Common to all Department of Studies in the Faculty of Arts

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

Master’s Programme

A Master’s Programme consists of a number of courses, in M.L.I.S. A Master’s programme consists of a set of compulsory courses and Language Papers.

The entire course carries credit system. The number and distribution of credits for the courses will be decided by the respective faculties.

A course is divided into two semesters. Odd semester and even semester. The normal semester periods are:

Odd Semester: July to November [90 working days]

Even Semester: December to April [90 working days]

Credits

The term credit is used to describe the quantum of syllabus for various programme in term and hours of study. In indicates differential weightage given according to the contents and duration of the courses in the curriculum design.

The minimum credit requirement for a five years Master’s Programme shall be 230.

Courses

Each course may consist of Lectures / Tutorials / Laboratory work / Seminar / Project work / Practical training Report / Viva voce etc.

Normally, in each of the courses, credits will be assigned on the basis of the Lectures / Tutorials / Laboratory work and other form of learning in a 15 week schedule.

Eligibility for Admission

A candidate who has passed the higher secondary class [10+2]
Grading System

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

Duration

The duration for completion of a five years Master’s programme in any subject is ten semesters, but in any case not more than eight years from the year of admission.

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

Attendance

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

The instructor of the course must intimate the head of the department at least seven calendar days before the last instruction day in the semester about the particulars of all students who have secured an attendance of less than 80%.

A candidate who has attendance less than 80% shall not be permitted to sit for the End-Semester examination in the course in which the shortage exists.

However, it shall be open to the authorities to grant exemption to a candidate who has failed to obtain the prescribed 80% attendance for valid reasons on payment of a condonation fee and such exemptions should not under any circumstances be granted for attendance below 70%.

Examination

There will be two internal assessments and one end – semester examination during each semester.

Internal assessment-I will be held after 35 working days and Internal Assessment – II will be held after 70 working days.

Internal assessment-I will be a combination of a variety of tools such as class test, assignment and paper presentation that would be suitable to the course. This requires an element of openness. The students are to be informed in advance about the nature of assessment and the procedures. However, the tests are compulsory, Test-I may be for one
hour duration. The pattern of question paper will be decided to the respective faculty. Internal assessment I will carry 10% of marks of the entire course.

Internal assessment-II will be held after 70 working days for the syllabi covered between seventh and eleventh weeks.

Internal Assessment –II will be conducted with a variety of assessment tools. It will also have an element of openness. The students are to be informed in advance about the nature of assessment and the procedures. However, the test is compulsory. Test II may be for two hours duration. The pattern of question paper will be decided by the respective faculty. Internal assessment II will carry 10% of marks of the entire course.

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

Evaluation

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

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Test</td>
<td>10 Marks</td>
</tr>
<tr>
<td>Assignment</td>
<td>05 Marks</td>
</tr>
<tr>
<td>Case Study/ Seminar/Short Answer etc</td>
<td>05 Marks</td>
</tr>
<tr>
<td>Attendance</td>
<td>05 Marks</td>
</tr>
<tr>
<td>90 and above</td>
<td>- 5 Marks</td>
</tr>
<tr>
<td>80-89</td>
<td>- 4 Marks</td>
</tr>
<tr>
<td>70-79</td>
<td>- 3 Marks</td>
</tr>
</tbody>
</table>

**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>Common</th>
<th>36</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core</td>
<td>182</td>
</tr>
<tr>
<td>Optional</td>
<td>12</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>230</strong></td>
</tr>
<tr>
<td>V</td>
<td>27. ILSC 51</td>
</tr>
<tr>
<td>V</td>
<td>28. ILSC 52</td>
</tr>
<tr>
<td>V</td>
<td>29. ILSC 53</td>
</tr>
<tr>
<td>V</td>
<td>30. ILSC 54</td>
</tr>
<tr>
<td>V</td>
<td>31. ILSC 55</td>
</tr>
<tr>
<td>V</td>
<td>32. ILSC 56</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

|  VI  | 33. ILSC 61 | 1. National Information System | Core | 4 | 75 | 25 | 100 |
|  VI  | 34. ILSC 62 | 2. Research Methodology | Core | 4 | 75 | 25 | 100 |
|  VI  | 35. ILSC 63 | 3. Academic Library System | Core | 5 | 75 | 25 | 100 |
|  VI  | 36. ILSC 64 | 4. Computer Networks | Core | 4 | 75 | 25 | 100 |
|  VI  | 37. ILSC 65 | 5. Library Software: Greenstone and Soul (Theory and Practice) | Core | 4 | 75 | 25 | 100 |
|  VI  | 38. IVEC 66 | 6. Value Education | Core | 3 | 75 | 25 | 100 |
| **Total** |  |  |  | 24 | 450 | 150 | 600 |

