

# **ALAGAPPA UNIVERSITY**

**(A State University Accredited with A+ Grade by NAAC (CGPA: 3.64) in the Third Cycle and Graded as Category-I University by MHRD-UGC)**

**Karaikudi – 630003.  
Tamilnadu**

## **Directorate of Distance Education**



## **PROGRAMME PROJECT REPORT**

### **Certificate Program**

**in**

### **Library and Information Science**

**July 2021**

**[For the Candidates admitted from the academic year 2021-2022]**

## Table of Contents

Contents	Page No.
(a) Programme's Mission and Objectives	3
(b) Programme Outcome	3
(c) Nature of prospective target group of learners	3
(d) Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence;	4
(e) Instructional Design e.1 Revisions of Regulation and Curriculum Design e.2 Detailed Syllabi e.3 Duration of the Programme: e.4 Faculty and Support Staff Requirements: e.5 Instructional Delivery mechanisms e.6 Identification of media e.7 Student Support Services	4
(f) Procedure for Admissions, Curriculum transaction and Evaluation f.1 Minimum qualification for admission f.2 Curriculum transaction f.3 Evaluation f.3.1 Minimum for a pass: f.3.2 Question Paper Pattern Theory and Practical f.3.3 Procedure for Completing the Course: f.3.4 Results f.4 Fees Structure	6
(g) Requirement of the laboratory support and library resources	8
(h) Quality assurance mechanism and expected programme outcomes	9
Appendix – Detailed Syllabi	10

**DIRECTORATE OF DISTANCE EDUCATION**  
**CERTIFICATE COURSE IN LIBRARY AND INFORMATION SCIENCE**

**Credit Based Curriculum and Evaluation System**  
**(With effect from Academic Year 2021 - 2022 Onwards)**

**(a) PROGRAMME'S MISSION AND OBJECTIVES**

**Mission**

Mission is to impart employability and creativity to the students and lives up to the standards of academic, special and public libraries. To train students for a professional career in Library and Information Services; To make students fully aware of various sources of information; and train them in techniques of dissemination of information in the context of different user groups.

**Programme Objectives**

This program will introduce you to the field of library and information science. It is specifically designed for students with no prior knowledge and experience in the field of library and information science, and touches upon a variety of fundamental topics. The goal of the library and information science curriculum is to provide students the knowledge and tools that will allow them to maintain and to provide the services to the libraries.

- To teach information processing techniques and develop capability in retrieving information efficiently by applying different search techniques;
- To get the students acquainted with the activities and services of different information systems and introduce them to the packaging and consolidation techniques;
- To impart ICT based skills using open-source software in order to make them serve competently in an automated and networked environment; and

**(b) PROGRAMME OUTCOME**

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

- Understand the nature and services of Library and information centres.
- Know the fundamentals of Library routine works.
- Have a strong understanding of the library practices and students will be ready to learn about like classification, cataloguing, library automation and digital libraries.

**(c) NATURE OF PROSPECTIVE TARGET GROUP OF LEARNERS**

The Certificate Programme in Library and Information Science (CLIS) is being launched with an objective to cater to the staffing needs of rural libraries as well as for imparting basic skills and training in library management. Since most rural libraries are being managed by untrained persons, it will provide them an opportunity to take up basic training in library and information science profession. Trained human resources are required to occupy various lower positions in libraries, documentation centres and information centres/institutions in the country. For instance, professionally trained human resource at

different levels is necessary to manage libraries in schools, colleges, universities, government departments, commercial and industrial establishments, scientific research institutions, R&D establishments, public libraries, etc., set up by central, state governments, local and corporate bodies.

**d) APPROPRIATENESS OF PROGRAMME TO BE CONDUCTED IN DISTANCE LEARNING MODE TO ACQUIRE SPECIFIC SKILLS AND COMPETENCE;**

To meet the above requirement, Alagappa University initiated the CLIS Programme in distance education mode. In this mode, education is imparted through different forms, such as printed lessons and Personal Contact Programme (PCP). The CLIS Programme is meant to impart skills and training necessary for the effective organisation and management of libraries and information units in the country in the present day context and providing varieties of library and information services with the help of IT wherever possible.

