PROGRAM PROJECT REPORT

MASTER OF LIBRARY AND INFORMATION SCIENCE (M.Lib.I.Sc)

Directorate of Distance Education

Alagappa University

Karaikudi

(a) Programme Mission and Objectives

- To create awareness of the evolution of knowledge society and its role in the social transformation and economic prosperity of the nation
- To analyse the complex issues of the access and use of knowledge and its productive utility in the social development
- Special coaching classes are arranged periodically for the benefit of rural students
- To create an understanding about the methods, techniques, skills as well as approaches in the information processing and management
- To give the students an understanding of the basic principles of fundamental laws of Library and Information Science and to enable them to understand, appreciate and develop professionalism to work in contemporary "Information Age".
- to impart the students a thorough understanding of patterns of knowledge development and its organization;
- to train the students in the basics of professional skills for information or knowledge management, so that they serve the society through an institution of library and information centre
- to train the students in the analysis, repackaging, marketing,planning and management of the systems of library and information centers;
- to provide the students thorough understanding of I T applications in information environment including networks and communication systems;
- to make students fully aware of various sources of information and to train them in techniques of dissemination of information in the context of different user groups.
- to train the students in the advanced skills of information/ knowledge, gathering, processing, organization and retrieval;
- to train students in the techniques of Information Management and equip them with the application of Information Technologies (IT) in libraries and information centers
- to provide an understanding of research methods and activities of research organizations.
- to acquaint the students with the development of the Universe of knowledge and methods of its organization in a library system

(b) Relevance of the Programme with HEI's Mission and Goals

TheVision of the HEI is "Achieving Excellence in all spheres of Educ ation, with particular emphasis on PEARL - Pedagogy, Extension, Administration, Research and Learning". This course M.Lib.I.Sc is offered in relation to the Vision.

Also, the Mission, namely, "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)", is adhered to in the course.

(c) Nature of Prospective target group of learners

A Candidate with B.L.I.Sc degree or a Equivalent Degree from a recognised University shall be eligible for M.L.I.Sc. Also, the target group of learners includes various level employees of educational institutions, secondary –level school teachers, research aspirants, women taking care of family –the important unit of the community, etc.,

(d) Appropriateness of programme to be conducted in Open and Distance Learning modeto acquire specific skills and competence

It makes the students fully aware of various sources of information and trains them in techniques of dissemination of information in the context of different user groups.

It gives the students an understanding of the basic principles of fundamental laws of Library and Information Science and enables them to understand, appreciate and develop professionalism to work in contemporary "Information Age".

It trains the students in the analysis, planning and management of the systems of library and information centers.

It provides the students thorough understanding of IT applications in information environment including networks and communication systems.

(e) Instructional Design

i. Curriculum Design

The Open University system is more learner-oriented, and is geared to cater to the needs of motivated students assuming that the students is an active participant in the teaching-learning process.

Face to Face Contact Programme by University Professors/ experienced professionals.

Sl. No.	Course Code	Title of the Course	CIA Max.	ESE Max.	TOT Max.	C Max.
FIRST YEAR						
I Semester						
1.	**32311**	Information Processing and Retrieval	25	75	100	4
2.	**32312**	Library and Information System Management	25	75	100	4
3.	**32313**	Information Technology and information Systems	25	75	100	4
4.	**32314**	Information Technology (Practice)	25	75	100	4
		Total	**100**	**300**	**400**	**16**

II Semester						
5.	**32321**	Academic Library System	25	75	100	4
6.	**32322**	Technical Writing	25	75	100	4
7.	**32323**	Research Methodology	25	75	100	4
8.	**32324**	Information Processing and Retrieval (Practice)	25	75	100	4
		Total	**100**	**300**	**400**	**16**
		Grand Total	**200**	**600**	**800**	**32**

CIA: Continuous Internal Assessment, ESE: End Semester Examination, TOT: Total, C: Credit Points, Max.: Maximum

No. of Credits per Course (Theory) -4

No. of Credits per Course (Practical) - 4

Total No. of Credits per Semester- 16

Total No. of Credits per Programme- 16 X 2 = 32

ii. Detailed Syllabi

Course Code : 32311

Paper 1: INFORMATION PROCESSING & RETRIEVAL

BLOCK I: CLASSIFICATIN SCHEMES

Unit I

Concepts of Information transfer – Universe of subjects

Unit II

Structure & development – Impact on the schemes for classification - CC, DDC, UDC, & LC

BLOCK II: INDEXING TECHNIQUES

Unit III

Indexing Languages – Vocabulary Control – Thesaurus

Unit IV

Design of indexing languages, general theory of subject indexing languages.

