic design, composition products, separation; Technology for presenting static and dynamic content on the Internet

Outcome Mapping

CO/ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	✓	--	--	✓	--	--	✓	✓	--	✓	✓	✓	--	--	✓	✓
CO2	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
CO3	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO4	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO5	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓

Semester-III

19LISC 301: Research Methodology

**Credits: 5
Hours:**

Learning objectives:

- LO1: To understand the fundamentals of Research Methodology.
- LO2: To enable the students to understand the research concepts and various problems.
- LO3: To enable the students to get familiarities with the sampling techniques.
- LO4: To enable the students to understand and define the right hypotheses.
- LO5: To train the students to know the right methods of drafting research reports.

Unit – I: Fundamentals of Social Science Research

Research Methodology: Meaning – Definition – Significance – Types of Research: Historical Research, Fundamental Research – Action Research, Operational Research, Experimental Research. Problem Formulation – Definition – Sources of Identification – Factors Influencing – Selection of Problem – Statement of Problem.

Unit – II: Research Design

Definition – Need – Types of Research Design – Sampling – Techniques – Hypothesis : Definition – Formulation – Types and Testing.

Unit – II: Methods of Data Collection

Survey – Experimental – Case Studies – Observation – Questionnaire – Interview Schedules.

Unit – IV: Data Processing and Analysis

Measures and Scaling Techniques – Interpretation – Inferences – Presentation of Data.

Unit – V: Report Writing

Organization of Research Report – Style Manual Chicago, MLA and APA – Plagiarism.

Text Books

1. Cauvery , R. Et.al.: Research Methodology, New Delhi S ; Chand &Company 2003.
2. C.K. Kothari, Research Methodology: Methods and Techniques, New Delhi: Hiler Eastern 2014.

Supplementary Readings

1. Devarajan, g. Research in Library and Information science. New Deslhi: Ess Ess,2002.
2. Kothari, C.R. Research Methodology , New Delhi Hiler Eastern,1985.
3. Saravanavelu , P .Research Methodology, Delhi, Kitas Malal Agency Patane,2001
4. www.swayam.gov.in

Course outcomes

At the end of the course the students able to

- CO1: acquire knowledge on fundamentals of social science research
 CO2: recognize various components research design
 CO3: conceive knowledge on various methods of data collection
 CO4: apply and measure data processing and analysis
 CO5: acquire knowledge on report writing

Outcome Mapping

CO/PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	✓	--	--	✓	--	--	✓	✓	--	✓	✓	✓	--	--	✓	✓
CO2	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
CO3	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO4	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO5	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓

Semester-III

**19LISC – 302: Information Processing And Retrieval
(Theory)**

**Credits: 5
Hours:**

Learning objectives:

- LO1: To understand the concept of Information Processing and Retrieval theory.
 LO2: To enable the students to know about vocabulary control and Indexing Techniques.
 LO3: To enable the students to understand the search methods and Bibliographic control system.
 LO4: To enable the students to understand the various descriptions of ISBD, ISBN, ISSN and MARC format.

Unit – I: Information of Vocabulary

Information Processing and Retrieval – Components, Information Processing – Vocabulary Control and Thesaurus Construction.

Unit – II: Indexing Techniques

Pre and Post Co-ordinate Indexing POPSI – PRECIS – KWIC – KWOC – Relational Indexing- Chain Indexing.

Unit – III: Information Search System

Search Strategy – Information Searching System – Boolean Operators – Search Evaluation: Recall and Precision.

Unit – IV : Universal Bibliographic Control (UBC)

UBC - Concepts – Objectives – Merits and demerits – UBC initiatives.

Unit – V : Bibliographic Description

Standardisation in Bibliographic Description – ISBD (G): ISBN AND ISSN – Machine Readable Catalogue (MARC 21)

Text Books

1. Kumar, Krishna and Girjia Kumar. Theory of Classification. New Delhi: VIKAS Publication, 1982
2. Mishra, J.K. Knowledge Management: Complexity, Learning and Sustainable Innovation. New York: Springer, 2009.

Supplementary Readings

1. Khanna, J.K. Colon Classification: Theoretical Information’s Schedules. New Delhi: Ess Ess Publication, 2000.
2. Khanna, J.K. and D.D. Kapai, Colon Classification: Structure Methodology. New Delhi: Ess Ess Publication, 1994.
3. John, Comaromi Satiyai, Beyond Classification: Book Numbers, New Delhi: Ess Ess Publications, 1993.
4. www.swayam.gov.in
5. Ranganathan, S.R. prolegomena to Library classification, 3rd ed. Bangalore:SRELS.2006.