**(E) INSTRUCTIONAL DESIGN**

**e.1 Revisions of Regulation and Curriculum Design**

1. The University reserves the right to amend or change the regulations, schemes of examinations and syllabi from time to time based on recent market dynamics, industrial developments, research and feedback from stakeholders and learners.
2. Each student should secure 8 credits to complete certificate programme.
3. Each theory course carry 2 credits and practical course carry 4 credits with 75 marks in the University End Semester Examination (ESE) and 25 marks in the Continuous Internal Assessment (CIA).

**Programme code :**

<b>Certificate course in Library and Information Science Programming</b>	<b>215</b>
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**Course of Study and Scheme of Examinations**

**Credit Structure for C.L.I.Sc. Programme**

<b>SI.No</b>	<b>Course code</b>	<b>Name of the Course</b>	<b>CIA Marks Max.</b>	<b>ESE Marks Max.</b>	<b>Total Marks Max.</b>	<b>Credits</b>
1	21511	Fundamentals of Library and Information Science	25	75	100	2
2	21512	Information Sources and Services	25	75	100	2
3	21513	Information Processing Practice – (Classification& Cataloguing)	25	75	100	4
<b>TOTAL</b>			<b>75</b>	<b>225</b>	<b>300</b>	<b>8</b>

CIA: Continuous Internal Assessment ESE: End semester Examination

**Course Code Legend:**

2	1	5	S	C
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215 – Programme code for Certificate Course in Library and Information Science

S - Semester Number

C - Course Number in the Semester

**e.2 Detailed Syllabi**

The detailed Syllabi of study and shall be as shown in Appendix.

**e.3 Duration of the Programme:**

Students shall complete the programme within a period of six months (one Semester). Maximum duration to complete the course is 5 years.

**e.3.1 Medium of Instruction**

The medium of instruction is **Tamil and English**.

The course material is also in **Tamil and English**.

**e.4 Faculty and Support Staff Requirements:**

The following faculty and support staff are required for this programme.

S.No	Staff Category	Numbers
1	Core Faculty	2
2	Teaching Assistant	3
3	Clerical Assistant	1

**e.5 Instructional Delivery mechanisms**

The instructional delivery mechanisms of the programme includes SLM- Study materials, Personal contact session for both theory and practical courses of the programme, e-version of the course materials in the form of e-book, e-tutorials, Power Point, Video Lecture Links, Video Lectures and Open Educational Resources (OER).

**e.6 Identification of media**

The printed version of SLM – study material shall be given to the learners in addition to MOOC, e-tutorial.

**e.7 Student Support Services**

The student support services will be facilitated by the Directorate of Distance Education, Alagappa University, Karaikudi and its approved learning centres located in various parts of Tamilnadu.

The pre-admission student support services like counseling about the programme including curriculum design, mode of delivery, fee structure and evaluation methods will be explained by the staff at Directorate of Distance Education or Learning centres.

The post-admission student support services like issuing Identity card, study materials will be provided thru Directorate or Learning centres. The face to face contact sessions of the programme for both theory and practical's will be held at the Directorate or Learning centres.

The student support regarding the conduct of examinations, evaluations, publication of results and certificates are done by Office of the Controller of Examinations, Alagappa University, Karaikudi.

## **F. PROCEDURE FOR ADMISSION:**

### **f.1 Minimum qualification for admission**

Candidates for admission to the certificate programme shall be required to have passed HSC or equivalent (10+2 pattern) of any Recognized Board or institution or authority accepted by the Syndicate of the Alagappa University as equivalent thereto shall be eligible.

### **f.2 Curriculum transaction**

- The face-to-face contact sessions in class room teaching with the support of SLM, Power Point Presentations, web-based tools, audio and animated videos.
- The practical classes are based on the respective subject study materials containing requirement for the **Practical Books**.
- Face to face contact sessions will be conducted for both theory and practical courses in the following manner.

