

PROGRAM PROJECT REPORT

BACHELOR OF LIBRARY AND INFORMATION SCIENCE (B.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

The Vision of the HEI is “Achieving Excellence in all spheres of Education, with particular emphasis on PEARL - Pedagogy, Extension, Administration, Research and Learning”. This course B.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 any degree from a recognised University shall be eligible for B.L.I.Sc.

(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 student 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.	10911	Library and Society	25	75	100	4
2.	10912	Information Sources, Systems and Service	25	75	100	4
3.	10913	Information Processing-I: Classification Theory	25	75	100	4
4.	10914	Information Processing-III: Classification Practice	25	75	100	4
		Total	100	300	400	16
II Semester						
5.	10921	ICT in Libraries	25	75	100	4
6.	10922	Management of Libraries and Information Centres	25	75	100	4
7.	10923	Information Processing-II: Cataloguing Theory	25	75	100	4
8.	10924	Information Processing-IV: Cataloguing 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: 10911
LIBRARY AND SOCIETY

BLOCK I: INTRODUCTION AND HISTORICAL DEVELOPMENT

UNIT I

Libraries and Information Centres – Definition, Need and Importance, Emerging Trends – The impact of Social, Cultural, Educational, Economic and Technological changes in library & information services.

UNIT II

Five Laws of Library Science – Their relevance – Library extension activities – Outreach programmes.

UNIT III

History of Libraries in USA, UK and India – growth and development of Library and Information Science

BLOCK II: TYPES OF LIBRARIES AND LIBRARY LEGISLATION

UNIT IV

Functions and Importance – National, Public, Academic, and Special – Libraries

UNIT V

National Libraries - India, USA, UK and Russia– Functions.

UNIT VI

Library Legislation – Model State and Central Library Act in India — Delivery of Books and Newspapers Act – Copyright Act - IPR

UNIT VII

Public Libraries Act in India - current status - Tamilnadu – Karnataka, Andhra Pradesh

BLOCK III: RESOURCE SHARING

UNIT VIII

Library Cooperation - Resource Sharing and Library Consortia – Definition, need and purpose
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UNIT IX

Networking of Libraries india – types of Networks – DELNET, INFLIBNET, UGC – INFONET, DAE Consortium, CSIR - E-Journals Consortium.

UNIT X

Networking of Libraries - International level - International Librarians Network - International Nuclear Library Network (INLN) - International School Libraries Network (ISLN)

BLOCK IV: LIBRARIES AND LIBRARY ASSOCIATION

UNIT XI

Library and Librarianship – Qualities of good librarian – Professional Ethics

UNIT XII

Professional associations – International Role of ALA, ASLIB, IFLA, CILIP, UNESCO

UNIT XIII

Professional associations – National ILA, IASLIC, IATLIS, MALA –RRLF

UNIT XIV

Ethical dilemmas (eg. censorship, privacy); Professional standards, Personal responsibility and odes of Conduct; Liability and information quality

SUGGESTED READINGS:

1. Bhatt (R K). History and development of libraries in India. 1995. Mittal Publications, New Delhi.
2. Chapman (E A) and Lynden (F C). Advances in librarianship. 2000. Academic Press, San Diego.
3. Chowdhury (G G), Burton (P F) and McMenemy (D). Librarianship: the complete introduction. 2008. Neal-Schuman Publishers, New York.
4. Feather (J). The information society: a study of continuity and change. Ed. 5. 2008. Facet Publishing, London.
5. Khanna (J K). Library and society. 1955. Research Publication, Kurukshetra.
6. Krishan Kumar. Library organisation. 1993. Vikas, New Delhi.
7. Martin (W J). The information society. 1988. Aslib, London.
8. Ranganathan (S R). Five laws of library science. Ed. 2. 1989. SaradaRanganathan Endowment for Library Science, Bangalore.
9. Singh (S P). Special libraries in the electronic environment. 2005. Bookwell, New Delhi.
10. Venkappaiah (V) and Madhusudhan (M). Public library legislation in the new millennium. 2006. Bookwell, New Delhi.