|  VII  | 39. ILSC 71 | 1. International Information System | Core | 5 | 75 | 25 | 100 |
|  VII  | 40. ILSC 72 | 2. Application of Statistical Tools in Research | Core | 5 | 75 | 25 | 100 |
|  VII  | 41. ILSC 73 | 3. Universal Decimal Classification – Practice (Abridged Edition) | Core | 5 | 75 | 25 | 100 |
|  VII  | 42. ILSC 74 | 4. WINISIS – Theory and Practice | Core | 4 | 75 | 25 | 100 |
|  VII  | 43.  | 5. Elective Course – Theory and Practice | Elective | 3 | 75 | 25 | 100 |
| **Total** |  |  |  | 22 | 125 | 375 | 500 |

|  VIII  | 44. ILSC 81 | 1. Anglo American Cataloguing Rules – II (Practice) Covering Non-book Materials | Core | 5 | 75 | 25 | 100 |
|  VIII  | 45. ILSC 82 | 2. Informetrics | Core | 5 | 75 | 25 | 100 |
|  VIII  | 46. ILSC 83 | 3. Database Creation and Design – Practice | Core | 5 | 75 | 25 | 100 |
|  VIII  | 47. ILSC 84 | 4. Corporate Libraries | Core | 4 | 75 | 25 | 100 |
|  VIII  | 48.  | 5. Elective Course – Theory and Practice | Elective | 3 | 75 | 25 | 100 |
| **Total** |  |  |  | 22 | 125 | 375 | 500 |

|  IX  | 49. ILSC 91 | 1. Marketing of Information | Core | 5 | 75 | 25 | 100 |
|  IX  | 50. ILSC 92 | 2. Knowledge Management | Core | 5 | 75 | 25 | 100 |
|  IX  | 51. ILSC 93 | 3. Introduction to Information Technology Infrastructure in Libraries | Core | 4 | 75 | 25 | 100 |
|  IX  | 52. ILSC 94 | 4. E-Resources and E-Publishing | Core | 4 | 75 | 25 | 100 |
|  IX  | 53.  | 5. Elective Course – Theory and Practice | Elective | 3 | 75 | 25 | 100 |
|  IX  | 54. ISSC 96 | 6. Soft Skills | Core | 3 | 75 | 25 | 100 |
| **Total** |  |  |  | 24 | 450 | 150 | 600 |

|  X  | 55. ILSC 101 | 1. Introduction to Web Designing and Web Hosting | Core | 5 | 75 | 25 | 100 |
|  X  | 56. ILSC 102 | 2. Digital Libraries | Core | 5 | 75 | 25 | 100 |
|  X  | 57. ILSC 103 | 3. Technical Writing | Core | 4 | 75 | 25 | 100 |
|  X  | 58. ILSC 104 | 4. Project and Viva-voce | Core | 5 | 75 | 25 | 100 |
|  X  | 59.  | 5. Elective Course – Theory and Practice | Elective | 3 | 75 | 25 | 100 |
| **Total** |  |  |  | 22 | 125 | 375 | 500 |

**Grand Total** |  |  |  | 230 | 4425 | 1475 | 5900 |
ANNA UNIVERSITY
Department of Library and Information Science
Master of Library and Information Science
[Five Year Integrated – ON CAMPUS PROGRAMME]

SYLLABUS

Semester I

Language 1 – தமிழ்

கலாச்சாரம் - ITAC-11 - இந்துக்குரோ நூர்த்தாசாம்

பொதுப்பக்காண்டா: 75
கிரிகள்: 3

கலாச்சாரம் - 3, 6, 16, 18, 24, 28, 32, 37, 40, 54, 57, 60, 69, 74, 77, 83, 85, 93, 97, 99

(தினசரி பாடல்கள் பாடும்)

கலாச்சாரம் - 9, 19, 27, 34, 38, 45, 51, 55, 66, 71, 76, 82, 86, 92, 96

(பிறகுக்குரோ பாடல்கள் பாடும்)

கலாச்சாரம் - கலாச்சாரம், கலாச்சாரம் (20 பாடல்கள்)

கலாச்சாரம் - கலாச்சாரம் (அறிவியல் கலாச்சாரம்)

கலாச்சாரம் - 2. கதாபாரம்

மா.புனியாரிக்கு கதாமுறை - கதாமுறை. பாலூநிகமுடையம்

கதாபாரம் - விளக்கம். விளக்கம்

பதிப்புகள் காட்சிகள்:

1. கதாபார கதா - விளக்கம்
2. பாலூநிக கதா - விளக்கம்
3. கதாபார கதா - விளக்கம்
4. பாலூநிக கதா - விளக்கம்
5. கதாபார கதா - விளக்கம்
6. கதாபார கதா - விளக்கம்
Objective:

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

Unit I

Unit II
2. Bhimrao Ambedkar “Speech on 4th November 1948 in the Constituent Assembly”

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

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

Unit V
1. Martin Luther King (Jr.) “I Have a Dream”

Text Book

ILSC – 13: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

Objectives:

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

UNIT I: Library as Information Centre

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

UNIT II: Library Legislations

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

UNIT III: Type of Libraries and their Functions

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

UNIT IV: Library Associations and International Bodies

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

UNIT V: User Education

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

Text Books


Reference Books

ILSC – 14 : KNOWLEDGE ORGANIZATION

Objectives:

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

UNIT I: Universe of Knowledge

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

UNIT II: Concepts and Study of Subjects

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

UNIT III: Knowledge Representation

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

UNIT IV: Over view of Classification Scheme

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

UNIT V: Book Classification

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

Text Books

5. Kumar, P.S.G. Knowledge Organization, Information Processing and Retrieval, Delhi, B.R. Publisher, 2003

Reference Books

1. Ranganathan, S.R. Prolegomena to Library Classification, 1976
2. Nikery, B.C. Faceted Classification’s Guide to the Construction and use of special schemes, 1970
Unit: I The Environmental System

1. The Services Provided by the Environmental System
2. Ecosystems: Food Chains, Food Webs, Ecological Pyramids

Unit: II Environmental Damage – Pollution

Source and impact of
1. Air Pollution
2. Water Pollution
3. Land Pollution
4. Municipal Solid Waste
5. Noise Pollution

Unit: III Resource Depletion

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

Unit: IV Global Climate Change

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

Unit: V Sustainable Development

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

Text Book:

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

References:

ILSA 16 - PRINCIPLES OF SOCIOLOGY

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

Unit-I

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

Reference Books
Semester II

Language 1 – மொழி

Course: 2 - ITAC-21 - மொழிக் குறிப்பிட்டும் நிறுவனியுடைய அறுக்காலம்

Module 1

மொழிபொருள்பாடுகள் பிள்ளைக் கலைக்கலை

மொழிப் பாடல் பாடல் - சொல்லால் மார்கோவிலில் படமாற்றத்திற்கு திறந்துவரவுகின்ற கலைக்கலையில் மார்கோவில் மார்கோவில் நிறுவனியுடைய நிறுவனியுடைய திறன் படமாற்றத் திறன் படமாற்றத் திறன் படமாற்றத்

Module 2

மொழிபொருள்பாடுகள் மூலக் கலைக்கலை

மொழிபொருள்பாடுகள் மூலக் கலைக்கலைக்கலை

மார்கோவில் மார்கோவில் மார்கோவில் மார்கோவில் மார்கோவில் மார்கோவில் மார்கோவில்

Module 3

இலக்கியம்

இலக்கியம் முக்கோள் முக்கோள் முக்கோள் முக்கோள்

மார்கோவில் மார்கோவில் மார்கோவில்

Module 4

அனைத்துக் கருத்துக்கள்

அனைத்துக் கருத்துக்கள்

அனைத்துக் கருத்துக்கள்

Module 5

மொழிபொருள்பாடுகள் நூற்றாண்டு நூற்றாண்டு

மொழிபொருள்பாடுகள் நூற்றாண்டு நூற்றாண்டு

மொழிபொருள்பாடுகள் நூற்றாண்டு நூற்றாண்டு

பாடல் நேரங்கள்

1. விழா. விழா. விழா. விழா. விழா. விழா. விழா. விழா.

2. விழா. விழா. விழா. விழா. விழா. விழா. விழா.
IENC – 22 : English Through Literature II: Poetry
Part II – English Paper – II

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

Unit I

1. William Shakespeare  
   “Sonnet 29”
2. William Blake  
   “A Poison Tree”
3. Robert Bridges  
   “A Red, Red Rose”

Unit II

1. PB Shelley  
   “Ozymandias”
2. Alfred Tennyson  
   “The Brook”
3. HilaireBellock  
   “Matilda”
Unit III
1. Robert Frost  “Stopping by Woods on a Snowy Evening”
2. Walt Whitman  “O Captain, My Captain”
3. Sylvia Plath  “Mirror”

Unit IV
1. Toru Dutt  “The Lotus”
2. A. K. Ramanujan  “A River”