Course outcomes

At the end of the course the students able to

- CO1: understand the fundamental concept on information processing and retrieval
- CO2: know the vocabulary control and indexing techniques
- CO3: recognize the search methods and bibliographic control system.
- CO4: gain knowledge about various bibliographic description [ISBD, ISBN, ISSN and MARC format]

Outcome Mapping

CO/PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	✓	--	--	✓	--	--	✓	✓	--	✓	✓	✓	--	--	✓	✓
CO2	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
CO3	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO4	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO5	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓

Semester-III

19LISC 304: Information And Communication

Credits: 5
Hours:

Learning objectives:

- LO1: To understand the basis of information and communication.

- LO2: To enable the students to know about the models and barriers of communications.
- LO3: To enable the students to understand the databases and online information dissemination procedures.
- LO4: To enable the students to know about the information agents and their routines.

UNIT I: Basic Concepts

Information – Concept - Definition – Types : By Source – Channel – Media – Recipients – Information Needs – Nature and Value – Information Characteristics –Information growth

UNIT II: Types of Communication

Communication – Concept – Types – Formal and Informal- characteristics – Barriers of Communication – Communication Theory and Models – Shannon and Weaver Model – Aristotle Model.

UNIT III: Online Information

Online Information – Production & distribution cycle – Online Publishers, Online Distributors.

UNIT IV: Information Intermediaries

Information Intermediaries – Information transfer process and cycle – Information Consultants – Information Agents : Invisible College : Information Gatekeeper.

UNIT V: Communication Media

Information and Communication media – Conventional and Non-Conventional Media – Role and Impact

Text Books

1. Grogan, Denis J. Science and Technology introduction to Literature, 4th ed. London: Clive Bingley, 1982
2. Guha, B. Documentation and Information services and systems, Calcutta: World press. 1983.
3. Basandra, S.K. Computers today and globalization, New Delhi:Golgolia.2002

Supplementary Readings

1. Gopinath, M.A., Current trends in Information Sources and Communication Media, Bangalore: DRTC 1984.
2. Katz, W.A., Introduction to Reference Work, 2nd Ed. Vol.4, New York, Mc Graw Hill, 1982
3. Bansal, S.K. Information Technology and globalization, New Delhi:APH.2005.
4. Martin, W.J. Communication in science, Knowledge and Librarian, London: Butterworths, 1974
5. www.swayam.gov.in

Course outcomes

At the end of the course the students able to

- CO1: Know the basics of information and communication
- CO2: acquire knowledge about models and barriers of communication
- CO3: understand the databases and online information dissemination procedures.
- CO4: understand the information intermediaries and agents
- CO5: conceive knowledge about communication media

Outcome Mapping

CO/PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	✓	--	--	✓	--	--	✓	✓	--	✓	✓	✓	--	--	✓	✓
CO2	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
CO3	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO4	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO5	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓

Semester-III 19LISC 304 : Internship Training Programme / Field Visit Credits: 5 Hours:

DEPARTMENT ELECTIVE

Semester-III 19LISE305.1 : Computerized Database and Internet Credits: 3 Hours:

Learning Objectives:

- LO1: To understand the fundamentals of Databases and Internet.
 LO2: To enable the students to know about the functions of OPAC, Internet and Databases.
 LO3: To enable the students to know about the concepts of websites and its features.

Unit – 1: Fundamental of Network

Introduction to Networking – Meaning and Types – Network Topology – Internet and Intranet.

Unit – II: OPAC

Online Public Access Catalogue – OPAC Generations – Web OPAC

Unit – III: Internet

Use of Internet as Information Sources – Search Engines – Meta Search Engines.

Unit – IV: Databases

Computerized Databases – Textual Databases and Bibliographic Database.

Unit V: Web Sites

Major Websites, Websites Information – Sources and Direction – Type: Fee Based and Free Information from Websites – DEVISIS – Dissertation, Abstracts.

Text Books:

1. KaushalChuhan and Mahapatra RK, Open Access E Resources in Library and Information Science, New Delhi: EssEss Publications, 2013.
2. RamezElmasri, Shamkant B. Navathe, Fundamentals of Database Management System, 5th Ed., New Delhi: Pearson, 2011.
3. ShefaliNaik, Concepts of Databse Management System, New Delhi: Pearson, 2013.

Supplementary Readings

1. Kerr: Tips and Ericles for Website Managers Chennai Archived Publication 2001.

- Blackmore: Internats: A Guide to The Design, Implementation and Management. Chennai Allied Publisher 2001)
- Davies Develop Your Digitaer Service. The Psychology of Information Use Channel.Chennai.Allied Publisher 2001.
- Holland, L, Teaching The Library Staff and Users. Chennai.Allied Publishers 2000.
- www.swayam.gov.in

Course outcomes

At the end of the course the students able to

- CO1: Know the basics of fundamental of network systems
 CO2: Acquire knowledge about opac and its importance
 CO3: Understand about internet and its main components.
 CO4: Understand about various databases.
 CO5: Conceive knowledge about web sites and their types.

