

**Annamalai University**  
**Department of Library and Information Science**  
**Master of Library and Information Science [MLIS]**  
**FIVE YEAR INTEGRATED DEGREE**  
**ON-CAMPUS PROGRAMME**

**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.L.I.S. 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 five years Master's Programme shall be 230.

**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 the higher secondary class [10+2]

## **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 five years Master's programme in any subject is ten semesters, but in any case not more than eight years from the year of admission.

For the students of the 5 year P.G (Integrated) Programmes at the end of the five years, on successful completion of all courses, every student would earn both U.G. degree and P.G. degree in the respective Programmes. Students who complete successfully all courses within the first six semesters may be awarded class divisions based on their performance. Students who do not complete successfully all the courses within six semesters shall be awarded a U.G. (B.Sc Information Studies) degree at the end of the fifth year on successful completion of all courses, and they shall earn their P.G. (MLIS) degree also. However such students shall not be considered for class divisions for the B.Sc degree.

## **Attendance**

Every teaching faculty handling a course shall be responsible for the maintenance of attendance register for candidates who have registered for the course.

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 70%.

## **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 one

hour duration. The pattern of question paper will be decided to the respective faculty. Internal assessment I will 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 two 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 total performance in each semester will be rated by GPA while the continuous performance from the 2<sup>nd</sup> 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. However, a candidate cannot move to the next semester if he / she has more than six papers as arrears at any point of time.

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.

<b>Marks</b>	<b>Grade Points</b>	<b>Letter Grade</b>	<b>Class</b>
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.

I Class 50-59% marks in over all percentage of marks.

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] proved he / she passes all the courses prescribed for the programme at the first appearance.

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
<b>Total</b>	<b>:</b>	<b>25 Marks</b>

### **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.

**COURSE DETAILS**  
**TOTAL – CREDITS**

Common	36
Core	182
Optional	12
<b>Total</b>	<b>230</b>

Semester	Course No.	Course Code	Course Title	Course Type	Credit	University Exam Marks	Internal Marks	Total Marks
I	1.	ITAC 11	1. Part-I : Language Tamil / IHIC – Hindi / IFRC – French	Language	3	75	25	100
I	2.	IENC 12	2. Part-II English : English Through Literature I : Prose	Language	3	75	25	100
I	3.	ILSC 13	3. Foundations of Library and Information Science	Core	4	75	25	100
I	4.	ILSC 14	4. Knowledge Organization	Core	4	75	25	100
I	5.	IESC 15	5. Environmental Studies	Core	4	75	25	100
I	6.	ILSA 16	6. Principles of Sociology (Sociology)	Allied	3	75	25	100
			<b>Total</b>		<b>21</b>	<b>450</b>	<b>150</b>	<b>600</b>
II	7.	ITAC 21	1. Part-I : Language Tamil / IHIC – Hindi / IFRC – French	Language	3	75	25	100
II	8.	IENC 22	2. Part-II English : English Through Literature II : Poetry	Language	3	75	25	100
II	9.	ILSC 23	3. Management of Library and Information Centres	Core	4	75	25	100
II	10.	ILSC 24	4. Information Retrieval Tools (Cataloguing)	Core	4	75	25	100
II	11.	ILSC 25	5. Information Processing Theory (Classification)	Core	4	75	25	100
II	12.	ILSA 26	6. Principles of Management (Business Administration)	Allied	3	75	25	100
			<b>Total</b>		<b>21</b>	<b>450</b>	<b>150</b>	<b>600</b>
III	13.	ITAC 31	1. Part-I : Language Tamil / IHIC – Hindi / IFRC – French	Language	3	75	25	100
III	14.	IENC 32	2. Part-II English : English Through Literature III : Drama	Language	3	75	25	100
III	15.	ILSC 33	3. Archives and Manuscripts Keeping	Core	5	75	25	100
III	16.	ILSC 34	4. Information and Communication	Core	4	75	25	100
III	17.	ILSC 35	5. Colon Classification – Practice	Core	4	75	25	100
III	18.	ICAC 36	6. Computer and Its Applications	Core	3	75	25	100
III	19.	ILSA 37	7. Introduction to Tourism (Philosophy)	Allied	3	75	25	100
			<b>Total</b>		<b>25</b>	<b>525</b>	<b>175</b>	<b>700</b>
IV	20.	ITAC 41	1. Part-I : Language Tamil / IHIC – Hindi / IFRC – French	Language	3	75	25	100
IV	21.	IENC 42	2. Part-II English : English Through Literature IV : Short Story	Language	3	75	25	100
IV	22.	ILSC 43	3. Information Retrieval Theory (Cataloguing)	Core	4	75	25	100
IV	23.	ILSC 44	4. Introduction to Information Sources	Core	4	75	25	100
IV	24.	ILSC 45	5. Classified Catalogue Code – Practice	Core	4	75	25	100
IV	25.	ILSC 46	6. Intellectual Property Rights and Right to Information	Core	4	75	25	100
IV	26.	ILSA 47	7. Tourism and Development (Philosophy)	Allied	3	75	25	100
			<b>Total</b>		<b>25</b>	<b>525</b>	<b>175</b>	<b>700</b>

V	27.	ILSC 51	1. Information Service	Core	4	75	25	100
V	28.	ILSC 52	2. Library and Information System Management	Core	4	75	25	100
V	29.	ILSC 53	3. Dewey Decimal Classification – Practice	Core	4	75	25	100
V	30.	ILSC 54	4. Database Management System	Core	4	75	25	100
V	31.	ILSC 55	5. Public Library System	Core	4	75	25	100
V	32.	ILSC 56	6. Anglo American Cataloguing Rules – II (Practice) 2 <sup>nd</sup> Edition	Core	4	75	25	100
			<b>Total</b>		<b>24</b>	<b>450</b>	<b>150</b>	<b>600</b>
VI	33.	ILSC 61	1. National Information System	Core	4	75	25	100
VI	34.	ILSC 62	2. Research Methodology	Core	4	75	25	100
VI	35.	ILSC 63	3. Academic Library System	Core	5	75	25	100
VI	36.	ILSC 64	4. Computer Networks	Core	4	75	25	100
VI	37.	ILSC 65	5. Library Software: Greenstone and Soul (Theory and Practice)	Core	4	75	25	100
VI	38.	IVEC 66	6. Value Education	Core	3	75	25	100
			<b>Total</b>		<b>24</b>	<b>450</b>	<b>150</b>	<b>600</b>
VII	39.	ILSC 71	1. International Information System	Core	5	75	25	100
VII	40.	ILSC 72	2. Application of Statistical Tools in Research	Core	5	75	25	100
VII	41.	ILSC 73	3. Universal Decimal Classification – Practice (Abridged Edition)	Core	5	75	25	100
VII	42.	ILSC 74	4. WINISIS – Theory and Practice	Core	4	75	25	100
VII	43.		5. Elective Course	Elective	3	75	25	100
			<b>Total</b>		<b>22</b>	<b>125</b>	<b>375</b>	<b>500</b>
VIII	44.	ILSC 81	1. Anglo American Cataloguing Rules – II (Practice) Covering Non-book Materials	Core	5	75	25	100
VIII	45.	ILSC 82	2. Informetrics	Core	5	75	25	100
VIII	46.	ILSC 83	3. Database Creation and Design – Practice	Core	5	75	25	100
VIII	47.	ILSC 84	4. Corporate Libraries	Core	4	75	25	100
VIII	48.		5. Elective Course	Elective	3	75	25	100
			<b>Total</b>		<b>22</b>	<b>125</b>	<b>375</b>	<b>500</b>
IX	49.	ILSC 91	1. Marketing of Information	Core	5	75	25	100
IX	50.	ILSC 92	2. Knowledge Management	Core	5	75	25	100
IX	51.	ILSC 93	3. Introduction to Information Technology Infrastructure in Libraries	Core	4	75	25	100
IX	52.	ILSC 94	4. E-Resources and E-Publishing	Core	4	75	25	100
IX	53.		5. Elective Course	Elective	3	75	25	100
IX	54.	ISSC 96	6. Soft Skills	Core	3	75	25	100
			<b>Total</b>		<b>24</b>	<b>450</b>	<b>150</b>	<b>600</b>
X	55.	ILSC 101	1. Introduction to Web Designing and Web Hosting	Core	5	75	25	100
X	56.	ILSC 102	2. Digital Libraries	Core	5	75	25	100
X	57.	ILSC 103	3. Technical Writing	Core	4	75	25	100
X	58.	ILSC 104	4. Project and Viva-voce	Core	5	75	25	100
X	59.		5. Elective Course	Elective	3	75	25	100
			<b>Total</b>		<b>22</b>	<b>125</b>	<b>375</b>	<b>500</b>
			<b>Grand Total</b>		<b>230</b>	<b>4425</b>	<b>1475</b>	<b>5900</b>

**ANNAMALAI UNIVERSITY**  
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**Master of Library and Information Science**  
**[Five Year Integrated – ON CAMPUS PROGRAMME]**

**SYLLABUS**

**Semester I**

**Language 1 – jkpo;**

jhs;-1 - ITAC-11 - nra;ASk; ciueilAk;

kjpg;ngz;: 75  
fpubl;: 3

myF:-1 - FWe;njhif  
ghly; vz;fs;:- 3> 6> 16> 18> 24> 28> 32> 37> 40> 54> 57>  
60> 69> 74> 77> 83> 85> 93> 97> 99  
(,UgJ ghly;fs; kl;Lk;)

myF:-2 - GwehD}W  
ghly; vz;fs;:- 9> 19> 27> 34> 38> 45> 51> 55> 66> 71> 76>  
82> 86> 92> 96  
(gjpide;J ghly;fs; kl;Lk;)

myF:-3 - jpUf;Fws;  
md;Gilik> nra;ed;wp mwpjy;> mlf;fKilik> Gwq;\$whik> <if>  
mUSilik (MW mjpfhuq;fs; kl;Lk;)

ehybahu; fy;tp> fy;yhik (20 ghly;fs;)

myF:-4 - fk;guhkhazk;

Ffg;glyk; (mNahj;jpah fhz;lk;)

myF:-5 – ciueil

kh.nguparhkp J}ud; - rpw;gp. ghyRg;gpukzpad;  
fhg;gpaj;jpwd; - Nrhk. ,stuR

ghu;it E}y;fs;:

1. FWe;njhif - c.Nt.rh. gjpg;G
2. GwehD}W - c.Nt.rh. gjpg;G
3. jpUf;Fws; - gupNkyofu; ciu
4. fk;guhkhazk; - mz;zhkiyg; gy;fiyf;fofg; gjpg;G

5. FWe;njhifr; nrhw;nghopTfs;
6. FWe;njhifj; jpwdha;T - Nrh.e. fe;jrhkp
7. vl;Lj;njhifr; nry;tk; - ny.g.fU. ,uhkehjd; nrl;bahu;
8. kh.nguparhkp J}ud; - rpw;gp. ghyRg;gpukzpad;>rhfpj;amfhnjpk>  
Kjw;gjpg;G 2000
9. fhg;gpaj;jpwd; - Nrhk.,stuR -kzpthrfu; gjpg;gfk;> nrd;id

**LANGUAGE – 2 - ENGLISH**  
**PART - II : IENC 12 - English Through Literature I: Prose**

**Objective:**

To develop the communicative competence of learners in the English Language through training them in the skills of listening, speaking, reading and writing.

**Unit I**

1. Bonnie Chamberlain “The Face of Judas Iscariot”
2. Swami Vivekananda “Speech at World Parliament of Religion”

**Unit II**

1. Stephen Leacock “My Financial Career”
2. Bhimrao Ambedkar “Speech on 4<sup>th</sup> November 1948 in the Constituent Assembly”

**Unit III**

1. Robert Lynd “On Forgetting”
2. Nirad C. Chaudhuri “Indian Crowds”

**Unit IV**

1. A. G. Gardiner “All about a Dog”
2. Ruskin Bond “My Eccentric Guests”

**Unit V**

1. Martin Luther King (Jr.) “I Have a Dream”
2. Khushwant Singh “The Portrait of a Lady”

**Text Book**

Ayyappa Raja. S., Shanmugasundari. P., Deivasigamani. T., SaravanaPrabhakar. N., and Karthikeyan. B. *English Through Literature: Prose.*



## **ILSC – 13: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE**

### **Objectives:**

1. To study the evolution of library information center.
2. To understand the library legislation and association.

### **UNIT I: Library as Information Centre**

- a) Social and Historical foundation of library.
- b) Role of Library & Information Centre in Modern Society.
- c) Five laws of library Science & their implication.

