Common to all Department of Studies in the Faculty of Arts

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

Master’s Programme

A Master’s Programme consists of a number of courses, in M.Lib.I.Sc. A Master’s programme consists of a set of compulsory courses and Language Papers. The entire course carries credit system. The number and distribution of credits for the courses will be decided by the respective faculties. A course year 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. (M.Lib.I.Sc) 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 75%.

Examination

There will be two internal assessments and one end – semester examination during each semester. Internal assessment-I will be held after 35 working days and Internal Assessment – II will be held after 70 working days.

Internal assessment-I will be a combination of a variety of tools such as class test, assignment and paper presentation that would be suitable to the course. This requires an element of openness. The students are to be informed in advance about the nature of assessment and the procedures. However, the tests are compulsory, Test-I may be for 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 2nd semester onwards will be marked by [OGPA]

Marks and Grading

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

A minimum of 50% marks in each course is prescribed for a pass. A student has to secure 50% minimum in the End Semester Examination.

If a candidate who has not secured a minimum of 50% of marks in a course shall be deemed to have failed in that course.
A student can repeat the End Semester Examination when it is offered next in the subsequent Odd / Even semesters till the regulation are in force. 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.

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

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

Total : 25 Marks

Course Wise Letter Grades:

The percentage of marks obtained by a candidate in a course will be indicated in a letter grade.

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

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

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

COURSE DETAILS
TOTAL – CREDITS

<table>
<thead>
<tr>
<th>Course</th>
<th>Total Number</th>
<th>Credit Point</th>
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<tbody>
<tr>
<td>Core</td>
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<td>176</td>
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<tr>
<td>Ancillary</td>
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<td>12</td>
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<tr>
<td>Elective</td>
<td>6</td>
<td>18</td>
</tr>
<tr>
<td>Language</td>
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<td>Total</td>
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<td>230</td>
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Programme Structure
(For students admitted from the academic year 2019-2020)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours/Week</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>L</td>
<td>P</td>
</tr>
<tr>
<td>Semester-I</td>
<td></td>
<td>3</td>
<td>25</td>
</tr>
<tr>
<td>19ITAC11</td>
<td>Language-I: Course 1 - Tamil</td>
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<tr>
<td>19IENC12</td>
<td>Language-II: Course 1 - English</td>
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<tr>
<td>19LISIC13</td>
<td>Core 1: Foundations to Library and Information Science</td>
<td>4</td>
<td>25</td>
</tr>
<tr>
<td>19LISIC14</td>
<td>Core 2: Knowledge Organization</td>
<td>4</td>
<td>25</td>
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<tr>
<td>19LISIC15</td>
<td>Core 3: Environmental Studies</td>
<td>3</td>
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<tr>
<td></td>
<td>Ancillary-I: Principles of Sociology</td>
<td>3</td>
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<td>Semester-II</td>
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<td>3</td>
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<tr>
<td>19ITAC21</td>
<td>Language-I: Course 2 - Tamil</td>
<td>3</td>
<td>25</td>
</tr>
<tr>
<td>19IENC22</td>
<td>Language-II: Course 2 - English</td>
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<td>25</td>
</tr>
<tr>
<td>19LISIC23</td>
<td>Core 4: Management of Library and Information Centres</td>
<td>4</td>
<td>25</td>
</tr>
<tr>
<td>19LISIC24</td>
<td>Core 5: Information Retrieval Tools (Cataloguing Theory)</td>
<td>4</td>
<td>25</td>
</tr>
<tr>
<td>19LISIC25</td>
<td>Core 6: Information Processing Theory (Classification)</td>
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<td></td>
<td>Ancillary-II: Principles of Management</td>
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<td>Language-II: Course 3 - English</td>
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<td>25</td>
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<tr>
<td>19LISIC33</td>
<td>Core 7: Archives and Manuscripts</td>
<td>4</td>
<td>25</td>
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<tr>
<td>19LISIC34</td>
<td>Core 8: Information and Communication</td>
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<td>40</td>
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<td>19LISIC35</td>
<td>Core 9: Colon Classification – (Written Practical)</td>
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<td>Credits</td>
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<td>19LISIC36</td>
<td>Core 10: Computer and Its Applications</td>
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<td>Ancillary- 3: Introduction to Tourism</td>
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<tr>
<td></td>
<td></td>
<td>24</td>
<td></td>
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**Semester-IV**

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</thead>
<tbody>
<tr>
<td>19ITAC41</td>
<td>Language–I: Course 4 - Tamil</td>
<td>3</td>
</tr>
<tr>
<td>19IENC42</td>
<td>Language–II: Course 4 - English</td>
<td>3</td>
</tr>
<tr>
<td>19LISIC43</td>
<td>Core 11: Information Retrieval Theory (Cataloguing)</td>
<td>4</td>
</tr>
<tr>
<td>19LISIC44</td>
<td>Core 12: Information Sources</td>
<td>4</td>
</tr>
<tr>
<td>19LISIC45</td>
<td>Core 13: Classified Catalogue Code – (Written Practical)</td>
<td>4</td>
</tr>
<tr>
<td>19LISIC46</td>
<td>Core 14: Intellectual Property Rights and Right to Information</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Ancillary -4: Tourism and Development</td>
<td>3</td>
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**Semester-V**

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<th>Course Title</th>
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<tbody>
<tr>
<td>19LISIC51</td>
<td>Core 15: Information Services</td>
<td>4</td>
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<tr>
<td>19LISIC52</td>
<td>Core 16: Library and Information Systems Management</td>
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<tr>
<td>19LISIC53</td>
<td>Core 17: Dewey Decimal Classification – (Written Practical)</td>
<td>4</td>
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<tr>
<td>19LISIC54</td>
<td>Core 18: Database Management System</td>
<td>4</td>
</tr>
<tr>
<td>19LISIC55</td>
<td>Core 19: Public Library System</td>
<td>4</td>
</tr>
<tr>
<td>19LISIC56</td>
<td>Core 20: Anglo American Cataloguing Rules – II (Written Practical) 2nd Edition (Books &amp; Periodicals)</td>
<td>4</td>
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<td></td>
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<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>19LISIC61</td>
<td>Core 21: National Information System</td>
<td>4</td>
</tr>
<tr>
<td>19LISIC62</td>
<td>Core 22: Research Methodology</td>
<td>4</td>
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<tr>
<td>19LISIC63</td>
<td>Core 23: Academic Library System</td>
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</tr>
<tr>
<td>19LISIC64</td>
<td>Core 24: Computer Networks</td>
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</tr>
<tr>
<td>19LISIC65</td>
<td>Core 25: Library Software: Greenstone and SOUL (Theory and Practice)</td>
<td>4</td>
</tr>
<tr>
<td>19LISIC66</td>
<td>Core 26: Value Education</td>
<td>4</td>
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**Semester-VII**

