

Department of Library and Information Science

M.Lib.I.Sc. (Master of Library and Information Science)

2 Year Integrated Program

[Equivalent to BLIS (One Year) + MLIS (One Year)]

REGULATIONS AND SYLLABUS

[For the candidates admitted from the Academic Year 2023 – 2024 onwards]

Programme Code: ALIS21

REGULATIONS

1. Choice-Based Credit System

A choice-Based Credit System is a flexible system of learning. This system allows students to gain knowledge at their own tempo. Students shall decide on electives from a wide range of elective courses offered by the University Departments in consultation with the Department committee. Students undergo additional courses and acquire more than the required number of credits. They can also adopt an inter-disciplinary and intra-disciplinary approach to learning, and make the best use of the expertise of available faculty.

2. Programme

“Programme” means a course of study leading to the award of a degree in a discipline.

3. Courses

‘Courses’ is a component (a paper) of a programme. Each course offered by the Department is identified by unique course code. A course contains lectures/ tutorials/ laboratory/ seminar/ project/ practical training/ report writing/ Viva-voce, etc or a combination of these, to meet effectively the teaching and learning needs.

4. Credits

The term “Credit” refers to the weight age given to a course, usually in relation to the instructional hours assigned to it. Normally in each of the course credits will be assigned on the basis of the number of lectures/tutorial/laboratory and other forms of learning required completing the course contents in a 15-week schedule. One credit is equal to one hour of lecture per week. For laboratory/ field work one credit is equal to two hours.

5. Semesters

An Academic year is divided into two **Semesters**. In each semester, courses are offered in 15 teaching weeks and the remaining 5 weeks are to be utilized for conduct of examination and evaluation purposes. Each week has 30 working hours spread over 5 days a week.

6. Medium of Instruction

Medium of Instruction: The Medium of Instruction shall be English.

7. Programme General Objectives-(PGO) Minimum 6 objectives are required

PGO -1	To impart high level skills and training necessary for those aspiring for holding higher Positions in library and information centres globally;
PGO -2	To get the learners familiarized with the basic concepts of information and its Role for the development of communication in society;
PGO -3	To impart information processing techniques which will enable the students to retrieve precise information by applying various search strategies;
PGO -4	To get the students acquainted with the activities and services of different information systems and introduce them to Re-packaging and consolidation techniques;

PGO -5	To get the students well – versed with different methods and techniques including statistical tools of research;
PGO -6	To sensitize the learners and enable them to resolve the major issues associated with the development of new technology in the libraries and information centres;
PGO -7	To impart ICT based skills using open source software in order to make them serve competently in an automated and networked environment;
PGO -8	To introduce modern tools and techniques to students to manage Libraries and InformationCentres effectively; and
PGO -9	To prepare the students with special training in order to cope with the teaching – Learningprocess and Research in the changing scenario.

8. Programme Specific Objectives-(PSO)- Minimum 6 objectives are required

PGO -1	To impart high level skills and training necessary for those aspiring to hold higherpositions in library and information centres within the country and abroad;
PGO -2	To get the learners familiarized with the basic concepts of information and its communication in society;
PGO -3	To teach information processing techniques and develop capability in retrieving information efficiently by applying different search techniques;
PGO -4	To get the students acquainted with the activities and services of different informationsystems and introduce them to packaging and consolidation techniques;
PGO -5	To impart ICT based skills using open-source software in order to make them servecompetently in an automated and networked environment; and
PGO -6	To introduce modern tools and techniques to students to manage Libraries and Information Centres effectively.

9. Programme Outcome-(PO) – Minimum 6 objectives are required

PGO -1	Apply the field’s foundational theories, principles, values, ethics, and skills to everydaypractice;
PGO -2	Critique and synthesize research and identify appropriate research methodologies to solveproblems in the field;
PGO -3	Analyze and engage in the changing cultural, educational, and social roles and responsibilities of librarians/information professionals and the environments they work inwithin the global society;
PGO -4	Identify and evaluate systems and technologies in order to implement improvements andinnovations relevant to a particular information context;
PGO -5	Identify needs and connect individuals and communities with information that engagesand empowers them;
PGO -6	Recognizing the need and having the preparation and ability to engage in independent and lifelong learning in the wider context of information and technological change.