### **UNIT II: Library Legislations**

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

### **UNIT III: Type of Libraries and their Functions**

- a) Academic Libraries
- b) Public Libraries
- c) Special Libraries

### **UNIT IV: Library Associations and International Bodies**

- a) Role of professional Association –Library association in India, UK and USA

### **UNIT V: User Education**

- a) User Education
- b) Library and Information science Education in India

### **Text Books**

1. Agarwal, S.N. and Others perspective in Library and Information Science Vol. 1 & 2 – 1982.
2. Harrison, K.C. The Library and the Community Ed.3 1997.
3. Kaula P.N. Library Movement in India, 1958.
4. Marshall, R. History of Libraries: Ancient and medieval 1983.
5. Mittal, R.C. Public Library Law 1971.

### **Reference Books**

1. Mohan Rajan, P.A. New trends in International Librarianship, 1984.
2. Ranganathan, S.R. Five Laws of Library Science, 1988.
3. Sreepathay Naidu R. Academic Librarianship a Perspective, 1989.
4. Khanna, J.K. Library and society Ed 2, 2001.
5. Sharma Pandey S.K. Libraries and Society Ed.2 1992.

### **ILSC – 14 : KNOWLEDGE ORGANIZATION**

#### **Objectives:**

1. To study the structure, features and modes of formation of subjects.
2. To understand the concept and study of subjects.
3. To know the overview of classification schemes.

#### **UNIT I: Universe of Knowledge**

- a) Universe of knowledge- structure- features Development of Universe of Subjects.
- b) Knowledge, subject and document classifications – need and purpose.

#### **UNIT II: Concepts and Study of Subjects**

- a) Knowledge versus subjects.
- b) Modes of Formation of subject.
- c) Types of Subjects

#### **UNIT III: Knowledge Representation**

- a) Subject and concepts representation.
- b) Natural and Artificial Languages.
- c) Notation-Types, features.

#### **UNIT IV: Over view of Classification Scheme**

- a) Colon Classification, Dewey Decimal Classification, Universal Decimal Classification (CC, DDC, UDC)

#### **UNIT V: Book Classification**

- a) Construction of Call Number as per CC, DDC, UDC schemes
- b) Different types of Book Number.

#### **Text Books**

1. Ranganathan, S.R. Descriptive Account of Colon Classification, 1976.
2. Ranganathan, S.R. Elements of Library Classification, 1976.
3. Ramalingam, M.S. Library Cataloguing and Classification, 2000.
4. Bawakutty, M. Canons of Library Classification, 1981
5. Kumar, P.S.G. Knowledge Organization, Information Processing and Retrieval, Delhi, B.R. Publisher, 2003

#### **Reference Books**

1. Ranganathan, S.R. Prolegomena to Library Classification, 1976
2. Nikery, B.C. Faceted Classification's Guide to the Construction and use of special schemes, 1970
3. Sehla, R.L. Classification: Theory and Practice, 2001
4. Krishnan. Theory of Classification, 2001

## **IESE – 15 ENVIRONMENTAL STUDIES**

### **Unit: 1 The Environmental System**

1. The Services Provided by the Environmental System
2. Ecosystems: Food Chains, Food Webs, Ecological Pyramids
3. Biochemical Cycles: Hydrological Cycle, Carbon Cycle

### **Unit: II Environmental Damage – Pollution**

Source and impact of

1. Air Pollution
2. Water Pollution
3. Land Pollution
4. Municipal Solid Waste
5. Noise Pollution

### **Unit: III Resource Depletion**

1. Importance of Forests: Causes and Consequences of Deforestation
2. Bio Diversity: Meaning and Importance Reasons and Consequences of Biodiversity Decline
3. Consequences of Overdrawing Water Resources

### **Unit: IV Global Climate Change**

1. The Science of Climate Change. The Green House Effect
2. Sources and Impact of Climate Change
3. Coping with Climate Change

### **Unit: V Sustainable Development**

1. Concepts and Definition of Sustainable Development (Brundtland Commission Definition)
2. Poverty, Population Growth and Environmental Damage
3. Policies for Sustainable Development

### **Text Book:**

1. Erach Bharucha, 2004, *Environmental Studies*, UGC, New Delhi

### **References:**

1. Kumarasamy K, A.Alagappa Moses and M.Vasanthy, 2004, *Environmental Studies*, Bharathidasan University Pub. Trichy

2. Rajamannar, 2004, *Environmental Studies*, EVR College Pub. Trichy
3. Kalavathy S, (Ed.) 2004, *Environmental Studies*, Bishop Heber College Pub. Trichy
4. *Environmental Science: Toward a Sustainable Future* by Richard Wright and Dorothy F Broose (New Delhi: Prentice-Hall India, 2010)

## **ILSA 16 - PRINCIPLES OF SOCIOLOGY**

### **Objectives:**

To make the students understand the social world from sociological perspective and to make them interpret life experience in terms of social facts.

### **Unit-I**

Nature, Scope and development of Sociology – Uses of Sociology – Sociology and other social sciences – History, Economics, Politics, Anthropology, Psychology.

### **Unit II**

Basic concepts of Sociology – Institution -Association – community – Society – Social Interaction – Social Processes – Types of Social Processes

### **Unit-III**

Individual and society – The process of socialization – Agencies of socialization – Various stages of socialization Culture Definition – Elements – Functions – Cultural lag Ethnocentrism

### **Unit-IV**

Groups – Definition – characteristics – Types of groups – Primary and Secondary groups – Major social Institutions – Family – Marriage – Religion – Education mid Economic Institutions.

### **Unit-V**

Social stratification – Definition – Characteristics – Functions – Forms social control – Definition – Agencies and types of social control – Social change – Factors of Social change Theories of social change

### **Text Books**

1. Shankar Rao C. N., *Sociology*, New Delhi, S. Chand and Company, 1997.
2. Inkeles, Alex. *What is Sociology? - An Introduction to the Discipline and Profession*. Englewood Cliffs. N. J.' Prentice Hall, 1964.

### **Reference Books**

1. Ogburn W.F. and Nimkoff M.F., *A Hand Book of Sociology*, Boston, Houghton Mifflin Company, 1958.
2. Horton B and Hunt L., *Sociology*, Tokyo, McGraw Hill Book Co., 1984.
3. Cuber, F. John., *Sociology: A Synopsis of Principles*, New York, Appleton Century Crafts Inc., 1955.
4. Sheppard, John M., *Sociology*, Minnesota: West Pub. Co., 1980.

5. Johnson, Harry M., *Sociology: Systematic Introduction*, New York, Brace & Co., 1960.

## Semester II

### Language 1 – jkpo;

jhs;-2 -ITAC-21 – gad;ghl;Lj;jkpOk; nrk;nkhop tuyhWk;

kjpg;ngz;; 75

fpubl;; 3

Nehf;fk;

nkhopaikg;gpId tpsf;Fjy;

nkhopg; gad;ghl;by; cUthd - cUthFk; khw;wq;fisg; Gyg;gLj;Jjy;  
jpirnkhopfspd; fyg;gpdhy; jkpo;nkhopapy; Vw;gLk; khw;wq;fis tpsf;Fjy;  
nkhopf; FLk;gq;fs; Fwpj;Jk; nrk;nkhopj; jkpopd; rpwg;Gfs; Fwpj;Jk;  
nrk;nkhop Vw;Gf; Fwpj;Jk; tpsf;Fjy;

myF-1

vOj;Jf;fspd; vz;zpf;ifAk; tiffSk;> vOj;Jf;fspd; khj;jpiu>fhy ,ilepiyfs;>%tifg;  
Nghypfs; > ,Utifg; gjq;fs;> Gzh;r;rpfs;.

myF-2

nrhw;nwhlh; tiffs; (%tif nkhop) njhlhpyf;fzj;jpy; fhzg;ngWk; tOTk; tO  
mikjpAk; gj;jpaikg;Gk; epWj;jw; FwpaPLfs; gad;ghLk;. ciueil vOJk; NghJ  
Nkw;nfhfs;s Ntz;ba tpjpKiwfs;.

myF -3

Nkilj;jkpo;

ePq;fSk; Ngr;rhsh; Mfyhk;-Fkhp mde;jd; Nkilg;Ngr;Rf;Fj; jahh; nra;jy;-  
Ngr;rhsUf;Fhpa jFjpf;- NgRk; Kiwfs; - gof;f tof;fq;fs;.

myF-4

gilg;Gj;jpwd;

rpWfij- ftpij- fl;Liu- Xuq;f ehlfk; - E}y; Fwpj;j jpwdha;T vOjg;  
gapw;rpjuy;;.

myF-5

gad;ghl;Lj; jkpOk; nrk;nkhop tuyhWk;

மொழி- விளி கி - மொழி 1 1 1 பி கி - உலகி செ மொழிகி - இ தியி  
செ மொழிகி - செ மொழி தி திகி - வரையறைகி - வரி 1 செ மொழி தயி -  
தமிழி தெரி மை- தமிழி சிறி 1 1 கி - தயி 1 செ மொழி 1 1 கி . தயி  
செ மொழி அறி தேரி - பி திமரி கலைஞி 1 தி தி கால அறிஞிகி வரை  
(அறிஞிகி - அமைரி கி - நி வனி கி - இயி கி கி தொட்டி யி சிகி -  
அறி பேரரி பி கி - உலி தயி 1 செ மொழி மாநரி , கோவை-2010)

## ghh;it Ehy;fs;

1. Nrhk. ,stuR> ed;D}y; fhz;bif ciu> kzpthrfh; gjpg;gfk;> nrd;id.
2. m.fp gue;jhkdh;> ey;y jkpo; vOj Ntz;Lkh? ghhp > epiyak;> nrd;id.
3. Ngr;Rf;fiy- Nf. tP. tPuuhftd;> tyk;Ghp gjpg;gfk;> jpUepd;wT+h;- 602 024.
4. Fkhp mde;jd;> ePq;fSk; Ngr;rhsh; Mfyhk;> G+k;Gfhu; gpuRuk;> nrd;id.
5. vOJtJ vg;gb? kfuk; (njh. M) godpag;gh gpujh;];> nrd;id.
6. k. jpUkiy- Ngr;Rf;fiy- kPdhl;rp Gj;jf epiyak;-2008> kJiu.
7. சாலினி இளி திரையி , தமீ செ மொழி ஆவணி , மணிவாசகி பதி பகி , செ னை, 2005.
8. கரி ி வெி , “திராவிட மொழிகளீ ஒி பிலி கணி “- கழக வெளியி , செ னை.
9. ச. சாரதரி பரி - சி கி செ வியி , மினரி சி ி தக நிலையி , மி ரை,(1993)
10. வா.செ. ி ழி தைசாமி - உலகி செ வியி மொழிகளீ வி சையீ தமீ , பாரதி பதி பகி , செ னை.
11. ஜி. ஜரி சரி வேி - செ மொழிகி வி சையீ தமீ , செ னை 2004.
12. சாலினி இளி திரையி - தமீ ி செ மொழி ஆவணி , மணிவாசகி பதி பகி செ னை-2005
13. ச. அகி தியலீ கி - சி கஇலி கியி - செ வியி பரி வை மெ யி பி பதி பகி , சிதி பரி -2004.
14. மணவை. ி தபா - செ மொழி ஊ ி ி ி ி ி , அறிவியி தமீ அறி கி டளை, செ னை.