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<tr>
<td>19LISIC71</td>
<td>Core 27: International Information System</td>
<td>4</td>
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<tr>
<td>19LISIC72</td>
<td>Core 28: Application of Statistical Tools in Research</td>
<td>4</td>
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<tr>
<td>19LISIC73</td>
<td>Core 29: Universal Decimal Classification – (Written Practical) (Abridged Edition)</td>
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<tr>
<td>19LISIC74</td>
<td>Core 30: UNESCO’S ISIS – (Theory and Practical)</td>
<td>4</td>
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<td>Elective 1: Department Elective</td>
<td>3</td>
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<tr>
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**Semester-VIII**

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<tbody>
<tr>
<td>19LISIC81</td>
<td>Core 31: Anglo American Cataloguing Rules – II (Written Practical) (Non-book Materials)</td>
<td>5</td>
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<tr>
<td>19LISIC82</td>
<td>Core 32: Bibliometrics</td>
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<tr>
<td>19LISIC83</td>
<td>Core 33: Database Creation and Design (Practical)</td>
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<td>19LISIC84</td>
<td>Core 34: Corporate Libraries</td>
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<td>Elective 2: Department Elective</td>
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<td>Elective 3: Interdepartmental Elective</td>
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**Semester-IX**

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<th>Course Title</th>
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<tbody>
<tr>
<td>19LISIC91</td>
<td>Core 35: Marketing of Information</td>
<td>5</td>
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<tr>
<td>19LISIC92</td>
<td>Core 36: Knowledge Management</td>
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<td>19LISIC93</td>
<td>Core 37: Information Technology Infrastructure in Libraries</td>
<td>4</td>
</tr>
<tr>
<td>19LISIC94</td>
<td>Core 38: Internship Training Programme / Field Visit</td>
<td>5</td>
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<tr>
<td>Elective 4: Department Elective</td>
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</tr>
<tr>
<td>Elective 5: Interdepartmental Elective</td>
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<tr>
<td><strong>Total Credits</strong></td>
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<td></td>
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</table>

**Semester-X**

| 19LISIC101 | Core 39: Web Designing and Web Hosting | 5 | 25 | 75 | 100 |
| 19LISIC102 | Core 40: Digital Libraries | 5 | 25 | 75 | 100 |
| 19LISIC103 | Core 41: Technical Writing | 5 | 25 | 75 | 100 |
| Elective 6: Department Elective | 3 |
| 19LISIC105 | Core 42: Project Work / In-plant training | 5 | 25 | 75 | 100 |
| **Total Credits** | 23 |

**Semesters I to X Total Credits**

| 19LISIC | 17 | 4425 | 5900 |

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

## Elective Courses

### Department Elective (DE)

<table>
<thead>
<tr>
<th>S. No</th>
<th>Course Code</th>
<th>Course Title</th>
<th>hours/week</th>
<th>C</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>L P CIA ESE Total</td>
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<tr>
<td>1.</td>
<td>19LISIE75.1</td>
<td>Information Literacy</td>
<td>3 0 3</td>
<td>25 75 100</td>
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<tr>
<td>2.</td>
<td>19LISIE75.2</td>
<td>Health Sciences Library and Information System</td>
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<td>25 75 100</td>
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<tr>
<td>3.</td>
<td>19LISIE85.1</td>
<td>Green Library Technology</td>
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<td>4.</td>
<td>19LISIE85.2</td>
<td>E-Publishing</td>
<td>3 0 3</td>
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<td>5.</td>
<td>19LISIE95.1</td>
<td>Computerized Database and Internet</td>
<td>3 0 3</td>
<td>25 75 100</td>
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<tr>
<td>6.</td>
<td>19LISIE95.2</td>
<td>Electronic Resources Management</td>
<td>3 0 3</td>
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<td>7.</td>
<td>19LISIE104.1</td>
<td>Agricultural Sciences Library and Information System</td>
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<td>8.</td>
<td>19LISIE104.2</td>
<td>Engineering and Technological Library and Information System</td>
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### Interdepartmental Electives (IDE)

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<tr>
<th>S. No</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Department</th>
<th>Hours/week</th>
<th>C</th>
<th>Marks</th>
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<tbody>
<tr>
<td></td>
<td></td>
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<td>L P CIA ESE Total</td>
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<tr>
<td>1.</td>
<td>19 SOSE 115.1</td>
<td>Soft Skills</td>
<td>English</td>
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<td>2.</td>
<td>19 MATE 215.1</td>
<td>Discrete Mathematics</td>
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<td>3.</td>
<td>19 MATE 215.2</td>
<td>Numerical Methods</td>
<td>Mathematics</td>
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<td>4.</td>
<td>19 MATE 315.1</td>
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**Electives Offered to Other Departments**

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M.Lib.I.Sc [5 Year Integrated]

Programme Outcomes:

PO1: To educate professionals capable of taking effective approaches to understand issues in Library and Information Science and related fields

PO2: To educate professionals who are prepared to lead in the discipline and profession with committed to lifelong learning

PO3: To educate professionals capable of relating the practices and roles of individual librarians and information professionals to broader organizational, professional, political, economic, social and technological needs.

PO4: To prepare graduates to select, evaluate, and use current and emerging information and communication technologies in constantly changing information workplaces on par with current and future global needs.

PO5: To educate professionals who are confident in their knowledge of various areas, specializations in LIS practice, scholarship and able to communicate this knowledge effectively in formal and informal settings, across media, to a variety of audiences.

PO6: To educate librarians and information professionals who are capable of critically applying and evaluating LIS competencies consistent with values, standards, ethics, and practices of progressive information services for the public good.

Programme Specific Outcomes

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

PSO1: Apply foundational concepts, theories, and principles to problems of information organization, design and access information services and discover information resources

PSO2: Evaluate and apply information technologies

PSO3: Analyze and apply knowledge about information needs and perspectives of indigenous cultures and/or diverse communities

PSO4: Demonstrate skills necessary to manage and work effectively within information organizations

PSO5: Use evidence to help address information problems, meet information needs, and create relationships in their institutions, communities, profession, and the world in the digital scenario

PSO6: Apply core ethical principles to professional practice.
Semester-I to IV  
**Language 1:** Course 1 to Course 4  
Refer concerned Language-1 department syllabus  
Credits: 3  
Hours:

Semester-I to IV  
**Language 2:** Course 1 to Course 4  
Refer concerned Language-2 department syllabus  
Credits: 3  
Hours:

Semester-I  
**19LISIC13:** Foundations to Library and Information Science  
Credits: 4  
Hours:

**Learning Objectives:**

LO1: To study the evolution of library and information centers.  
LO2: To understand the library legislation and associations.

**UNIT I: Library as Information Centre**

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

**UNIT II: Library Legislation**


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


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


**UNIT V: User Education and Information Literacy Programme**

User Education: Definition, Needs and Importance – Types - Library and Information science Education in India. Information Literacy: Concepts, Meaning and Definition, Types and Models of Information Literacy.