Unit V

Indexing Systems & Techniques – Pre coordinate indexing – PRECIS, POPSI, Chain indexing – Relational indexing,

Unit VI

Post Coordinate Indexing Systems, Uniterm Indexing, Citation Indexing, KWIC and KWOC, Evaluative Studies – Crane field. I.

BLOCK III: BIBILIOGRAPHIC STANDARDS AND FORMATS

Unit VII

Bibliographic Standards – ISBD, (G), AACR 2R, ISBN, ISDN, ISSN, ISO 2709

Unit VIII

Bibliographic Formats - Bibliographic Standards : MARC, CCF, UNIMARC, MARC21, MARC XML, Dublin Core Z39.5.

BLOCK IV: INFORMATION RETRIEVAL SYSTEM

Unit IX

Information Retrieval System – Structure, Functions and Components

Unit X

Search strategy – Criteria for evaluation – Recall, Precision – Relevance and failure analysis.

BLOCK V: WEB TECHNOLOGY

Unit XI

Boolean logic, limitations of Boolean logic, processing query expression: rules for operations

Unit XII

Recent Trends in IRS - Internet information retrieval - Web-based information retrieval

Unit XIII

Automatic Indexing, Web Ontology

Unit XIV

Sequential file, structure of a sequential file, inverted file, structure of an index file, matching criteria,

SUGGESTED READINGS:

1. Alberico, R. and Micco M.(1990). Expert systems for reference and Information retrieval. West Port : Meckler.
2. Atchison, J. & Gilchrist, A.(1972). Thesaurus construction: a practical manual. London: Aslib.
3. Austin, D.(1984). PRECIS: A manual of concept analysis and subject Indexing. 2nd ed.
4. Chowdhruy, G.G.(2003). Introduction to modern Information retrieval. 2nd Ed.

London, Facet Publishing.
5. Cleaveland, D. B.(2001). Introduction to Indexing and abstracting. 3rd Ed. Englewood, Colo. : Libraries Unlimited.
6. Ghosh, S.B. and Biswas, S.C. (1998). Subject Indexing systems: Concepts, methods and techniques. Rev. ed. Calcutta: IASLIC.
7. Lancaster, F. W. (1968). Information retrieval systems, characteristics, testing and evaluation. London: Facet Publishing.
8. Pandey, S.K. Ed.(2000).Library Information retrieval. New Delhi: Anmol.
9. Seetharama, S. (1997).Information consolidation and repackaging. New Delhi: ESS ESS.
10. Vickery, B.C.(1970). Techniques of Information retrieval. London: Butterworths.

Course Code : 32312

Paper 2: LIBRARY AND INFORMATION SYSTEM MANAGEMENT

BLOCK I: LIBRARY MANAGEMENT AND THOUGHTS

Unit I

Concept of management and organization – Definition – Library and information system as Non Profit Organizations – Library as a system - Organisational Structure of different types of library

Unit II

Various Schools of Management Thought: Classical, Human relations

Unit III

Behavioral schools of thought – Management theories: Taylor, Fayol, Gantts, McGregor, Maslow.

BLOCK II: MANAGEMENT PRINCIPLES

Unit IV

Concept and principles of Scientific Management – Definition and scope

– Methodology – Advantages and limitations. Application of Scientific Management principles to Library and Information Centres

Unit VI

Systems approach – Systems analysis in library and information systems – Contingency approach – Decision making approach, MBO, POSDCORB

BLOCK III: COLLECTION DEVELOPMENT POLICY

Unit VII

Collection Management: Policy and procedures for print and non-print resources including print and ejournals - Selection criteria and tools - Barriers of acquisition including licensing of electronic resources

-Library security.

BLOCK IV: MANAGEMENT INFORMATION SYSTEM
Unit VIII

Management Information System (MIS) – Designing – Work Analysis – Flow process chart – Decision flow charts, Block diagram, Gantt chart, network analysis, PERT and CPM.

Unit IX

Housekeeping Operations: Book / Information Resource selection and acquisition section, License negotiation and relevant rights issues - Technical processing section- Serial control and circulation control Policy, procedures and methods of maintenance and stock verification -- Collection evaluation and weeding out

BLOCK V: HUMAN RESOURCE MANAGEMENT

Unit X

Personnel management – Human resources planning – Recruitment – Selection – Training and Development - Performance appraisal promotion – Motivation.