Outcome Mapping

CO/ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	✓	--	--	✓	--	--	✓	✓	--	✓	✓	✓	--	--	✓	✓
CO2	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
CO3	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO4	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO5	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓

Semester-III

19LISE305.2 : Electronic Resources Management

**Credits: 3
Hours:**

Learning Objectives:

- LO1: Enable the students become familiar with various kinds and types of information sources both in print and digital formats,
 LO2: Enable the students obtain thorough knowledge about online databases, and resource sharing and E-Resource management.
 LO3: Enable the students obtain thorough knowledge Information/database networks and consortia at the national and international levels.

Unit -I

Information Sources: Concept, Types/ Kinds, Characteristic features and use. Types of sources (Primary, Secondary, Tertiary and Non- Documentary Sources) - Evaluation of Information Sources.

Unit -II

Electronic Information resources: Meaning and definition, Growth and development, Types. E-Journals, E-Books, E-Theses, E-newspapers, Blogs, Wikis. Free online Dictionaries, Non-free online dictionaries, Free Thesauri. Encyclopaedia, Virtual Libraries, Subject gateways and Portals

Unit -III

Free databases and fee based bibliographical and full text databases, subject related websites, Institutional repositories, Open Archives and digital Libraries.

Unit -IV

Resource Sharing and Networks: Consortia- Importance and objectives. Study of Information networks and Digital Library Consortia - OCLC, RLIN, INFLIBNET, UGC-INFONET, DELNET, INDEST, FERA, and CSIR e-journal Consortia.

Unit -V

Components of Information System: Libraries, Documentation Centres, Information centres, Data, centers, Data Banks, Museums, Memories, Publishing Houses. Virtual Reference Desk. Current Trends on E-RAMS, Plagiarisms, Remote Access Management

Text Books:

1. Chowdhury, G.G. and Chowdhury, Sudatta (2000). Searching CD-ROM and online Informationsources. London: Library Association.
2. Cooper, M. D. (1996). Design of Library automation systems: File structures, data structures andtools. New York: john Wiley.
3. Dickson, G.W. and Desanctis, G.. Information technology and the future enterprise: New modelsfor managers. New Jersey: Prentice Hall.

Supplementary Readings:

1. Ferris, Jeffrey A. (2000) Windows 2000: Development and desktop management. Indiana: NewRiders.
2. Gallimore, A. (1997). Developing on IT strategy for your Library. London: Library Association.
3. <http://www.infolibrarian.com>
4. Sharma, Jitendra Kumar (2003). Print Media and Electronic Media: Implications for the future. Delhi, Authors press.
5. www.swayam.gov.in

Course Outcomes:

At the end of the course, students can able to

- CO1: Gain knowledge about various reference sources such as print, digital and online sources.
CO2: Gain knowledge in E-Resource management
CO3: Gain knowledge in resource sharing techniques and procedures
CO4: Develop a thorough knowledge about the national and international Information networks
CO5: Develop a thorough knowledge about the Information system components, Documentation centres and virtual reference desk

Outcome Mapping

CO/ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	✓	--	--	✓	--	--	✓	✓	--	✓	✓	✓	--	--	✓	✓
CO2	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
CO3	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO4	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO5	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓

Semester-IV
19LISC401: Universal Decimal Classification And Anglo American Cataloguing Rules – II (Non-Book Materials) (Written Practical)

**Credits: 5
Hours:**

Learning objectives:

- LO1: To understand the methods of Information Processing using UDC and AACR II.
 LO2: To train the students to get more knowledge in both the practical papers.

AACR - II (Non Book Materials) Written Practical

Classification of Books and Other Documents Using Universal Decimal Classification (19th Edition) and Non-Book Materials Using Anglo American Cataloguing Rules–II

Text Books:

1. Sardana,J.K. and Sehgal,R.L: Universal Decimal Classification, New Delhi; Ess Ess Publications, 2001.
2. Sehgal,R.L..Number Building in DDC, UDC and CC, World Book Enterprises , Delhi 2001.

Supplementary Readings.

1. K.P. Singh, UDC A Manual for classification practical and information, 2013.
2. Kumar, P.S.G. and Mohamed Riaz. Cataloguing theory and Practice. New Delhi: S.Chand, 1999.
3. Lal, C and Kumar K, Practical cataloguing AACR II, New Delhi: Ess Ess, 2008.
4. Deborah A. Fritz, Cataloguing with AACR 2 and MARC 21, 2nd ed.USA: Pentagon.2009

Course outcomes

At the end of the course the students able to

- CO1: Understand the basic structure of udc and construction of class number for the title by using udc system
 CO2: Understand rules and regulations of aacr ii in cataloguing of non- book materials
 CO3: Gain practical knowledge about UDC and AACR II

Outcome Mapping

CO/PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	✓	--	--	✓	--	--	✓	✓	--	✓	✓	✓	--	--	✓	✓
CO2	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
CO3	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO4	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO5	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓

Semester-III

19LISC402 : Information System And Services

Credits: 5
Hours:

Learning objectives:

- LO1: To understand the concept of Information Service and System.
 LO2: To enable the students to know more on various Information services offered by the Libraries.
 LO3: To enable the students to know about the existing Information System at National and International level.
 LO4: To enable the students to know about the recent developments in these areas.