**Text Books:**


**Supplementary Readings:**

Course outcomes

At the end of the course the students able to

CO1: evaluate the library and information centers
CO2: understand library movement, development and legislation
CO3: know functions and activities of academic, public and special libraries
CO4: perceive knowledge on library association and international bodies
CO5: conceive knowledge about user education and information literacy

Outcome Mapping

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Semester-I 19LISIC14 : Knowledge Organization Credits: 4 Hours:

Learning Objectives:

LO1: To study the structure, features and modes of formation of subjects.
LO2: To understand the concept and study of subjects.
LO3: To study the different schemes of library classifications.

UNIT I: Universe of Knowledge

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

UNIT II: Concepts and Study of Subjects

Knowledge versus Subjects - Modes of Formation of subject - Types of Subjects

UNIT III: Knowledge Representation

Subject and concepts representation - Natural and Artificial Languages - Notation - Types, features.

UNIT IV: An Overview of Classification Schemes

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

UNIT V: Book Classification

Construction of Call Number as per CC, DDC, UDC schemes - Different types of Book Number.
Course outcomes:

At the end of the course the students able to

CO1: know universe of knowledge, need and purpose of document classification
CO2: understand various types of subjects and modes of formation of subjects
CO3: perceive knowledge on natural and artificial languages
CO4: conceive information about overview of classification schemes CC, DDC, UDC
CO5: understand how to construct call number and book number by using CC, DDC, UDC

Text Books


Supplementary Readings

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
5. www.swayam.gov.in

Outcome Mapping

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Semester-I

19LISIC15: Environmental Studies

Learning objectives

LO1: To make the student understand the environmental system and eco systems
LO2: To make the student understand about the resource depletion and global climate change

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

**Unit: II Environmental Damage – Pollution**
- Source and impact of Air Pollution, Water Pollution, Land Pollution, Municipal Solid waste, Noise Pollution

**Unit: III Resource Depletion**
- Importance of Forests: Causes and Consequences of Deforestation Bio Diversity: Meaning and Importance Reasons and Consequences of Biodiversity Decline Consequences of Overdrawing Water Resources

**Unit: IV Global Climate Change**
- The Science of Climate Change. The Green House Effect - Sources and Impact of Climate Change - Coping with Climate Change

**Unit: V Sustainable Development**
- Concepts and Definition of Sustainable Development (Brundtland Commission Definition) - Poverty, Population Growth and Environmental Damage - Policies for Sustainable Development

**Course outcomes**
At the end of the course the students able to

- CO1: know the environmental eco system
- CO2: understand the different types of pollutions and its causes
- CO3: know importance of forest and its impact on water resources
- CO4: perceive knowledge on climatic change
- CO5: obtain knowledge on sustainable development

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

**References**

**Outcome Mapping**

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Semester-I  

ILSA 16 -

Learning Objectives:
LO1: To make the students understand the social world from sociological perspective
LO2: To make the students interpret life experience in terms of social facts.

Unit-I

Unit II

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

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

Supplementary Readings

Course outcomes
At the end of the course the students able to

CO1: know the basic concepts on social sciences
CO2: understand the types and processes of social institution
CO3: pertain knowledge on Agencies of socialization and Various stages of socialization and Culture.
CO4: recognize characteristics and types of social groups
CO5: gain knowledge on social stratification

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Semester-II 19LISIC 23: Management Of Library And Information Centres Credits: 4 Hours:

Learning objectives:

LO1: To understand the functions and theories of library management.
LO2: To know the organizational structure of a system.
LO3: To inculcate the concept of HRM.

UNIT I: Principles of Management


UNIT II: Library Material Management


UNIT III: Human Resource Management


UNIT IV: Financial Management


UNIT V: Library Building and Infrastructure Management

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

Text Books

**Supplementary Readings**

6. www.swayam.gov.in

**Course outcomes**

At the end of the course the students able to

CO1: understand functions of management and applications of management theories to library and information science

CO2: perceive knowledge on functions of various sections of library

CO3: evaluate various components of human resource management

CO4: know about financial management of library and information centers

CO5: conceive information on infrastructure management of library

**Outcome Mapping**

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**Semester-II**

**19LISIC – 24 : Information Retrieval Tools (Cataloguing Theory)**

**Credits:** 3  
**Hours:**

**Learning objectives:**

LO1: To know the need, purpose and functions of a catalogue.

LO2: To make the students understand the types of entries and inner forms of catalogue.

LO3: To understand the rules for cataloguing.

**UNIT I : Basic Concepts**

UNIT II: CCC and AACR2 (R)


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 – Classified types – Subject Classify Dictionary Alphabetics.

UNIT V: Cataloguing Rules


Text Books


Supplementary Readings

6. www.swayam.gov.in

Course outcomes

At the end of the course the students able to

CO1: know the need, purpose and functions of catalogue
CO2: understand the rules and regulations to use AACR II and CCC
CO3: know various physical forms of catalogue
CO4: perceive knowledge on inner forms of catalogue
CO5: evaluate cataloguing rules and their applications

Outcome Mapping

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Semester-II

19LISIC - 25: Information Processing Theory (Classification)  
Credits: 4  
Hours:

Learning objectives:

LO1: To understand the concept of information processing.
LO2: 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 – Problems with natural language systems – Natural Languages processing in textual information retrieval – Statistical Processing and Linguistic processing

UNIT III: Artificial Language System

UNIT IV: Structure of Classification Schemes
Canons – Postulates – Modes of formation of subjects – Complex isolates and complex array isolates – Use of different isolates.

UNIT V: Recent Development in Classification
Information Processing – Concept of Computer Classification – Use of Computers in Classification – Semi-Automatic Classification

Text Books


Supplementary Readings

4. www.swayam.gov.in
Course outcomes

At the end of the course the students able to

CO1: understand basic concepts of classification and its benefits
CO2: know natural language system and its problems
CO3: evaluate artificial language system
CO4: perceive knowledge on structure of classification schemes
CO5: conceive knowledge on recent development in classification system

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Semester-II 19LISIA26: Principles Of Management

Credits: 3
Hours:

Learning objectives

LO1: To understand the basic principles of management
LO2: To acquire knowledge relating to various components of management

Unit-I: Introduction


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


Unit-IV: Staffing

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

Unit-V: Directing

Text Books


Supplementary Readings


Course outcomes

At the end of the course the students able to

CO1: understand basic principles of management
CO2: recognize the structure and committees of an organisation
CO3: acquire knowledge on staffing systems in an organisation
CO4: perceive knowledge on functions of direction.

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Semester-III  19LISIC33: Archives And Manuscripts  Credits: 4

Learning objectives:

LO1. To study the concept and history of Archives.
LO2. 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 and Conservation of Library materials and Archives – Principles of Preservation – Agents of deterioration

Text Books
3. Heery Thurston peck, the international library of masterpiece literature, Arts and Rare Manuscript, Vol. 10, 2019.