Unit XI

Financial Management - Sources of Library Finance in different types of libraries - Budget techniques and method, budgetary control - Costing library process, functions and services - Cost effectiveness and Cost benefit analysis Report writing and Library Statistics

Unit XII

Building and space management of library and information centres - Safety issues - Equipments and furniture- in addition for differently able people - Library standards - Indian and International

BLOCK VI: ELECTRONIC LIBRARY &TQM

Unit XIII

Management of Electronic libraries - Job descriptions of IT manager - Evaluation of IT - Technology Assessment –Equipment, Infrastructure, Service, Staff, Self - Technology development –updation

Unit XIV

Total Quality Management : Concept, Definition, Elements - Operations Management Systems - Tools and techniques for improving quality-Inventory planning and control, - Inventory control model - Quality Audit, LIS related Standards - Resource mobilization, Outsourcing, Library Consortia, Open Access - Technology Management

SUGGESTED READINGS:

1. Evans, G Edward. Developing Library and Information centre Collections. New York, Libraries Unlimited, 2005
2. Evans,GEdward: Management techniques for librarians,2ndEd.,NewYork,Academic Press,1983.

3. Gorman, G.E. International yearbook of Library and Information management 2003-2004 metadata applications and management. London, L.A., 2003
4. Kishan Kumar. Management of libraries in Electronic environment. Delhi, Har-Anand Publications, 2007
5. Kishore, Jugal. Personal Management in Libraries. Delhi, EssEss, 1981

6. Krishna Kumar. Library Administration and Management. Delhi, Vikas, 2004
7. Kumar, P.S.G. Management of Library and Information Centres (paper V of UGC Model Curriculum). Delhi, B.R.Pub., 2003
8. Lahiri, Ramansu. Management of Libraries concepts and practices. New Delhi, EssEss, 1996
9. Lancaster, F.W. Technology and Management in Library and Information Services. London, Lib. Assoc., 1997
10. Bavakutty, M &Majeed, Abdul. Methods for Measuring Quality of Libraries. ISBN : 81-7000-439-X , 2005

Course Code : 32313

Paper 3: INFORMATION TECHNOLOGY & INFORMATION SYSTEMS

BLOCK I: FUNDAMENTALS OF COMPUTERS

Unit I

Computer basics – Computer generations and classification - Understanding IT and components of IT Computers and Communication Technologies (Data Process Cycles and Operations)

Unit II

Role of Computers in information transfer. Block Diagram of Computer - Classification of computers – Analog and Digital - Generation of computers Stand alone systems including Note Books and Servers

Unit III

Input / Output Devices: ? Understanding Personal Computer: CPU, Storage and Input/Output Devices, RAM and ROM, USB, Hard Discs, Scanners and Digital Camera, Joysticks & Printers

BLOCK II: STANDARD NUMBERS AND OPERATING SYSTEM

Unit IV

Data presentation in Computers: Binary Number System, Overview of Character

Coding Standards- ASCII and UNICODE

Unit V

Computer Software : Windows, LINUX - System and Application Software - Programming Concepts - Open Source and Proprietary Library Software.

BLOCK III: DATABASE MANAGEMENT SYSTEM

Unit VI

File Organisation: Files and Databases, Data Elements, Fields, Records, DBMS and RDBM Packages - Database models – Hierarchical, network, relational.

Unit VII

Planning of Information System. Database system – Definition, scope, need and purpose - Basic features of WINISIS and MS Access

Unit VIII

Information System analysis and Design – Overview, components, System Development Lifecycle

BLOCK IV: COMPUTER HARDWARE/SOFTWARE AND NETWORKING

Unit IX

Hardware and software management : Server configuration - Managing the servers - Backups - RAID application - Software licensing- AMC issues

Unit X

Networking: Technological development in communication: Transmission media - Digital Networks – LAN, WAN, PSTN, ISDN

BLOCK V: LIBRARY AUTOMATION / NETWORKS

Unit XI

Library Automation : Basic: Retrospective Conversion Techniques , Library Automation Software – OPAC - Automation Identification Methods: Bar coding, RFID - Selection criteria - for hardware and software - Library Automation Software – Open source / Commercial

Unit XII

Communication : Land line and Mobile networks - Data transmission in telephone networks with Major Telecommunication –Networks - Motivation for ISDN and ISDN channels - User interfaces - Broadband ISDNO ptical Communication systems, FAX, Modem, Teletext, Videotext, email, Internet, and Intranet.

Unit XIII

National Information Systems – : NISCAIR (formerly INSDOC), DESIDOC,

SENDOC, INFLIBNET, DELNET

Unit XIV

International Information Systems - – INIS, AGRIS, BIOSYS – Open Office Tools.