## IENC – 22 : English Through Literature II: Poetry Part II – English Paper – II

### Objective:

To ensure and enhance:

1. The ability of the learner to comprehend and appreciate poems in English
2. The competence of the learner in using English language, and
3. The interest of the learner in human values and perceptions

### Unit I

1. William Shakespeare “Sonnet 29”
2. William Blake “A Poison Tree”

3. Robert Bridges "A Red, Red Rose"

### **Unit II**

1. PB Shelley "Ozymandias"
2. Alfred Tennyson "The Brook"
3. HillaireBellock "Matilda"

### **Unit III**

1. Robert Frost "Stopping by Woods on a Snowy Evening"
2. Walt Whitman "O Captain, My Captain"
3. Sylvia Plath "Mirror"

### **Unit IV**

1. Toru Dutt "The Lotus"
2. A. K. Ramanujan "A River"
3. Keki N. Daruwala "Pestilence in Nineteenth Century Calcutta"

### **Unit V**

1. Gabriel Okara "Once Upon a Time"
2. Maki Kureshi "The Kittens"
3. Robert Finch "Peacock and Nightingale"

### **Text Book**

Karthik Kumar. S., Gnanaprakasam.V., Arputhavel Raja. G., Shanmugasundaram. C.,and Vijaya. R. *English Through Literature:Poetry*

## **ILSC - 23: MANAGEMENT OF LIBRARY AND INFORMATION CENTRES**

### **Objectives:**

1. To understand the functions and theories of management.
2. To know the organizational structure of a system.
3. To inculcate the concept of HRM.

### **UNIT I: Organization and Management**

Management – Definition – Functions of Management – Theories of Management

### **UNIT II: Organizational Structure**

Organizational Chart- Library – Routines of various sections – Acquisition section – Technical Section – Maintenance section – Circulation section – Reference section – Periodical section – Library Records – Statistics – Annual Report

### **UNIT III: Human Resource Management**

Meaning – Definitions – Planning – Recruitment – Selection – Induction and Orientation – Training and Development – Performance Appraisal – Transfer, Promotion and Demotion – Separation.

### **UNIT IV: Financial Management**

Preparation of Budget – Types – Line budget – PPBS – Zero based budget.

### **UNIT V: Resource Management**

Planning of Library Building – Furniture and Equipment – Standards and Specifications

### **Text Books**

1. Davar, Rustoms. The Management process, Ed-7, 1982.
2. Dougherty, Richardson and Heinrits, P.J. Scientific Management of Library operation, 1986.
3. Beishon, John & Peters, Geoff, System Behaviour Ed.2, 1976
4. Jones, Norogh and Jordon, Peter, Staff Management in Library and Information work, 1982.
5. Koontz, Harold and Odonnel, Cyrill, Essential of Management, Ed.2, 1978.

### **Reference Books**

1. Evans, S.E. Management Techniques for Librarian Ed.2, 1978
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 Pvt. Ltd. 1987

## **ILSC – 24 : INFORMATION RETRIEVAL TOOLS ( CATALOGUING )**

### **Objectives:**

1. To know the need, purpose and functions of a catalogue.
2. To make the students understand the types of entries and inner forms of catalogue.
3. To understand the rules for cataloguing.

### **UNIT: Basic Concepts**

Library Catalogue – Definition – Need & purpose – Functions – Difference between Catalogue and Bibliography.

### **UNIT II: Entries in AACR 2 & CCC**



Entries in Anglo American Cataloguing Rules 2 & Classified Catalogue Code (AACR 2 & CCC)

**UNIT III: Physical forms of Library Catalogue**

Physical forms of Library Catalogue-Books form, Guard Book, Loose Leaf / sheaf form, Visible index, Card Form, Microform Catalogue – Computerized Catalogue

**UNIT IV: Inner forms of Catalogue**

Inner forms of Catalogue – Dictionary Classified Catalogue – Alphabetic Subject Catalogue – Alphabetic Classed Catalogue

**UNIT V: Cataloguing Rules**

Rules for cataloguing: Development of cataloguing Rules

**Text Books**

1. Ranganathan, S.R. Classified catalogue code, Ed.5, 1961.
2. Ranganathan, S.R. Theory of Library Cataloguing, 1938.
3. Khan. M.A. Cataloguing in Library Science, 2001.
4. Ramalingam, M.S. Library Cataloguing and Classification, 2000.

**Reference Books**

1. Malavya, V.C. Multimedia Library and online Cataloguing, 1999.
2. Grijakumar & Krishanan, Theory of Cataloguing, 1982.
3. Sehla, R.L. Cataloguing: Theory and Practice, 2001.
4. Grijakumar. Theory of Cataloguing, 2001.

**ILSC - 25: INFORMATION PROCESSING THEORY (CLASSIFICATION)**

**Objectives:**

1. To understand the concept of information processing.
2. To make the students aware of classification schemes.

**UNIT I: Basic Concepts**

Basic concepts in document and information processing – Knowledge & information Organization Concepts in Classification – Feature and Benefits of Systematic Arrangement

**UNIT II: Natural Language systems**

Document Representation

**UNIT III: Artificial Language System**

Notation – Concepts – Types – Feature – Qualities – Thesaurus – Indexing systems:- PRECIS, POPSI, KWIC, KWOC, Chain Indexing

**UNIT IV: Structure of Classification Schemes**

Canons – Postulates

## **UNIT V: Recent Development in Classification**

Information Processing – Concept of Computer Classification – Use of Computers in Classification – Semi-Automatic Classification

### **Text Books**

1. Raju, A.A.N. Colon Classification theory and practice: A Self instruction Manual, New Delhi: ESS ESS Publications, 2001
2. Singh, Sewa. Colon Classification : Practice, New Delhi: ESS ESS Publication, 1999
3. Pandey, S.K. Sharma: Colon Classification made easy. New Delhi: ESS ESS publication, 1994
4. Kumar, Krishna and Girjia Kumar. Theory of Classification. New Delhi: VIKAS Publication, 1982
5. Fosher, A.C. Subject Approach to information. London: Clive Bingley, 1982

### **Reference Books**

1. Khanna, J.K. Colon Classification: Theoretical Information's Schedules. New Delhi: ESS ESS Publication, 2000.
2. Sehgal, R.L. Hand book of Colon Classification: New Delhi Ess Ess Publications, 1998.
3. Khanna, J.K. and D.D. Kapai, Colon Classification: Structure Methodology. New Delhi: Ess Ess Publication, 1994.
4. Singh, Sewa. and Sukhbir, Singh, Colon Classification: A select Bibliography. New Delhi: Ess Ess Publication, 1994.
5. John, Comaromi Satiyai, Beyond Classification: Book Numbers, New Delhi: Ess Ess Publications, 1993.

## **ILSA 26 : PRINCIPLES OF MANAGEMENT**

### **Unit-I : Introduction**

Evolution of management thought, Managerial process, Functions, Skills and Roles in an Organization – Decision making and problem solving. Understanding and managing group processes – Group decision making.

### **Unit-II: Planning**

Distance between operational and Strategic Planning – Types of Plans – Grouping of Various types of plans – Steps in planning – Importance of policies – Types of policies – Principles of policy making – Policy formulation and Administration – Basic area of Policy making.

### **Unit-III: Organizing**

Authority Relationships – Line authority – Staff authority – Line organization – Pure line and Departmental line organization – Staff relationships – Line and staff organization – Functional organization – Committee organization – Definition of Authority – Components of authority – Rational authority – Traditional authority – Characteristic authority – Limits of authority – Delegation of authority – Process of delegation – Principles of Delegation – Centralization and Decentralization.

### **Unit-IV: Staffing**

Staffing Function – Nature and purpose of Staffing – Importance of staffing – Components of Staffing – Selection and Training

**Unit-V: Directing**

The Direction Function – Leadership - Co-ordination – Need for coordination – Types of Interdependence – Co-ordination – pooled, Sequential and Reciprocal, Interdependence – Principles of Co-ordination – Approaches to achieving effective co-ordination – Problems of co-ordination.

**Text Books**

1. Koontz, Weihrich, Aryasri, Principles of Management, TATA McGraw Hill, New Delhi, 2004.
2. Koontz, Weihrich, Arysri, Principles of Management, TATA McGraw Hill, New Delhi 7<sup>th</sup> edition, 2006.
3. Sherlekar, S.A., and V.S.Sherlekar. Modern Business Organization & Management, Himalaya Publishing House, Mumbai, 2002.

**Reference Books**

1. Chand J.S.:Management: Theory & Practices, New Delhi, Vikas publication, 2001.
2. Harragan: Management Concepts and Practices, New Delhi, Mac Millan India Ltd., 2002.
3. Robbins .S.P.Management 8<sup>th</sup> ed. New Jersey, Englewood Cliffs, Prentice Hall Inc., 2006
4. Robbins & coulter, Management 7<sup>th</sup> edition, New Delhi, Prentice Hall of India (P) Ltd., 2003
5. Ramasamy, T. Principles of Management, Himalaya Publishing House, Mumbai, 2004

### SEMESTER III

**Part-I – Language – jkpo;  
jhs;-3- ITAC-31 - ciueilAk; ehlfKk;**

kjpg;ngz;fs;: 75  
fpubl;:3

**Nehf;fk;: ,yf;fpaq;fspd; rpwg;GfisAk; fUj;JfisAk; ciueil topahfg; Gyg;gLj;jy;  
- ciueilj;jpwid vLj;Jiuj;jy;**

**myF-1**

,yf;fpa tpsf;fk; - Mrpupau; (t.Rg. khzpfk;) ,yf;fpa tpsf;fk; - ,yf;fzf; Fws;fs; -  
tupirg;ghl;L – tho;thq;F – J}a ,yf;fpak; - eilKiw mwq;fs; - ,yf;fpaf;fiy

**myF-2**

Fwszpf; - ,yf;fpa nts;sk; - jd;neQ;rk; - ,yf;fpaj;jsk; - Fws; tpsf;fk; - ek;gpf;if  
E}y; - ePjp tpsf;fk;

**myF-3**

k.g.nguparhkpj;J}ud; - (Mrpupau; - rpw;gp ghyRg;gpukzpak;) tho;Tk; gzpAk; -  
md;gpy; jpisj;j ftpij – rpWfijg; gilg;Gfs; ehlfq;fSk; fPu;j;jidfSk; - fl;Liur; nry;tk;

**myF-4**

rpWtu; ,yf;fpak; mwptpay; E}y;fSk; gpwTk; - fiyf;fsQ;rpag; gzp – ghujp jkpo; -  
J}ud; vd;nwhU kdpju;.

**myF-5**

ehlfk; - Njhif tz;zk; (Mrpupau; - lhf;lh; r. rtfu;yhy;)

ghlE}y;fs;

1. t.Rg.khzpf;fk; - ,yf;fpa tpsf;fk; kzpthrfu; E}yfk;> Kjw;gjpg;G-1971

2. rpw;gp ghyRg;gpukzpad; & kh. g.nguparhkpj;J}ud ;- rhfpj;a mfhnjkp> Kjw;gjpg;G - 2000
3. lhf;lu;r. rtfu;yhy;- Njhif tz;zk;> godpak;khs; ntspaPL> nrd;id> Kjw;gjpg;G-2008 lq;fud; mLf;ffk;> iraj;fhjh; mntd;A+- tpUfk;ghf;fk;> nrd;id-92.