10. Outcome Mapping

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

11. Eligibility for admission

Eligibility:	A candidate who has passed any graduation degree approved by UGC. [10+2+3] and recognized by the syndicate of this University as equivalent thereto.
Lateral Entry: with Bachelor of	A candidate with a Bachelor's in any subject and Library and Information Science of this University or any other University recognized by the syndicate of this University as equivalent there to shall be admitted in the 2 nd Year of M.Lib.I.Sc. Degree Course.
Medium of Instruction:	English
Selection of Admission:	The selection of candidates shall be made on the basis of the Marks secured in the qualifying examination.
Intake:	The total number of candidates to be admitted to the Programme would 15 (Fifteen) only.

12. Minimum Duration of Programme

The programme is for a period of two years. Each year shall consist of two Semesters viz. Odd and Even semesters. Odd semesters shall be from June/July to October/November and even semesters shall be from November / December to April / May. Each semester there shall be 90 working days consisting of 6 teaching hours per working day (5days/week).

13. Components

A PG programme consists of a number of courses. The term "course" is applied to indicate a logical part of the subject matter of the programme and is invariably equivalent to the subject matter of a "paper" in the conventional sense. The following are the various categories of the courses suggested for the PG programmes:

- A.** Core courses (CC)-“Core Papers” means “the core courses” related to the programme concerned including practical and project work offered under the programme and shall cover core competency, critical thinking, analytical reasoning, and research skill.
- B.** Discipline-Centric Electives (DSE) means the courses offered under the programme related to the major but are to be selected by the students, shall cover additional academic knowledge, critical thinking, and analytical reasoning.
- C.** Discipline-Generic Electives (DGE) means the courses offered under the programme related to the major but are to be selected by the students of Arts Faculty, shall cover additional academic knowledge, critical thinking, and analytical reasoning. Exposure beyond the discipline.
- All PG programme students have to undergo a total of two Non-Major Elective courses with 3 credits offered by other departments (one in I Semester another in II Semester).
 - A uniform time frame of 3 hours on three days (Tuesday, Wednesday, Thursday) shall be allocated for the Non- Major Electives.
 - Non-Major Elective courses offered by the departments pertaining to a semester should be announced before the end of previous semester.
 - Registration process: Students have to register for the Non-Major Elective course within 15 days from the commencement of the semester either in the department or NME portal (University Website).

D. Projects/Internships (Maximum Marks: 100)

The duration of the Project/Dissertation/internship shall be a minimum of three months in the fourth semester.

E. Project / Dissertation

The project of M.Lib.I.Sc., will be evaluated by both the project guide and the external examiner for 100 marks each. Average will be drawn to finalize the marks of end semester examination. The remaining 50 marks are reserved for viva-voce examination which will be conducted by the External Examiner/HOD in the Department.

14. 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%.

15. 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.

16. 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]

17. 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.

18. 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

19. 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.

20. Maximum duration of the completion of the programme

The maximum period for completion of **M.Lib.I.Sc (Master of Library and Information Science)** shall not exceed eight semesters continuing from the first semester.

21. Conferment of the Master's Degree

A candidate shall be eligible for the conferment of the Degree only after he/ she has earned the minimum required credits for the Programme prescribed the refer (i.e., 90 credits) Programme).

22. Village Extension Programme

The Cuddalore and Villupuram districts are very backward districts where a majority of people Lives in poverty. The rural mass is economically and educationally backward. Thus, the aim of the introduction of this Village Extension Programme is to extend out to reach environmental awareness, social activities, hygiene, and health to the rural people of this region. The students in their third semester have to visit any one of the adopted villages within the jurisdiction of

Annamalai University and can arrange various programs to educate the rural mass in the following areas for three days based on the theme.

1. Environmental awareness
2. Hygiene and Health.

A minimum of two faculty members can accompany the students and guide them.