National Information Systems

SUGGESTED READINGS:

1. Balakrishanan, Shyama&Paliwal, P.K. Current Scenario of Information Technology.Delhi, Anmol, 2001

2. Brophy, Rowley. The basics of information systems. London, Library Association, 1996.
3. Dhiman, A.K. Basics of Information Technology for Library and Information Scientists. 2 Vols., Delhi, EssEss, 2003
4. Kumar, P.S.G. Information Technology: Basics: (Paper IV of UGC Model Curriculum). Delhi, B.R.Pub., 2003
5. Mohamed Acly and Gill, Needham, Eds. M- Libraries 3: Transforming libraries with Mobil technology. Chennai: Allied, 2012.
6. Microsoft Corporation. Microsoft Visual C++ 6.0 RUN - TIME Library Reference – Vol.4. Washington, Microsoft Press, 1998.
7. Kumar, P.S.G. Information Technology: Basics: (Paper IV of UGC Model Curriculum). Delhi, B.R.Pub., 2003

Course Code : 32314

Paper 4: INFORMATION TECHNOLOGY- PRACTICE

Practice

1. Creating a database using MS – Access, My SQL
2. Thorough Knowledge of MS-Word, MS-EXCEL & and Power Point.
3. Installing and searching CD-ROM Database and Online Databases
4. Formulating Queries and searching using Boolean Operators.

Course Code : 32321

Paper -5 ACADEMIC LIBRARY SYSTEM

BLOCK I : ACADEMIC LIBRARY FUNCTIONS

Unit I

Types of Libraries – Role of Academic libraries and functions of higher education

Unit II

Growth of University and College libraries in India and the role of UGC and other

Unit III

National Bodies in promoting Academic Libraries.

BLOCK II: LIBRARY INFRASTRUCTURE

Unit IV

Authorities in University/college libraries – Budgeting – Collection Building – problems and methods

Unit V

Centralization & Decentralization of University Libraries – Merits and Demerits

BLOCK III: RESOURCE SHARING
Unit VI

Resource Sharing and – Networking – Role of INFLIBNET

Unit VII

Academic libraries – Types of users & their information needs

Unit VIII

User education and services – User behavior and user studies.

Unit IX

Staffing Pattern – staff Formula – standards for Academic Libraries

BLOCK IV: LIBRARY AUTOMATION DIGITAL LIBRARY
Unit X

Automation in academic libraries – Impact of information technology on academic library services

Unit XI

Electronic Library, Digital Library, Virtual Library.

Unit XII

Library Building – Furniture's and equipment's

BLOCK V: PRESERVATION AND CONSERVATION
Unit XIII

Preservation and Conservation of Library Materials – Methods and Techniques.

Unit XIV

Recent developments of academic libraries and its Services

SUGGESTED READINGS:

1. American Association of School Librarians. Standards for school library programmes. 1969. ALA, Chicago (Latest).
2. Baker, David, Ed. Resource management in academic libraries. 1997. L.A.London.
3. Balakrishanan, Shyama&Paliwal, P.K. Academic Library automation
4. Bavakuty, M. Libraries in Higher Education. ESS ESS Pub., 1988
5. BhaskaraRao, P. Information Networks and Resource sharing. Delhi, Reliance, 1998
6. Brophy, Peter. The academic library. 2000. Library Association, London.
7. Chapman, Liz. Managing acquisitions in library and information services 2001. Library Association, London.
8. Jordon, Peter. The academic library and its users.1998. Gower, London.
9. Lyle, G R. Administration of the college library. Ed. 4. 1974. Wilson, New York.
10. Metcalf, K D. Planning academic and research library building. 1965. McGraw Hill,

New York.

Course Code : 32322
Paper 6: TECHNICAL WRITING

BLOCK I: COMMUNICATION SYSTEM
Unit I

Communication Process – Characteristic features of technical writing - Reader-writer relationship.

Unit II

Types of Communication – Verbal, Non-Verbal, Written - Effective Communication Skills, Oral and Written Communication Skills

Unit III

Language as a medium for communication of thought - Body language and common gestures - Meeting, Telephonic Communication and Presentation Skills - Good Questioning and Listening Skills

Unit IV

Characteristics and features of technical writing - Target groups in written communication- Level of technicality in Scientific Communication - Readability and text – Aberrations in technical writing.

BLOCK II: PUBLICATION & STYLE FORMAT

Unit V

Organization and Presentation of data in abstracts, textual manner, references

Unit VI

Preparation of popular articles, technical reports, monographs, house journals.