<b>Course Type</b>	<b>PCP (in Hours)</b>
Theory courses (2 Courses – 6 Hrs/course)	12
Practical course (1 Course – 12 Hrs/course)	12
<b>Total</b>	<b>24</b>

### **f.3 Evaluation**

There shall be two types of evaluation systems; internal assessment and end semester examination will be conducted by the University according to the following scheme. The maximum marks for the internal assessment for both theory and practical's is 25 marks. The maximum marks for end semester examination is 75 marks for each course. The candidate failing in any course(s) will be permitted to appear for each failed course(s) in the subsequent examination. Candidates who have passed the examination in all prescribed courses as per the above regulations shall be eligible for the award of the programme.

#### **Internal assessment**

- Internal assessment of theory courses is through home assignment with workbook, case studies, review questions, descriptive questions etc., for 25 marks.
- Internal assessment for the practical courses shall be through home assignment which includes workbook preparing for Classification and Cataloguing for 25 marks.

- Student should submit assignment for theory and practical courses of every course.

### **Division of Internal Marks (Assignment)**

<b>Theory</b>		<b>Practical</b>	
<b>Assignment</b>	<b>Marks</b>	<b>Assignment</b>	<b>Marks</b>
Class test / Review questions Workbook, case studies, descriptive questions etc.,	25	Workbook for preparing Classification and Cataloguing	25

### **End Semester Examination (ESE)**

The university end Semester Examinations shall be of three hours duration with maximum of 75 Marks for both theory and practical courses.

#### **f.3.1 Minimum for a pass:**

The passing minimum for the University examination will be two-fold consisting of Continuous Internal Assessment (CIA) and End Semester Examination (ESE).

To pass in each course, a candidate is required to secure 40% marks in the End Semester Examination and 40% marks in the aggregate (marks in End Semester Examination + marks in Internal Assessment).

The student who does not secure required minimum marks for pass in a course(s) shall be required to reappear and pass the same in the subsequent examination.

#### **f.3.2 Question Paper Pattern - Theory**

The end semester examination will be conducted in the duration of 3 Hours and maximum of 75 Marks.

#### **Question Paper Pattern**

Part – A (10 x 2 Marks: 20 Marks) Answer all questions

Part – B (5 x 5 Marks: 25 Marks) Answer all questions choosing either (a) or (b)

Part – C (3 x 10 Marks: 30 Marks) Answer any 3 out of 5 questions

#### **End Semester Examination (ESE) - Practical**

Students are required to prepare a text books or work books Separate sheet for each Classification and Cataloguing course. The practical counsellor should duly sign this sheet after each session.

## **Division of marks in ESE – Practical (Maximum 75 marks)**

The end semester examination will be conducted in the duration of 3 Hours and maximum of 75 Marks.

### **Question Paper Pattern**

- Part – A      Classify According to CC 6<sup>th</sup> Edition (5 x 5 Marks: 25 Marks) Answer any 5 out of 8 questions
- Part – B      Classify According to DDC 19<sup>th</sup> Edition (5 x 5 Marks: 25 Marks) Answer any 5 out of 8 questions
- Part – C      For Publications with the title pages 1-5 (5 x 5 Marks: 25 Marks), with all the entries as per the dictionary catalogue. The dictionary catalogue entries should be made in accordance with AACR-2

### **f.3.3 Procedure for Completing the Course:**

The candidate will qualify for the certificate programme only if he/she passes all the (including arrears) courses within a period of FIVE years from the date of admission.

### **f.3.4 Results:**

Results will be declared at the end of each semester of the University examination and the marks/grade obtained by the candidate will be forwarded to them by the Controller of Examinations, Alagappa University.

### **f.4 Fees Structure:**

<b>Fee Particulars</b>	<b>Rs.</b>
Admission Processing Fees	100
Course Fees	2500
ICT fees	150
<b>Total Fees</b>	<b>2750</b>

The above-mentioned fees structure is exclusive of examination fees.