Unit I – Basics of Information Services

Information Services – Importance of Information Services – Types of Information Services.

Unit II – Types of Information Services

Core Information Services and Peripheral Information Services – Types of Information Services – Current Awareness Services – Selective Dissemination Services – Bibliographical Services – Translation Services - Reprographic Services – Referral Services.

Unit III – Documentation Centres

Organization and Functions of Information Delivery Centers – NISCAIR – NASSDOC – DECIDOC – NEST – SENDOC.

Unit IV – National Information System

International Information System – UNISIST – AGRIS – INIS – MEDLARS – INSPEC – BIOSIS – CAS (Chemical Abstract Service)

Unit V – Recent Developments

Current Developments in Information Transfer: Fax –Tele Conference – Video Conference – Bulletin Board Service - E-Mail – Social Networking – Face Book – Twitter and YouTube.

Text Books

1. Gorman Digital Feature in Information & Library Services. Chennai, Allied Publishers 2002.
2. Senguptha, B. Indian reference and Information Sources .Calcutta: World Press, 1981.
3. Guha, B. Documentation and Information service and systems. Calcutta: World Press,1983.

Supplementary Readings

1. Bopp, Reference and Information Services Age , Chennai Allied Publishers 2005.
2. Egghe, Elementary Statistics for Effective Library and Information Service, Chennai Allied Publishers 2001.
3. Webb, Fee Based Services in Library and Information Center, Chennai. Allied Publishers, 2003.
4. Broptty, The Library Is The First Century: New Services for The Information Age , Chennai Allied Publishers.
5. www.swayam.gov.in

Course outcomes

At the end of the course the students able to

- CO1: Understand the fundamental concepts of information service and system
CO2: know the various information services offered by the libraries
CO3: acquire the knowledge on documentation centers
CO4: analyse the existing information system at national and international level
CO5: conceive knowledge about recent developments in system and services

Outcome Mapping

CO/ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	✓	--	--	✓	--	--	✓	✓	--	✓	✓	✓	--	--	✓	✓
CO2	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
CO3	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓

CO4	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO5	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓

Semester-IV 19LISC403: Introduction To Information Technology

**Credits: 4
Hours:**

Learning objectives:

- LO1: To understand the latest trends in Information Technology and its application in LIS.
- LO2: To enable the students to know about fundamentals of Computers and various types.
- LO3: To enable the students to understand the data processing methods.
- LO4: To enable the students to know about the major application software and functions of OPAC in libraries.

Unit I – Information Technology Infrastructure

Introduction to Information Technology, Computers – Networking – Optical Technology – Hardware: CPU – Memory – Auxiliary Devices. Software: Operating System – MS DOS – Windows – Linux – Unix.

Unit II – Types of Computers

Mainframe , Mini and Micro Computer – Single User and Multi User – LAN & WAN – Internet – HTTP – TCP/IP – Search Engines – Browsers – E-Mail.

Unit III – Data Processing

Basic Processing – Logical Operations – Files Design – File Organization.

Unit IV – Application Software

Library Information Application: CDS/ISIS – WINISIS – Digital Libraries – KOHA -D space & GSDL

Unit V – OPAC

Online Public Access Catalogue (OPAC) – Computerized Indexing, Bibliographic Data Retrieval Using Computers

Text Books:

1. Balakrishnan,S. Current Scenario of Information Technology: Delhi Pradeep Publications 2001.
2. Balakrishnan,S. Information Technology in Library Management in Libraries Delhi Pradeep Publications, 2001.

Supplementary Readings:

1. Kumar. P.S.G. Information Technology Application Theory &Practice. New Delhi: B.R. World of Books, 2004.
2. Chandran, D. Ramesh Babu, B. Libraries In The Changing Dimensions of Digital Technology. New Delhi: B.R. World of Books, 2013.
3. Kawatra, P.S. Fundamentals of Information And Communication Technology. New Delhi: B.R. World of Books, 2004.
4. www.swayam.gov.in
5. Chandran. D, Ramesh Babu, B. Libraries in the Changing Dimensions of Digital Technology. New Delhi: B.R. World of Books, 2013.

Outcome Mapping

CO/ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	✓	--	--	✓	--	--	✓	✓	--	✓	✓	✓	--	--	✓	✓
CO2	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
CO3	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO4	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO5	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓

Semester-IV

19LISC 404 – Project And Viva-Voce

**Credits: 6
Hours:**

Department Elective Course

Semester-IV

19LISE305.1 : Agricultural Sciences Library and Information System

**Credits: 3
Hours:**

Learning Objectives:

- LO1: To learn about Agricultural Science Libraries and their development aspects.
- LO2: To learn about Library collection development and its Management
- LO3: To handle Library organization and administration
- LO4: To handle planning and organization of various information services.
- LO5: To learn about budget, finance and resource management.