### Part –III : ENGLISH PAPER

### IENC – 32 : English Through Literature III: Drama

#### Objective:

To enhance the conversational competence of the learner by introducing to him to dramas in English

#### Unit I

- |                           |                     |
|---------------------------|---------------------|
| 1. Stanley Houghton       | “The Dear Departed” |
| 2. Kenneth Sawyer Goodman | “The Game of Chess” |

#### Unit II

- |                  |                                   |
|------------------|-----------------------------------|
| 1. A. A. Milne   | “The Princess and the Woodcutter” |
| 2. Anton Chekhov | “A Marriage Proposal”             |

#### Unit III

- |                   |                          |
|-------------------|--------------------------|
| 1. Arnold Bennett | “The Stepmother”         |
| 2. Arthur Miller  | “Grandpa and the Statue” |

#### Unit IV

- |                        |  |
|------------------------|--|
| 1. William Shakespeare | <i>King Lear</i> (Act I, Scene i)        |
| 2. William Shakespeare | <i>Julius Caesar</i> (Act III, Scene ii) |

#### Unit V

- |                                      |  |
|--------------------------------------|--|
| 1. Frances Goodrich & Albert Hackett | <i>The Diary of Anne Frank</i> (Act I) |
| 2. Betty Keller                      | “Tea Party”                            |

#### Text Book

Florence. S., Aruna Devi. G., Rajamohan. R., Bhuvanewari. S., and Soundararajan. M.  
*English Through Literature: Drama*

### **ILSC 33: ARCHIVES AND MANUSCRIPTS KEEPING**

#### **Objectives:**

1. To study the concept and history of Archives.
2. To understand the organization and functions of archives.

#### **Unit – I: Basic Concepts**

Archives: Definition – Concept – History – Creation of Archives

#### **Unit – II: Organization**

Organization of Archives – Function of Archives – Users of Archives

#### **Unit – III: Archives of India**

National Archives of India – Tamil Nadu Archives – Private Archives

#### **Unit – IV: Archives Administration**

Administration of Archives – Evolution of Archives Administration in India – Administration of National Archives

#### **Unit – V: Archives Preservation**

Preservation of Archives – Principles of Preservation – Agents of deterioration

#### **Text Books**

1. Back E.A., Bookworms, The Indian Archives, Vol. 1, No.2, 1947. National Archives of India
2. Basu, Purnendu, Common Enemies of Records, The Indian Archives. Vol. V, No.1 1951
3. Kathpalia Y.P., Care of Books in Libraries. The Indian Archives. Vol. IX, No.2 1955

#### **Reference Books**

1. Lamp C.M., (Editor), The Calligrapher's Handbook: London, Faber 1956
2. Majumder R.C., Birch-Bark and Clay-Coated Manuscripts, The Indian Archives. Vol. XI, No's 1 – 2 1957
3. Mehra C.P., "Conservation of Photographic Archives" Conservation of Cultural Property in India. Vol. VI 1973

### **ILSC - 34: INFORMATION AND COMMUNICATION**

#### **Objectives:**

1. To know the nature and value of information.
2. To study the concept and types of communication.

3. To study the information transfer cycle.

#### **UNIT I: Basic Concepts**

Information – It's Concept – Nature and Value – Published Information Characteristics – information growth

#### **UNIT II: Types of Communication**

Communication – Concept – Types – Formal and Informal- characteristics – Barriers of Communication

#### **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.

#### **UNIT V: Communication Media**

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

#### **Text Books**

1. Derek Desolla Price, Little Science, Big Science, And Beyond, New York: Columbia University Press, 1986.
2. Line, M. and S. Vikery Universal availability of Publications, Munich: K.G.Saur, 1983
3. Martin, W.J. Communication in science, Knowledge and Librarian, London: Butterworths, 1974
4. McGarry, Kevin, J. Communication, Knowledge and Librarian, London: Butterworths, 1974.
5. Balasubramanian, P. Users and Uses of Library, New Delhi: DEEP & DEEP Publications Pvt. Ltd, 2011

#### **Reference Books**

1. Gopinath, M.A. Current trends in information sources and communication Media, DRTC Material 1984
2. Grogan, Denis J. Science and Technology introduction to Literature, 4<sup>th</sup> ed. London: Clive Bingley, 1982
3. Guha, B. Documentation and Information services and systems, Calcutta: World press. 1983.
4. Katz, W.A. Introduction reference work, 2<sup>nd</sup> vol. 4<sup>th</sup> ed, New York: McGraw Hill, 1982

### **ILSC - 35: COLON CLASSIFICATION – PRACTICE**

#### **Objectives:**

1. To make the students to understand about the classification schemes.

2. To understand the classification of books using colon classification.

Classification of books and other documents using Colon Classification Schedule (6<sup>th</sup> edition)

### **Text Books**

1. Khanna, J.K. Colon Classification. New Delhi: Ess Ess publication, 2002.
2. Satija, M.P. Manual of practical colon Classification, New Delhi: Sterling Publisher, 2005
3. Singh Mohinder Sachdeva. Colon Classification: Theory and practice New Delhi: Sterling Publication, 2000.
4. Singh, Sewa. Colon Classification: New Practical Manual, Delhi: B.R. Publishing Corporation, 2006

### **Reference Books**

1. Ranganathan, S.R. Prolegomena to Library Classification: Asia Publishing House, 1967.
2. Ranaganthan, S.R. Colon classification, Bombay Asia Publishing House, 1960.
3. Ranaganthan, S.R. Elements of Library Classification, New Delhi: Sterling Publications, 1976.

## **ICAC - 36 : COMPUTER AND ITS APPLICATIONS**

### **Objectives:**

To enable the students to have a knowledge about the computers and help them in using computers for their learning

### **Unit-I: Introduction to Computers**

Introduction to Computers – Application of Computers- Concepts of Data and Information – A Typical Computer system – Memory Concepts – History of Computers – Types of Computers.

Input-Output Devices – Data Storage Devices – Software-The Definition – The Role of Software Housekeeping

### **Unit-II: Computer Internals**

The Computer Internals – Typical PC Configuration – Booting – Virus – Anti-Virus, Vaccine – Versions of Software

Operation System – Definition – Classification – Basics of MSDOS – Introduction to Windows Operating System – Features of Windows OS – Desktop and Desktop Icons – Starting Programs – Browsing and Managing windows Explorer – Setting – Taskbars and Creating Shortcuts

### **Unit-III: Internet**

Introduction to Internet – Client Server Basics, E-Mail, Telnet and Archie – FTP – Gopher, Jughead and Veronica –WAIS and World Wide Web

Fundamentals of HTML, TCP\IP and E-Commerce



#### **Unit–IV: Web Site**

Issues involved in Web Site Management – Addressing – Designing Web Sites with Front Page

#### **Unit–V: Multimedia**

Multimedia – Concept, Requirements, Applications and Future – Hardware and Software Requirements for Multimedia; Development and Delivery Platforms – Multimedia Methodologies, Fundamentals and Use of Hypertext, Hypermedia, Sound, Images, Animation, Video.

Using Multi Media; Multimedia Interface, Planning and Development of Multimedia Projects.

#### **Text Books**

1. Ron Mansfield, Osbrone, Windows for Busy People, McGraw Hill.
2. Tay Vaughan – Multimedia Marketing it work, Osborne Tata McGraw Hill, 1996
3. R.K. Singh, Computers in Library Science, New Delhi; Shree Publishers, 2006
4. Shamin Ahmed, Computer in Library Management, New delhi: A.P.H. Publishing Corporation, 2011

#### **Reference Books**

1. Computer Fundamentals and Windows with Internet Technology, by Krishnan, SciTech Publications (India) Pvt. Ltd., Chennai/
2. Ned Snel- The Internet Strater Kit in 24 hours Techmedia, 1998.
3. Michael Goodwin – Making Multimedia Works, Coomdex,1995.

### **ILSA – 37: INTRODUCTION TO TOURISM**

#### **Objectives:**

1. To enable the students to have a background knowledge about the meaning, origin, nature and scope of tourism.
2. To provide an exposure to students about the importance and uses of tourism.

#### **Unit-I**

Meaning, Origin and Development – Definition – Tourism its nature and scope – Tourism in the Ancient and Modern Times – Types of Tourism: Manmade and Natural.

#### **Unit-II**

Tourist, Visitor, Traveler, Excursionist Definition and differentiation – Tourism Recreation and Leisure inter-relationship – Tourism components, Elements and Infrastructure – Role of Tourist Guide

### **Unit-III**

Means of transport – its impact on tourism – public and private transport facilities: Roads, Railways, Shipping, Airways – Technological Advances – Reservation procedures – its special features – Merits and Demerits

### **Unit-IV**

Travel formalities: Passport – Visa – Health – Customs – Foreign Exchange and Currency Regulation – Ticketing Procedure – Immigration.

### **Unit-V**

Promotion of basic facilities – Social utility – Team spirit – Economic advantages – Source of income – Cultural exchange – Social and political understanding – National Integration.

### **Text books**

1. Bhatia, A.K., Tourism Development Principles and Practice, Sterling publishers Pvt. Ltd., New Delhi, 2013.
2. Bhatia, A.K., Tourism in India, History and Development, Sterling publishers Pvt. Ltd., New Delhi, 1978.

### **Reference Books**

1. Malhotra, Growth and Development of Tourism, Chennai, 2003.
2. Pran Nath Seth & Sushma Seth Bhat, An Introduction to Travel and Tourism, New Delhi; Sterling publishers, 1999.
3. Pearce, D. Tourism Today, Longman publishers, Harlow, 1987.
4. Cooper, C. Tourism Principles and Practices, pitman publishers, London, 1993.

## SEMESTER IV

**Part-I – Language – jkpo; -**

**jhs;: 4 - ITAC-41- jkpopyf;fpa tuyhW**

kjpg;ngz;fs;: 75  
fpubl;: 3

**Nehf;fk;: jkpo;,yf;fpa tsh;r;rp tuyhw;wpid tpthpj;J jkpo; ,yf;fpaq;fs;  
Fwpj;J mwpKfk; nra;jy;.**

**myF-1 rq;f fhyk; > rq;f kUtpafhyk;**

njhy;fhg;gpak;- rq;ffhyk;- Kw;rq;fq;fs; - ghl;Lk; njhifAk;- njhFg;Gkiw-  
rpgw;Gfs;- rq;fg; Gyth;fs;- njhy;fhg;gpak;- gjpndz;fPo;f;fzf;F E}y;fs;>  
Kw;fhg;gpaq;fs;.

**myF-2 gy;yth;> Nrhoh;fhyk;**

irt ,yf;fpaq;fs;- gd;dpUjpUKiwfs;- itzt ,yf;fpaq;fs;- ehyhapu jpt;tp;a  
gpuge;jk; - IQ;rpWfhg;gpaq;fs;- fk;guhkhazk;- nghpaGuhzk;- gpw ,yf;fpaq;fs;

**myF-3 ehaf;fu; fhyk;**

rpw;wpyf;fpaq;fs;- me;jhj- J}J-khiy- Nfhit- guzp- fyk;gfk;- cyh-  
gps;isj;jkpo;- Nfhit- gs;S- FwtQ;rp- mUzfphpejh;- FkuFUguu;- fhsNkfg;Gyth;  
-rptg;gpufhrh; - jdp;ghly;fs;.

**myF-4 INuhg;gpah; fhyk;**

ciueil tsh;r;rp- jhAkhdth; ghly;fs;- kPdhl;rp Re;juk;gps;is-,uhkypq;f mbfs;- Ntjehafk; gps;is- fpwpj;jth;fspd; jkpo;g;gzp- ,]yhkpah;fspd; jkpo;j; njhz;L- ehlfj; jkpo;- kNdhd;kzpak; Re;juk;gps;is- gk;ky; rk;ge;jKjypahu;- R+hpaehuhaz rh];jphpahu;-; gpwh;.

**myF-5 ,f;fhyk;**

kuGf;ftpij – ghujpahu;- ghujpjhrd;- ftpkzp – ehkf;fy; ftpQh; thzpjhrd;> Kbaurd;- fz;zjhrd;. ciueil- ghjpkhw;fiyQh;- c.Nt.rh.- kiwkiy mbfs;- v];. itahGhpg;gps;is- uh.gp. NrJg;gps;is- jpU.tp.f. – K.t .- t.Rg. khzpf;fk;;- rpWfij –GJikg; gpj;jd;- F.g.uh.- yh.rh.uh.- F.mofphprhkp-jp.[h- Re;juuhkrhkp- tpe;jd;;- K.t - ehty;- khA+uk; Ntjehafk;gps;is- khjitah – fy;fp- mfpdyd; - jp. [hdfpuhkd; - eh. ghh;j;jrhujp- uh[k;fpU\;zd;> GJf;ftpij – vOj;J - e. gpr;r%u;j;jp> ty;ypf;fz;zd;> gRitah> rp. kzp> Qhdf;\$j;jd; > thdk;ghb ,af;fk;-eh.fhkuhrd;> rpw;gp>Nkj;jh>kPuh - mwptpay; jkpo;- ,izaj;jkpo;

**ghh;it E}y;fs; :**

1. K.tujuhrd;>- jkpo; ,yf;fpa tuyhW> rhfpj;jpa mfhnjkp ntspaPL 1998.
2. G+tz;zd;> -jkpo; ,yf;fpa tuyhW> fof ntspaPL nrd;id.
3. jkpoz;zy;> -Gjpa Nehf;fpy; jkpo; ,yf;fpa tuyhW> kPdhl;rp Gj;jf epiyak;> 1998.
4. rp. ghyRg;gpukzpad;> -jkpo; ,yf;fpa tuyhW>ghhpepiyak;> nrd;id. 1987
5. vk;.Mh; milf;fyrhkp>-jkpo; ,yf;fpa tuyhW> fof ntspaPL> nrd;id 1994.
6. kJ .r. tpkyhde;jk; - jkpo; ,yf;fpa tuyhw;Wf; fsQ;rpak;> 1987.