## **G. REQUIREMENT OF THE LIBRARY RESOURCES**

### **g.1 Practical Support**

In the practical, we will cover various aspects of library materials as resources, their acquisition and processing. Among materials, both the print and non-print materials will be included. We will learn how to work in periodical section which is different than books, because of their unique features. We will also discuss classification and cataloguing which are important techniques for organizing library resources. You will learn how to make a catalogue card and how to classify a book by giving it a class number.



## **g.2 Library Resources**

The Directorate of Distance Education, Alagappa University provides library facility with number of books and Self Learning materials for Computer Science Programmes. The Central library of Alagappa University provides the collection of volumes of Self Learning Materials, Printed books, Subscriptions to printed periodicals and Non-book materials in print form for the learner's references. All these library resources are meant for learner's reference purpose only.

## **(H) QUALITY ASSURANCE MECHANISM AND EXPECTED PROGRAMME OUTCOMES:**

### **(h.1) University's Moto:**

' Excellence in Action'

### **(h.2) University's Vision and Mission**

#### **Vision**

Achieving Excellence in all spheres of Education, with particular emphasis on ' PEARL' - Pedagogy, Extension, Administration, Research and Learning.

#### **Mission**

Affording a High-Quality Higher Education to the learners so that they are transformed into intellectually competent human resources that will help in the uplift of the nation to Educational, Social, Technological, Environmental and Economic Magnificence (ESTEEM).

### **(h.3) University Objectives**

1. Providing for instructions and training in such branches of Learning at the university may determine.
2. Fostering Research for the Advancement and Dissemination of Knowledge and Application.

### **(h.4) Quality Policy**

Attaining Benchmark Quality in every domain of 'PEARL' to assure Stakeholder Delight through Professionalism exhibited in terms of strong purpose, sincere efforts, steadfast direction and skillful execution.

### **(h.5) Quality Quote**

Quality Unleashes Opportunities Towards Excellence (QUOTE).

### **(h.6.) Course benchmarks**

The benchmark qualities of the programme may be reviewed based on the performance of students in their end semester examinations and number of enrolments of students. Feedback from the alumni, students, parents, stakeholders and employers will be received to analyse the benchmark qualities for the further improvement of the programme.

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## Appendix

### Detailed Syllabi

#### 21511 - FUNDAMENTALS OF LIBRARY AND INFORMATION SCIENCE

##### Course objectives:

1. To enable students acquire knowledge regarding importance of Libraries in the context of social, economic, political, scientific and technological environment.
2. To enable the students to understand at different levels of information systems in the society and their functions.
3. To enable the students apply their knowledge in various library practice.

##### Course Outcome:

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

- Understand the historical development and role of libraries
- Appreciate the roles played by professional library associations
- Know the fundamentals of Library routine works.

**Unit 1:** Data, Information & Knowledge; Evolution of Information Science as a discipline, its scope and relation to Library Science; Library: concept and definitions; Role of libraries in modern society - Library Movement in India

**Unit 2:** Types of Libraries: Academic libraries, Public libraries and Special Libraries. Evolution, growth and development of LIS schools in India. Current trends - Open Access to information; the inter-discipline nature of LIS.

**Unit 3:** Library concepts - Five laws of Library science and their implications - Library Legislation in India with special reference to Tamil Nadu Public Libraries Act of 1948 - Delivery of Books and Newspaper Act

**Unit 4:** Information Transfer Cycle; Ethics of librarianship. Information / Knowledge Society; information and knowledge as economic factors; economics of information; legal and ethical issues; the digital divide.

**Unit 5:** Various sections in a Library- Routine work in Acquisition, Technical, Circulation, Maintenance, Reference and Binding Sections - Library Rules & Regulations, Stock Verification, Annual Reports, Budget, Library building, furniture, and equipment.

**Unit 6:** Need and importance of library professional associations in India - Library Association and International Bodies: Library Association-ILA, IASLIC, ALA, IFLA and UNESCO - Library and information profession.