Unit VII

Repackaging of information: Preparation of Review, Trend report, Progress report.

Unit VIII

Editorial Process: Editorial tools, use of style manuals - proof reading – Role of Editor – Publication

Unit IX

Use of style manuals - APA, MLA and Chicago style manuals using MS Word and Zotero

BLOCK III: REPORT WRITING
Unit X

Office Communication: Report Writing : Annual Report, Daily Progress Report, Event Report, Promotion - Report, Confidential Report, User Satisfaction Report - Office Writing: Notice Writing, Memo Writing, -Letter Writing – Publisher, Book - Seller, Binders, Users-

Patrons-Clienteles, = ◆Presentation: Body language, Book review, At the time of Library Committee meeting, Staff meeting, Condolence meeting, Business meeting, Orientation, Conference, Seminars or Workshop – Training Programme

Unit XI

Categories of Technical Communication : Structure, function and types of Technical communication - Definition, purpose, characteristics of Technical Communication

Unit XII

Technical papers / Articles, Review articles, Technical Reports, Monographs, Dissertations, In-House bulletins - Information analysis, Consolidation and Repackaging Products- Technical Digest, - Trend Reports, State-of-the-art Reports, Annual Reports, Manuals, Handbooks and Directories

BLOCK IV: BUSINESS COMMUNICATIONS

Unit XIII

Business Writing: Business Plan and Mission Writing - Terms and Condition with Book Sellers, Publishers, Venders, Service Providers - MOUs – Licensing, Contract Writing - Effective Covering Letters - Publisher, Book Seller, Binders, Users-Patrons- Clienteles

Unit XIV

Legal Issues : Freedom of information and privacy- Intellectual property in media - Database rights - Patents and Tread Marks - Quality issues and liabilities of

Ethics – Pre-publication and post-publication process.

SUGGESTED READINGS:

1. Gordon, H. M. and Walter J. A. *Technical Writing.* 5th ed. London: Holt, 1986.
2. James, H. S. *Handbook of Technical Writing*. NTC Business Books, 2010.
3. Richard, W. S. *Technical Writing*. New York: Barnes and Noble, 2008.
4. Krishnan Kumar, Research Libraries in Developing Countries.
5. Santhosh Gupta, Research Methodology and Statistical Techniques, New Delhi: Deep & Deep, 2000.
6. Lancaster FW, information Retrieval Syste,s, Ed- 2, 1976.

Course Code : 32323

Paper 7: RESEARCH METHODOLOGY

BLOCK I: FUNDAMENTALS OF RESEARCH

Unit I

Foundations of research; Nature, definition and objectives - Types of research, Basis Concepts of research; Scientific Method; Ethical consideration of research.

Unit II

Library and Information Science (LIS) as an interdisciplinary subject, Significance of research in LIS; Areas of research in Library and Information Science.

Unit II

Scientific method – Nature of research in library & information science.

Unit III

Research methods – Definitions – Sources – Advantages – Limitations historical method, case study method, survey method, experimental method and other methods (Field investigation Research, Evaluation research, Action research, Ex post Facto)

BLOCK II: RESEARCH PROBLEMS & LITERATURE SEARCH

Unit IV

Research Problem: Sources of research problem – Locating the problem – Formulation of the research problem – Criteria in selecting a problem – Defining and delimiting problems

Unit V

Literature search – Importance of surveying related literature – Library sources, research reviews, catalogue, indices, abstracts, bibliographies, microforms, computerized information retrieval systems.

BLOCK III: RESEARCH PROBLEMS AND HYPOTHESIS

Unit VI

Hypothesis – Meaning, Importance, types, sources, characteristics- Formulation of Hypothesis, Different forms of hypothesis – Difficulties in formulation – Testing the hypothesis.

Unit VII

Planning of research; Planning Process; Review of literature, Selection of a problem-problems, process of identification, criteria of selection, formulation of
problem - Research design-Essentials of good research design & its importance, preparation of the research design/writing the research proposal

BLOCK IV: TYPES OF RESEARCH AND DATA COLLECTION METHODS

Unit VIII

Types: Descriptive, Diagnostic, Exploratory; and Experimental.

Unit IX

Data collection, primary and secondary data, methods of data collection, Research Technique and Tools; Questionnaire, Schedule, Interview, Sampling,Scale and Check list, Library Records and Reports

Unit X

questionnaire construction & design, types of questionnaire – secondary data sources and precautions in the use of secondary data

BLOCK V: STATISTICAL SOFTWARE & STYLE MANUAL

Unit XI

Data analysis, interpretation and presentation – Research reporting.