**PART – IV – ENGLISH PAPER**

**IENC 42 - Title : English Through Literature IV: Short Story**

**Objective:**

To develop the communicative competence of learners in the English Language through training them in the skills of listening, speaking, reading and writing

**Unit I**

1. O' Henry "After Twenty Years"
2. Ernest Hemingway "A Day's Wait"

**Unit II**

1. Flora Annie Steel “Valiant Vicky”
2. Oscar Wilde “The Selfish Giant”

**Unit III**

1. R. K. Narayan “An Astrologer’s Day”
2. Shashi Deshpande “I Want”

**Unit IV**

1. Leo Tolstoy “Where Love is God is”
2. Somerset Maugham “The Ant and the Grasshopper”

**Unit V**

1. Chinua Achebe “Marriage is a Private Affair”
2. Bessie Head “Heaven is not Closed”

**Text Book:**

Selvaraj. A., Dinakaran. P., Madhavan. M., Ganeshram. K., and Shanthi. SP. *English Through Literature: Short Story*

**ILSC - 43: INFORMATION RETRIEVAL THEORY (CATALOGUING)****Objectives:**

1. To understand the cataloguing schemes in information retrieval
2. To study the concept of Thesaurus and Bibliographic control.

**UNIT- I Subject Headings**

Subject Headings- Library of congress subject Heading -Sear's List of subject Heading

**UNIT- II Thesaurus**

Thesaurus-vocabulary Control and Thesaurus Constructions

**UNIT-III Types of Catalogue**

Centralized Catalogue and Co-operative Catalogue-Simplified and selective catalogue

**UNIT- IV Application in Catalogue**

Applications of computer in cataloguing-Online public Access Cataloguing

**UNIT- V Bibliographic Description**

Concept of universal Bibliographic Control –ISBD (G).International Standard bibliographic description [ISBD]

**Text Books**

1. Sharma, C.K. and A.K. Sharma, Information Process and Retrieval, New Delhi, Shree Publishers, 2007
2. Chaudary, S.K. Library Cataloguing, New Delhi: A.P.H. Publishing Corporation, 2011
3. Kochar, R.S. Modern Cataloguing Systems and Practices, New Delhi: Discovery Publishing House, 1999
4. Janakiraman, C. Online Cataloguing, Delhi: Pacific Books International, 2011
5. Balakrishan, S. Library Online Cataloguing Systems, New Delhi: Anmol Publications Pvt. Ltd., 2001

### **Reference Books**

1. Sehgal, R.L. Cataloguing Manual AACR-II. New Delhi: Ess Ess Publication, 1978
2. Horner, John Special Cataloguing, Delhi: VIKAS Publications, 1973
3. Westby, Sears List of Subject Headings: Wilson Publications, 1972

## **ILSC - 44: INTRODUCTION TO INFORMATION SOURCES**

### **Objectives:**

1. To study the various sources of information.
2. To study the types and features of information sources.

### **UNIT I: Basis in Information Sources**

Basic concepts – Definition – Types and importance of Information sources

### **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 – Reference Books: Encyclopedia – Dictionary – Hand Books – Monographs – 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. Tripathi, S.M. New Dimension of Reference and Information Sciences, New Delhi: ESS ESS Publications, 2002.
2. Introduction to reference work. 2 vol.Ed.5, 1987, Welford, A.J, Ed.: Guide to reference materials Vol.1, Ed.7, 1996
3. Auger, C.P. Information Sources in Grey Literature, 1994.
4. Grogan, D.J. Science and Technology an Introduction to the Lite.

### **Reference Books**

1. Surendra, singh and Soual, Singh. Library Information Science and Society, New Delhi, ESS ESS Publications, 2002
2. Devarajan, D. User's approach to information in Libraries, New Delhi, ESS ESS Publications, 2002.
3. Buragohain, Alka. Various aspects of Librarianship and Information Science, New Delhi, ESS ESS Publications, 2002.
4. Rao, Information Science, New Delhi: ESS ESS Publications, 2002.
5. Gupta, Pawan. Library and Information Science, Nature, Ed.4.1982.

## **ILSC - 45: CLASSIFIED CATALOGUE CODE - PRACTICE**

### **Objectives:**

1. To enable the students to understand the classified catalogue code scheme of cataloguing a books as per 5<sup>th</sup> edition.

Cataloguing of Books & Periodicals as per CCC 5<sup>th</sup> edition.

### **Text Book**

1. Sehla, R L. Cataloguing Practice: CCC. New Delhi, ESS ESS Publications, 2001.

## **ILSC 46: INTELLECTUAL PROPERTY RIGHTS AND RIGHT TO INFORMATION**

### **Objectives**

1. To give a clear, comprehensive and realistic perspective of IPR, Copy Right Laws, Cyber laws and Cyber Crimes etc.
2. To create awareness among students about the IPR, Cyber crimes and Laws
3. 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

**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, Butterworth's, 2001

**Reference Books**

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

**ILSA- 47: TOURISM AND DEVELOPMENT****Objectives**

1. To provide an exposure to students about the Historical Development and Organizational Principles of Tourism.
2. To explain the Modern Concepts and importance of Tourism and its development.

**Unit-I**

Historical development of Tourism – Travel Motivations – Tourism trends – growth and development over the years and factors responsible therein – Economic and Social Importance of Tourism – Importance of Tourism in modern times.



## **Unit-II**

Types of tourist centres: Geographical, Social, Recreational, Archaeological, cultural and Health Centres – Summer, Winter and Mountain holiday resorts – beach resorts – pilgrimage and religious centres – National Parks, sanctuaries, centres for festivals and fairs – Camping sites – universities centres – Temples centres – Forts, garden places, monuments and etc.,

## **Unit-III**

Organizations of Tourism – Origin, organization and functions of UNWTO, PATA, IATA, ICAO, FHRAI, ITDC and TTDC.

## **Unit-IV**

Tourist accommodation – concept – emerging dimensions of accommodation industry – Types of Hotels: Heritage Hotels, Motels, Inn, Traven and Resorts – Time share establishments – Functions and responsibilities of standard hotels – Catering outlets bars, restaurants, fast food centres – Flight catering – Role, Contribution and performance Multinational Hotels – Entertainments in hotels.

## **Unit-V**

Promotion of Tourism: Advertising and Publicity – Audio visual photography poster, pamphlets – Displays exhibition sale of handicrafts – preparing tourism literature – Role of mass media in Tourism Promotion – Measures for the promotion of International Tourism.

## **Test books**

1. Bhatia, A.K., International Tourism Management, Sterling Publishers Pvt. Ltd., New Delhi, 2010 (Reprint).
2. Bhatia, A.K., Tourism Development Principles and Practice, Sterling Publishers Pvt. Ltd., New Delhi, 2013.

## **Reference books**

1. Asif Iqbal Fazili and S.Husain Ashraf: Tourism in India, Sarup & Sons, New Delhi, 2006.
2. Romila Chawla, Tourism in India Perspective and Challenges, New Delhi, Sonali Publications.
3. Swaminathan, A., Tourism, Vijayasabasri Publications, Chennai, 1996.
4. Pran Nath Seth & Sushma Seth Bhat, An Introduction to Travel and Tourism, Sterling publishers, New Delhi, 2003.

## **SEMESTER V**

### **ILSC - 51: INFORMATION SERVICE**

#### **Objectives:**

1. To create awareness among the students about the concept & need of information service.
2. To make them understand the documentation service
3. To study the concept of user studies.

#### **UNIT I: Basic Concepts**

Concept-Need for information service - Role of information service for R & D and Community Development

#### **UNIT II: Traditional services**

Traditional services - Types - Initiation of Freshman - User Education - Reference - Referral Service

#### **UNIT III: Documentation services**

Documentation services - CAS - SDI - Bibliographic service - Reprography service, etc.

#### **UNIT IV: Information Analysis**

Information Analysis & Consolidation - Preparation and Product - Trend Report.

#### **UNIT V: User studies**

Use and User studies. Information Seeking Behavior.

### **Text Books**

1. Iyengar, S. Information Service, New Delhi, Pradeep Publications, 2002.
2. Balakrishnan, S. et al. Information Services in Libraries. Delhi: Pradeep Publications, 2001
3. Sreenivasulu N.S. Intellectual Property Rights, New Delhi: Regal Publications, 2011
4. Sandhya Aggarwal, etal, Library Services: Challenges and Solutions in Digital Era, New Delhi: ESS ESS Publications, 2012
5. Pandey, V.C. Information and Communication Technology, Delhi: ISHA Books, 2004
6. Shiva Sukula, RFID Essentials, Innovations and Beyond, New Delhi: ESS ESS Publications 2011

### **Reference Books**

1. Kabir, S.H. et al. Changing Trends in Library and Information Service, New Delhi
2. Sharma and Grover. Reference service and sources of information. New Delhi: ESS ESS Publications, 1999.
3. Guha, R. Documentation. Bombay: Asia Publishing House, 1999.

## **ILSC - 52: LIBRARY AND INFORMATION SYSTEM MANAGEMENT**

### **Objectives:**

1. To make the students to understand the concept, need and purpose of planning of library and information system.
2. To study the organization chart of a system.
3. To give a clear perspective of budgetary method.

### **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-Black Diagram-Gantt Chart.

### **UNIT IV: Non-Budgetary Method of Control**

Non-Budgetary Method of Control - Net work analysis - PERT-CPM-OR (Operations Research)

### **UNIT V: Evaluation**

Evaluation of Library and information systems – Definition - criteria for evaluation - Types of evaluation - Cost effective analysis - Cost benefit analysis.

### **Text Books**

1. Balakrishnan, S. et al. Library Management, New Delhi: Pradeep Publishers, 2001.
2. Balakrishnan, S. et al. Management of Library Information services, New Delhi: Pradeep Publishers, 2001.
3. Pandey, S.K. Library Information Management, New Delhi: Anmol Publications, 2000.
4. Panda, B.D. Library Administration and management, New Delhi: Pradeep Publications, 2000.
5. Bavacutty M. and M. Parameshwaran, Management of Libraries in 21 century, ESS ESS Publications, 2000

### **Reference Books**

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.

## **ILSC – 53: DEWEY DECIMAL CLASSIFICATION - PRACTICE**

### **Objectives:**

To make the students to understand the DEWEY DECIMAL classification for classifying the books in accordance to 19<sup>th</sup> edition.

### **Dewey Decimal Classification (19th edition).**

Classification of Titles of Books and Journals as per Dewey Decimal Classification Scheme(19th edition).

### **Text Books**

1. Gautam, J.N. and N.singh, DDC Practical Analysis, New Delhi: Ess Ess 2001.
2. Chaudhary, S.K. Dewey Decimal Classification, New Delhi: A.P.H. Publishing Corporation, 2011
3. Singh, Shivendra. The Theory and Practice of the Dewey Decimal Classification System, New Delhi: Isha Books, 2011
4. Sen, B.K. Dewey Decimal Classification Readymade, New Delhi: ESS ESS Publications, 2008

## **ILSC - 54: DATABASE MANAGEMENT SYSTEM**

### **Objectives:**

1. To enable the students how to design and handle the database.
2. To understand how to maintain the database and get the backup from the database.