23. Equivalence of M.Lib.I.Sc. to one year B.Lib.I.Sc + one year M.Lib.I.Sc.

Most of the universities and other academic institutions in the country have migrated from one year BLIS and MLIS degrees to 2-Year integrated MLIS degree programme. But the recruitment rules (RR) for librarians in some government organizations like School Libraries, KVS, etc, have not been changed. The minimum qualifications required for these posts in these organizations are one year BLIS or one year MLIS which is not applicable to 2-year integrated MLIS degree holders. However, the courses taught in first year M.Lib.I.Sc. are equivalent to one year B.Lib.I.Sc degree offered in any recognized university/college/institution in the country. And the courses taught in second year M.Lib.I.Sc. are equivalent to one year M.Lib.I.Sc. Degree offered in any recognized university/college/institution. Therefore, ***“the committee recommends to consider M.Lib.I.Sc. degree as an equivalent to B.Lib.I.Sc(one year) + M.Lib.I.Sc. (one year).*”**

The candidates who have successfully completed the First and Second Semester examinations of M.Lib.I.Sc (CBCS) and are unable to continue the second-year studies be awarded the one-year B.Lib.I.Sc. degree.

24. M.Lib.I.Sc. Lateral Entry

Candidates are offered admission to the Degree of Master of Library and Information Science (M.Lib.I.Sc) second year or third semester through the M.Lib.I.Sc lateral entry mode. Admission through M.Lib.I.Sc lateral entry is offered to candidates who have passed the Bachelor of Library Science or Bachelor of Library and Information Science Degree Examination of this University or an Examination of any other University accepted by the Syndicate of this University as equivalent thereto.

25. UGC Regulation

The **M.Lib.I.Sc [2 Year Integrated] Programme** is revised as per the UGC Specification of Degrees, New Delhi March 2014 (vide guiding principles sub para b) regulation notified in the Gazette of India, New Delhi published on July 5-July 11, 2014.

M.Lib.I.Sc [2 Year Integrated] Program Structure
(For students admitted from the academic year 2023 – 2024)
(Tamil Nadu State Council for Higher Education (TANSICHE) Syllabus

Course Code	M.Lib.I.Sc. [Two Year] Course Title	Hours / Week		C	Marks		
		L	P		CIA	ESE	Total
Semester – I							
23LISC101	Core - I: Information and Society			5	25	75	100
23LISC102	Core - II: Introduction to Document Processing - Classification			5	25	75	100
23LISC103	Core - III: Introduction to Document Processing - Cataloguing			4	25	75	100
23LISE104	Departmental Elective Discipline Centric Elective-I: Library Management [OR]			3	25	75	100
23LISE105	: Elective -II: Information Literacy						
23LISEX01	Inter Departmental Elective Generic Elective Elective -III: Intellectual Property Rights and Right to Information [OR]			3	25	75	100
23LISEX02	Elective -IV: Web Based Information Service						
				20			
Semester – II							
23LISC201	Core – IV: CCC and AACR II –Written Practical			5	25	75	100
23LISC202	Core V: Colon Classification & Dewey Decimal Classification -Written Practical			5	25	75	100
23LISC203	Core VI: Information Service and Systems			4	25	75	100
23LISE204	Departmental Elective Discipline Centric Elective -V: Information sources [OR]			3	25	75	100
23LISE205	Elective -VI: Introduction to Computer						
23LISEX03	Inter Departmental Elective Generic Elective Elective -VII: Documentary and Electronic Information Sources [OR]			3	25	75	100
23LISEX04	Elective -VIII: Research and Technical Library Information System						
23TSSC200	Ability Enhancement Course - Soft Skill – 1 Academic Writing Skills (English Dept)			2	25	75	100
				22			
Semester – III							
23LISC301	Core VII: Information Processing and Retrieval Theory			5	25	75	100
23LISC302	Core VIII: Information and Communication Systems			5	25	75	100
23LISC303	Core IX: Library and Information Systems Management			5	25	75	100
23LISC304	Core X: Research Methodology			4	25	75	100
23LISE305	Departmental Electives (DE) Elective -IX: Computer application in Information Storage and Retrieval [OR]			3	25	75	100
23LISE306	Elective -X Green Library Technology						