Course Code : 10912

INFORMATION SOURCES, SYSTEMS AND SERVICE

BLOCK I: SOURCES OF INFORMATION & COMMUNICATION

Unit I

Information, Information explosion & information environment – Nature and characteristics of information.

Unit II

Information transfer – Means & methods – Formal & informal- Barriers to Communication.

Unit III

Sources of Information – Documentary – Non-documentary – Published and unpublished –
Types of information sources – Primary, Secondary, Tertiary sources.

BLOCK II: REFERENCE SOURCES AND EVALUATION

Unit IV

Categories of information sources – Encyclopedias – Dictionaries, Directories, Handbooks & Manuals
– Biographical sources – Geographical sources- Bibliographies, Almanacs, Year Books.

Unit V

General evaluation of information sources – Authority scope, arrangement, treatment, etc –
Abstracting and indexing periodicals.

BLOCK III: NATIONAL AND INTERNATIONAL CENTRES

Unit VI

Information Systems – National level - Need Purpose and Functions – NISCAIR, DESIDOC

Unit VII

Information Systems – International National level - NASSDOC, AGRIS, MEDLARS, INIS.

BLOCK IV: INFORMATION SERVICES

Unit VIII

Information services – Reference service – Definition, need and types – Ready reference service –
Long range reference service

Unit IX

User needs – User Education. Documentation services – Current awareness service, SDI.

Unit X

Bibliographical services – Types of Bibliographies – INB and BNB – Planning, Compilation of
Bibliography.

BLOCK V: ELECTRONIC RESOURCES AND SEARCH TECHNIQUES

Unit XI

Electronic resources – Types of Electronic resources – advantages and disadvantages

Unit XII

Web based resources and services – Evaluation criteria.

Unit XIII

Reference Librarian: Role, Skills, & Competencies.

Unit XIV

Reference Interview & Search Techniques - Literature search

SUGGESTED READINGS:

1. Cheney (FN) and Williams (W J). Fundamental reference sources. Ed.3. 2000. ALA, Chicago.
2. Farmer (LSJ), Ed. The human side of reference and information services in academic libraries: adding value in the digital world.2007. Chandos Publishing, Oxford.
3. Fourie (D) and Dowell (D). Libraries in the information age.2002. Libraries Unlimited, New York.
4. Kakabadse, Nada K and Kakabadse, Andrew K. Creating future: Leading change through information systems. Ashgate, USA, 2000.
5. Ranganathan (S R). Reference service. Ed 2. 1989. Ranganathan Endowment for Library Science, Bangalore.
6. Gale Group: Information industry association. Information sources, The association, 1988, pp300.
7. Lea, Peter W: Printed Reference Materials. Ed.3 London, Library Association, 1990.
8. Parker, CC & Purely: Information sources in science and Technology, Ed.2. 1986.
9. Sharma J.S. and Grower D.: Reference service and sources of information, New Delhi, ESS, 1987.
10. Bell, Simon. Learning with information systems: Learning cycles in information systems development. London, Routledge, 1996

Course Code: 10913

INFORMATION PROCESSING-I CLASSIFICATION THEORY

BLOCK I: TYPES OF CLASSIFICATION

Unit I

Classification: Need and Purpose of classification – Basic concepts and terminologies – Species of Classification Schemes

Unit II

Knowledge classification – Universe of subjects – Development and modes of formation of subjects.

Unit III

Knowledge Classification and document classification – Physical arrangement of documents – Notation – Functions – arrays

Unit IV

Theory and Development - General Theory: Normative Principles

BLOCK II: FUNDAMENTAL CATEGORIES

Unit V

Fundamental categories – Facet analysis – Principles of inversion and facet sequence – Principles of helpful sequence.