Unit V
1. Gabriel Okara  “Once Upon a Time”
2. Maki Kureshi  “The Kittens”
3. Robert Finch  “Peacock and Nightingale”

Text Book

ILSC - 23: MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

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

UNIT I: Organization and Management
Management – Definition – Functions of Management – Theories of Management

UNIT II: Organizational Structure

UNIT III: Human Resource Management

UNIT IV: Financial Management

UNIT V: Resource Management
Planning of Library Building – Furniture and Equipment – Standards and Specifications
Text Books


Reference Books

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

ILSC – 24 : INFORMATION RETRIEVAL TOOLS (CATALOGUING)

Objectives:

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

UNIT: Basic Concepts


UNIT II: Entries in AACR 2 & CCC

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

UNIT III: Physical forms of Library Catalogue

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

UNIT IV: Inner forms of Catalogue

Inner forms of Catalogue – Dictionary Classified Catalogue – Alphabetic Subject Catalogue – Alphabetic Classed Catalogue
UNIT V: Cataloguing Rules
Rules for cataloguing: Development of cataloguing Rules

Text Books

Reference Books

ILSC - 25: INFORMATION PROCESSING THEORY (CLASSIFICATION)

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

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

UNIT II: Natural Language systems
Document Representation

UNIT III: Artificial Language System
Notation – Concepts – Types – Feature – Qualities – Thesaurus – Indexing systems:-
PRECIS, POPSI, KWIC, KWOC, Chain Indexing

UNIT IV: Structure of Classification Schemes
Canons – Postulates

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

Text Books
1. Raju, A.A.N. Colon Classification theory and practice: A Self instruction Manual,
   New Delhi: ESS ESS Publications, 2001
5. Fosher, A.C. Subject Approach to information. London: Clive Bingley, 1982

Reference Books


ILSA 26 : PRINCIPLES 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


Reference Books

SEMESTER III

Part-I – Language – தமிழ்
பகுதி-3 - ITAC-31 - கேரளாவைத் தகவல்

மேம்பக்கோட்டை: 75
மாணவர்: 3

நூற்றாண்டு: தமிழியல் வகுப்பாங்களும் கருத்துக்கான தக்கவை அமைப்பாக் புவாண்டிகள் – கேரளாவைத் தகவல் நூற்றாண்டு

நன்றி-1
நூற்றாண்டு விளக்கம் - மதிப்பு (ஏ.ம். பாதிக்கர்) நூற்றாண்டு விளக்கம் - விளக்காகத் நூற்றாண்டு - அம்பரவலி – அம் தோற்றிலும் - இம் தோற்றாக அருங்கள் - நூற்றாண்டு

நன்றி-2
நூற்றாண்டுகளும் - நூற்றாண்டு வசதிகளும் - சில்லூர்திகளும் - நூற்றாண்டு விளக்கம் - தூய நூற்றாண்டு - புரோச்டோ நூற்றாண்டு

நன்றி-3
இந்திய விளக்கம் (எதிரியிற்கு) அம்பரவலி - அம்பரவலி விளக்கம் - அம்பரவலி விளக்காகத் நூற்றாண்டு - முதலாம் நூற்றாண்டு

நன்றி-4
இந்திய நூற்றாண்டு அபிஷேகத் தொழில்நுட்பம் புரோச்டோ - காலநிலைகளின் பாதி – பாதி நூற்றாண்டு - நூற்றாண்டு செயல்பாடு போன்ற

நன்றி-5
அதிகர - விளக்கம் அந்தகாலம் (எதிரியிற்கு - பாதி ப. காலாண்டின்)

முன்னாளன்கள்

1. பாதிக்கர் - நூற்றாண்டு விளக்கம் வகுப்புக்களும் காணவே் - புடைப்பு-1971
2. தோற்றியும் வகுப்பாங்களும் மற்றையும் சங்காகம், புடைப்பு-2000
Part –III : ENGLISH PAPER
IENC – 32 : English Through Literature III: Drama

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

Unit I
1. Stanley Houghton “The Dear Departed”

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

Unit III
1. Arnold Bennett “The Stepmother”
2. Arthur Miller “Grandpa and the Statue”

Unit IV
1. William Shakespeare King Lear (Act I, Scene i)
2. William Shakespeare Julius Caesar (Act III, Scene ii)

Unit V
1. Frances Goodrich & Albert Hackett The Diary of Anne Frank (Act I)
2. Betty Keller “Tea Party”

Text Book

ILSC 33: ARCHIVES AND MANUSCRIPTS KEEPING

Objectives:
1. To study the concept and history of Archives.
2. To understand the organization and functions of archives.
Unit – I: Basic Concepts
Archives: Definition – Concept – History – Creation of Archives