#### **UNIT I: Introduction to Database**

Databases - Definition and Types – Characteristics of DBMS

#### **UNIT II: Data Models**

Data Models - Hierarchical, Network, Relational

#### **UNIT III: Database Design**

Database designing and handling - CDS/ISIS, WINISIS

#### **UNIT IV: Data Backup**

Data Backup – Need and Purposes – Backup Devices

#### **UNIT V: Database Maintenance**

Database Maintenance – Database Updates

#### **Text Books**

1. Lynch, P.J. & Horton. Web Style guide: Basic design Principles for creating website university press, 2003
2. Krishnan, Computer fundamental and window with internet technology- Chennai: The Library Book, suppliers, 2003
3. Jain, Data management system, Chennai: The library book, suppliers, 2003
4. Hoffer, Modern system analysis and design, chennai: The Library book suppliers,2003
5. Godbole, Data communication and Networking, Chennai: The Library books suppliers, 2003

#### **Reference Books**

1. Rajesh, R.S. and K.S. Eswarakumar, R.Balasubramanian, computer networks Fundamental application: Vikas, 2002
2. Korenke David, M. Database concept, New Delhi, Prentice hall of India, 2002
3. Nett. Operating system project using windows NT. Delhi : Person Education Pvt.2002
4. Winston, Artificial Intelligence, 3/ed; Delhi: Person Education pvt,2002

### **ILSC 55 : PUBLIC LIBRARY SYSTEM**

#### **Objectives**

1. To create awareness about the public library system.
2. To study the growth and development of public library system.

3. To give a clear picture on automation of public libraries.

**Unit – I: Basic Concepts**

Public Library: Definition – Concept – Objectives – Types and functions – Services

**Unit – II: Growth and Development**

Growth and Development of Public Libraries: History of Public Libraries in India – History of Public Libraries in USA – History of Public Libraries in UK

**Unit – III: Public Library Legislation**

Public Library Legislation: Model State and Central Library Act (SSR) – Tamil Nadu Public Library Act – Andhra Public Library Act – Karnataka Public Library Act

**Unit – IV: Financial and Personnel Management**

Financial and Personnel Management of Public Libraries: Sources of Income – Budgeting – Recruitment and Selection – Training – Performance Appraisal

**Unit – V: Automation**

Automation of public Libraries: Definition – Need for Public Library Automation – Infrastructure for Library Automation – Areas of Automation – Advantages of Automation.

**Text Books**

1. McClure, Charles R, et al., planning and role setting for public libraries: a manual of options and procedures, Chicago, American Library Association, 1987.
2. Sathikumar, C.S. [1993], Public Library Development in India. In Raman, Nair, R [Ed.], Public Library Development. New Delhi: Ess Ess Publications.

**Reference Books**

1. Ramaiah, L.S. and others, Information and Society, Ess Ess, New Delhi, 1997.
2. Ramaiah, L.S. and others, Public Library Roles: Networking, Ess Ess Publications, New Delhi, 1998.

**ILSC – 56 : Anglo American Cataloguing Rules – II (Practice) 2<sup>nd</sup> Edition**

**Objectives:**

1. To enable the students to understand the cataloguing of books as per AACR2 using sears list.

Cataloguing of Titles of Books and Periodicals as per AACR2, using Sears list of subject headings.

**Text books**

1. Sears List of subject Headings, 14th edi. New York: H.Wilson, 1991

2. Anglo American Cataloguing Rules 2<sup>nd</sup> edi. London: Library Associations, 1978
3. Sharma, C.K. et al, AACR II (Anglo American Cataloguing Rules – II), Shree Publishers, 2000
4. Khan, M.T.M. Anglo American Cataloguing Rules (AACR), New Delhi: Shree Publishers & Distributors, 2005

## **Semester - VI**

### **ILSC - 61: NATIONAL INFORMATION SYSTEM**

#### **Objectives:**

1. To study the types and functions of information system.
2. To make the students to understand the process of planning an information system

#### **UNIT I: Basic Concepts**

Information systems – Meaning – Definition – Functions – Types – Planning of Information System

#### **UNIT II: Information Centre**

Data centers – Referral centers – Clearing House – Information analysis centre – Translation centre – Reprographic centre

#### **UNIT III: Science Information System in India**

NISCAIR – DESIDOC – NASSDOC – SENDOC

#### **UNIT IV: Information System in other Countries**

BLAISE (British Library Automated Information Services) – OCLC (Online Computer Library Centre) – LC (Library of Congress)

#### **UNIT V: Recent Development in Information System**

## Recent Development in Information System –

### **Text books**

1. Balakrishnan, S. et al. Modern Library system, New Delhi : Ess Ess Publication 2002.
2. Balakrishnan, S. et al. Information System and Practices of effective library, New Delhi: ESS ESS Publication, 2002
3. Taylor, New Trends in documentation and information system, London: WELSH, 2001
4. Foskett, D.J. National information services in libraries, New Delhi: Pradeep Publication 1998
5. Khanna, J.K. Information system and services Delhi: Sterling Publication, 1995.

### **Reference Books**

1. India, Ministry of Science and Technology NISSAT: Detailed Project Report, New Delhi: DST, 1999
2. Annual Report, New Delhi: INSDOC, 1994.
3. Weisman, H.M. information system and centers New York L Becker and Hayes, 1992
4. Kawatra, P.S. Fundamental of Documentation with special reference to India. New Delhi: Sterling Publication, 1991
5. Tyagi, K.G. NASSDOC - A report, 1990

## **ILSC - 62: RESEARCH METHODOLOGY**

### **Objectives:**

1. To study the concept of a research.
2. To enable the students to understand the research problems.
3. To make them aware of research design and report writing.

### **Unit – I: Fundamentals of Research**

Introduction to Research Methodology: Concept of Classification – Types of Research: Historical Research, Fundamental Research – Action Research, Operational Research, Experimental Research, Librametry – Bibliometric – Scientometric Studies.

### **Unit – II: Research Problem**

Problem Formulation – Definition – Sources of Identification – Factors Influencing – Selection of Problem – Statement of Problem – Design of Research – Definition – Types of Research Design, Observation, Descriptive, Diagnostic, Explanatory, Exploratory, Experimental Formulative, Panel, Survey.

### **Unit – II: Sampling Technique**

Random Sampling, Simple, Stratified Sampling – Systematic Sampling – Non-Random Sampling Methods: Methods of Data Collection – Survey - Documentary Sources – Observations – Interview- Questionnaires.

### **Unit – IV: Testing of Hypothesis**

Formulation – Problems Measurement – Reliability, Validity, Measures of Central Tendency – Measure of Central Distendency – Correlation of Co-Efficient – Others Measures of



Contingency – Regression – Scatter – Time Series Analysis and Interpretation – Application of Statistical Packages – SPSS.

### **Unit – V: Report Writing**

Organization of Report, Table Presentation and Proof Reading

#### **Text Books**

1. Sadhu, A.N. Research Methodology in social science, Bombay Himalaya publishing House, 1991
2. Wilkinson & Bhadarkar, Methodology and Techniques of social Research, Bombay: Himalaya publishing House, 1991
3. Purohit, H.C. and Ajay Wagh, Research Methodology Tools and Techniques, Shree Publishers & Distributors, New Delhi, 2009
4. Janakiraman, C. Research in Library Science. Delhi, Pacific Books International, 2011
5. Thomas Mann, A Guide to Library Research Methods, New York, Oxford, 1987

#### **Reference Books**

1. Iyengar, S. Research Methodology in Library science, New Delhi: McGraw Hill Book, Company, 1998
2. Good and Hatt, Methods in social Research, New Delhi: McGraw Hill Book, Company, 1992
3. Kothari, C.R. Research Methodology: Methods and Techniques, New Delhi: Wiley Eastern Limited, 1985.

## **ILSC – 63: ACADEMIC LIBRARY SYSTEM**

### **Objectives:**

1. To study the role and responsibility of academic libraries
2. To give a clear picture on collection development process
3. To study the services and public relations of academic libraries.

### **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**

### **Text Books**

1. Iyengar, S. Academic Libraries and Budgetary control, Jaipur: Bookman Associates, 1998
2. Clare Jenkins and Mary Morley, Collection Management In Academic Libraries, Bombay: Jaico Publishing House, 1996.
3. Chadurvedi, D.D. Academic Libraries Development, Delhi : Pradeep Publication, 1993
4. Panda, B.B. The Growth of Academic library System, Delhi: Pradeep Publication, 1992
5. Ajay, K. Srivastav and Sanjiv Saraf, Collection Development in Academic Libraries, New Delhi, Shree Publishers & Distributors, 2006

### **Reference Books**

1. Elizabeth Futas, Collection Development Policies and Procedure, Phoenix, Oryx Press, 1995
2. Marrays Martin, Collection Development and Finance, Chicago: ALA. 1995.
3. American Library of Association Guide to Review of Library collections: Preservation storage and withdrawals, Chicago: ALA.1991.
4. Claire Jenkins and Mary Morkey, Collection Management in Academic Libraries, England: Gower Publication, 1991.

## **ILSC – 64: COMPUTER NETWORKS**

### **Objectives:**

1. To understand the concept of networking
2. To study the techniques and protocols of networks.

### **UNIT 1: Concept of Networking**

Networking Definition and types : Networking Basics – Simple Communication System, Electrical and Optical communication systems

### **UNIT II: Networks & Technique**

Networks- Topology- Data communication in telephone networks, Modem Dial-up-protocols, switching techniques circuit, store, forward, message and packet switching cell switching , ATM

### **UNIT III: Network Protocols**

Network Protocols and standards – OSI architecture TCP/IP, UDP, FTP, Telnet

### **UNIT IV: Networks Services**

Network services: Electronic mail, Remote login, File Transfer, Teleconferencing, video conferencing, computer mediated conferencing, Facsimile transmission, Tele text – Video text

### **UNIT V: Networks in India**

Networks in India – INFLIBNET – MALIBNET – NICNET – ERNET – DELNET - CALIBNET

### **Text books**

1. Comer, Internet working with TCP/IP VOL.3., Ed.2, Delhi: Pearson Education Singapore pvt Ltd 2002
2. James, E. Goldman Local area networks: A Business Oriented approach, Ed.2 Wiley computer science, 2001
3. Peter King Computer network and data communication, Wiley computer science, 2001
4. Komar, Teach Yourself TCP/IP Networking in 21 days, Chennai TBH publishers, 2000
5. Mark Burgess, Principles of Network and system Administration, New Delhi Wiley Eastern limited 2000.

### **Reference Books:**

1. Comer Internet working with TCP/IP: Vol. I Chennai: TBH publisher, 1994
2. Corner Internet working with TCP/IP: Vol. 2 Chennai: TBH publisher, 1994
3. Comer Internet working with TCP/IP: Vol. 3 Chennai: TBH publisher, 1994
4. Cyganski, Information Technology: Inside and outside, Chennai TBH publisher, 1994

## **ILSC 65 : Library Software: Green Stone and Soul (Theory and Practice)**

### **Objectives:**

1. To inculcate the knowledge of library softwares [Green Stone & SOUL]

### **Green Stone**

Establish new collection – Select files to include in collection (Gather) – Enrich files with metadata (Enrich) – Select Plugins, Indexes, Classifiers (Design) – Build Collection (Create) – Customize Appearance

### **Soul**

Acquisition – Catalogue – Circulation – OPAC – Serial Control – Administration

## **IVEC – 66: VALUE EDUCATION**

### **Objectives**

To help students to discern the process of decision making in matters of morality

### **Unit – I**

1. Value education – Meaning – Nature and Purpose
2. Importance of Value Education

### **Unit – II**

1. Basic Features of Rational Ethics
2. Moral Consciousness and Conscience

3. Love – the ultimate moral norm

#### **Unit – III**

1. Morality and Freedom – Human Freedom and Moral Responsibility
2. God, Religion and Morality

#### **Unit – IV**

1. Social Ethics: Value of life and human beings
2. Equality, Fraternity and Liberty

#### **Unit – V**

1. Ethical Issues Today: Religious Ethics, Family Ethics
2. Political Ethics – Business Ethics

#### **Text Books**

1. Madan, G.R. Indian Social Problems. Allied publishers Pvt Ltd. New Delhi, 1966
2. Sharma, R.N. Principles of Sociology. Educational Publishers, Meerut, 1968
3. Herold Titus. Ethics for Today. Eurasia Publishing House, New Delhi, 1964

#### **Reference Books**

1. Bhaskaran G. Social Philosophy (Tamil). Tamil University, Tanjore, 1995
2. William K. Frankena. Ethics. Prentice Hall of India (P) Ltd., Delhi, 1999.