Supplementary Readings
1. Lamp C.M., (Editor), The Calligrapher’s Handbook London : Faber, 1956
4. www.swayam.gov.in

Course outcomes
At the end of the course the students able to

CO1: know about the concept and history of archives
CO2: understand organization and functions of archives
CO3: perceive knowledge on various types of archives in India
CO4: evaluate administration of archives in India
CO5: conceive information about preservation and conservation of archives materials

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Semester-III 19LISIC34: Information And Communication Credits: 4 Hours:

Learning objectives:
LO1: To know the nature and value of information.
LO2: To study the concept and types of communication.
LO3: To study the information intermediaries.

UNIT I: Basic Concepts


UNIT II: Types of Communication


UNIT III: Online Information

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

UNIT IV: Information Intermediaries


UNIT V: Communication Media

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

Text Books


Supplementary Readings

5. www.swayam.gov.in

Course outcomes

At the end of the course the students able to

CO1: understand nature, value, needs and characteristics of information
CO2: know various types and models of communication
CO3: perceive knowledge online information publisher and distributors
CO4: evaluate role of information intermediaries in information transfer process
CO5: conceive information about role and impact of communication media

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Learning objectives:

LO1: To make the students to understand about the classification schemes.
LO2: To understand the classification of books using colon classification scheme.

UNIT I: Basis of Colon classification
Main classes in CC, Fundamental Categories of Colon Classification – Connecting Symbols in Classification, Practical outline of CC.

UNIT II: Basic Subjects Classification
Classification of Documents with Basic and Simple Subjects

UNIT III: Isolates and Devices
Use of Common Isolate, Time Isolate, Space Isolate, Language Isolate in classification.

UNIT IV: Facet Relationship
Use of Phase and Intra-Facet Relationship in classification

UNIT V: Complex Subjects Classification
Classification of Documents with Compound and Complex Subjects

Text Books

2. Satija, M.P. Manual of practical colon Classification, New Delhi: Sterling Publisher, 2005

Supplementary Readings

2. S.R.Ranganathan, Colon classification , Ed.6,2006
5. www.swayam.gov.in

Course outcomes

At the end of the course the students able to
   CO1: know structure of Colon Classification
   CO2: understand to how to construct classification number for basic subject titles.
   CO3: work on common isolate and phase relation
   CO4: work with various devices of Colon Classification
CO5: understand the how to construct classification for complex subject titles

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Semester-III

19LISIC36: Computer And Its Applications

Credits: 3

Hours:

Learning objectives:

LO1: To enable the students to have a knowledge about the computers and help them in using computers for their learning
LO2: To enable the students to acquire knowledge on Internet and WWW.

Unit–I: Introduction to Computers


Unit–II: Computer Internals


Unit–III: Internet


Unit–IV: Web Site

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

Unit–V: Multimedia


Text Books

Supplementary Readings


Course outcomes

At the end of the course the students able to

CO1: acquire knowledge on basics of computers
CO2: understand to how to install hardware and software
CO3: recognize the importance of internet and WWW.
CO4: understand the knowledge on websites and multimedia

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Semester-III 19LISIC37: Introduction To Tourism  Credits: 3  Hours: 3

Learning objectives:

LO1: To enable the students to have a background knowledge about the meaning, origin, nature and scope of tourism.
LO2: To provide an exposure to students about the importance and uses of tourism.

Unit-I


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

Unit-V


Text books

Supplementary Readings

Course outcomes

At the end of the course the students able to
CO1: understand history and development of tourism
CO2: know components, Elements and Infrastructure of tourism
CO3: perceive knowledge on transport facilities related to tourism development
CO4: evaluate rules and regulations for internal and external tourism
CO5: recognize advantages in tourism

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Semester-IV 19LISIC43: Information Retrieval Theory (Cataloguing)

Learning objectives:
LO1: To understand the cataloguing schemes in information retrieval
LO2: To study the concept of Thesaurus and Bibliographic control.
LO3: To identify the Subject Headings pattern.

UNIT- I Library Catalogue

Library Catalogue – Definition – Functions, Objectives, Forms - Subject Headings- Library of congress subject Heading -Sear’s List of subject Heading

UNIT- II Thesaurus

Thesaurus-vocabulary Control and Thesaurus Constructions – Structure and Function
UNIT-III Types of Catalogue
Types - Centralized – Co-operative - Union – Simplified – Selective Catalogue

UNIT- IV Application in Catalogue
Applications of computer in cataloguing-Online public Access Cataloguing

UNIT- V Bibliographic Description

Text Books

Supplementary Readings
4. www.swayam.gov.in

Course outcomes
At the end of the course the students able to
CO1: receive knowledge on functions and objectives of library catalogue and various forms of subject headings
CO2: know thesaurus and construction of thesaurus
CO3: understand various types of catalogue including centralized, cooperative and union catalogue
CO4: conceive knowledge on application computer in cataloguing system
CO5: evaluate bibliographic description including MARC -21

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Semester-IV 19LISIC44: Information Sources Credits: 4 Hours:
Learning objectives:

LO1: To study the various sources of information.
LO2: To acquire knowledge on features and importance of printed and electronic information sources.

UNIT I: Basic in Information Sources
   Basic concepts – Definition – Types and importance of Information sources

UNIT II: Primary Sources

UNIT III: Secondary Sources

UNIT IV: Tertiary Sources

Unit V: Electronic Resources

Text Books

Supplementary Readings
1. Ana Cleveland and Donald Cleveland. Introduction to Indexing and Abstracting. 4th ed. Santa barbara :ABC Clio,2013
5. www.swayam.gov.in

Course outcomes

At the end of the course the students able to
CO1: understand basic concepts on information sources
CO2: recognize various characteristics and values of primary sources
CO3: understand characteristics and importance of secondary sources
CO4: know values of tertiary sources in research progress
CO5: evaluate use and importance of electronic resources in information collecting and dissemination
Learning objectives:

LO1. To enable the students to understand the classified catalogue code scheme of cataloguing a books as per 5th edition.

Classified Catalogue Code using AACR-II and CCC

Course outcomes

At the end of the course the students able to

CO1: understand cataloguing of books, periodicals and non-book materials by using AACR-II and CCC

Text Books:


Supplementary Readings:

4. www.swayam.gov.in
Semester-IV

19LISIC46: Intellectual Property Rights and Right to Information

Credits: 4
Hours:

Learning objectives

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

Unit – I: Basic Concepts
IPR – Definition – Need and Purpose – Forms of IPR – IPR in Digital Era – Right to Information – Definition – Need and Purpose of IPR

Unit – II: History and Development
Copy Right Law – History and Development – Need – Violations of Copy Right Law

Unit – III: Cyber Crimes
Cyber Crimes – Definition – Types of Cyber Crimes – Protections

Unit – IV: Cyber Laws
Cyber Laws – National Status – International Status – Implementation and Amendment

Unit – V: Legislation
Legislation – Control and Supervisions – Merits and Demerits – Patents and Standards

Course outcomes

At the end of the course the students able to
CO1: know basic concepts of IPR
CO2: know history and development of copy right law
CO3: conceive knowledge on cyber crimes and its protection
CO4: recognized cyber laws
CO5: evaluate legislation regarding to IPR

Text Books:


Supplementary Readings:

1. Mahajan V.D Jurisprudence and Legal Theory, New Delhi, Easter Book, 2001
6. www.swayam.gov.in

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Learning objectives

LO1: To provide an exposure to students about the Historical Development and Organizational Principles of Tourism.
LO2: 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


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


Supplementary Readings

Course outcomes

At the end of the course the students able to

CO1: understand the latest trends in tourism
CO2: know tourism centres related to social, recreational, archaeological.
CO3: perceive knowledge on tourism development organisation
CO4: evaluate various tourist accommodation industry
CO5: recognize activities related to promotion of tourism

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Semester-V 19LISIC51: Information Services Credits: 4 Hours:

Learning objectives:

LO1: To create awareness among the students about the concept & need of information service.
LO2: To make them to understand the documentation service
LO3: To study the concept of user studies.