Unit – II: Organization
Organization of Archives – Function of Archives – Users of Archives

Unit – III: Archives of India
National Archives of India – Tamil Nadu Archives – Private Archives

Unit – IV: Archives Administration
Administration of Archives – Evolution of Archives Administration in India – Administration of National Archives

Unit – V: Archives Preservation
Preservation of Archives – Principles of Preservation – Agents of deterioration

Text Books

Reference Books
1. Lamp C.M., (Editor), The Calligrapher’s Handbook: London, Faber 1956

ILSC - 34: INFORMATION AND COMMUNICATION

Objectives:

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

UNIT I: Basic Concepts
Information – It’s Concept – Nature and Value – Published Information Characteristics – information growth

UNIT II: Types of Communication
Communication – Concept – Types – Formal and Informal- characteristics – Barriers of Communication
UNIT III: Online Information
Online Information – Production & distribution cycle – Online Publishers, Online Distributors.

UNIT IV: Information Intermediaries
Information Intermediaries – Information transfer process and cycle – Information Consultants – Information Agents.

UNIT V: Communication Media
Information and Communication media – Conventional and Non-Conventional Media – Role and Impact

Text Books

Reference Books
1. Gopinath, M.A. Current trends in information sources and communication Media, DRTC Material 1984

ILSC - 35: COLON CLASSIFICATION – PRACTICE

Objectives:
1. To make the students to understand about the classification schemes.
2. To understand the classification of books using colon classification.

Classification of books and other documents using Colon Classification Schedule (6th edition)

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

Reference Books


ICAC - 36 : COMPUTER AND ITS APPLICATIONS

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

Unit–I: Introduction to Computers
Input-Output Devices – Data Storage Devices – Software-The Definition – The Role of Software Housekeeping

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


Unit–III: Internet

Fundamentals of HTML, TCP/IP and E-Commerce

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

Unit–V: Multimedia
Multimedia – Concept, Requirements, Applications and Future – Hardware and Software Requirements for Multimedia; Development and Delivery Platforms – Multimedia

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

Text Books


Reference Books


ILSA – 37: INTRODUCTION TO TOURISM

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

Unit-I

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

Reference Books
SEMESTER IV

Part-I – Language – மொழி –

தொகு: 4 - ITAC-41- தமிழ்மொழி அற்புதம்

முற்பட்டங்கள்: 75
முற்பட்டநூற்றாண்டு: 3

அப்பத் கல்வி மற்றும் தமிழ்மொழித்தல்

நூற்பட்டங்கள்: தமிழ்மொழியானது தமிழிழந்தவர்களுடன் சுதந்திரமாக தமிழ்மொழியானது உள்ளிட்ட வருடங்களில் நடந்தது.

அப்பத்-1 பிராமிக் கலையை, பிராமிக் தமிழினம்

அப்பத்-2 பொறியியல், பொறியியல்

அப்பத்-3 குறிப்பிட்டு கலையை

அப்பத்-4 குறிப்பிட்டு கலையை

அப்பத்-5 குறிப்பிட்டு கலையை
PART – IV – ENGLISH PAPER
IENC 42 - Title: English Through Literature IV: Short Story

Objective:

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

Unit I
1. O’ Henry  “After Twenty Years”
2. Ernest Hemingway  “A Day’s Wait”

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

Unit III
2. Shashi Deshpande  “I Want”

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

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

Text Book:

ILSC - 43: INFORMATION RETRIEVAL THEORY (CATALOGUING)

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

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

UNIT- II Thesaurus
Thesaurus-vocabulary Control and Thesaurus Constructions

UNIT-III Types of Catalogue
Centralized Catalogue and Co-operative Catalogue-Simplified and selective catalogue

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

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

Text Books

Reference Books
ILSC - 44: INTRODUCTION TO INFORMATION SOURCES

Objectives:

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

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

UNIT II: Primary Sources

UNIT III: Secondary Sources

UNIT IV: Tertiary Sources

Unit V: Electronic Resources

Text Books

4. Grogan, D.J. Science and Technology an Introduction to the Lite.

Reference Books


ILSC - 45: CLASSIFIED CATALOGUE CODE - PRACTICE

Objectives:

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

Cataloguing of Books & Periodicals as per CCC 5th edition.