**Recommended Books:**

1. Library Administration: Theory & Practice by R.L. Mittal, ESS-ESS publication, New Delhi, 2007.
2. Learn Library Classification by Anil K. Dhiman, Yashoda Rani. ESS-ESS publication, New Delhi, 2005.
3. Theory of Classification, 4/e by Krishan Kumar; S.Chand Publication, New Delhi, 2000.
4. Library Administration by S.R. Ranganathan, ESS-ESS publication, New Delhi, 2006.
5. Reference Service, 5/ by Krishan Kumar, Vikas Publishing, New Delhi, 2010.
6. Library Manual, 4/e by Krishan Kumar, Vikas Publishing, New Delhi, 2008.
7. History of Libraries and in Librarianship in Modern India since 1850, by Jogesh Mistra, Alma Ramu& Sons: Delhi, 1979.
8. Fundamentals of Library organization, by J.K. Khanna: ESS-ESS publication, New Delhi, 1984.
9. Facets of Library and Information Science by A.A.N. Raju, ESS-ESS publication, New Delhi, 2012.
10. Ranganathan, SR. Library Administration, Bangalore, Sarada Ramanath Endowment for Library Science.

## 21512 - INFORMATION SOURCES AND SERVICES

### Objectives:

1. To enable the students acquire knowledge regarding various Information sources and services
2. To enable the students understand handling traditional and digital information services
3. To enable the students apply their knowledge in Information Sources and Services

### Course Outcome:

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

- understand the different types of information sources;
- understand the different types of information services;
- increase ability to critically examine information services

**Unit 1:** Data, Information, Knowledge: Definition, Need, Nature and Characteristics.

Information and its users - Information Transfer, Barrier to communication.

**Unit 2:** Sources of information – Documentary and Non Documentary sources, Types of Information sources-Primary, Secondary and Tertiary Sources.

**Unit 3:** Detailed study of reference books: Directories, Encyclopaedias, Year Books, Handbooks, Almanacs &, Atlases, Geographical Sources, News summaries.

**Unit 4:** Information services- nature and variety of information services in libraries. Reference services: definition, need and purpose of Reference Service, Kinds of Reference Service Ready reference and long range reference services of information science.

**Unit 5:** Current Awareness and Selective Dissemination of Information services. Reprography- User Education: Information for rural people information guidance centres.

**Unit 6:** Computerization and Networking - Web Resources and their evaluation criteria - ICT applications in Libraries and Information Centres.

### Recommended Books:

1. Reference Service, 5/e by Krishan Kumar, Vikas Publishing, New Delhi, 2009.
2. Reference Services and Sources of Information, J.S. Sharma & D.R. Grover, Ess Ess Publications, New Delhi, 1987.
3. Understanding Basics of Library and Information Science; Reference Services & Information Sources (Fifth Paper); by C. Lal & K. Kumar, Ess Ess Publications, New Delhi, 2005.

4. Reference Services and the Digital Sources of Information by Amjad Ali, Ess Ess Publication, New Delhi, 2004.
5. 10 Pillars of Library and Information Science (Pillar-4 Information Sources by Narendra Dodiya, Ess Ess Publications, New Delhi, 2015.
6. Advances in Library Computerisation by Dattatray N. Phadke, Ess Ess Publications, New Delhi, 2021.
7. Library Automation and Digitization by P. Balasubramanian & Sherin Yohannan, Ess Ess Publications, New Delhi, 2021.
8. Information Science, Information, Knowledge Communication and Libraries By C.A. Augustine, Ess Ess Publications, New Delhi, 2021.
9. Next Generation Libraries Emerging Technologies, Community Engagement & Future Librarianship by Bhojaraju Gunjal, Dibya Kishor Pradhan, Vinod Kumar Mishra , Pushpita Mishra & Kshirod Das, Ess Ess Publications, New Delhi, 2020.
10. Baruah, A, Library Database Management, Delhi, Kalpaz Publications

## **21513 - INFORMATION PROCESSING PRACTICE - (CLASSIFICATION AND CATALOGUING)**

### **Objectives:**

1. Be familiarized with the CC 6<sup>th</sup> Rev. Edition
2. Be familiarized with the DDC 19<sup>th</sup> Edition
3. Understand the cataloguing and bibliographic description formats;
- 4.