### **Semester – VII**

#### **ILSC – 71: INTERNATIONAL INFORMATION SYSTEM**

##### **Objectives:**

1. To study the need, function and services of International Information System.
2. To make the students understand the recent trends in Networking of Resources.

##### **UNIT I: Basic Concepts**

Definition – Concept – Need Growth and Function of International information systems

##### **UNIT II: Information System in Science**

UNISIST – UNESCO – BIOSIS – ICSU – CAS – INIS

##### **UNIT III: Information system in Applied Science**

INSPEC – COMPENDEX – AGRIS – MEDLARS

##### **UNIT IV: Information System in Social Sciences**

DEVSIIS

##### **UNIT V: Recent Development**

Recent trends and Networking of Resources – Development of Consortium

#### **Text Books**

1. Balton [W.E], Handbook of special librarianship and information work, ed 4, 1975.

2. Atherton [Pauline], Handbook for information system and service, 1977.
3. DRTC, Current Trends in communication media, Refresher Seminar Vol.14, 1984.

### **Reference Books**

1. Taylo, New Trends in documentation and Information. London: ASLIB, 1978
2. Swithart and Herbly: Computer system in the Library .Los Angles :Meutte Publisher,1973

## **ILSC - 72: APPLICATION OF STATISTICAL TOOLS IN RESEARCH**

### **Objectives:**

1. To understand the basics of statistics.
2. To enable the students to understand the procedure of testing of hypothesis.

### **UNIT I: Basis of Statistics**

Statistics-definition, importance and scope-Limitations of statistics - Collection of Data - Primary & Secondary – Methods of Collection of Data-Classification and Tabulation - Diagramate and Graphic Representation-Rules for constructing diagram and graphs -Types - Limitations of diagrams and graphs.

### **UNIT II: Central Tendency Vs Dispersion**

Measures of Central Tendency:- Requisites of a good average-measures of average: Arithmetic mean, median, mode Geometric mean and Harmonic mean - Measures of dispersion: Characteristics of an ideal measure of dispersion - Standard deviation and co-efficient of variation-Loren 2 curve and Gini's co- efficient of concentration.

### **UNIT III: Correlation & Regression**

Correlation - Methods of studying correlation-Karl Pearson's co-efficient of correlation-spearman's Rank Correlation Co-efficient - Simple Linear Regression-Regression equations-Correlation analysis Vs Regression Analysis

### **UNIT IV: Index & Time Series**

Users and Types- Methods of constructing Index Numbers - Time series: Components of Time series-Methods of measuring trend- measurement of seasonal variation (simple average method only)

### **UNIT V: Testing of Hypothesis**

Procedure of testing of hypothesis - Application of Z-Test, T-Test, Chi-Square Test and F-Test- ANOVA One way classification (simple problem only).

### **Text Books**

1. S.C. Gupta, S.C. "Fundamentals of statistics", 6th edition, Himalaya Publishing House, New Delhi, 2004.
2. Gupta, S.P. "Statistical Methods", Sulthan Chand & Sons., New Delhi.
3. Purohit, H.C. and Ajay Wagh, Research Methodology Tools and Techniques, Shree Publishers & Distributors, New Delhi, 2009

## Reference Books

1. Elhance, D.N. "Fundamental of Statistics", Kikab Mahal, New Delhi, 1998.
2. Croxton and Cowder "Applied General Statistics", Prentice of Hall of India, New Delhi, 1973.

## ILSC -73: Universal Decimal Classification - Practice (Abridged Edition)

### Objectives:

1. To enable the students to understand the classification of books using universal decimal classification.

Classification of Books and other documents as per Universal Decimal Classification Scheme.

### Text Book

1. Sardana, J.L. and R.L.Seegal, Universal Decimal Classification. New Delhi: ESS ESS 2001

## ILSC - 74: WINISIS - THEORY AND PRACTICE

### Objective:

1. To give a clear picture on construction of database using WINISIS.

Database Construction - Field Definition Table - Field Select Table - Data Entry Work Sheet - Display Format.

### Reference Books

1. Buxton, Andrew and Hopkinson Alan (1994). The CDS / ISIS for windows handbook. Library association (UK) London, p178
2. Neenamegam A (2004). Tutor +: A learning and teaching package on hypertext link commands in WINISIS: Ed. 2 SRELS, Bangalore.

### Text Book

1. Saravanan, T (2007): WINISIS for beginners, Rajalakshmi, CMR, Madurai

## ILST 75 : INFORMATION USER AND THEIR NEEDS (ELECTIVE)

### Objectives:

1. To make the students to understand the concepts of user studies.
2. To give a clear picture on evaluating user studies.

**UNIT- I: Basic Concepts**

User studies: Concept – Definition and categories – Aims and objectives - Importance of user studies – Need for conducting user studies. Major user studies conducted in India – USA – UK.

**UNIT- III: User Needs**

User needs: Its basic concept – Definition and importance for accessing user needs – Aims and objectives – Planning for accessing information needs – Problems of user studies

**UNIT- II: Information Seeking Behavior**

University and college library user behavior – evolving a theory of user behavior – characteristics having effects of user behavior – patterns of user behavior – users and their influencing factors – Limitations in behavioral research in librarianship.

**UNIT-IV: User Interaction**

User's interaction with documentary resources and non documentary/electronic resources for their current information needs.

**UNIT-V: Evaluation of User Studies**

Evaluation of user studies: Important features – failure analysis – Methodology of user evaluation – oriented evaluation – purpose of user evaluation.

**Text Books**

1. John Luhans, JR. Educating the library user New York; R. R. Bowker Company, 1974.
2. Bristow, The Way to self-help in education, London: Institute of Education Library, 1977.

**Reference Book**

1. Bumeff and Smith Gek, The College Library, London: Clive Bingley, 1978.

## **SEMESTER – VIII**

### **ILSC - 81: - Anglo-American Cataloguing Rules - II (Practice) Covering Non-Book Materials**

#### **Objectives:**

1. To enable the students understand the cataloguing of documents [Non Book materials using AACR II]

Cataloguing of Titles of Documents (Title Pages) Covering Non-Book Materials Using AACR-II, Sears List of subject headings.

#### **Text books**

1. Sears list of subject Heading, 14<sup>th</sup> Ed. New Your: H.W. Wilson, 1991
2. Anglo American Cataloging Rules, 2 Ed. London: Library Association, 1978

### **ILSC 82: INFORMETRICS**

#### **Objectives:**

1. To make the students to understand the concept, use, theories, laws and parameters of informetrics.
2. To study the students the application of bibliometrics to study the literature in different subjects.



**Unit –I: Basic Concepts**

Evolution of the concept of Bibliometrics, Librametrics, Scientometrics and Informetrics

**Unit –II: Theory and Laws**

Theory and Laws - Zipf's law, Lotka's Law, Bradford's Law. Price Theory and Circulation theory.

**Unit – III: Quantitative and Qualitative Techniques**

Quantitative and Qualitative techniques: Types, Multidimensional scaling, Cluster analysis, Correspondence analysis, Coward analysis SPSS.11.0 version

**Unit –IV: Citation studies**

Citation studies; Definition, Theory of citation and different forms of citations, Area of citation – Application of citation, Self-citation, Co-citation, Impact Factor, Bibliographic coupling

**Unit – V: Tools and Techniques**

Application of Quantitative and Qualitative tools and techniques in LIS Research

**Text Books**

1. Rao, Ravichandra: Quantitative Methods in Library and Information Science. Delhi: Wiley Eastern, 1983, p20
2. Garfield, E: Citation indexing, New York, Inter-Wiley, 1979

**Reference Books**

1. Braun, T: Scientometric indicators, Singapore, World Scientific Publication, 1985
2. Hjerppe, R: An outline of bibliometrics and citation analysis, Stockholm: Royal Institute of Technology Library, 1978

**ILSC – 83: DATABASE CREATION AND DESIGN (Practice)****Objectives**

To study the creation and design of database

FoxPro and Ms Access CDS / ISIS etc, Bibliographic Database Design – Identification of Elements and Design.

**Text Book**

1. Alex, K. Soft Skills, New Delhi: S. Chand & Company Ltd, 2011

## **ILSC 84 : CORPORATE LIBRARIES**

### **Objectives:**

1. To study the nature and need of information service for industry.
2. To study the intellectual property issues, patterns as a source of industrial information.

### **Unit – I: Policies**

Natural Science, Technology and Industrial Policy with special reference to India; Role of information in industrial and corporate development

### **Unit – II: Nature and needs of Industrial Users**

Information needs of industry, Types of information services for industry

### **Unit III: Nature and needs of Corporate Users**

Information needs of corporate sector, Types of information services for corporate sector

### **Unit IV: Global and National Industrial Information Systems and Services**

Role of UNIDO, national level organizations

### **Unit V: Intellectual Property Rights**

Intellectual Property issues; Patents as a source of Industrial Information; Information systems for patents

### **Text Books**

1. Backwell, K G B. Industrial Libraries throughout the world. Oxford: Pergamon Press, 1969. (International series of monographs in LIS ed. By Chandler)
2. Bhattacharya, G and Gopinath M A., eds. DRTC Annual Seminar. 18: Principles producers and products. Bangalore. DRTC Feb. 23 – 27. 1981
3. Guha, B. Documentation in information services, Techniques and systems. 2<sup>nd</sup> ed. Calcutta: The World Press, 1983
4. Harris Katharine G and Jackson Eugene B eds. Library service to industry. 14 (3), 1966. pp. 223 – 362
5. Kumar H. Management information systems. New Delhi. Ashish 1989

### **Reference Books**

1. Mukherjee S and Mukherjee I. International transfer of technology. New Delhi: Mittal 1989
2. Neelameghan A. ed. DRTC Seminar on information service for business and industry. Dec. 2 – 7 1974
3. Rogers, Evert M. Diffusion of innovations. New York. Tefee Press of Gleence, 1962
4. Saunders, W.L. ed. British librarianship today. Londay Library Association 1976

## **SEMESTER – IX**

### **ILSC – 91: MARKETING OF INFORMATION**

#### **Objectives:**

1. To make the students understand the marketing of information
2. To study the techniques involved in information marketing
3. To understand the concept of marketing research and marketing plan

#### **UNIT I : Information Industry**

Definition – Concept – Importance of Information Industry – Types of Information Industry – Information as a resource and commodity

#### **UNIT II : Marketing Concepts**

Concept of Marketing and Corporate Mission – Strategies for information marketing for Library Professionals

#### **UNIT III : Marketing Techniques**

The Market Mix – Market segmentation and its variable; Targeting and its Importance

#### **UNIT IV : Market Research**

Define the problem – Objectives – Identify resource of information – Collect Secondary data – Design Research Instrument – Construct sample of population – Collect primary data – Analysis of data – Presentation of findings.

## **UNIT V : Marketing Plan**

Nature of planning – Objectives – Proposed market strategies – Forecasting evaluation – Marketing plan for Library and Information Science – New Technologies in Information Marketing Plan

### **Text Books**

1. Weihgand, Customer service excellence: A concise guide for Librarians Chennai: Allied Publishers, 2002
2. Saez, E.E. Marketing Concepts for libraries and information services, Chennai Allied Publications, 1997

### **Reference Books**

1. Pugh. Change management in information services, Chennai: Allied Publishers, 2000
2. Helen Coote, How to Market your Library Services Effectively: Aslin Publication, 1998
3. Maxine Melling and Joyce Little, Building a successful Customer-service culture: A guide for Library and Information Managers, Chennai: Allied Publishing, 2002.

## **ILSC 92 : KNOWLEDGE MANAGEMENT**

### **Objectives:**

1. To know the concepts and types of knowledge management
2. To familiar the knowledge management practices and process in libraries.

### **Unit –I: Basic Concepts**

Knowledge Management: Concept and definitions – Need for Knowledge Management in the emerging and changing business environment –Understanding knowledge; Types of Knowledge – explicit and tacit Knowledge – Knowledge works - changing role of Library and Information Professionals.

### **Unit-II: Knowledge Creation and Capturing**

Knowledge creation model – Capturing tacit knowledge

### **Unit –III: Knowledge Codification and Organization**

Knowledge base – knowledge mapping, decision trees, decision tables, frames etc.