UNIT-I:

Agricultural Science Libraries and their Development, Objectives and Functions, History and Development of Libraries with Special Reference to India, Role of ICAR, Committees and Other Agencies in the Development of Agricultural Libraries in India

UNIT-II:

Collection Development and Management, Periodicals, Conference Literature, Grey Literature, Patents, Standards, Specifications and Government Publications etc. Non-Book Materials, Electronic Resources and Online Databases

UNIT-III:

Library Organization and Administration: Organizational Structure, Staff Manual, Library Surveys, Statistics and Standards etc.

UNIT-IV:

Information Services, CAS, SDI, Abstracting and Indexing Services, Library Bulletin, Newspaper Clipping Services, Computerized Services, Resource Sharing and Networking: AGRIS, INAGRIS, CABI, etc. Information Literacy Programmes.

UNIT-V:

Financial and Human Resource Management, Determination of Finance, Sources of Finance, Types of Budget, Nature, Size, Selection, Recruitment, Qualification and Training, Responsibilities and Duties, Competency Development.

Text Books:

1. Blanc hard. J. R. (1968). Agricultural libraries and collections. In A. Kent & H. Lancour (Eds.), Encyclopedia of library and information science (vol.1.). New York: Marcel Dekker, Inr.
2. Lancaster, F. W., & Beecher, J. W. (1981). Agricultural librarianship and documentation as a profession. In Agricultural information to hasten development (proceedings of the 6th World Congress of the International Association of Agricultural Librarians and Documentalists). Los Banos: Agricultural Libraries Association of the Philippines.

Supplementary Readings:

1. Marti, D. B. (1986). Historical directory of American agricultural fairs. Westport, CT: Greenwood Press.
2. Giandonato, R. H. (1947). An agricultural research library. Special Libraries, 38(4),
3. Greathouse, C. H. (1899). Development of agricultural libraries. In Yearbook of Agriculture 1999. Washington, DC: LJ. S. Department of Agriculture.
4. www.swayam.gov.in

Course Outcomes:

At the end of the course, the students can able to

CO1: To learn about the Development of Agricultural Science Libraries and their information system with special reference to India.

CO2: To understand about Library Collection Development and Management.

CO3: To know about Organization and Administration of Libraries.

CO4: To handle planning and organization of various information services.

CO5: To learn about Library Budget, Finance and human resource management.

Outcome Mapping

CO/ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	✓	--	--	✓	--	--	✓	✓	--	✓	✓	✓	--	--	✓	✓
CO2	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
CO3	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO4	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO5	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓

Semester-IV

**19LISE305.2 : Engineering and Technological
Library and Information System**

**Credits: 3
Hours:**

Learning Objectives:

- LO1: To learn about Engineering and Technology Libraries and their development aspects.
- LO2: To learn about Library collection development and its Management
- LO3: To handle Library organization and administration
- LO4: To handle planning and organization of various information services.
- LO5: To learn about budget, finance and resource management.

UNIT-I:

Engineering and Technological Libraries and their Development: Objectives and Functions, History and Development of Libraries with Special Reference to India, Role of Engineering and Technological Libraries, Role of Agencies in the Growth and Development of Engineering and Technological Libraries in India

UNIT-II:

Collection Development and Management: Periodicals, Conference Literature, Grey Literature, Patents, Standards, Specifications and Government Publications, Non-Book Materials Electronic Resources and Online Databases

UNIT-III:

Library Organization and Administration, Organizational Structure, Staff Manual, Library Surveys, Statistics and Standards etc.

UNIT-IV:

Information Services: CAS, SDI, Abstracting and Indexing Services, Library Bulletin, Newspaper Clipping Services, Computerized Services, Resource Sharing and Networking: INDEST – AICTE Consortium, Information Literacy Programmes

UNIT-V:

Financial and Human Resource Management, Determination of Finance, Sources of Finance, Types of Budget, Nature, Size, Selection, Recruitment, Qualification and Training, Responsibilities and Duties, Competency Development.

Course Outcomes:

At the end of the course, the students can able to

- CO1. To learn about the Development of Engineering and Technology Libraries and their information system with special reference to India.
- CO2. To understand about Library Collection Development and Management.
- CO3. To know about Organization and Administration of Libraries.
- CO4. To handle planning and organization of various information services.
- CO5. To learn about Library Budget, Finance and human resource management.

Text Books:

- 1. Bennett, G. E. (1988). Librarians in search of science and identity: The elusive profession. Metuchen, NJ: Scarecrow Press.
- 2. Cortada, J.W. (2011). Information in the modern enterprise. Cambridge, MA: MIT Press.