Text Book


ILSC 46: INTELLECTUAL PROPERTY RIGHTS AND RIGHT TO INFORMATION

Objectives

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

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

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

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

Unit – IV: Cyber Laws
Cyber Laws – National Status – International Status – Implementation and Amendment
Unit – V: Legislation
Legislation – Control and Supervisions – Merits and Demerits – Patents and Standards

Text Books

Reference Books
1. Mahajan V.D Jurisprudence and Legal Theory, New Delhi, Easter Book, 2001

ILSA- 47: TOURISM AND DEVELOPMENT

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

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

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

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

Unit-IV

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

Reference books
2. Romila Chawla, Tourism in India Perspective and Challenges, New Delhi, Sonali Publications.
SEMESTER V

ILSC - 51: INFORMATION SERVICE

Objectives:

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

UNIT I: Basic Concepts
Concept-Need for information service - Role of information service for R & D and Community Development

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

UNIT III: Documentation services
Documentation services - CAS - SDI - Bibliographic service - Reprography service, etc.

UNIT IV: Information Analysis
Information Analysis & Consolidation - Preparation and Product - Trend Report.

UNIT V: User studies
Use and User studies. Information Seeking Behavior.

Text Books

5. Pandey, V.C. Information and Communication Technology, Delhi: ISHA Books, 2004

Reference Books


ILSC - 52: LIBRARY AND INFORMATION SYSTEM MANAGEMENT

Objectives:

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

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

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

UNIT III: Organizational chart
Organizational chart: Flow process chart-Decision Flow Chart-Black Diagram-Gantt Chart.

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

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

Text Books


Reference Books


ILSC – 53: DEWEY DECIMAL CLASSIFICATION - PRACTICE

Objectives:

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

Dewey Decimal Classification (19th edition).

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

Text Books


ILSC - 54: DATABASE MANAGEMENT SYSTEM

Objectives:

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

UNIT I: Introduction to Database
Databases - Definition and Types – Characteristics of DBMS

UNIT II: Data Models
Data Models - Hierarchical, Network, Relational

UNIT III: Database Design
UNIT IV: Data Backup
Data Backup – Need and Purposes – Backup Devices

UNIT V: Database Maintenance
Database Maintenance – Database Updates

Text Books
5. Godbole, Data communication and Networking, Chennai: The Library books suppliers, 2003

Reference Books
1. Rajesh, R.S. and K.S. Eswarakumar, R.Balasubramanian, computer networks Fundamental application: Vikas, 2002

ILSC 55 : PUBLIC LIBRARY SYSTEM

Objectives
1. To create awareness about the public library system.
2. To study the growth and development of public library system.
3. To give a clear picture on automation of public libraries.

Unit – I: Basic Concepts
Public Library: Definition – Concept – Objectives – Types and functions – Services

Unit – II: Growth and Development

Unit – III: Public Library Legislation
Unit – IV: Financial and Personnel Management

Unit – V: Automation

Text Books

Reference Books

ILSC – 56: Anglo American Cataloguing Rules – II (Practice) 2nd Edition

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

Text Books
Semester - VI

ILSC - 61: NATIONAL INFORMATION SYSTEM

Objectives:

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

UNIT I: Basic Concepts
Information systems – Meaning – Definition – Functions – Types – Planning of Information System

UNIT II: Information Centre
Data centers – Referral centers – Clearing House – Information analysis centre – Translation centre – Reprographic centre

UNIT III: Science Information System in India
NISCAIR – DESIDOC – NASSDOC – SENDOC

UNIT IV: Information System in other Countries
BLAISE (British Library Automated Information Services) – OCLC (Online Computer Library Centre) – LC (Library of Congress)

UNIT V: Recent Development in Information System
Recent Development in Information System –

Text books


**Reference Books**

1. India, Ministry of Science and Technology NISSAT: Detailed Project Report, New Delhi: DST, 1999
3. Weisman, H.M. information system and centers New York L Becker and Hayes, 1992

**ILSC - 62: RESEARCH METHODOLOGY**

**Objectives:**

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

**Unit – I: Fundamentals of Research**

**Unit – II: Research Problem**

**Unit – II: Sampling Technique**

**Unit – IV: Testing of Hypothesis**

**Unit – V: Report Writing**
Organization of Report, Table Presentation and Proof Reading

**Text Books**

ILSC – 63: ACADEMIC LIBRARY SYSTEM

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

Unit I: University and College Libraries
Role and Responsibility of Academic Libraries – Growth of University and College Libraries in India – Role of UGC

Unit II: Collection Development Process

Unit III: Authorities
University and College Library Authority – Centralization and Decentralization – Preservation of Reading Materials – Statistics - Files and Records

Unit IV: Automation in Academic Libraries
INFLIBNET – University Library Networks in India – SOUL – UGC INFONET

Unit V: Service for Academic Libraries
Open and Distance Education Programme – Public Relation in Academic Libraries