23TSSC300	Ability Enhancement Course – Soft Skill – 2 Employability Skill (Dept of Management)			2	25	75	100
23LISI307	Internship			2	25	75	100
				26			
Semester – IV							
23LISC401	Core XI: Universal Decimal Classification and Anglo American Cataloguing Rules – II (Non-book Materials) - Written Practical			5	25	75	100
23LISC402	Core XII: Academic Library system			5	25	75	100
23LISP403	Project and Viva-voce			7	25	75	100
23LISE404	Entrepreneurship Bibliometrics and Metric Techniques in LIS studies			3	25	75	100
23LISC405	Skill Enhancement Course – SEC 3 Professional Competency Skill Application of EXCEL in Library Reports			2	25	75	100
23LISX406	Extension Activity Village Libraries			1	25	75	100
	Total			23			
	Grand Total			91	750	2250	3000

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 Elective Discipline Centric

S. No	Course Code	Course Title	hours / week		C	Marks		
			L	P		CIA	ESE	Total
1	23LISE104 23LISE105	Elective-I: Library Management [OR] Elective -II: Information Literacy			3	25	75	100
2	23LISE204 23LISE205	Elective -V: Information sources [OR] Elective -VI: Introduction to Computer			3	25	75	100
3	23LISED305 23LISED306	Elective -IX: Computer Applications in Information Storage and Retrieval [OR] Elective –X Green Library Technology			3	25	75	100
4	23LISE404	Entrepreneurship Bibliometrics and Metric Techniques in LIS studies						

Interdepartmental Elective Generic Elective--Electives Offered to Other Departments

S. No	Course Code	Course Title	hours/ week		C	Marks		
			L	P		CIA	ESE	Total
1	23LISEX01 23LISEX02	Elective -III: Intellectual Property Rights and Right to Information [OR] Elective -IV: Web Based Information Service			3	25	75	100
2	23LISEX03 23LISEX04	Elective -VII: Documentary and Electronic Information Sources [OR] Elective -VIII :Research and Technical Library and Information System			3	25	75	100

Semester-I

23LISC101: 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

23LISC102: Introduction to Document Processing- Classification

**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-II

**23LISC103: Introduction to Document Retrieval -
Cataloguing**

**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 Elective Discipline Centric Elective

Semester-I

23LISE104: Elective-I: Library Management

Credits: 3
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

23LISED105: Elective -II: Information Literacy

**Credits: 3
Hours:**

Learning Objectives:

- LO1. To enable the students to understand the concept of information literacy
- LO2. To orient on preparation of library promotional materials.
- LO3. To teach the methods of digital and online literacy.
- 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 – SCOUNL: ACRL. Case Study- Library Virtual Tours, Awareness on Publishers Tutorials (Springer, Elsevier and Clarivate Analytics)

Text Books:

1. American Library Association. Information Literacy: a position paper on information problem solving (2000). available at: www.ala.org/assl.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 Journalof Education Studies.Vol. 46; 3 September 1998; 251-263.www.ala.org/at/nill/litt1sthtml
3. ZoranaErcegovac (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	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓

Interdepartmental Elective Generic Elective

**23LISEX01: Elective - III: Intellectual Property
Semester-I 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-I **23LISEX02: Elective -IV: 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.

LO2: To create awareness Web OPAC.

LO3: To teach the methods of digital and online literacy

LO4: To help the students become familiar with a Access to E-Books

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

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 23LISC201: CCC and AACR II – Written Practical

**Credits: 5
Hours:**

Learning objectives:

- LO1: To understand the fundamentals of CCC and AACR II in Information Processing.
- LO2: To train the students in order to get more practice in both areas.

Cataloguing of Titles of Documents (Title Pages Including Periodicals Using CCC (5th Edition) and AACR II, Sears List of Subject Headings) SLSH

Text Books:

1. Gandhi, T.M.K. Cataloguing: Theory and Practice, Delhi :Pradeep Publication, 1995.
2. Kumar, P.S.G. and Mohamed Riaz. Cataloguing theory and Practice. New Delhi: S.Chand, 1999.