Unit XII

Statistical analysis software SPSS, PSP and SOFA

Unit XIII

Report Writing – Structure and Components – Style manuals – APA, MLA, Chicago. MS Word and Zotero;

Unit XIV

Bibliometrics, Scientometrics, and Informetrics, Webometrics

SUGGESTED READINGS:

1. Busha, C.Hand Harter, S.S. (1980). Research methods in librarianship: Techniques and interpretation. Orlando, Academic press.
2. Charles, H. et.al.(1993). Research methods in librarianship: Techniques and interpretations, New Delhi: Sage.
3. Fowler, F.J. (1993).Survey research methods. New Delhi: Sage.
4. Goode, W.J. and Hatt, P.K. (1986). Methods in social Science research. New Delhi: McGraw Hill.
5. KrishanKumar(1992). Research methods in Library and Information Science. New Delhi: Vikas
6. Krishnaswami, O.R. (1993). Methodology of Research in Social Sciences. Bombay:Himalaya.
7. Leddy, P. D. (1980).Practical research: Planning design. London: Clive-Bingley.
8. RavichandraRao, I.K. (1985). Quantitative methods for Library and Information Science. New Delhi: Wiley Eastern.
9. Slater, M. (1990). Research methods in Library and Information studies. London: L.A.
10. Stevens, R.E. Ed.(1971). Research methods in librarianship. London: Clive Bingley.

Course Code : 32324
Paper 8. INFORMATION PROCESSING & RETRIEVAL –PRACTICE

Practice

1. Classification of Documents according to abridged English Edition of UDC and CC-6^{th} edition.
2. Cataloguing of books, Serials and Non - Book material according to AACR 2R and Sears List of Subject Headings.

iii. Duration of the Programme

It is One Year.

iv. Faculty requirement

The Department Professors and the Professors from the other Universities are employed for classes.

Staff Category	Required
Core Faculty	2
Faculty - Specialization	1
Clerical Assistant	1

v. Instructional Delivery Mechanisms

The instructional delivery mechanisms of the programme includes SLM – study materials, face to face contact session for both theory and practical courses of the programme, e-content of the study materials in the form of CD, and virtual laboratory wherever applicable.

vi. Identification of Media:

The SLM – designed study materials will be provided in print media as well is in the form of CD which carries electronic version of the study material in addition to virtual laboratory courses.

vii. Student Support Services

The student support services will be facilitated by the head quarter i.e., Directorate of Distance Education, Alagappa University, Karaikudi and its approved Learning Centres located at various parts of Tamil Nadu. The pre-admission student support services like counselling about the programme including curriculum design, mode of delivery, fee structure and evaluation methods will be explained by the staff at head quarter and Learning Centres. The post-admission student support services like issuance of identity card, study materials, etc. will be routed through the Learning Centres. The face to face contact sessions of the programme for both theory and practical courses will be held at the head quarter and Learning Centres. The conduct of end semester examinations, evaluation and issuance of certificates will be done by office of the controller of examinations, Alagappa University, Karaikudi.

(f) Procedure for admission, curriculum transaction and evaluation

A Candidate with B.L.I.Sc degree or a Equivalent Degree from a recognised University shall be eligible for M.L.I.Sc.

i. Fee Structure

Sl No.	Fee Details	Amount in Rs.
1	**Admission Processing Fee**	**300**
2	**Course Fee**	**5000**
3	**ICT**	**150**
	Total	**5450**

ii. Admission Policy

Admission under Distance Education Stream

The candidate may seek admission either directly to the University or through any one of the approved Learning Centres.

If the candidates enroll directly with the University, the Course Materials shall be directly handed over to them or sent to them and they have to attend the Contact Classes at Karaikudi only.

If candidates enroll through Learning Centres, the Course Materials shall be sent through the Learning Centres and they have to attend the Contact Classes arranged by the Learning Centres at their places.

Direct admission with the University

The following documents are to be enclosed along with the filled-in application:

- The original entry qualification of HSC/ Diploma Certificate or Degree or Provisional Certificate and a copy attested by the Gazetted Officer. (Original Certificates will be returned immediately after verification).
- Student Index Card with stamp size photo and signature affixed.
- Demand Draft for the prescribed total fee drawn in favour of the Director, DDE, Alagappa University payable on any bank at Karaikudi.
- No Transfer Certificate is required for admission to any of the Courses. However, a 'Course Completion Certificate' may be issued for those candidates who apply for it.