### **Course Outcome:**

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

- Understand the classification systems;
- Understand the structure and layout of the classification systems.
- Understand the cataloguing and bibliographic description formats

### **Classification**

Colon Classification CC 6<sup>th</sup> Ed (**PMEST**)

Dewey Decimal classification (DDC Ed. 20) (**Seven Tables**)

### **Cataloguing**

**(Simple Title, Single Author, Multiple Authors, Pseudonym, Series, Collaborators, Corporate Authors**

Anglo American Cataloguing Rules (AACR - 2)

### **Recommended Books:**

1. Understanding Basics of Library and Information Science Library Cataloguing (Fourth Paper (Part-A: Theory) & (Part -B : Prctice) by C. Lal & K. Kumar ESS-ESS publication, New Delhi, 2005.
2. An Introduction to Cataloguing Practice by Krishan Kumar, Vikas Publishing, New Delhi, 2004.
3. Comaromi, John P. [et all. (1982). Manual for Use of Dewey Decimal Classification, 19<sup>th</sup> ed. Albany, New York: Forest Press.
4. Satija, M.P. and Comaromi, John P. (1987). Introduction to the Practice of Decimal Classification: New Delhi: Sterling Publishers.



## ALAGAPPA UNIVERSITY

(A State University Accredited with A+ Grade by NAAC (CGPA: 3.64) in the Third Cycle, Graded as Category - I University and Granted Autonomy by MHRD-UGC, 2020: QS India Rank-24, 2021: QS Asia Rank-199)

### DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

Minutes of the Meeting of DDE Board of Studies in Library and Information Science of Alagappa University, Karaikudi held on 10<sup>th</sup> August, 2021 through virtual mode

Members Present:

Prof. S. Thanuskodi  
Professor and Head, DLIS, Alagappa University : Chairperson

Dr. R. Jeyshankar  
Associate Professor, DLIS, Alagappa University : Member

Prof. S. Srinivasaragavan, Professor & Head, DLIS  
Bharathidasan University, Trichy : Member

Dr. M. Sadik Batcha, Professor & University Librarian  
Annamalai University, Annamalainagar : Member

Dr. V. Chandrakumar, Professor & Head, DLIS  
University of Madras, Chennai : Member

Dr. K. Chinnasamy, Professor & Head, DLIS  
Madurai Kamaraj University, Madurai : Member

Dr. K. Sanjeevi, Assistant Professor, DLIS  
Annamalai University, Annamalainagar : Member

At the outset, the Chairperson extended a very warm welcome to all the members of the Board of Studies and briefly highlighted the importance of preparing the Programme Project Report (PPR) consisting of syllabus and regulations for Certificate Programme in Library and Information Science to be offered by the Directorate of Distance Education in accordance with UGC (ODL) Regulations from the academic year 2021-22.

#### **Resolution:**

1. The members of the Board of Studies analysed the syllabus thoroughly and prepared the Programme Project Report (PPR) consisting of full syllabus and regulations for Certificate Programme in Library and Information Science to be offered by DDE.

Contd... 2



2. The board approved the revised C.L.I.Sc. syllabus which is to take effect from the academic year 2021-22. (wide Annexure -1)

Finally the meeting came to a close with a vote of thanks by the Chairperson.

1. Prof. S. Thanuskodi

*S. Thanuskodi*  
20.8.21

2. Dr. R. Jeyshankar

*R. Jeyshankar*  
10/8/2021

3. Prof. S. Srinivasaragavan

*S. Srinivasaragavan*  
10/8/2021

4. Prof. M. Sadik Batcha

*M. Sadik Batcha*  
10/8/2021

5. Prof. V. Chandrakumar

*V. Chandrakumar*

6. Prof. K. Chinnasamy

*K. Chinnasamy*  
10/8/2021

7. Dr. K. Sanjeevi

*K. Sanjeevi*  
10/8/2021