Supplementary Readings:

1. Balakrishnan, S. et al. Online Cataloguing New Delhi: Pradeep Publication, 2001.
2. Balakrishnan, S. et al. Library Cataloguing and Multimedia Libraries ,New Delhi Pradeep Publishing, 2001
3. Grija Kumar and Krishen Kumar. Theory of cataloguing . 4th ed. Delhi:Vikas.1986.
4. www.swayam.gov.in

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 **23LISC202: 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.

Classification of Books and Other Documents Using CC (6th Edition) and Dewey Decimal Classification (19th Edition)

Text Books:

1. Dewey Decimal Classification:Ed.19. New York: Lake Placed Education Foundation,1979.
2. Ranganathan,S.R. Colon Classification Ed.6 Bombay :Asia Publishing House, 1960.

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.
3. www.swayam.gov.in

Course outcomes

At the end of the course the students able to

CO1: Understand the fundamentals of CC and DDC systems

CO2: Gain practical knowledge on construction of class number for titles by using CC and DDC classification systems

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 23LISC203: Information System and Services

**Credits: 4
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	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓

Departmental Elective Discipline Centric Elective

Semester-II

23LISE204 : Elective -V: Information Sources

Credits: 3
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	PS01	PS02	PS03	PS04	PS05	PS06
CO1	✓	--	--	✓	--	--	✓	✓	--	✓	✓	✓	--	--	✓	✓
CO2	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
CO3	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO4	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	✓	✓	✓	✓
CO5	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓

Semester-II 23LISE205: Elective -VI: Introduction to Computer**Credits: 3
Hours:****Learning objectives:**

- LO1: To understand the library automation.
- LO2: To know the functions and technical activities of various sections of library.
- LO3: To state the various library software
- LO4: To know the library networks.

UNIT – I : Computer Systems

Introduction to computer systems Historical development of Computer – Peripherals – Hardware and software – Operating systems.

UNIT – II Library Automation

Planning, Implementation and Management of Library Automation – Automation of In-house Operation – Acquisition, Cataloguing, Circulation, Serials Control, Online Public Access Catalogue, Management of Computerized Library – Computerized Information Services.

UNIT – III: Application Software

Introduction to Application Software – Library Automation Software Packages – their study and composition – Features of Indian Software Packages.

UNIT IV: Networks

Network Based Services – Computer Networks – Internet and Its services – Internet Based Library and Information Services.

UNIT V: Digital Libraries

Genesis, Definition, Objectives and Scope of Digital Libraries.

Text Books:

1. Tanenbaum, A.S. [1983]. Computer Networks, New Jersey: Prentice Hall
2. Rao, G.C. [1978]. Microprocessor and microcomputer system, New York: Van Nostrand.
3. Raman, S. [1971]. Text Book on Computer Programming Delhi: CBS Publication
4. Ravichandra Rao, I.K. [1992] Library Automation, New Delhi: Wiley Eastern
5. Broadley, J. [1973] File and Database Techniques, New York: Richard.

Reference Books:

1. Thompson, Alan [1985]. Understanding d Base III, Delhi: BPB Publication
2. IBM, PC/AT user's handbook, Delhi: BPC Publications
3. Holmes, B.J. [1985]. A complete text. BASIC Programming, Ed. 2, Delhi: Gangolia Publication
4. Davis, G.B. [1973]. Computer Data Processing, New York: McGraw Hill.
5. Hunter, E.J. [1985]. Computerized Cataloguing, London: Bingley.

Course outcomes

At the end of the course the students able to

CO1: Understand the computer Hardware and software

CO2: Familiarize on Library Automation Software Packages.

CO3: Receive the knowledge on Digital Libraries

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	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓

Interdepartmental Elective Generic Elective

Semester-II **23LISEX03: Elective -VII: 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

**23LISEX04: Elective –VIII : Research and Technical
Library Information System**

Hours: 3

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 - 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	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓

Semester- II 23TSSC200: Ability Enhancement Course Soft Skill – 1 Academic Writing Skills Hours: 3

Course Outcomes:

At the end of the course, the students will be able to:

- CO1: Construct a variety of flawless sentences in English using appropriate grammatical structures
- CO2: Earn their skills in Technical Writing
- CO3: Draft effective research proposals/reports
- CO4: Exploit the resources of English language for professional development
- CO5: Develop effective introduction and conclusion