- The Transfer Certificate can be issued only on production of the following documents: by post (or) in person (candidate only)
    - Previous original T.C of the candidate.
    - Fees Rs-100/- Through Demand Draft ("Favouring the Director, DDE, Alagappa University, Karaikudi") (OR) payment through cash Counter at DDE campus.
    - Copy of Student I.D card.

The filled-in application along with the required documents should be sent to the following address by Registered Post before the last date specified:

The Director
Directorate of Distance Education
Alagappa University
Karaikudi - 630 003

Tamil Nadu.

Admission through Learning Centre

The filled-in application has to be submitted through the Learning Centres along with the following documents:

- The original entry qualification of HSC/ Diploma Certificate or Degree or Provisional Certificate and a copy attested by the Gazetted Officer. (Original Certificates will be returned immediately after verification).
- Student Index Card with a stamp size photo and signature affixed.
- The candidate has to submit two Demand Drafts separately towards Course Fee
- One Demand Draft in favour of the Director, DDE, Alagappa University, payable at Karaikudi towards the University Share, and the others in favour of the Learning Centre concerned through whom the candidate seeks admission.
- The above Two Demand Drafts should be submitted to the Learning Centre along with the filled-in Application.
- No Transfer Certificate is required for admission to any of the Courses. However, a 'Course Completion Certificate' may be issued for those candidates who apply for it.
- The candidates are advised not to pay any fees in the form of Cash to the Learning Centre under any circumstances.

iii. Curriculum transaction

PCP Classes are conducted at regular intervals. The classroom teaching would be through chalk and talk method, use of OHP, Power Point presentations, web-based lessons, animated videos, etc. The face to face contact sessions would be such that the student should participate actively in the discussion. Student seminars would be conducted and scientific discussions would be arranged to improve their communicative skill.

For practical courses, the procedure will be issued to the learners. In the concerned areas, instruction would be given for the practical activities followed by showing the records and the documents. And finally the students have to do the activities individually.

The face to face contact sessions will be conducted in following durations;

Course Type	Face to Face Contact Session per Semester (in Hours)
Theory Courses (3 courses with 4 credits each)	48
Practical Courses (1 course with 4 credits)	120
Total	**168**

Evaluation

The examinations shall be conducted separately for theory and practical's to assess the knowledge acquired during the study. There shall be two systems of examinations viz., internal and external examinations. In the case of theory courses, the internal evaluation shall be conducted as Continuous Internal Assessment via. Student assignments preparation and seminar, etc. The internal assessment shall comprise of maximum 25 marks for each course. The end semester examination shall be of three hours duration to each course at the end of each semester. In the case of Practical courses, the internal will be done through continuous assessment of skill in demonstrating the experiments and record or report preparation. The external evaluation consists of an end semester practical examinations which comprise of 75 marks for each course.

Question Paper Pattern:

Answer all questions (one question from each unit with internal choices Time: 3 Hours Max. Marks: 75

Part A- 10 x 2 Marks = 20 Marks

Part B -5 x 5 Marks = 25 Marks

Part C- 3 x 10 Marks = 30 Marks

Distribution of Marks in Continuous Internal Assessments:
The following procedure shall be followed for awarding internal marks for **theory** courses

Component	Marks
Assignments (5 questions per course)	25
Total	**25**

The following procedure shall be followed for awarding internal marks for **Practical**courses

Internal –Practical	Marks
Record	25
Total	**25**

Passing Minimum

- For internal Examination, the passing minimum shall be 40% (Forty Percentage) of the maximum marks (25) prescribed for UG and PG Courses.
- For External Examination, the passing minimum shall be 40% (Forty Percentage) of the maximum marks (75) prescribed for UG and PG Courses.
- In the aggregate (External + Internal), the passing minimum shall be 40% for UG and 50% for PG courses.

Marks and Grades:

The following table gives the marks, grade points, letter, grades and classification to indicate the performance of the candidate.

Range of Marks	Grade Points	Letter Grade	Description
90-100	9.0-10.0	O	Outstanding
80-89	8.0-8.9	D+	Excellent
75-79	7.5-7.9	D	Distinction
70-74	7.0-7.4	A+	Very Good
60-69	6.0-6.9	A	Good
50-59	5.0-5.9	B	Average
00-49	0.0	U	Re-appear
ABSENT	0.0	AAA	ABSENT

C_i = Credits earned for the course i in any semester
G_i = Grade Point obtained for course i in any semester.
n refers to the semester in which such courses were credited

For a semester;

Grade Point Average [GPA] = $\sum_i C_i G_i / \sum_i C_i$

Grade Point Average = Sum of the multiplication of grade points by the credits of the courses