UNIT I: Basic Concepts

Concept – Definition - Need and importance - Role of information service in Libraries and Community Development.

UNIT II: Traditional & Documentation services


UNIT III: Information Analysis

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

UNIT IV: User studies

Concept – Definition – Category – Types – Merits and Demerits - Problems.

UNIT V: Digital Information Services
Instant Messaging Service – e-mail Alert – Abstracting and Indexing Services – Information service through Social Media. Web Based Information Services.

Text Books


Supplementary Readings

5. www.swayam.gov.in

Course outcomes

At the end of the course the students able to

CO1: understand the basic concepts of library information service
CO2: know the traditional and recent documentation services
CO3: conceive knowledge on information analysis and consolidation
CO4: understand about users studies
CO5: evaluate digital information services and social media

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Semester-V 19LISIC52: Library And Information Systems Management Credits: 4 Hours:

Learning objectives:

LO1: To make the students to understand the concept, need and purpose of planning of library and information system.
LO2: To study the organization structure and chart of a system.
LO3: To give a clear perspective of non 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-Block Diagram-Gantt Chart.

UNIT IV: Non-Budgetary Method of Control

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

UNIT V: Evaluation


Text Books


Supplementary Readings

5. www.swayam.gov.in

Course outcomes

At the end of the course the students able to

CO1: understand planning of library and information system and MBO (Management by Objective)
CO2: know organizational structure
CO3: conceive on knowledge organization chart
CO4: recognized non budgetary method of control
CO5: evaluate TQM (Total Quality Management )

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Semester-V
19LISIC53: Dewey Decimal Classification – Written Practical
Credits: 4
Hours:

Learning objectives:

LO1: To make the students to understand the DEWEY DECIMAL CLASSIFICATION for classifying the books according to 19th edition.

Dewey Decimal Classification (19th edition).
Classification of Titles of Books and Journals as per Dewey Decimal Classification Scheme (19th edition).
(A) Use of Index for Searching and Finding Class Number
(B) Classifying titles by using schedule alone.
(C) Classifying titles by using Tables.
(D) Practice of Simple, Compound and Complex Titles using DDC.

Text Books

Supplementary Readings:

Course outcomes
At the end of the course the students able to

CO1: identify 3 volumes of 19th edition
CO2: understand classifying title by using schedule
CO3: recognized classifying title by using tables
CO4: classify all the titles such as simple, component and complex

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Learning objectives:

LO1: To enable the students to understand the basics of database design.
LO2: To enable the students to learn the data models, backup and maintenance.

UNIT I: Introduction to Database

- Databases: Definition - Types – Characteristics – Significance - Classification – Data
- Updation – Data Retrieval - DBMS and RDBMS – File System.

UNIT II: Data Models

- Data Models – Hierarchical – Network - Relational – ER models – Notations used in ER Models – Associative Database Model - SQL Models

UNIT III: Database Design

- Database designing and handling – Data designing using CDS/ISIS, WINISIS, J-ISIS – Principles and importance of data designing – Levels of Databases

UNIT IV: Data Backup


UNIT V: Database Maintenance


Text Books


Supplementary Readings


Course outcomes

At the end of the course the students able to

CO1: understand the basics of databases and its significant
CO2: know about data models
CO3: receive knowledge on designing database
CO4: recognize various data backup devices
CO5: evaluate maintenance of databases

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Semester-V
19LISIC55: Public Library System

Learning objectives

LO1: To create awareness about the public library system.
LO2: To study the growth and development of public library system.
LO3: 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


Unit – III: Public Library Legislation

Public Library Legislation: Model Public Library Act – Tamil Nadu Public Library Act – Andhra Public Library Act – Karnataka Public Library Act

Unit – IV: Financial and Personnel Management


Unit – V: Automation


Text Books


Supplementary Readings
5. www.swayam.gov.in

Course outcomes

At the end of the course the students able to:

CO1: understand the basis of public library systems
CO2: receive knowledge on growth and development of public libraries
CO3: conceive knowledge on public library legislation of India
CO4: recognize financial and personnel management practices of public libraries
CO5: evaluate need and advantage of public library automation

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Learning objectives:

LO1: To enable the students to understand the cataloguing of books as per AACR2 using sears list.
LO2: Cataloguing of Books and Periodicals as per AACR2, using Sears list of subject headings.

UNIT – I: AACR-II

Practical introduction – Single, double and three authorship patterns.

UNIT – II: More than three Authors

Four authorship pattern – Without authorship / Editor mixed responsibilities.

UNIT- III : Institutions

Corporate Authors – Conference proceedings – Government Reports.

UNIT – IV : Pseudonyms and other type of Books

Pseudonyms authors – Multi volume – change of titles – series.

UNIT – V : Subject Headings

Sear’s List of Subject Headings.
Text books

2. C.Lal K Kumar, Practical cataloguing AACR-II, 2008

Supplementary Readings:

3. Deborah A. Fritz, Cataloguing with AACR 2 and MARC 21, 2nd ed.USA: Pentagon.2009
5. www.swayam.gov.in

Course outcomes

At the end of the course the students able to

**CO1:** understand system of cataloguing books and periodical as per AACR II

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Semester-VI 19LISIC61: National Information System Credits: 4 Hours:

Learning objectives:

LO1: To study the types and functions of information system.
LO2: To make the students to understand the process of planning an information system

UNIT I: Basic Concepts


UNIT II: Information Centre


UNIT III: Science Information System in India

NISCAIR – DESIDOC – NASSDOC – SENDOC.

UNIT IV: Information System in other Countries
UNIT V: Recent Development in Information System


Text books


Supplementary Readings

2. Weisman, H.M. information system and centers New York L Becker and Hayes, 1992
6. www.swayam.gov.in

Course outcomes

At the end of the course the students able to

CO1. know the basis of national information system
CO2. recognize different types of information centers
CO3. conceive knowledge on science information system in India
CO4. acquire a broad knowledge on information system in other countries
CO5. evaluate recent development in information system

Learning objectives:

LO1: To study the concept of a research.
LO2: To enable the students to understand the research problems.
LO3: To make them aware of research design and report writing.
Unit – I: Fundamentals of Social Science Research


Unit – II: Research Design


Unit – III: Methods of Data Collection


Unit – IV: Data Processing and Analysis

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

Unit – V: Report Writing


Text Books


Supplementary Readings

4. www.swayam.gov.in

Course outcomes

At the end of the course the students able to

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

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Semester-VI 19LISIC63: Academic Library System Credits: 4
Learning objectives:

LO1: To study the role and responsibility of academic libraries
LO2: To give a clear picture on collection development process
LO3: To study the services and public relations of academic libraries.