Text Books

Reference Books


ILSC – 64: COMPUTER NETWORKS

Objectives:

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

UNIT I: Concept of Networking
Networking Definition and types : Networking Basics – Simple Communication System, Electrical and Optical communication systems

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

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

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

UNIT V: Networks in India
Networks in India – INFLIBNET – MALIBNET – NICNET – ERNET – DELNET - CALIBNET

Text books

2. James, E. Goldman Local area networks: A Business Oriented approach, Ed.2 Wiley computer science, 2001
3. Peter King Computer network and data communication, Wiley computer science, 2001
4. Komar, Teach Yourself TCP/IP Networking in 21 days, Chennai TBH publishers, 2000

Reference Books:

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

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

Objectives:

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

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

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

IVEC – 66: VALUE EDUCATION

Objectives

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

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

Unit – II
1. Basic Features of Rational Ethics
2. Moral Consciousness and Conscience
3. Love – the ultimate moral norm

Unit – III
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

Reference Books

Semester – VII
ILSC – 71: INTERNATIONAL INFORMATION SYSTEM

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

UNIT I: Basic Concepts
Definition – Concept – Need Growth and Function of International information systems

UNIT II: Information System in Science
UNISIST – UNESCO – BIOSIS – ICSU – CAS – INIS

UNIT III: Information system in Applied Science
INSPEC – COMPENDEX – AGRIS – MEDLARS

UNIT IV: Information System in Social Sciences
DEVISIS

UNIT V: Recent Development
Recent trends and Networking of Resources – Development of Consortium

Text Books

Reference Books
2. Swithart and Herbly: Computer system in the Library .Los Angles :Meutte Publisher,1973
ILSC - 72: APPLICATION OF STATISTICAL TOOLS IN RESEARCH

Objectives:

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

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

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

UNIT III: Correlation & Regression
Correlation - Methods of studying correlation-Karl Pearson’s co-efficient of correlation-
spearman’s Rank Correlation Co-efficient - Simple Linear Regression-Regression equations-
Correlation analysis Vs Regression Analysis

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

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

Text Books

New Delhi, 2004.
3. Purohit, H.C. and Ajay Wagh, Research Methodology Tools and Techniques, Shree
Publishers & Distributors, New Delhi, 2009

Reference Books

2. Croxton and Cowder “Applied General Statistics”, Prentice of Hall of India, New Delhi,

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

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

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

Text Book


ILSC - 74: WINISIS - THEORY AND PRACTICE

Objective:

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

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

Reference Books


Text Book


ILST 75: INFORMATION USER AND THEIR NEEDS (ELECTIVE)

Objectives:

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

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

UNIT- III: User Needs
User needs: Its basic concept – Definition and importance for accessing user needs – Aims and objectives – Planning for accessing information needs – Problems of user studies
UNIT- II: Information Seeking Behavior
University and college library user behavior – evolving a theory of user behavior – characteristics having effects of user behavior – patterns of user behavior – users and their influencing factors – Limitations in behavioral research in librarianship.

UNIT-IV: User Interaction
User's interaction with documentary resources and non documentary/electronic resources for their current information needs.

UNIT-V: Evaluation of User Studies

Text Books

Reference Book
SEMESTER – VIII

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

Objectives:

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

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

Text books


ILSC 82: INFORMETRICS

Objectives:

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

Unit –I: Basic Concepts  
Evolution of the concept of Bibliometrics, Librametrics, Scientometrics and Informetrics

Unit –II: Theory and Laws  

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

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

**Unit – V: Tools and Techniques**
Application of Quantitative and Qualitative tools and techniques in LIS Research

**Text Books**
2. Garfield, E: Citation indexing, New York, Inter-Wiley, 1979

**Reference Books**
2. Hjerppe, R: An outline of bibliometrics and citation analysis, Stockholm: Royal Institute of Technology Library, 1978

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

**Objectives**
To study the creation and design of database

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

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

**ILSC 84 : CORPORATE LIBRARIES**

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

**Unit – I: Policies**
Natural Science, Technology and Industrial Policy with special reference to India; Role of information in industrial and corporate development

Unit – II: Nature and needs of Industrial Users
Information needs of industry, Types of information services for industry

Unit III: Nature and needs of Corporate Users
Information needs of corporate sector, Types of information services for corporate sector

Unit IV: Global and National Industrial Information Systems and Services
Role of UNIDO, national level organizations

Unit V: Intellectual Property Rights
Intellectual Property issues; Patents as a source of Industrial Information; Information systems for patents

Text Books


Reference Books

SEMESTER – IX

ILSC – 91: MARKETING OF INFORMATION

Objectives:

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

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

UNIT II: Marketing Concepts
Concept of Marketing and Corporate Mission – Strategies for information marketing for Library Professionals

UNIT III: Marketing Techniques
The Market Mix – Market segmentation and its variable; Targeting and its Importance

UNIT IV: Market Research

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

Text Books


Reference Books


ILSC 92 : KNOWLEDGE MANAGEMENT

Objectives:

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

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

Unit-II: Knowledge Creation and Capturing
Knowledge creation model – Capturing tacit knowledge

Unit –III: Knowledge Codification and Organization
Knowledge base – knowledge mapping, decision trees, decision tables, frames etc.