Supplementary Readings:

- 1. Aines, A. A. (1971). Committee on Scientific and Technical Information (COSATI). In A. Kent & H. Lancour (Eds.), Encyclopedia of library and information science (Vol. 5). New York: Marcel Dekker, Inc.
- 2. Batty, C.D. (2005). Intelligence work and information science. In: Williams, R.V. & Lipetz, B.A. (Eds.) Covert and Overt: Recollecting and Connecting Intelligence Service and Information Science, Medford, NJ: Information Today, Inc. and Scarecrow Press for the American Society for Information Science. (ASIST Monograph Series)
- 3. Dudley, L. (2008). Information revolutions in the history of the West. Northampton, MA: Edward Elgar,
- 4. Williams, R.V. (2012). Introduction. In T. Carbo and T.B. Hahn, (Eds.), International Perspectives on the History of Information Science and Technology. Medford, NJ: Information Today, Inc., for the American Society for Information Science and Technology.
- 5. www.swayam.gov.in

Outcome Mapping

CO/PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	✓	--	--	✓	--	--	✓	✓	--	✓	✓	✓	--	--	✓	✓
CO2	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
CO3	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO4	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO5	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓

**Crash
Course**

Research & Technical Library and Information System

Hours:

Learning Objectives:

- LO1: To learn about the Development of Research and Technical Libraries.
- LO2: To understand about Library Collection Development and Management.
- LO3: To know about Organization and Administration of Libraries.
- LO4: To handle planning and organization of various information services.
- LO5: To learn about finance and resource management.

UNIT-I:

Research and Technical Libraries and their Development: Objectives and Functions, History and Development of Libraries with Special Reference to India, Role of Special Libraries and its Relationship with Parent Organization, Types and Functions of Special Libraries, Agencies and their Role in the Promotion and Development of Research and Technical Libraries

UNIT-II:

Collection Development and Management: Periodicals, Conference Literature, Grey Literature, Patents, Standards, Specifications and Government Publications, Non-Book Materials, Electronic Resources and Online Databases

UNIT-III:

Library Organization and Administration: Organizational Structure, Staff Manual, Library Surveys, Statistics and Standards, etc.

UNIT-IV:

Planning and Organization of Various Information Services: CAS, SDI, Abstracting and Indexing Services, Library Bulletin, Newspaper Clipping Services, Computerized Services, Resource Sharing and Networks: RLIN, OCLC etc.

UNIT - V: Financial and Human Resource Management

Determination of Finance, Sources of Finance, Types of Budget, Nature, Size, Selection, Recruitment, Qualification and Training, Responsibilities and Duties, Competency Development

Text Books:

1. AUGER (C P): Information sources in grey literature (Ed. 3, 1994) Bowker, London.
2. CHAPMAN (Liz): Managing acquisitions in library and information services (2001) Library Associations, London.
3. GROGAN (N): Science and technology: an introduction to the literature (Ed. 4, 1982) Clive Bingley, London.

Supplementary Readings:

1. LAWES (Ann),: Ed. Management skills for the information manager (1993) Gower Publishing, London.
2. RAITT (David): Ed. Libraries for the new millennium (1997) Library Association, London.
3. SAHA (J): Special libraries and information services in India and the USA (1969) Scarecrow, New York.
4. SCAMMELL (AW): Ed. Handbook of special librarianship and information work (Rev. Ed. 7, 1997) Aslib, London.
5. SINGH (S P): Special libraries in the electronic environment (2005) Book well, New Delhi.
6. www.swayam.gov.in

Course Outcomes:

At the end of the course, the students can able to

- CO1. To learn about the Development of Research and Technical Libraries their history, objectives etc.,
- CO2. To understand about Library Collection Development and Management.
- CO3. To know about Organization and Administration of Libraries.
- CO4. To handle planning and organization of various information services.
- CO5. To learn about Library Budget, Finance and human resource management.

Outcome Mapping

CO/PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	✓	--	--	✓	--	--	✓	✓	--	✓	✓	✓	--	--	✓	✓
CO2	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
CO3	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO4	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO5	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓

Electives Offered to Other Departments

Semester-II **19LISE215.1 : Documentary and Electronic Information Sources** Credits: 3 Hours:

Learning Objectives:

- LO1: To orient on Information Sources, Concepts, Types and Evaluation.
- LO2: Enable the students learn the Meaning and Definition, Types of E-Contents.
- LO3: Enable the students learn about data bases, Websites, Digital Library.
- LO4: Enable the students to attain proficiency Resource Sharing and Library Networks.
- LO5: To learn about the components of Information System.

Unit -1

Information Sources: Concept, Types/ Kinds, Characteristic features and use. Types of sources (Documentary and Non- Documentary Sources) - Evaluation of Information Sources.

Unit -2

Electronic Information resources: Meaning and definition, Growth and development, Types. E-Journals, e-Books, e-Theses, e-newspapers, Blogs, Wikis. Free online Dictionaries, Non-free online dictionaries, Free Thesauri. Encyclopaedia, Virtual Libraries, Subject gateways and Portals

Unit -3

Free databases and fee based bibliographical and full text databases, subject related websites, Institutional repositories, Open Archives and digital Libraries.