Unit – I University and College Libraries

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

Unit II: Collection Development Process


Unit III: Library Committees and Authorities


Unit IV: Automation in Academic Libraries


Unit V: Academic Libraries services


Text Books:


Supplementary Readings:

2. www.inflibnet.ac.in
3. www.swayam.gov.in

Course outcomes

At the end of the course the students able to

CO1: understand role and responsibilities of academic libraries
CO2: able to acquire knowledge on collection development process
CO3: conceive knowledge on library committees and authorities
CO4: know importance of automation in academic libraries
CO5: receive knowledge on recent services of academic libraries

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Semester-VI  19LISIC64: Computer Networks  Credits: 4  Hours:

Learning objectives:

LO1: To understand the concept of networking
LO2: To study the techniques and protocols of networks.

UNIT 1: Concept of Networking


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 – Network Connecting devices – IP Addressing – Internet Sharing

UNIT III: Network Protocols

Network Protocols and standards – OSI architecture TCP/IP, UDP, FTP, Telnet – Network Connecting devices - IP addressing – Internet Connection sharing

UNIT IV: Network Services


UNIT V: Networks in India


Text books

1. Peter King Computer network and data communication, Wiley computer science, 2001

Supplementary Readings:

3. Comer Internet working with TCP/IP: Vol. 3 Chennai: TBH publisher, 1994

Course outcomes

At the end of the course the students able to
CO1: understand fundamentals of networking systems
CO2: know computer networks and its techniques
CO3: recognize networking protocols and standards
CO4: conceive knowledge on various network services
CO5: evaluate various computer network systems in India

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Semester-VI 19LISIC65: Library Software: Green Stone and SOUL (Theory and Practice) Credits: 4
Hours:

Learning objectives:

LO1: 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

Course outcomes

At the end of the course the students able to

CO1: inculcate knowledge on library software Green stone
CO2: gain the knowledge about SOUL software.

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Semester-VI 19LISIC47: Value Education Credits: 3
Hours:

Learning objectives
LO1: To help students discern the process of decision making in matters of morality
LO2: To help students to conceive knowledge on social ethics
LO3: To evaluate recent issues in ethics

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 norms

Unit – III
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

Supplementary Readings
1. Bhaskaran G. Social Philosophy (Tamil), Tanjore: Tamil University, 1995

Course outcomes
At the end of the course the students able to

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Semester-VII  
19LISIC71: International Information System  

Credits: 4  
Hours:

Learning objectives:

LO1: To study the need, function and services of International Information System.  
LO2: 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 Sciences

INSPEC – COMPENDEX – AGRIS – MEDLARS

UNIT IV: Information System in Social Sciences

DEVESIS

UNIT V: Recent Development

Recent trends and Networking of Resources – Development of Consortium

Text Books


Supplementary Readings

6. www.swayam.gov.in

Course outcomes

At the end of the course the students able to

CO1: know need and functions of international information systems  
CO2: recognize international level information system in science  
CO3: in calculate knowledge on international information system in applied science  
CO4: conceive knowledge on international information system in social science  
CO5: evaluate recent developments in international information systems
19LISIC72: Application of Statistical Tools in Research

Credits: 4

Semester-VII

Learning objectives:

LO1: To understand the basics of statistics.
LO2: 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-Lorenz 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


Supplementary Readings
3. www.swayam.gov.in

Course outcomes

At the end of the course the students able to
CO1: understand basis of statistical application in research
CO2: gain knowledge on central tendency and dispersions
CO3: recognize statistical technique correlation and regression
CO4: conceive knowledge on index and time series
CO5: apply various statistical tools such as z- test, t-test, chi-square test and ANOVA and use it in testing hypothesis

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Semester-VII
19LISIC73: Universal Decimal Classification – (Written Practical) (Abridged Edition)

Credits: 4
Hours:

Learning objectives:

LO1: To enable the students to understand the classification of books using universal decimal classification.
LO2: Classification of Books and other documents as per Universal Decimal Classification Scheme.

Universal Decimal Classification Abridged Edition.

Text Books

2. V.V.V. Satyanarayana, Universal decimal classification: A practical primer, 2016.

Course outcomes

At the end of the course the students able to
CO1. understand the structure of UDC and gain practical knowledge on construction of class number for the titles by using UDC

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Semester-VII  19LISIC74: UNESCO’S ISIS - Theory And Practical  Credits: 4  Hours:

Learning objectives:

LO1: To enable the students to understand the features of UNESCO’s ISIS.
LO2: To give a clear picture on database designing using WINISIS/J-ISIS.

Theory:

Introduction-Historical Development-Need and Purpose-Features.

Lab:

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

Text Books


Supplementary Readings


Course outcomes

At the end of the course the students able to

CO1: understand theoretical knowledge on UNESCO’S ISIS
CO2: gain practical knowledge on UNESCO’ ISIS

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Department Elective

Semester-VII  19LISIE75.1: Information Literacy  Credits: 3  Hours:

Learning Objectives:

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

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

Unit-II

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

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

Unit-V

Text Books:

Supplementary Readings:
4. www.swayam.gov.in

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

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Semester-VII

19LISIE75.2: Health Science Library And Information System

Credits: 4

Hours:

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

UNIT – I:

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

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

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

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

Text Books:

**Supplementary Readings:**
6. [www.swayam.gov.in](http://www.swayam.gov.in)

**Course Outcomes:**

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

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

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**Semester-VIII**

19LISIC81: *Anglo-American Cataloguing Rules - II*  
(Written Practical)  
Non-Book Materials  
Credits: 5  
Hours: 5

**Learning objectives:**

LO1: To enable the students understand the cataloguing of documents [Non Book materials] using AACR II

**Text books**

Supplementary Readings.

Course outcomes
At the end of the course the students able to
CO1: in calculate knowledge on cataloguing of non book materials using AACR –II

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Semester-VIII 19LISIC82: Bibliometrics Credits: 5 Hours:

Learning objectives:
LO1: To make the students to understand the concept, use, theories, laws and parameters of informetrics.
LO2: 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

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: Databases for Bibliometrics
Web of science – MEDLINE- Histcite- SCOPUS Testing the effectiveness of abstracting and indexing services – advancement and research in bibliometrics.