### **Unit – IV: Tools and Techniques of Knowledge Management**

Neural network – Data Mining – Knowledge management

### **Unit –V: Application of Knowledge Management**

Case Studies

### **Text Books**

1. Arthur, W. B. "Increasing Returns and the New World of Business." Harvard Business Review, July-August 1996, 74(4), pp. 100-109.
2. Bikowitz, W. R.. Knowledge Management. Delhi: PHI, 2000.
3. Davenport, T.H. "Think Tank: The Future of Knowledge Management," CIO, December 15, 1995a.
4. Due, R.T. "The Knowledge Economy," Information Systems Management, 12(3), Summer 1995, pp. 76-78.
5. Garvin, D.A. "Building a Learning Organization," Business Credit, 96(1), January 1994, pp. 19-28.
6. Harari, O. "The Brain-based Organization," Management Review, 83(6), 1994, pp.57-60.

### **Reference Books**

1. Hildebrand, C. "Information Mapping: Guiding Principles," CIO, 8(18), July 1995, pp. 60-64.
2. Manville, B. & Foote, N. "Harvest your Workers' Knowledge," Datamation, July 1996, v42 n13, pp. 78-80.
3. Nonaka, I. "The Dynamic Theory of Organizational Knowledge Creation," Organization Science, 5(1), February 1994, pp. 14-37.
4. Strapko, W. "Knowledge Management," Software Magazine, 10(13), 1990, pp. 63-66.

## **ILSC – 93: Introduction to Information Technology Infrastructure in Libraries**

### **Objectives**

1. To study the collection infrastructure and access infrastructure in libraries using IT.
2. To understand how to organize a digital resource and how to select the hardware and software infrastructure.

### **UNIT-I : Collection Infrastructure**

Acquire, Create, Convert, Access.

### **UNIT-II : Access Infrastructure**

Search Browse, Portals

### **UNIT-III : Digital Resources Organization**

Standard - Protocols, Access Control

### **UNIT-IV : Hardware and software Infrastructure**

Servers, Input-output Devices

### **UNIT-V : Network Infrastructure**

Ring Type – Line Type – Star Type – Tree Type – Bus Type

### **Text Books**

1. Krishna Kumar and Sashu Patel, Libraries and Librarianship in India, New Delhi VIVA Books, 2001
2. Devarajan, G. et al. Resource Development in academic Libraries, New Delhi: ESS ESS Publication, 2000
3. Raman Nair, R. Sustainable University Library Development, New Delhi: Ess Ess Publication 2000
4. Usha Devi, S.P. University and college Libraries New Delhi: Ess Ess Publication 1999
5. Mahapatra, P.K. Collection Management in Libraries and Budgetary Control, Jaipur Bookman Associates, 1998
6. Iyengar, S. Academic Libraries and Budgetary control, Jaipur : Bookman Associates, 1998
7. Clare Jenkins and Mary Morley, Collection Management In Academic Libraries, Bombay: Jaico Publishing Hours, 1996.
8. Chadurvedi, D.D. Academic Libraries Development , Delhi : Pradeep Publication, 1993
9. Panda, B.D. History of Library Development, Delhi Pradeep Publication, 1992
10. Panda, B.D. The Growth of Academic library System, Delhi Pradeep Publication, 1992.
11. Jain, V.K. Information Technology, New Dew Delhi: Atlantic Publishers, 2009
12. Mishra, P.N. Data Storage and Information System in libraries, New Delhi, Alfa Publications, 2010

### **Reference Books**

1. Elizabeth Futas, Collection Development Policies and Procedure, Phoenix, Oryx Press, 1995
2. Marrays Martin, Collection Development and Finance, Chicago:ALA. 1995.
3. American Library of Association Guide to Review of Library collections: Preservation storage and withdrawals, Chicago: ALA.1991.
4. Claire Jenkins and Mary Morkey, Collection Management in Academic Libraries, England: Gower Publication, 1991.
5. Rajagopalan, T.S. Years work in Indian Librarianship 1987, Delhi: Indian Library Association, 1988
6. Rennie Mcelroy, A. College Librarianhip: The Objectives and the practice, London: Library Association Publication, 1984

### **ILSC 94 : E-RESOURCES AND E-PUBLISHING**

#### **Objectives**

To make the students familiar with a range of information sources and e-resources available on different subjects.

To evaluate and use of e-resources for academic and research information.

#### **Unit – I: Basic Concepts**

E-Resources – Definition, Concept and Types

#### **Unit – II: E-Resources and Services**

E-Books – E-Journals – Indest and Infonet; Bulletin Board, Hyper media and Multi-Media.  
Evaluation of E-resources

**Unit – III: Role of Internet**

Role of Internet in Information Transfer

**Unit – IV: Database Support Service**

Database Support Service – Types, with reference to INSPEC (COMPENDEX), EiTech, Scopus

**Unit – V: E-Publishing**

Definition – Concept – Process – Types – Models – Advantages and Disadvantages

**Text Books**

1. Atwood, R. The net grows. Internet world, 10, Sept. 1996. pp. 30 – 32.
2. Benedikt, M. ed. Cyberspace: First steps. Cambridge, MA. MIT Press, 1991.
3. Berners-Lee T. Weaving the Web. London: Orion business books. 1999.
4. Burnett, Robert and Marshall P David. Web theory: An introduction. London: Routledge, 2003
5. Cheung. A home on the web: Presentations of self on personal homepages. (In: Guantlett, D: Web studies : Rewiring media studies for the digital age. London: Arnold 2000)

**Reference Books**

1. Gilder, G. Life after television, New York: WW Norton, 1994.
2. Herman and Swiss T, eds. The World Wide Web and contemporary cultural theory. New York. Routledge, 2000
3. Jones S G. ed. Virtual culture: Identity and communication in cyber society. London. Sage publications, 1997
4. Yahoo! The history of yahoo! How it all started. Online at <http://docs.yahoo.com/info/misc/history.html>.

**ISSC – 96: SOFT SKILLS**

**Objectives**

To develop communication writing, analytical, organizational and computational skills to students

**UNIT I: Communication and Writing Skills**

Methods of Communication – Effective speaking – Conversational dialogue – Body language – Written communication

**UNIT II: Research and Analytical Skills**

Collecting references – Quoting reference – Bibliography – Analysis of large data.

**UNIT III: Organization Skills**

Modern office – Functions – Office Procedures – Handling of Mail – Filing and Indexing.

#### **UNIT IV: Computational Skills**

Use of Computers – Operating System (Windows 98, 2000, XP)

#### **UNIT V: IT Skills**

Microsoft – Word - Excel – Power point - Internet – Use of Web Access.

#### **Text Books**

1. Rao, V.K. Hand Book for Modern Methods of Teaching, Delhi: Rajat Publications, 1999.
2. Stanton, Nicky, Mastering Communication, New Delhi: Macmillan Co., 1996.

#### **Reference Books**

1. Mamona, C.B., Personal Management, Delhi: Himalaya Publishing House, 2000.
2. Kaul, Effective Business Communications, New Delhi: Prentice Hall, 2002.
3. Robinson, Hetrakanti & Shintre, Communications competence in Business English, Hyderabad: Orient Longman, 2001.
4. Sarma K.V.S., Statistics Made Simple Do it yourself on PC, New Delhi: Prentice Hall, 2002.
5. Dental Horvey, M., Dental Paul & Neto, TR., Complete Internet and World Wide Web Programming Training Course, New Delhi: Prentice Hall, 2002.

### **SEMESTER – X**

#### **ILSC - 101: INTRODUCTION TO WEB DESIGNING AND WEB HOSTING**

##### **Objectives:**

1. To familiarize the need and concept of web designing.
2. To make the students to understand the library service through World Wide Web.
3. To make them to understand the concept of Web OPAC.

##### **UNIT-1: Basic Concepts**

Web Designing – Concepts – Definition and Need

##### **UNIT-II: Web Designing Tools**

MS front page – Dreamweaver – Merits and Demerits

##### **UNIT-III: HTML**

Definition, Sample Codes

##### **UNIT-IV: Library Services through Web**

E-resources features – Access features – Download features – Data format – Merits and Demerits

##### **UNIT-V: WEB OPAC**

Menu features –Link to sources – Link features – Sub link features – Access features



### **Text Book**

1. Venugopal, M.V. and G.N. MURTHY, Vistas in Library information. System and Networks - New Delhi: Ess Ess Publication. 2001

### **Reference Books**

1. Powell, A. Thomas, Web Design: The Complete Reference, New Delhi: Tata McGraw Hill, 2000.
2. John, McCoy. Mastering Web Design : McMillan publishers, 1996

## **ILSC - 102: DIGITAL LIBRARIES**

### **Objectives:**

1. To study the objectives and scope of digital libraries.
2. To make the students understand the digital library softwares.
3. To inculcate the knowledge on E-Resources like e-books and e-journals etc.

### **UNIT I: Basic Concepts**

Digital Library: Definitions – Fundamentals – Characteristics – Nature of Digital Collections

### **UNIT II: Design and Organization**

Design and Organization of Digital Libraries: Architecture – Protocols – Metadata – Standards – User Interfaces

### **UNIT III: Digital Resource Management**

Access to use of Digital Libraries – Storage – Archiving and Digital Preservation

### **UNIT IV: Open Source Initiatives**

Open Archive Initiative (OAI) – Open Source Software's: GSDL – D space – E print

### **UNIT V: Institutional Repositories**

Definition – Planning for Digitization – Digital Source Services – Digital Initiatives in India

### **Text Books**

1. Upadhya, J.L. Information Retrieval and digital Libraries, New Delhi: Shree Publishers, 2004
2. Tiwari, Aravind. Evaluation of Electronic Libraries, New Delhi, A.P.H. Publishers, 2011
3. Upadhyay, Rashmi. Digital Library Management, New Delhi, Alfa Publications, 2011
4. Tiwari, Purushotham Digital Library, New Delhi: A.P.H Publishing Corporation, 2011
5. Jeevan, V.K.J. E-Resources and Digital Services, New Delhi: ESS ESS Publications, 2011
6. Nair, Raman. Computer Application to Library and Information Services, New Delhi: ESS ESS Publications, 1992

### **Reference Books**

1. Lansastes, F.W. Information Retrieval Online, 1973
2. Arladi, Susan. Introduction to computer in information science, 1972
3. Bisco, R.L. Database, Computer and social science, 1979

## **ILSC 103 : TECHNICAL WRITING**

### **Objectives:**

1. To study the characteristics and features of technical writing.
2. To teach the students how a language may be used as a medium for communication.
3. To familiarize the concept of repackaging of information
4. To identify the editorial process involved in technical writing.

### **Unit I: Basic Concepts**

Communication Process – Characteristic, Features of Technical Writing – Reader, Writer Relationship

### **Unit II: Components**

Language as a Medium for Communication of thought – Readability and Text – Aberrations in Technical writing

### **Unit III: Organization of Data**

Organization and Presentation of Data in Abstract – Textual matter - References - Preparation of popular articles, technical reports, monographs - House journals

### **Unit IV: Repackaging of information**

Preparation of review article – Trend report - progress reports

### **Unit V: Editorial process**

Editorial tools, use of style manuals and proof reading

### **Text Books**

1. Bhattacharyya, G. Project on study of subjects (Library Science with slant to Documentation, V. 12; 1975; Paper G; p65-79
2. Forsyth, Patrick. How to be better at writing reports and proposals. London, The Industry Society. 1998. p15-73
3. Khanna, J.K. Communicating knowledge. V-1- gateway to knowledge. Kurukshetra, Research Publication. 1997 p.84-139

### **Reference Books**

1. Kumar, Krishna. Reference service. New Delhi, Vikas Publishing pvt Ltd. 1993 p.320-338
2. Neelameghan, A. Presentation of ideas in technical writing. New Delhi, Vikas Publishing house pvt Ltd. 1975 p.189
3. Weismann, Hermann M. Basic technical writing. 4<sup>th</sup> ed. Columbus, Charles E. Merrill Publishing Co. 1980 p. 215-238

## **ILSC 104 : Project and Viva-voce**