Unit 4

Resource Sharing and Networks: Consortia- Importance and objectives. Study of Information networks and Digital Library Consortia - OCLC, RLIN, INFLIBNET, UGC-INFONET, DELNET, INDEST, FERA, and CSIR e-journal Consortia.

Unit 5

Components of Information System: Libraries, Documentation Centres, Information centres, Data centers, Data Banks, Museums, Memories, Publishing Houses. - Virtual Reference Desk.

Text Books:

1. Chowdhury, G.G. and Chowdhury, Sudatta (2000). Searching CD-ROM and online Information sources. London: Library Association.
2. Cooper, M. D. (1996). Design of Library automation systems: File structures, data structures and tools. New York: John Wiley.
3. Dickson, G.W. and Desanctis, G.. Information technology and the future enterprise: New models for managers. New Jersey: Prentice Hall.

Supplementary Readings:

1. Ferris, Jeffrey A. (2000) Windows 2000: Development and desktop management. Indiana: NewRiders.
2. Lesk, Michael (1997). Practical digital Libraries: Books, bytes and bucks. San Francisco: Morgan Kaufmann..
3. Sharma, Jitendra Kumar (2003). Print Media and Electronic Media: Implications for the future. Delhi, Authorspress.Press, Tolowa, N.J
4. <http://www.infolibrarian.com>
5. www.swayam.gov.in

Course Outcome:

At the end of the course, the students can able to

- CO1: To orient on Information Sources, Concepts, Types and Evaluation.
 CO2: Enable the students learn the Meaning and Definition, Types of E-Contents.
 CO3: Enable the students learn about data bases, Websites, Digital Library.
 CO4: Enable the students to attain proficiency Resource Sharing and Library Networks.
 CO5: To learn about the components of Information System.

Outcome Mapping

CO/ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	✓	--	--	✓	--	--	✓	✓	--	✓	✓	✓	--	--	✓	✓
CO2	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
CO3	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓

CO4	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO5	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓

Semester-II 19LISE215.2 : Electronic Resources Management System Credits: 3
Hours:

Learning Objectives:

- LO1: Enable the students become familiar with various kinds and types of information sources both in print and digital formats,
 LO2: Enable the students obtain thorough knowledge about online databases, and resource sharing and E-Resource management.
 LO3: Enable the students obtain thorough knowledge Information/database networks and consortia at the national and international levels.

Unit -I

Information Sources: Concept, Types/ Kinds, Characteristic features and use. Types of sources (Primary, Secondary, Tertiary and Non- Documentary Sources) - Evaluation of Information Sources.

Unit -II

Electronic Information resources: Meaning and definition, Growth and development, Types. E-Journals, E-Books, E-Theses, E-newspapers, Blogs, Wikis. Free online Dictionaries, Non-free online dictionaries, Free Thesauri. Encyclopaedia, Virtual Libraries, Subject gateways and Portals

Unit -III

Free databases and fee based bibliographical and full text databases, subject related websites, Institutional repositories, Open Archives and digital Libraries.

Unit -IV

Resource Sharing and Networks: Consortia- Importance and objectives. Study of Information networks and Digital Library Consortia - OCLC, RLIN, INFLIBNET, UGC-INFONET, DELNET, INDEST, FERA, and CSIR e-journal Consortia.

Unit -V

Components of Information System: Libraries, Documentation Centres, Information centres, Data, centers, Data Banks, Museums, Memories, Publishing Houses. Virtual Reference Desk. Current Trends on E-RAMS, Plagiarisms, Remote Access Management

Text Books:

1. Chowdhury, G.G. and Chowdhury, Sudatta (2000). Searching CD-ROM and online Informationsources. London: Library Association.
2. Cooper, M. D. (1996). Design of Library automation systems: File structures, data structures andtools. New York: john Wiley.
3. Dickson, G.W. and Desanctis, G.. Information technology and the future enterprise: New modelsfor managers. New Jersey: Prentice Hall.

Supplementary Readings:

1. Ferris, Jeffrey A. (2000) Windows 2000: Development and desktop management. Indiana: NewRiders.
2. <http://www.infolibrarian.com>
3. <http://www.Libraryspot.com>
4. <http://www.refdesk.com>

5. Sharma, Jitendra Kumar (2003). Print Media and Electronic Media: Implications for the future. Delhi, Authors press.
6. www.swayam.gov.in

Course Outcomes:

At the end of the course, students can able to

- CO1: Gain knowledge about various reference sources such as print, digital and online sources.
- CO2: Gain knowledge in E-Resource management
- CO3: Gain knowledge in resource sharing techniques and procedures
- CO4: Develop a thorough knowledge about the national and international Information networks
- CO5: Develop a thorough knowledge about the Information system components, Documentation centres and virtual reference desk