Text Books

3. Nicola Debeels, Bibliometric and citation analysis, 2009

Supplementary Readings

2. Hjerppe, R: An outline of bibliometrics and citation analysis, Stockholm: Royal Institute of Technology Library, 1978
3. Garfield, E: Citation indexing, New York, Inter-Wiley, 1979
4. www.swayam.gov.in

Course outcomes

At the end of the course the students able to

CO1: understand bibliometrics and Scientometrics
CO2: know about various theories and laws in bibliometric study
CO3: recognize quantitative and qualitative techniques
CO4: conceive knowledge on citation studies
CO5: acquire knowledge on use of databases for bibliometric study

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Semester-VIII 19LISIC83: Database Creation and Design (Practical) Credits: 5 Hours:

Learning Objective

LO1: To enable the students to understand concept about the creation and design of database

Ms Access -Bibliographic Database Design – Identification of Elements and Design-Forms-Queries-Records-Import database to other applications.

Text Books:

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

Supplementary Readings:
Course outcomes

At the end of the course the students able to

CO1: gain practical knowledge on creation and design of database

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Semester-VIII 19LISIC84: Corporate Libraries Credits: 4 Hours:

Learning objectives:

LO1: To study the nature and need of information service for industry.
LO2: To study the intellectual property issues, patterns as a source of industrial information.

Unit – I: Fundamentals of Corporate Libraries

Concept-Nature-Definition-Objectives-Structure-Functions.

Unit – II: Information Sources in Corporate Libraries


Unit III: Corporate Library Users

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

Unit IV: Services and Products


Unit V: Intellectual Property Rights

Intellectual Property issues; Patents as a source of Industrial Information; Information systems for patents – E-governance.

Text Books


Supplementary Readings
Course outcomes

At the end of the course the students able to

CO1: know fundamentals of corporate libraries
CO2: To recognize various information sources of corporate libraries
CO3: evaluate information needs of corporate library users
CO4: access knowledge about various services and products of corporate libraries
CO5: conceive knowledge on intellectual property right

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Department Elective

Semester-VIII 19LISIE85.1: Green Library Technology Credits: 3 Hours:

Learning Objectives:

LO1: To help the students learn the upkeep and maintenance of the physical environment of the library atmosphere in an aesthetic as well as energy saving manner supported by Green technologies.

Unit – I

Library Building

Unit – II

Energy Consumption in Libraries; Energy saving methods.

Unit – III

Conservation and preservation of Library resources through natural and traditional methods.

Unit – IV

Green Technologies for Libraries.

Unit – V

Library Environment – cleanliness, air and noise pollution free maintenance water consumption space management gardening – interior and external. Development activities on Garden Library
Text Books:
1. A Green Glossary From the District of Columbia Resident Recourse Center; defines commonly used environmental terms and concepts. (Accessed May 14, 2013)

Supplementary Readings:
5. www.swayam.gov.in

Course Outcomes:
At the end of the course, the students can able to,

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Semester-VIII 19LISIE85.2: E-Publishing

Learning Objectives:
LO1: To orient on electronic publishing and the formats of content organization.
LO2: Enable the students learn the Markup languages.
LO3: Enable the students learn the E-Publishing methods and tools including relevant software.
LO4: Enable the students to attain proficiency in DTP and related areas.

Unit-I

Unit-II

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

Unit-III


Unit-IV


Unit-V

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

Text Books:


Supplementary Reading

5. www.swayam.gov.in

Course Outcomes:

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

CO1: Gain knowledge and skills in E-Publishing methods
CO2: Gain knowledge in designing, marketing and promoting library information products and services by means of multimedia and E-Publishing techniques and strategies
CO3: Gain knowledge to design, maintain and manage storage and service functioning of library website, blogs of clientele supplemented and supported by multimedia techniques.
CO4: Gain knowledge to the extent of helping the clientele learn the highways of web authoring and multimedia tools and presentation skills.
CO5: Attain the knowledge of e-publishing, and Design for Print and multimedia.
CO6: Importance of the E-publishing technologies
CO7: Attain the knowledge of Technology for Print: Document structure, document preparation systems, DTP, DDLs, page description languages, text databases, standards Discuss the Design for Print: Type design, graphic design, composition products, separation; Technology for presenting static and dynamic content on the Internet
Learning objectives:

LO1: To make the students understand the marketing of information
LO2: To study the techniques involved in information marketing
LO3: To understand the concept of marketing research and marketing plan

UNIT I: Fundamentals of Information Marketing


UNIT II: Marketing Concepts

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

UNIT III: Marketing Techniques


UNIT IV: Market Research

Type and Scope – Application – Techniques – Marketing Information System: components and functions.

UNIT V: Marketing Plans


Text Books


Supplementary Readings

Course outcomes

At the end of the course the students able to

CO1: know fundamentals of information marketing
CO2: recognize marketing techniques
CO3: gain knowledge on market research
CO4: evaluate information marketing plans and SWOT analysis.

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Semester-IX 19LISIC92: Knowledge Management Credits: 5 Hours:

Learning objectives:

LO1: To know the concepts and types of knowledge management
LO2: 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

Components of knowledge strategies – Case studies – Library knowledge centre – Knowledge Management in developing countries.

Text Books


Supplementary Readings

Course outcomes

At the end of the course the students able to

- CO1: understand fundamentals of knowledge management
- CO2: know about knowledge creation and capturing
- CO3: acquire information about knowledge codification and organization
- CO4: know tools and techniques of knowledge management
- CO5: recognize application of knowledge management in libraries

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Semester-IX 19LISIC93: Information Technology Infrastructure in Libraries  

Credits: 4 Hours:

Learning objectives

LO1: To study the collection infrastructure and access infrastructure in libraries using IT.
LO2: To understand how to organize a digital resource and how to select the hardware and software infrastructure.

UNIT-I: Collection Infrastructure


UNIT-II: Access Infrastructure

Search & Browse - Portals and types.

UNIT-III: Digital Resources Organization


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


Supplementary Readings

4. www.swayam.gov.in

Course outcomes

At the end of the course the students able to

CO1: conceive knowledge on collection infrastructure regarding to information technology
CO2: gain knowledge on access infrastructure regarding to information technology
CO3: understand organization of digital resources
CO4: conceive knowledge on hardware and software infrastructure
CO5: recognize network infrastructure facilities

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Semester-IX

19LISIC94: Internship Training Programme / Field Visit

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Hours:

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Department Elective

Semester-IX

19LISIE95.1: Computerized Database and Internet

Credits: 3
Hours:

Learning Objectives:

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

Unit – 1: Fundamental of Network
Introduction to Networking – Meaning and Types – Network Topology – Internet and Intranet.

Unit – II: OPAC
Online Public Access Catalogue – OPAC Generations – Web OPAC

Unit – III: Internet
Use of Internet as Information Sources – Search Engines – Meta Search Engines.

Unit – IV: Databases
Computerized Databases – Textual Databases and Bibliographic Database.

Unit V: Web Sites

Text Books:


Supplementary Readings

5. www.swayam.gov.in

Course outcomes
At the end of the course the students able to
   CO1: know the basics of fundamental of network systems
   CO2: acquire knowledge about OPAC and its importance
   CO3: understand about internet and its main components.
   CO4: understand about various databases.
   CO5: conceive knowledge about web sites and their types.