Unit VI

Canons of Classification – Postulates and Postulation Approaches – Zone analysis, Systems and Specials Phase analysis

Unit VII

Notation and Construction of Classification Number - Need, Purpose, Types and Qualities

Unit VIII

Common Isolates – Standard Sub Division - Devices in Library Classification

BLOCK III: CLASSIFICATION SCHEMES

Unit IX

Schemes of library classification – Historical development – DDC, UDC, CC

Unit X

Enumerative and Analytico Synthetic schemes – Comparative study of DDC & CC.

Unit XI

Call Number: Class Number, Book Number and Collection Number - Construction of Class Numbers

Unit XII

Major Contributions by S.R. Ranganathan to classification Theory.

UNIT XIV

Trends in Library Classification: KOS in the Internet world, Ontology, Folksonomy. Taxonomy Categories.

SUGGESTED READINGS:

1. Parkhi, RS: Library Classification: Evolution and Dynamic Theory, Bombay, Asia, 1960.
2. Ranganathan SR: Colon Classification. Ed 6, Bombay, Asia, 1963.
3. Ranganathan, SR: Prolegomena to Library Classification, Ed 2, London, Library Association, 1965.
4. Sehgal R.L.: Number Building in Dewey Decimal Classification Universal Decimal Classification & Colon Classification, ESS-ESS publication, New Delhi, 1993.
5. Raju A.: Universal Decimal Classification, T.R. Publishers, 1991.
6. Ohdedara A.K.: Library Classification, The world press Pvt., Ltd., Calcutta, 1973.
7. Sharma C.K. and Sharma Amit K.: Library classification, Atalantic publishers & Distributors, 2007.
8. Pushpa: Library classification: Theory and principles, Wishwaprakashan, New Delhi.
9. Satija M.P. and Agrawal S.P.: Book Numbers, concept publishing company, New Delhi.

10. Ranghanathan S.R. ed. Palmer B.I.: SharadaRanghanathan endowment for library science: Elements of library classification, Bangalore, 1991.

Course Code: 10914

Paper 4: INFORMATION PROCESSING– III: CLASSIFICATION PRACTICE

Classification of Documents according to abridged Dewey Decimal Classification (DDC) 19th edition.

For details refer Course material.

Course Code: 10921

Paper 5: INFORMATION COMMUNICATION TECHNOLOGIES IN LIBRARIES

BLOCK I: INTRODUCTION TO ICT

Unit I

Information Technology: Definition and their major components.

UNIT II

Introduction to computers, Components, Types, Advantages

BLOCK II: NETWORKING

Unit III

Networking: Concepts, objectives and Types.

Unit IV

Telecommunications, Wireless Communication, Wi-Fi

BLOCK III: COMPUTER HARDWARE & SOFTWARE

Unit V

Hardware and Software, Programming Language

Unit VI

System Software and Application Software

BLOCK IV: LIBRARY AUTOMATION

Unit VII

Nature and type of Software packages and their use, Library and Information Software packages, Features of India Software packages.

Unit VIII

Open Sources software – GSDL, KOHA, Dspace

Unit IX

Library Automation of Library housekeeping operations

BLOCK V: DIGITAL LIBRARY

Unit X

Computerized Information Service management of Computerized Library.

Unit XI

Digitization – Definition, Need, Purpose – process – methods and Equipment

Unit XII

Library and Information Networks, INFLIBNET - DELNET

Unit XIII

Resource Sharing Networks, Internet.

Unit XIV

Metadata Standards – Dublincore – Z39.50

SUGGESTED READINGS:

1. Information Technology: Basics (Block 1,2,3,4) IGNOU Study Materials
2. Information Technology in Libraries – Prem Singh and Khanna, J.K. (PragatiPrakasan, Delhi)
3. Electronic Library – Rowley, Jennifer (LA, London)
4. Lucy, A. Tedd. An Introduction to computer based library system. Ed.3 Chinchester, Wiley, 2005
5. Lancaster, F.W. Electronic publishing and their implications for libraries and beyond, London, Clive bingley, 1990
6. Library Networks, an Indian Experience – Kaul, H.K. (Vorgo publ. Delhi)
7. Computer Based Library System – Tedd, L.