Unit –IV: Tools and Techniques of Knowledge Management
Neural network – Data Mining – Knowledge management

Unit –V: Application of Knowledge Management
Case Studies

Text Books

ILSC – 93: Introduction to Information Technology Infrastructure in Libraries

Objectives

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

UNIT-I : Collection Infrastructure
Acquire, Create, Convert, Access.

UNIT-II : Access Infrastructure
Search Browse, Portals

UNIT-III : Digital Resources Organization
Standard - Protocols, Access Control

UNIT-IV : Hardware and software Infrastructure
Servers, Input-output Devices

UNIT-V : Network Infrastructure
Ring Type – Line Type – Star Type – Tree Type – Bus Type

Text Books

3. Raman Nair, R. Sustainable University Library Development, New Delhi: Ess Ess Publication 2000
12. Mishra, P.N. Data Storage and Information System in libraries, New Delhi, Alfa Publications, 2010

Reference Books

5. Rajagopalan, T.S. Years work in Indian Librarianship 1987, Delhi: Indian Library Association, 1988

ILSC 94 : E-RESOURCES AND E-PUBLISHING

Objectives

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

Unit – I: Basic Concepts
E-Resources – Definition, Concept and Types

Unit – II: E-Resources and Services
Evaluation of E-resources

Unit – III: Role of Internet
Role of Internet in Information Transfer

Unit – IV: Database Support Service
Database Support Service – Types, with reference to INSPEC (COMPENDEX), EiTech, Scopus
Unit – V: E-Publishing
Definition – Concept – Process – Types – Models – Advantages and Disadvantages

Text Books

Reference Books

ISSC – 96: SOFT SKILLS

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

UNIT I: Communication and Writing Skills
Methods of Communication – Effective speaking – Conversational dialogue – Body language – Written communication

UNIT II: Research and Analytical Skills
Collecting references – Quoting reference – Bibliography – Analysis of large data.

UNIT III: Organization Skills
Modern office – Functions – Office Procedures – Handling of Mail – Filing and Indexing.

UNIT IV: Computational Skills
Use of Computers – Operating System (Windows 98, 2000, XP)

UNIT V: IT Skills

Text Books

Reference Books


SEMESTER – X

ILSC - 101: INTRODUCTION TO WEB DESIGNING AND WEB HOSTING

Objectives:

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

UNIT-I: Basic Concepts
Web Designing – Concepts – Definition and Need

UNIT-II: Web Designing Tools
MS front page – Dreamweaver – Merits and Demerits

UNIT-III: HTML
Definition, Sample Codes

UNIT-IV: Library Services through Web
E-resources features – Access features – Download features – Data format – Merits and Demerits

UNIT-V: WEB OPAC
Menu features –Link to sources – Link features – Sub link features – Access features

Text Book


Reference Books

ILSC - 102: DIGITAL LIBRARIES

Objectives:

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

UNIT I: Basic Concepts
Digital Library: Definitions – Fundamentals – Characteristics – Nature of Digital Collections

UNIT II: Design and Organization

UNIT III: Digital Resource Management
Access to use of Digital Libraries – Storage – Archiving and Digital Preservation

UNIT IV: Open Source Initiatives
Open Archive Initiative (OAI) – Open Source Software’s: GSDL – D space – E print

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

Text Books


Reference Books

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

ILSC 103 : TECHNICAL WRITING

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

**Unit I: Basic Concepts**
Communication Process – Characteristic, Features of Technical Writing – Reader, Writer Relationship

**Unit II: Components**
Language as a Medium for Communication of thought – Readability and Text – Aberrations in Technical writing

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

**Unit IV: Repackaging of information**
Preparation of review article – Trend report - progress reports

**Unit V: Editorial process**
Editorial tools, use of style manuals and proof reading

**Text Books**
1. Bhattacharyya, G. Project on study of subjects (Library Science with slant to Documentation, V. 12; 1975; Paper G; p65-79

**Reference Books**

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