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Semester-IX 19LISIE95.2: Electronic Resources Management Credits: 3 Hours:
Learning Objectives:

LO1: Enable the students become familiar with various kinds and types of information sources both in print and digital formats,

LO2: Enable the students obtain thorough knowledge about online databases, and resource sharing and E-Resource management.

LO3: Enable the students obtain thorough knowledge Information/database networks and consortia at the national and international levels.

Unit -I

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

Unit -II

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

Unit -III

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

Unit -IV


Unit -V


Text Books:


Supplementary Readings:

5. www.swayam.gov.in

Course Outcomes:
At the end of the course, students can able to

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

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Semester-X 19LISIC101: Web Designing and Web Hosting  Credits: 5  Hours:

Learning objectives:

   LO1. To familiarize the need and concept of web designing.
   LO2. To make the students to understand the library service through World Wide Web.
   LO3. To make them to understand the concept of Web OPAC.

UNIT-I: Basic Concepts

UNIT-II: Web Designing Tools
MS front page – Dreamweaver – Merits and Demerits – Introduction to Content development tools.

UNIT-III: HTML
Definition, Sample Codes – HTML Document types - Elements, Attributes, Formatting, fonts, styles, links, images tables and frames.

UNIT-IV: Library Services through Web

UNIT-V: WEB OPAC
Menu features – Link to sources – Link features – Sub link features – Access features – open source softwares – application in libraries – Online Library catalogue.

Text Books

Supplementary Readings

4. www.swayam.gov.in

Course outcomes

At the end of the course the students able to

CO1: familiarize basic concepts on web designing and web hosting
CO2: understand web designing tools
CO3: gain knowledge on HTML document types
CO4: evaluate library services through web
CO5: in calculate knowledge on web OPAC

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Semester-X 19LISIC102: Digital Libraries (Swayam) Credits: 5 Hours: 

Learning objectives:

LO1: To study the objectives and scope of digital libraries.
LO2: To make the students understand the digital library softwares.
LO3: To inculcate the knowledge on E-Resources like e-books and e-journals etc.

UNIT I: Basic Concepts


UNIT II: Design and Organization


UNIT III: Digital Resource Management


UNIT IV: Open Source Initiatives


UNIT V: Institutional Repositories
Definition – Planning for Digitization – Digital Source Services – Digital Initiatives in India

Text Books


Supplementary Readings

1. Lansastes, F.W. Information Retrieval Online, 1973
2. Arladi, Susan. Introduction to computer in information science, 1972
5. www.swayam.gov.in

Course outcomes

At the end of the course the students able to
CO1: know basic concepts regarding to digital libraries
CO2: incalculate on institutional repositories
CO3: make the student to understand digital library software
CO4: understand open source software

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Semester-X 19LISIC103: Technical Writing Credits: 5 Hours:

Learning objectives:

LO1: To study the characteristics and features of technical writing.
LO2: To teach the students how a language may be used as a medium for communication.
LO3: To familiarize the concept of repackaging of information
LO4: 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 of Technical Writing

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


Supplementary Readings

4. www.swayam.gov.in

Course outcomes

At the end of the course the students able to
  CO1: understand the characteristics and features of technical writing.  
  CO2: familiarize the components of technical writing  
  CO3: receive knowledge on organization of different types of data  
  CO4: identify the editorial process involved in the technical writing

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Department Elective

Semester-X 19LISIE104.1: Agricultural Science Library and Information System Credits: 3 Hours:

Learning Objectives:

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

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

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

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

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

UNIT–V:

Text Books:


Supplementary Readings:

4. www.swayam.gov.in

Course Outcomes:

At the end of the course, the students can able to
CO1: To learn about the Development of Agricultural Science Libraries and their information system with special reference to India.
CO2: To understand about Library Collection Development and Management.
CO3: To know about Organization and Administration of Libraries.
CO4: To handle planning and organization of various information services.
CO5: To learn about Library Budget, Finance and human resource management.
Learning Objectives:

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

UNIT–I:

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

UNIT–II:

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

UNIT–III:

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

UNIT–IV:


UNIT–V:


Text Books:


Supplementary Readings:


6. www.swayam.gov.in

Course Outcomes:

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

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

CO2: To understand about Library Collection Development and Management.

CO3: To know about Organization and Administration of Libraries.

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

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

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Semester-X 19LISIC106: Project Work / InPlant Training Credits: 5 Hours:

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Crash Course Research & Techynical Library and Information System Hours:

Learning Objectives:

LO1: To learn about the Development of Research and Technical Libraries.

LO2: To understand about Library Collection Development and Management.

LO3: To know about Organization and Administration of Libraries.

LO4: To handle planning and organization of various information services.

LO5: To learn about finance and resource management.
UNIT-I:
Research and Technical Libraries and their Development: Objectives and Functions, History and Development of Libraries with Special Reference to India, Role of Special Libraries and its Relationship with Parent Organization, Types and Functions of Special Libraries, Agencies and their Role in the Promotion and Development of Research and Technical Libraries

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

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

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

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

Text Books:

Supplementary Readings:
6. www.swayam.gov.in

Course Outcomes:
At the end of the course, the students can able to

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

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Learning Objectives:

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

Unit -1

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

Unit -2

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

Unit -3

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

Unit 4


Unit 5


Text Books:


Supplementary Readings:
5. www.swayam.gov.in

Course Outcome:

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

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

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Semester-VIII  19LISIE86.2 : Electronic Resources Management System  Credits: 3

Learning Objectives:

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

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

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

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

Unit -IV

**Unit -V**


**Text Books:**


**Supplementary Readings:**

6. www.swayam.gov.in

**Course Outcomes:**

At the end of the course, students can able to

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**Semester-IX**

19LISIE96.1 : Intellectual Property Rights and Right to Information

**Credits:** 3

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

Unit – I: Basic Concepts
  IPR – Definition – Need and Purpose – Forms of IPR – IPR in Digital Era – Right to Information – Definition – Need and Purpose of IPR

Unit – II: History and Development
  Copy Right Law – History and Development – Need – Violations of Copy Right Law

Unit – III: Cyber Crimes
  Cyber Crimes – Definition – Types of Cyber Crimes – Protections

Unit – IV: Cyber Laws
  Cyber Laws – National Status – International Status – Implementation and Amendment

Unit – V: Legislation
  Legislation – Control and Supervisions – Merits and Demerits – Patents and Standards

Text Books:

Supplementary Readings:
5. www.swayam.gov.in

Course outcomes

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

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Learning Objectives:

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

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

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

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

Unit-IV
Reference Management System: Mendeley, Endnote, Reference work etc.

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

Text Books:
2. Das, Suchitra. Information Resources on Internet and Information Services in Library and Information Centers. SRELS Journals of Information Management. 37; 1, 2000. 49p

Supplementary Readings:
6. www.swayam.gov.in

Course Outcomes:

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

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

CO5: Gain professional confidence in helping scholars to understand the significance of citation and its management with online software like Mendeley as well as the significance of Plagiarism checker software.

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