8. Managing Library Automation – Harbour, R.T. (ASLIB, London)
9. Gorman, G.E. Digital factor in Library and Information Services. London: Facet publishing, 2002. Haynes, David. Metadata for Librarianship in India. London: Greenwood Press, 2004
10. Patel, Jashu. Libraries and Librarianship in India. London, Greenwood Press, 2001.

Course Code: 10922

Paper 6: MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES

BLOCK I: MANAGEMENT TECHNIQUES

Unit I

Principles of Management and their application in library management -Library as a System

Unit II

Organizational structure of different types of library, Scientific Management Character - Advantages and Disadvantages - Open access

Unit III

Housekeeping Operations: Book / Information Resource selection and acquisition section, License negotiation and relevant rights issues.

Unit IV

Technical processing section: Serial control and circulation control - Policy, procedures and methods of maintenance and stock verification - Collection evaluation and weeding out

BLOCK II: COLLECTION DEVELOPMENT POLICY

Unit V

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

Unit VI

Types of information resources and classification of documents - Different Types of Selection tools and their importance.

Unit VII

Acquisition: Book Selection, Ordering and accessioning etc. - Circulation: Charging and Discharging etc.

BLOCK III: LIBRARY INFRASTRUCTURE

Unit VIII

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

Unit IX

Policy, procedures and methods of maintenance and stock verification - Collection evaluation and weeding out - Shelf rectification Binding and Preservation of Library materials.

Unit X

Library authority and library committee.

BLOCK IV: LIBRARY HUMAN RESOURCING AND BUDGETING

Unit XI

Human Resource Development: Need, Purpose and Mechanism Personnel Planning in Libraries: Recruitment, Selection and Training.

Unit XII

Budgeting: Principles of budgeting, types of budget and allocation of budget (Petty cash and regular expenses like postage/mailing, nominal maintenance etc.) and Reporting and Preparation of Budget - Sources of finance in different type of libraries

Unit XIII

Reporting: Various types of Report generation including Annual report

Unit XIV

Approaches of Management: Management by Objectives – Organisational hierarchy - System approach to MBO.

SUGGESTED READINGS:

1. Application of Management Technique to Library and Information Systems, 12th IASLIC Conference, Roorkee, 1979.
2. Chatterjee, AK: Introduction to Management: Its Principles and Techniques, Kolkatta, World Press.
3. Davar, RS: The Management process, 1982.
4. Jones, N & Jordan, P: Staff Management in Library and Information work, 1982.
5. Katz, WA: Collection Development: Selection of Materials for libraries, New York, HRW, 1980.
6. Krishna Kumar: Library Administration and Management, Delhi, Vikas, 1987.
7. Sharma JK: Personnel Management in Libraries, 1981.
8. Philip D. Leighton and David C. Weber, Keyes D. Metcalf ed: Planning academic and

- research library buildings, ESS-ESS publication, New Delhi, 2010.
9. Dr. SubodhGopal Nandi: Library Management: Recent thoughts and development, Kaveri Books, 2011.
 10. Rakesh Kumar ShantilaPraiapati: Theories and practices of library management, Discovery publishing house, Pvt. Ltd, 2013.

Course Code: 10923

Paper 7: INFORMATION PROCESSING – II: CATALOGUING THEORY

BLOCK I: LIBRARY CATELOGUE AND TYPES

Unit I

Library catalogue-Definition, need, purpose and functions – Physical forms Catalogue

Unit II

Types of Library Catalogue – Subject catalogue – Classified, dictionary, alphabetical – Functions of subject catalogues and comparative study of different types

Unit III

Catalogue codes – Origin, growth and development since 1930 – Classified Catalogue Code (CCC) and AACR -2

BLOCK II: CATELOGUE ENTRIES

Unit IV

Preparing entries in Catalogue - Choice and rendering the entries – Single, Multiple, Corporate authors, Serials, Non- Book materials.