Unit I

1. Organizing the Theme
2. Introduction and Conclusion

Unit II

1. The Paragraph
2. Logic

Unit III

3. Deadwood
4. Inflated Diction
5. Weak Word
6. Cliche

Unit IV

7. Sentence Structure: Sentence Fragment, Run-together Sentence, and Comma Splice
8. Sentence Structure: Faulty Pronoun Reference
9. Sentence Structure: Faulty Parallelism
10. Correct Usage
11. Agreement

Unit V

Punctuation and Mechanics

Text Book:

1. Kinsella, Paul. *The Techniques of Writing*. New York: Harcourt, 1975.

Supplementary Reading:

1. Krammer. G. Melinda, et al. *Prentice Hall Handbook for Writers*. New Jersey, 1995.
2. Langan, John. *Sentence Skills with Readings*. New York: McGraw-Hill, 2001.
3. Mohan, Krishna & Meenakshi Raman. *Effective English Communication*. New Delhi: McGraw-Hill, 2000.

Semester-III **23LISC301: 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 23LISC302: Information and Communication Systems 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:Golgotia.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

23LISC303: Library and Information Systems Management

Credits: 5
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.
2. Pandey, S.K. Library Information Management, New Delhi: Anmol Publications, 2000.
3. Panda, B.D. Library Administration and management, New Delhi: Pradeep Publications, 2000.

Supplementary Readings

1. Scammell, Hand book of information Management, Chennai: Allied Publisher, 2001
2. Gallacher, C. Managing. Change in Libraries in and Information services, Chennai: Allied Publishers, 2001
3. Totterdell, Anne, The Library and information works primer, Chennai: Allied Publishers, 2001.
4. Bavacutty M. and M. Parameshwaran, Management of Libraries in 21 Century, Ess Ess Publications, 2000
5. Sharma CK and Singh ,Kiran : Library Management , New Delhi , Atlantic Publication , 2005
6. 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	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓

Semester-III

23LISC304: Research Methodology**Credits: 4
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. Saravanelu , 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	✓	-	-	✓	-	-	✓	✓	-	✓	✓	✓	-	-	✓	✓

Departmental Elective Discipline Centric Elective

23LISE305: Elective -IX : Computer Applications in Information Storage and Retrieval

Semester-III

Credits: 3
Hours:

Learning objectives:

- LO1: To understand the development of computer technology.
 LO2: To enable the students to know about Use of computers for House keeping operations.
 LO3: To enable the students to understand the Database concept and database components.
 LO4: To enable the students to know about the internet based library and information services.

Unit – I: Overview of Computer Technology

Introduction – Genesis and development of computer technology – computer Generations- Processor Technology – Storage Technology – Input, Output devices – Operating systems programming languages – Library applications Software packages fundamentals of Telecommunications Technology.

Unit – II: LIBRARY AUTOMATION

Use of computers for House keeping operations – computer based Acquisition control –fundamentals capabilities of automated Acquisition system – Automated cataloguing system – Authority control and standard formats in cataloguing – workflow in serials control system – digital libraries.

Unit – III: Design and management of databases

Database concept and database components – Database structure, organization and search – Database management systems.

Unit – IV: NETWORKS

Overview and computer networked –Network and their classification network based information – services – network components and architectures.

Unit – V: INTERNET

Concept and essentials of internet – overview of internet services – world wide web – Browsers and search engines – Developing WebPages – internet based library and information services.

SUGGESTED READINGS

1. Balaguruswamy, E and Sushila,B : Computer Science: Theory and Applications, New Delhi, Tata Mc Graw Hills, 1999
2. Chandra kumar, V : WINISIS – Windows version of CDS / ISIS : Workshop Manual
3. Crumlish, Christian: The ABCs of the Internet. Second edition. New Delhi BPB publications, 1998.
4. Deshpande, Christian: Digitalization of library materials, In: ICAR-KAU Information Technology courses: Managing Digital Libraries in Agriculture, KAU, Thrissur: 50-53
5. <http://www.CD Page.com>
6. <http://www.OCLC.org> / digital preservations
7. Ravichandra Rao, I.K: Library Automation, New Delhi, Wiley Eastern, 1992.