Sum of the credits of the courses in a semester

For the entire programme;

Cumulative Grade Point Average [CGPA] = $\sum_n \sum_i C_{ni} G_{ni} / \sum_n \sum_i C_{ni}$

CGPA = Sum of the multiplication of grade points by the credits of the entire programme

Sum of the credits of the courses for the entire programme

CGPA	Grad	Classification of Final Result
9.5-10.0	O+	First Class- Exemplary*
9.0 and above but below 9.5	O	
8.5 and above but below 9.0	D++	First Class with Distinction*
8.0 and above but below 8.5	D+	
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A++	First Class
6.5 and above but below 7.0	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B+	Second Class
5.0 and above but below 5.5	B	
0.0 and above but below 5.0	U	Re-appear

*The candidates who have passed in the first appearance and within the prescribed semester of the PG Programme are eligible.

Maximum duration for the completion of the course:

The maximum duration for completion of MLISc programme shall not exceed ten semesters from the completion of the course.

Commencement of this Regulation:

These regulations shall take effect from the academic year 2018-2019 (June session) i.e., for students who are to be admitted to the first year of the course during the academic year 2018-2019 (June session) and thereafter.

(g) Requirement of the laboratory and Library Resources

The course contains two papers which are meant for practice in the laboratory. Computer laboratory available in the Library will be utilised for these kinds of practicing.

(h) Cost estimate of the programme and the provisions

The cost estimate of the programme and provisions for the fund to meet out the expenditure to be incurred in connection with M.L.I.Sc Programme is as follows:

Sl. No.	Expenditure Heads	Approx. Amount in Rs.
1	Programme Development	7,00,000/-
2	Programme Delivery	14,00,000/-
3	Programme Maintenance	2,10,000/-

(i) Quality assurance mechanism and expected programme outcomes

1. University's Moto:

'Excellence in Action'

2. University's Vision Statement:

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

3. University's Objectives:

1. Providing for Instructions and Training in such Branches of Learning as the University may determine.
2. Fostering Research for the Advancement and Dissemination of Knowledge

4. University's 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.

5. University's Quality Quote:

Quality Unleashes Opportunities towards Excellence (QUOTE)

6. Programme's Review Mechanism:

The quality of the programme depends on scientific construction of the curriculum, strong-enough syllabi, sincere efforts leading to skilful execution of the course of the study. The ultimate achievement of this programme of study may reflect the gaining of knowledge and skill in the subject. And all these gaining of knowledge may help the students to get new job opportunities, upgrading in their position not only in employment but also in the society, make students feel thirsty to achieve in research in the fields associated with the discipline-Library Sciences achieving in competitive examinations on the subject.

The benchmark qualities of the programme may be reviewed based on the performance of students in their end semester examinations. Apart from the end semester examination-based review feedback from the alumni, students, parents and employers will be received and analyzed for the further improvement of the quality of the MLISc Programme.

ALAGAPPA UNIVERSITY, KARAIKUDI
(Accredited with A+ Grade by NAAC (CGPA: 3.64) in the Third Cycle)
Directorate of Distance Education

Minutes of the Board of Studies Meeting of Library and Information Science Courses (DDE) held on 30th May, 2017 at 10.30 a.m. in the Department of Library and Information Science, Alagappa University.

Members Present:

Dr. S. Thanuskodi Professor & Head, DLIS, Alagappa University	:	Chairperson
Dr. A. Thirunavukkarasu Librarian, Central Library, Alagappa University	:	Member
Dr. S. Ravi Professor, DDE, Annamalai University	:	Member
Dr. N. Radhakrihnan Associate Professor, DLIS, Periyar University	:	Member
Dr. R. Sevukan Associate Professor & Head, DLIS, Pondicherry University	:	Member

At the outset, the chairman extended a very warm welcome to all the members of the Board of Studies and briefly narrated the need for revision of syllabi for Certificate, UG and PG Courses of Library and Information Science offered through Directorate of Distance Education, Alagappa University.

The Board of studies thoroughly scrutinized the curriculum structure of the above mentioned programmes of Library and Information Science and made necessary changes in the curriculum structure incorporating the nascent developments in the fields. In tune with the changes and updations it is recommended to write new lessons for all the papers with Self Learning Materials (SLM) pattern. The board also recommended to offer the revised curriculum at the earliest.

Dr. S. Ravi

Dr. A. Thirunavukkarasu

Dr. R. Sevukan

Dr. N. Radhakrihnan

Dr. S. Thanuskodi