Unit V

Subject Indexing Languages – Sear’s List of subject headings – Chain Procedure – PRECIS, POPSI and Uniterm Indexing.

Unit VI

Normative principles, canons and laws of cataloguing – their implications.

BLOCK III: CO-OPERATIVE CATELOGUE AND STANDARD NUMBERS

Unit VII

Co-operative and Centralized Cataloguing – Role of library of congress, Union Catalogue - Centralized cataloguing in India – Problems and prospects

Unit VIII

Electronic form of catalogues - CIP, OPAC, MARC, and World Cat

Unit IX

Descriptive cataloguing - Standardization at International level – ISBD, ISBN, ISSN. RDA, QR Code

BLOCK IV: STANDARDS AND FORMATS

Unit XI

Meaning Definition, Purpose and Importance of Metadata - Basic Features of Metadata - Types of Metadata - Elements of Metadata. - Benefits of Metadata for Libraries and Users.

Unit XII

Metadata Standards: Dublin Core, Z239, MARC -21 and ISO 2009

Unit XIII

Automated cataloguing and Indexing, Web OPAC – Features, Emerging Trends.

Unit XIV

Information Retrieval – Boolean Operators – Types of Searches

SUGGESTED READINGS:

1. RanganathanSR : Cataloguing Practice, Ed 2, Bombay, Asia, 1964.
2. RanganathanSR : Classified catalogue code with additional rules for Dictionary catalogue, Ed 5, Bombay, Asia, 1963.
3. RanganathanSR : Library Catalogue: Fundamentals and Procedure, Madras, Library Association, 1950.
4. Viswanathan, CG : Cataloguing Theory and Practice, 1990.
5. Dr. Janaki Raman C.: Online cataloging, Pacific books international, New Delhi, 2011.
Krishan Kumar: An introduction to AACR-2, Vikash publishing house, 1986.
6. Khan M.T.M.: Anglo American Cataloguing Rules (AACR), Shree publishers & distributors, New Delhi, 2005.
7. Eric J Junter&Bakewell K.G.B.: Cataloguing, Clive Bingley, London.
8. Mishra A.R. & Ahmad M.D.: Issues in Digital Cataloging, Shree Publishers & Distributors, New Delhi, 2004.
9. Bidgut Mal: Practical cataloguing, Shree publishers & Distributors, New Delhi, 2005.
10. Ranganathan S.R.: Cataloguing practice, SharadaRanganathan Endowment for library science.

Course Code: 10924

Paper 8: INFORMATION PROCESSING –IV: CATALOGUING PRACTICE

Cataloguing of books, Serials and Non Nook material according to AACR-2R and Sears List of Subject Headings.

For details refer Course material.

iii. Duration of the Programme

It is One Year.

iv. Faculty requirement

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 any degree from a recognised University shall be eligible for B.L.I.Sc.

i. Fee Structure

Sl No.	Fee Details	Amount in Rs.
1	Admission Processing Fee	100
2	Course Fee	4200
3	ICT	150
	Total	4450

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	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;

$$\text{Grade Point Average [GPA]} = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

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;

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

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 9.0 and above but below 9.5	O+ O	First Class- Exemplary*
8.5 and above but below 9.0 8.0 and above but below 8.5 7.5 and above but below 8.0	D++ D+ D	First Class with Distinction*
7.0 and above but below 7.5 6.5 and above but below 7.0 6.0 and above but below 6.5	A++ A+ A	First Class
5.5 and above but below 6.0 5.0 and above but below 5.5	B+ B	Second Class
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 BLISc Degree in 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 B.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 BLISc 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