Course outcomes

At the end of the course the students able to

- LO1: Acquire knowledge on fundamentals of computer technology
 LO2: Recognize various Library applications Software packages
 LO3: Conceive knowledge on Database management systems
 LO4: Apply and measure Developing WebPages
 LO5: Acquire knowledge on web based library and information 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-III 23LISE306: Elective –X : 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: Basic Concepts of Green library

Manning and Definition of Green library - Features of Green Library - Elements of Green Library / Building Elements - Green Library Initiatives in India

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

Unit–III: Green Library Buildings in India - Role of librarian in green library- Conservation and preservation of Library resources through natural and traditional methods

Unit – IV: Green Libraries Standards - Green Technologies for Libraries- Green Libraries Challenges -

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-III **23TSSC300: Ability Enhancement Course – Soft Skill – 2**
Employability Skill

Credits: 2
Hours:

Subject Code	Subject Name	Category	L	T	P	O	Credits	Inst. Hours	Marks		
									CIA	External	Total
	EMPLOYABILITY SKILLS	Extra Disciplinary	3	-	-	-	3	45	25	75	100
Course Objectives											
C1	To learn about the employability skills										
C2	To understand dimensions of task oriented skills										
C3	To study on critical problem-solving techniques										
C4	To develop employability skills										
C5	To understand the logical and reasoning skills										
SYLLABUS											
UNIT	Details							No. of Hours	Course Objectives		
I	INTRODUCTION TO EMPLOYABILITY SKILLS Meaning – Definition – Hard skills and soft skills – Employability skills and vocational skills – Employability and employment – Employability attributes.							9	C1		
II	UNPACKING EMPLOYABILITY SKILLS Embedded employability skills – Dimensions of competency – Task skills –Task Management skills – Contingency Management skills – Job/Role Environment skills.							9	C2		
III	INTER – RELATIONSHIPS OF EMPLOYABILITY SKILLS Communication – Team work – Problem solving – Initiative and Enterprise – Planning and Organizing – Self management – Learning – Technology.							9	C3		
IV	RESUME WRITING Meaning – Features of good resume – Model (Exercise). Etiquettes – Dress, Cleanliness, Etiquettes to be followed inside the employment seeking process.							9	C4		
V	Arithmetic and Logical Reasoning Skills – Exercise.							9	C5		
Total							45				
Course Outcomes											
Course Outcomes	On completion of this course, students will;										
CO1	Acquire employability skills							PO4, PO6, PO7			
CO2	understand dimensions of task oriented skills							PO4, PO6, PO7			
CO3	study on critical problem-solving techniques							PO4, PO6, PO7			
CO4	develop employability skills							PO4, PO6, PO7			
CO5	understand the logical and reasoning skills							PO4, PO6, PO7			
Reading List											
1.	https://www.jobjumpstart.gov.au/article/what-are-employability-skills										
2.	https://www.simplilearn.com/why-are-employability-skills-important-article										
3.	https://blog.hubspot.com/marketing/employability-skills										
4.	https://www.indeed.com/career-advice/finding-a-job/employability-skills										
References Books											
1.	Soft Skills, Dr. K. Alex										
2.	Winning Interview Skills, Compiled & Edited by J.K. Chopra.										
3.	A Modern Approach to Verbal and Non- Verbal Reasoning, R. S. Aggarwal.										
4.	Fafinski, S., Finch, E. (2014). Employability Skills for Law Students. United Kingdom: OUP Oxford.										
5.	Trought, F. (2017). Brilliant Employability Skills: How to Stand Out from the Crowd in the Graduate Job Market. United Kingdom: Pearson Education Limited.										
6.	Chaita, M. V. (2016). Developing Graduate Employability Skills: Your Pathway to Employment. United States: Universal Publishers.										

Semester-III**23LISI307: Internship****Credits: 2
Hours:****Semester-IV****23LISC401: 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-IV**23LISC402: Academic Library System****Credits: 5
Hours:****Learning objectives:**

- LO1.To understands the concept of academic library system.
 LO2.To enables the students to know about academic libraries.
 LO3.To enables the students to understand the collection development process adopted by these libraries.
 LO4.To enables the students to know about the authorities of academic library system.
 LO5.To enables the students to understand the functions of automation and library services.