Outcome Mapping

CO/PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	✓	--	--	✓	--	--	✓	✓	--	✓	✓	✓	--	--	✓	✓
CO2	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
CO3	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO4	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO5	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓

Semester-III **19LISE315.1 : Intellectual Property Rights and Right to Information** **Credits: 3 Hours:**

Learning objectives

- LO1: To give a clear, comprehensive and realistic perspective of IPR, Copy Right Laws, Cyber laws and Cyber Crimes etc.
- LO2: To create awareness among students about the IPR, Cyber crimes and Laws
- LO3: To enable the students to understand the current status of laws at national & International level

Unit – I: Basic Concepts

IPR – Definition – Need and Purpose – Forms of IPR – IPR in Digital Era – Right to Information – Definition – Need and Purpose of IPR

Unit – II: History and Development

Copy Right Law – History and Development – Need – Violations of Copy Right Law

Unit – III: Cyber Crimes

Cyber Crimes – Definition – Types of Cyber Crimes – Protections

Unit – IV: Cyber Laws

Cyber Laws – National Status – International Status – Implementation and Amendment

Unit – V: Legislation

Legislation – Control and Supervisions – Merits and Demerits – Patents and Standards

Text Books:

1. Maskus, Keith E, Intellectual Property Rights in the Global Economy, Washington, 2000
2. Davis, Jennifer Intellectual Property Law, London: Butterworths, 2001

Supplementary Readings:

1. Narayan P.S Intellectual Property Law in India, Hyderabad: Gogia Law Agency, 2001
2. Sharma, Brijkishore. Copyright law in respect of books. New Delhi. The Federation of Indian Publishers, 2006
3. Watel, Jayashree. Intellectual property rights in the WTO and developing countries, London:Oxford University Press, 2001
4. Correa, Carlos M. Intellectual property rights, the WTO and developing countries, New York: Zed Books, 2000.
5. www.swayam.gov.in

Course outcomes

At the end of the course the students able to

- CO1. know basic concepts of IPR
- CO2. know history and development of copy right law
- CO3. conceive knowledge on cyber crimes and its protection
- CO4. recognized cyber laws
- CO5. evaluate legislation regarding to IPR

Outcome Mapping

CO/PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	✓	--	--	✓	--	--	✓	✓	--	✓	✓	✓	--	--	✓	✓
CO2	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
CO3	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO4	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO5	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓

Semester-III

19LISE315.2 : Web Based Information service

**Credits: 3
Hours:**

Learning Objectives:

LO1: To help the students become familiar with a wide range of online web based services.

Unit-I

Web OPAC, Mobile OPAC; Multi Web OPAC: OCLC Information Alert; Online Display, E-Mail, and Mobile Casting.

Unit-II

Access to E-Books, E-Journal, ETD, Bibliographic Databases and online Coursewares

Unit-III

Compilation of Citation Profile: Impact factor, Citation, H-Index
Research Information System; Profile Management System; Subject Expert System

Unit-IV

Reference Management System: Mendeley, Endnote, Reference work etc.

Unit-V

Discussion Forum; Group mail, and online Feedback: Web Blog, Website Online SDI, Advancement study on Webinar, Web OPAC, RSS Feeds, Group mail

Text Books:

1. Balas, Janet L. A Librarian's Work will never be done. Computer in Libraries. 19; 10,1999. 46-50p.
2. Das, Suchitra. Information Resources on Internet and Information Services in Library and Information Centers. SRELS Journals of Information Management. 37; 1, 2000. 49p
3. Green, Elisabeth and Head, Allison J. Web-based cataloguing. Online.22; 4, 1998. 98p.

Supplementary Readings:

1. Hartzer, Sandra., Paterson, Brian., Snyman, Dorette. Web Information Services at the University of South Africa Library. Library Trends. 47; 1,1998.
2. <http://bulldog.unca.edu/~greene/webservices.html>
3. Jagajeevan, V.K. Developing and electronic SDI Service at the IIT Kharagpur. Program.33; 2,1999.
4. Place, Emma. International collaboration on Internet Subject. IFLA Journal. 26; 1,2000.
5. Trends in Library and Information Science. K.M. Shukla, K.J. Majmudar ed., Jaipur. RBSA.1995.
6. www.swayam.gov.in

Course Outcomes:

At the end of learning program of this paper, the student can able to

- CO1: Acquire a thorough knowledge about the online information resources required for research program of the institution and the clientele
- CO2: complete professional skills in identifying the relevant online source, retrieving and downloading data/information for the clientele and means of online information delivery.
- CO3: Become capable of working along with the scholars/researchers right from the initial bibliography compilation point to the end of report writing fulfilling participative research role of the librarian as well as help the scholars identify the appropriate channel to publish.
- CO4: The capability of educating the users on the significance of citation, impact factor and means to be a continuant in research publishing performance.
- CO5: Gain professional confidence in helping scholars to understand the significance of citation and its management with online software like Mendeley as well as the significance of Plagiarism checker software.