Unit – I University and College Libraries

Role and Responsibility of Academic Libraries – Growth of University and College Libraries in India – Role of UGC.

Unit II: Collection Development Process

Conventional Electronic Sources: Principles – Steps and Factors – Evaluation of Collection – System for Evaluation

Unit III: Authorities

University and College Library Authority – Centralization and Decentralization – Preservation of Reading Materials – Statistics - Files and Records.

Unit IV: Automation in Academic Libraries

INFLIBNET – University Library Networks in India – SOUL – UGC INFONET.

Unit V: Service for Academic Libraries

Open and Distance Education Programme – Public Relation in Academic Libraries

Text Books:

1. Krishna Kumar and Sesh Patel, Libraries and Librarianship in India, New Delhi; Uiva: Books, 2001.
2. Devarajan,G.Edalresource Development in Academic Libraries, New Delhi: Ess Ess Publication, 2000.
3. Usha,Devi,S.P. University and College Libraries, New Delhi: Ess Ess Publication,1999.
4. Parda,B.B:The Growth of Academic Library System, Delhi: Pradeep Publication,1992.

Reference Books:

1. Buckland,M.K.Etal. System Analysis & University Library ,1940.
2. Braden,Ireme A: Undergraduate Library 1970.
3. Grifond,M.A. University Libraries for Developing Countries 1968.

Course Outcome

At the end of the course, students can able to

- CO1. Understand the concept Academic Libraries
 CO2. Become familiar on the Electronic Sources.
 CO3. Acquire knowledge on the Preservation of Reading Materials.
 CO4. Understand familiarity of Library Automation tools.
 CO5. Acquire knowledge on the Service for Academic Libraries

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-IV

23LISP403: Project and Viva-Voce

**Credits: 7
Hours:**

23LISE404: Industry/ Entrepreneurship (Practical)

Semester-IV

Elective: Bibliometrics and Metric Techniques in LIS studies

**Credits: 3
Hours:**

Learning objectives:

LO1.To understands the concept of Bibliometric.

LO2.To enables the students to know about Laws of Scientific Productivity

LO3.To enables the students to understand Citation Analysis.

LO4.To enables the students to know about the biographical databases

Unit-1: Origin of Bibliometric

Origin and Development of Bibliometric Studies-Nature and Scope of Bibliometrics
Historical Development-Sources of Bibliometric data.

Unit-2: Laws Lotka's

Law of Scientific Productivity, Bradford's Law of Scatter, and Zipf's Law of Word Occurrence- Identifying and Defining Literature-Study of the structure of documents
Authorship Studies-Form of Documents-Types of communication in primary literature

Unit-3: Citation

Describing Literature-Document Relationship Studies-SCI-SSCI-Citation Analysis,
Co-Citation and Bibliographic Coupling- Mapping the Structure in Science-Impact Factor
Evaluation of Citation: H-Index, G-Index.

Unit-4: Evaluation

Size and Growth of Literature-Relationship, Associations and Groupings-Use of
Documents for Evaluation-Assessment of Authors, Documents, Countries and Institutions.

Unit-5: Services

Testing the Effectiveness of Abstracting and Indexing Services, Citation Index-
Structure, Use and Method of Compilation-Advanced Research: Use of information services
(e.g., Dialog, Web of Science, Scopus, Google Scholar)-Simple statistical methods of
classifying, counting, describing, and comparing such preferences.

Course Outcome

At the end of the course, students can able to

- CO1. Understand the concept Bibliometric Studies
- CO2. Become familiar on the Law of Scientific Productivity
- CO3. Acquire knowledge on the Law of Scientific Productivity
- CO4. Understand familiarity of Size and Growth of Literature
- CO5. Acquire knowledge on the Evaluation of Citation.

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-IV **23LISC405 : Skill Enhancement Course – SEC 3**
Professional Competency Skill
Application of EXCEL in Library Reports Credits: 2
Hours:

Semester-IV **23LISX406: Extension Activity**
Village Libraries Credits: 1
Hours: