

Annamalai University
Department of Library and Information Science
Master of Library and Information Science [MLIS]
FIVE YEAR INTEGRATED DEGREE
ON-CAMPUS PROGRAMME

REGULATIONS

Common to all Department of Studies in the Faculty of Arts

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

Master's Programme

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

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

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

Odd Semester: July to November [90 working days]

Even Semester: December to April [90 working days]

Credits

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

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

Courses

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

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

Eligibility for Admission

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

Grading System

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

Duration

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

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

Attendance

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

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

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

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

Examination

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

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

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

hour duration. The pattern of question paper will be decided to the respective faculty. Internal assessment I will carry 10% of marks of the entire course.

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

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

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

Evaluation

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

The performance of students in each course is evaluated in terms of percentage of marks [PM] with a provision for conversion to Grade Point [GP]. The sum total performance in each semester will be rated by GPA while the continuous performance from the 2nd semester onwards will be marked by [OGPA]

Marks and Grading

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

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

If a candidate who has not secured a minimum of 50% of marks in a course shall be deemed to have failed in that course.

A student can repeat the End Semester Examination when it is offered next in the subsequent Odd / Even semesters till the regulation are in force. However, a candidate cannot move to the next semester if he / she has more than six papers as arrears at any point of time.

A candidate who has secured a minimum of 50 marks in all courses prescribed in the programme and earned a minimum of the credits will be considered to have passed the Master's Programme.

Grading

A ten point rating is used for the evaluation of the performance of the student to provide letter grade for each course and overall grade for the Master's Programme.

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

The successful candidates are classified as follows.

I Class 50-59% marks in over all percentage of marks.

Candidates who obtained 75% and above but below 90% of marks [OPM] shall be deemed to have passed the examination I First Class [Distinction] provided he / she passes all the course prescribed for the programme at the first appearance.

Candidates who obtain 90% and above [OPM] shall be deemed to have passed the examination in First Class [Exemplary] proved he / she passes all the courses prescribed for the programme at the first appearance.

For the internal assessment evaluation the break up marks shall be as follows.

Test	:	10 Marks
Assignment	:	05 Marks
Case Study/ Seminar/Short Answer etc	:	05 Marks
Attendance	:	05 Marks
90 and above	-	5 Marks
80-89	-	4 Marks
70-79	-	3 Marks
Total	:	25 Marks

Course Wise Letter Grades:

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

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

The F Grade once awarded stays in the grade card of the student and is not deleted even when he / she completes the course successfully later. The grade acquired later by the

student will be indicated in the grade sheet of the Odd / Even semester in which the candidate has appeared for clearance of the arrears.

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

**COURSE DETAILS
TOTAL – CREDITS**

Common	36
Core	182
Optional	12
Total	230

Semester	Course No.	Course Code	Course Title	Course Type	Credit	University Exam Marks	Internal Marks	Total Marks
I	1.	ITAC 11	1. Part-I : Language Tamil / IHIC – Hindi / IFRC – French	Language	3	75	25	100
I	2.	IENC 12	2. Part-II English : English Through Literature I : Prose	Language	3	75	25	100
I	3.	ILSC 13	3. Foundations of Library and Information Science	Core	4	75	25	100
I	4.	ILSC 14	4. Knowledge Organization	Core	4	75	25	100
I	5.	IESC 15	5. Environmental Studies	Core	4	75	25	100
I	6.	ILSA 16	6. Principles of Sociology (Sociology)	Allied	3	75	25	100
			Total		21	450	150	600
II	7.	ITAC 21	1. Part-I : Language Tamil / IHIC – Hindi / IFRC – French	Language	3	75	25	100
II	8.	IENC 22	2. Part-II English : English Through Literature II : Poetry	Language	3	75	25	100
II	9.	ILSC 23	3. Management of Library and Information Centres	Core	4	75	25	100
II	10.	ILSC 24	4. Information Retrieval Tools (Cataloguing)	Core	4	75	25	100
II	11.	ILSC 25	5. Information Processing Theory (Classification)	Core	4	75	25	100
II	12.	ILSA 26	6. Principles of Management (Business Administration)	Allied	3	75	25	100
			Total		21	450	150	600
III	13.	ITAC 31	1. Part-I : Language Tamil / IHIC – Hindi / IFRC – French	Language	3	75	25	100
III	14.	IENC 32	2. Part-II English : English Through Literature III : Drama	Language	3	75	25	100
III	15.	ILSC 33	3. Archives and Manuscripts Keeping	Core	5	75	25	100
III	16.	ILSC 34	4. Information and Communication	Core	4	75	25	100
III	17.	ILSC 35	5. Colon Classification – Practice	Core	4	75	25	100
III	18.	ICAC 36	6. Computer and Its Applications	Core	3	75	25	100
III	19.	ILSA 37	7. Introduction to Tourism (Philosophy)	Allied	3	75	25	100
			Total		25	525	175	700
IV	20.	ITAC 41	1. Part-I : Language Tamil / IHIC – Hindi / IFRC – French	Language	3	75	25	100
IV	21.	IENC 42	2. Part-II English : English Through Literature IV : Short Story	Language	3	75	25	100
IV	22.	ILSC 43	3. Information Retrieval Theory (Cataloguing)	Core	4	75	25	100
IV	23.	ILSC 44	4. Introduction to Information Sources	Core	4	75	25	100
IV	24.	ILSC 45	5. Classified Catalogue Code – Practice	Core	4	75	25	100
IV	25.	ILSC 46	6. Intellectual Property Rights and Right to Information	Core	4	75	25	100
IV	26.	ILSA 47	7. Tourism and Development (Philosophy)	Allied	3	75	25	100
			Total		25	525	175	700

V	27.	ILSC 51	1. Information Service	Core	4	75	25	100
V	28.	ILSC 52	2. Library and Information System Management	Core	4	75	25	100
V	29.	ILSC 53	3. Dewey Decimal Classification – Practice	Core	4	75	25	100
V	30.	ILSC 54	4. Database Management System	Core	4	75	25	100
V	31.	ILSC 55	5. Public Library System	Core	4	75	25	100
V	32.	ILSC 56	6. Anglo American Cataloguing Rules – II (Practice) 2 nd Edition	Core	4	75	25	100
			Total		24	450	150	600
VI	33.	ILSC 61	1. National Information System	Core	4	75	25	100
VI	34.	ILSC 62	2. Research Methodology	Core	4	75	25	100
VI	35.	ILSC 63	3. Academic Library System	Core	5	75	25	100
VI	36.	ILSC 64	4. Computer Networks	Core	4	75	25	100
VI	37.	ILSC 65	5. Library Software: Greenstone and Soul (Theory and Practice)	Core	4	75	25	100
VI	38.	IVEC 66	6. Value Education	Core	3	75	25	100
			Total		24	450	150	600
VII	39.	ILSC 71	1. International Information System	Core	5	75	25	100
VII	40.	ILSC 72	2. Application of Statistical Tools in Research	Core	5	75	25	100
VII	41.	ILSC 73	3. Universal Decimal Classification – Practice (Abridged Edition)	Core	5	75	25	100
VII	42.	ILSC 74	4. WINISIS – Theory and Practice	Core	4	75	25	100
VII	43.		5. Elective Course	Elective	3	75	25	100
			Total		22	125	375	500
VIII	44.	ILSC 81	1. Anglo American Cataloguing Rules – II (Practice) Covering Non-book Materials	Core	5	75	25	100
VIII	45.	ILSC 82	2. Informetrics	Core	5	75	25	100
VIII	46.	ILSC 83	3. Database Creation and Design – Practice	Core	5	75	25	100
VIII	47.	ILSC 84	4. Corporate Libraries	Core	4	75	25	100
VIII	48.		5. Elective Course	Elective	3	75	25	100
			Total		22	125	375	500
IX	49.	ILSC 91	1. Marketing of Information	Core	5	75	25	100
IX	50.	ILSC 92	2. Knowledge Management	Core	5	75	25	100
IX	51.	ILSC 93	3. Introduction to Information Technology Infrastructure in Libraries	Core	4	75	25	100
IX	52.	ILSC 94	4. E-Resources and E-Publishing	Core	4	75	25	100
IX	53.		5. Elective Course	Elective	3	75	25	100
IX	54.	ISSC 96	6. Soft Skills	Core	3	75	25	100
			Total		24	450	150	600
X	55.	ILSC 101	1. Introduction to Web Designing and Web Hosting	Core	5	75	25	100
X	56.	ILSC 102	2. Digital Libraries	Core	5	75	25	100
X	57.	ILSC 103	3. Technical Writing	Core	4	75	25	100
X	58.	ILSC 104	4. Project and Viva-voce	Core	5	75	25	100
X	59.		5. Elective Course	Elective	3	75	25	100
			Total		22	125	375	500
			Grand Total		230	4425	1475	5900

ANNAMALAI UNIVERSITY
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Master of Library and Information Science
[Five Year Integrated – ON CAMPUS PROGRAMME]

SYLLABUS

Semester I

Language 1 – தமிழ்

தாள்:-1 - ITAC-11 - செய்யுளும் உரைநடையும்

மதிப்பெண்: 75

கிரடிட்: 3

அலகு:-1 - குறுந்தொகை
பாடல் எண்கள்:- 3, 6, 16, 18, 24, 28, 32, 37, 40, 54, 57, 60, 69,
74, 77, 83, 85, 93, 97, 99
(இருபது பாடல்கள் மட்டும்)

அலகு:-2 - புறநானூறு
பாடல் எண்கள்:- 9, 19, 27, 34, 38, 45, 51, 55, 66, 71, 76, 82, 86,
92, 96
(பதினைந்து பாடல்கள் மட்டும்)

அலகு:-3 - திருக்குறள்
அன்புடைமை, செய்நன்றி அறிதல், அடக்கமுடைமை, புறங்கூறாமை, ஈகை,
அருளுடைமை (ஆறு அதிகாரங்கள் மட்டும்)
நாலடியார் கல்வி, கல்லாமை (20 பாடல்கள்)

அலகு:-4 - கம்பராமாயணம்

சுகப்படலம் (அயோத்தியா காண்டம்)

அலகு:-5 – உரைநடை

மா.பெரியசாமி தூரன்- சிற்பி. பாலசுப்பிரமணியன்
காப்பியத்திறன் - சோம. இளவரசு

பார்வை நூல்கள்:

1. குறுந்தொகை - உ.வே.சா. பதிப்பு
2. புறநானூறு - உ.வே.சா. பதிப்பு
3. திருக்குறள் - பரிமேலழகர் உரை
4. கம்பராமாயணம் - அண்ணாமலைப் பல்கலைக்கழகப் பதிப்பு
5. குறுந்தொகைச் சொற்பொழிவுகள்
6. குறுந்தொகைத் திறனாய்வு - சோ.ந. கந்தசாமி

7. எட்டுத்தொகைச் செல்வம் - லெ.ப.கரு. இராமநாதன் செட்டியார்
8. மா.பெரியசாமி தூரன் - சிற்பி. பாலசுப்பிரமணியன், சாகித்யஅகாடெமி,
முதற்பதிப்பு 2000
9. காப்பியத்திறன் - சோம.இளவரசு -மணிவாசகர் பதிப்பகம், சென்னை

LANGUAGE – 2 - ENGLISH

PART - II : IENC 12 - English Through Literature I: Prose

Objective:

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

Unit I

1. Bonnie Chamberlain "The Face of Judas Iscariot"
2. Swami Vivekananda "Speech at World Parliament of Religion"

Unit II

1. Stephen Leacock "My Financial Career"
2. Bhimrao Ambedkar "Speech on 4th November 1948 in the
Constituent Assembly"

Unit III

1. Robert Lynd "On Forgetting"
2. Nirad C. Chaudhuri "Indian Crowds"

Unit IV

1. A. G. Gardiner "All about a Dog"
2. Ruskin Bond "My Eccentric Guests"

Unit V

1. Martin Luther King (Jr.) "I Have a Dream"
2. Khushwant Singh "The Portrait of a Lady"

Text Book

Ayyappa Raja. S., Shanmugasundari. P., Deivasigamani. T., SaravanaPrabhakar. N., and Karthikeyan. B. *English Through Literature: Prose.*

ILSC – 13: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

Objectives:

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

UNIT I: Library as Information Centre

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

UNIT II: Library Legislations

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

UNIT III: Type of Libraries and their Functions

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

UNIT IV: Library Associations and International Bodies

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

UNIT V: User Education

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

Text Books

1. Agarwal, S.N. and Others perspective in Library and Information Science Vol. 1 & 2 – 1982.
2. Harrison, K.C. The Library and the Community Ed.3 1997.
3. Kaula P.N. Library Movement in India, 1958.
4. Marshall, R. History of Libraries: Ancient and medieval 1983.
5. Mittal, R.C. Public Library Law 1971.

Reference Books

1. Mohan Rajan, P.A. New trends in International Librarianship, 1984.
2. Ranganathan, S.R. Five Laws of Library Science, 1988.
3. Sreepathy Naidu R. Academic Librarianship a Perspective, 1989.
4. Khanna, J.K. Library and society Ed 2, 2001.

5. Sharma Pandey S.K. Libraries and Society Ed.2 1992.

ILSC – 14 : KNOWLEDGE ORGANIZATION

Objectives:

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

UNIT I: Universe of Knowledge

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

UNIT II: Concepts and Study of Subjects

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

UNIT III: Knowledge Representation

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

UNIT IV: Over view of Classification Scheme

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

UNIT V: Book Classification

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

Text Books

1. Ranganathan, S.R. Descriptive Account of Colon Classification, 1976.
2. Ranganathan, S.R. Elements of Library Classification, 1976.
3. Ramalingam, M.S. Library Cataloguing and Classification, 2000.
4. Bawakutty, M. Canons of Library Classification, 1981
5. Kumar, P.S.G. Knowledge Organization, Information Processing and Retrieval, Delhi, B.R. Publisher, 2003

Reference Books

1. Ranganathan, S.R. Prolegomena to Library Classification, 1976
2. Nikery, B.C. Faceted Classification's Guide to the Construction and use of special schemes, 1970
3. Sehla, R.L. Classification: Theory and Practice, 2001

4. Krishnan. Theory of Classification, 2001
IESE – 15 ENVIRONMENTAL STUDIES

Unit: 1 The Environmental System

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

Unit: II Environmental Damage – Pollution

Source and impact of

1. Air Pollution
2. Water Pollution
3. Land Pollution
4. Municipal Solid Waste
5. Noise Pollution

Unit: III Resource Depletion

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

Unit: IV Global Climate Change

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

Unit: V Sustainable Development

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

Text Book:

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

References:

1. Kumarasamy K, A.Alagappa Moses and M.Vasanthi, 2004, *Environmental Studies*, Bharathidasan University Pub. Trichy
2. Rajamannar, 2004, *Environmental Studies*, EVR College Pub. Trichy
3. Kalavathy S, (Ed.) 2004, *Environmental Studies*, Bishop Heber College Pub. Trichy
4. *Environmental Science: Toward a Sustainable Future* by Richard Wright and Dorothy F Broose (New Delhi: Prentice-Hall India, 2010)

ILSA 16 - PRINCIPLES OF SOCIOLOGY

Objectives:

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

Unit-I

Nature, Scope and development of Sociology – Uses of Sociology – Sociology and other social sciences – History, Economics, Politics, Anthropology, Psychology.

Unit II

Basic concepts of Sociology – Institution -Association – community – Society – Social Interaction – Social Processes – Types of Social Processes

Unit-III

Individual and society – The process of socialization – Agencies of socialization – Various stages of socialization Culture Definition – Elements – Functions – Cultural lag Ethnocentrism

Unit-IV

Groups – Definition – characteristics – Types of groups – Primary and Secondary groups – Major social Institutions – Family – Marriage – Religion – Education mid Economic Institutions.

Unit-V

Social stratification – Definition – Characteristics – Functions – Forms social control – Definition – Agencies and types of social control – Social change – Factors of Social change Theories of social change

Text Books

1. Shankar Rao C. N., *Sociology*, New Delhi, S. Chand and Company, 1997.
2. Inkeles, Alex. *What is Sociology? - An Introduction to the Discipline and Profession*. Englewood Cliffs. N. J.' Prentice Hall, 1964.

Reference Books

1. Ogburn W.F. and Nimkoff M.F., *A Hand Book of Sociology*, Boston, Houghton Mifflin Company, 1958.
2. Horton B and Hunt L., *Sociology*, Tokyo, McGraw Hill Book Co., 1984.
3. Cuber, F. John., *Sociology: A Synopsis of Principles*, New York, Appleton Century Crafts Inc., 1955.
4. Sheppard, John M., *Sociology*, Minnesota: West Pub. Co., 1980.
5. Johnson, Harry M., *Sociology: Systematic Introduction*, New York, Brace & Co., 1960.

Semester II

Language 1 – தமிழ்

தாள்:-2 -ITAC-21 – பயன்பாட்டுத்தமிழும் செம்மொழி வரலாறும்

மதிப்பெண்: 75

கிரடிட்: 3

நோக்கம்

மொழியமைப்பினை விளக்குதல்

மொழிப் பயன்பாட்டில் உருவான - உருவாகும் மாற்றங்களைப் புலப்படுத்துதல் திசைமொழிகளின் கலப்பினால் தமிழ்மொழியில் ஏற்படும் மாற்றங்களை விளக்குதல் மொழிக் குடும்பங்கள் குறித்தும் செம்மொழித் தமிழின் சிறப்புகள் குறித்தும் செம்மொழி ஏற்புக் குறித்தும் விளக்குதல்

அலகு-1

எழுத்துக்களின் எண்ணிக்கையும் வகைகளும், எழுத்துக்களின் மாத்திரை,கால இடைநிலைகள்,மூவகைப் போலிகள் , இருவகைப் பதங்கள், புணர்ச்சிகள்.

அலகு-2

சொற்றொடர் வகைகள் (மூவகை மொழி) தொடரிலக்கணத்தில் காணப்பெறும் வழுவும் வழு அமைதியும் பத்தியமைப்பும் நிறுத்தற் குறியீடுகள் பயன்பாடும். உரைநடை எழுதும் போது மேற்கொள்ள வேண்டிய விதிமுறைகள்.

அலகு -3

மேடைத்தமிழ்

நீங்களும் பேச்சாளர் ஆகலாம்-குமரி அனந்தன் மேடைப்பேச்சுக்குத் தயார் செய்தல்- பேச்சாளருக்குரிய தகுதிகள்- பேசும் முறைகள் - பழக்க வழக்கங்கள்.

அலகு-4

படைப்புத்திறன்

சிறுகதை- கவிதை- கட்டுரை- ஓரங்க நாடகம் - நூல் குறித்த திறனாய்வு எழுதப் பயிற்சிதரல்.

அலகு-5

பயன்பாட்டுத் தமிழும் செம்மொழி வரலாறும்

மொழி- விளிகி - மொழி¹¹¹ பிகி - உலகி செி மொழிகி - இ¹ தியி செி மொழிகி - செி மொழி¹ தி திகி - வரையறைகி - வரி¹ செி மொழி¹ தமிழி - தமிழி தெரி மை- தமிழி¹ சிறி¹ கி - தமிழி¹ செி மொழி¹ கி . தமிழி செி மொழி அறி¹ தே¹ - பி திமரி கலை¹ தி தி கால அறி¹ கி வரை (அறி¹ கி - அமை¹ கி - நி¹ வனி கி - இயி கி கி தொட¹ யி சிகி - அறி¹ பேரி¹ பி கி - உலி தமிழி¹ செி மொழி மாநரி , கோவை-2010)

பார்வை நூல்கள்

1. சோம. இளவரசு, நன்னூல் காண்டிகை உரை, மணிவாசகர் பதிப்பகம், சென்னை.
2. அ.கி பரந்தாமனார், நல்ல தமிழ் எழுத வேண்டுமா? பாரி , நிலையம், சென்னை.

3. பேச்சுக்கலை- கே. வீ. வீரராகவன், வலம்புரி பதிப்பகம், திருநின்றவூர்- 602 024.
4. குமரி அனந்தன், நீங்களும் பேச்சாளர் ஆகலாம், பூம்புகார் பிரசுரம், சென்னை.
5. எழுதுவது எப்படி? மகரம் (தொ. ஆ) பழனியப்பா பிரதர்ஸ், சென்னை.
6. ம. திருமலை- பேச்சுக்கலை- மீனாட்சி புத்தக நிலையம்-2008, மதுரை.
7. சாலினி இனி திரையி , தமீ செ மொழி ஆவணி , மணிவாசகி பதி பகி , செ னை, 2005.
8. கரி ி வெி , “திராவிட மொழிகளீ ஒி பிலி கணி “- கழக வெளியி , செ னை.
9. ச. சாரதரி பரி - சி கி செ வியி , மீனரி சி ி தக நிலையி , மி ரை,(1993)
10. வா.செ. ி ழி தைசாமி - உலகி செ வியி மொழிகளீ வி சையீ தமீ , பாரதி பதி பகி , செ னை.
11. ஜி. ஜரி சரி வேி - செ மொழிகி வி சையீ தமீ , செ னை 2004.
12. சாலினி இனி திரையி - தமீ ி செ மொழி ஆவணி , மணிவாசகி பதி பகி செ னை-2005
13. ச. அகி தியலீ கி - சி கஇலி கியி - செ வியி பரி வை மெ யி பி பதி பகி , சிதி பரி -2004.
14. மணவை. ி ி தபா - செ மொழி ஊ ி ி ி ி ி ி ி , அறிவியி தமீ அறி கி டளை, செ னை.

IENC – 22 : English Through Literature II: Poetry Part II – English Paper – II

Objective:

To ensure and enhance:

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

Unit I

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

Unit II

- | | |
|--------------------|--------------|
| 1. PB Shelley | “Ozymandias” |
| 2. Alfred Tennyson | “The Brook” |
| 3. HillaireBellock | “Matilda” |

Unit III

- | | |
|-----------------|--|
| 1. Robert Frost | “Stopping by Woods on a Snowy Evening” |
| 2. Walt Whitman | “O Captain, My Captain” |
| 3. Sylvia Plath | “Mirror” |

Unit IV

- | | |
|---------------------|---|
| 1. Toru Dutt | “The Lotus” |
| 2. A. K. Ramanujan | “A River” |
| 3. Keki N. Daruwala | “Pestilence in Nineteenth Century Calcutta” |

Unit V

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

Text Book

Karthik Kumar. S., Gnanaprakasam.V., Arputhavel Raja. G., Shanmugasundaram. C.,and Vijaya. R. *English Through Literature:Poetry*

ILSC - 23: MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

Objectives:

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

UNIT I: Organization and Management

Management – Definition – Functions of Management – Theories of Management

UNIT II: Organizational Structure

Organizational Chart- Library – Routines of various sections – Acquisition section – Technical Section – Maintenance section – Circulation section – Reference section – Periodical section – Library Records – Statistics – Annual Report

UNIT III: Human Resource Management

Meaning – Definitions – Planning – Recruitment – Selection – Induction and Orientation – Training and Development – Performance Appraisal – Transfer, Promotion and Demotion – Separation.

UNIT IV: Financial Management

Preparation of Budget – Types – Line budget – PPBS – Zero based budget.

UNIT V: Resource Management

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

Text Books

1. Davar, Rustoms. The Management process, Ed-7, 1982.
2. Dougherty, Richardson and Heinrits, P.J. Scientific Management of Library operation, 1986.
3. Beishon, John & Peters, Geoff, System Behaviour Ed.2, 1976
4. Jones, Norogh and Jordon, Peter, Staff Management in Library and Information work, 1982.
5. Koontz, Harold and Odonnel, Cyrill, Essential of Management, Ed.2, 1978.

Reference Books

1. Evans, S.E. Management Techniques for Librarian Ed.2, 1978
2. Mukesh K. Sahu, Library Management New Trends, New Delhi: Shree Publishers & Distributors, 2008
3. Singh, Ajit. Siwatch, Library Management, Library Management Leadership Style Strategies and Organizational Climate, New Delhi: Shree Publishers & Distributors, 2004
4. Khanna, J.K. Personnel Management in Libraries, New Delhi: ESS Publications, 1981
5. Kumar, Krishan Library Administration and Management, Delhi: Vikas Publishing House Pvt. Ltd. 1987

ILSC – 24 : INFORMATION RETRIEVAL TOOLS (CATALOGUING)

Objectives:

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

UNIT: Basic Concepts

Library Catalogue – Definition – Need & purpose – Functions – Difference between Catalogue and Bibliography.

UNIT II: Entries in AACR 2 & CCC

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

UNIT III: Physical forms of Library Catalogue

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

UNIT IV: Inner forms of Catalogue

Inner forms of Catalogue – Dictionary Classified Catalogue – Alphabetic Subject Catalogue – Alphabetic Classed Catalogue

UNIT V: Cataloguing Rules

Rules for cataloguing: Development of cataloguing Rules

Text Books

1. Ranganathan, S.R. Classified catalogue code, Ed.5, 1961.
2. Ranganathan, S.R. Theory of Library Cataloguing, 1938.
3. Khan. M.A. Cataloguing in Library Science, 2001.
4. Ramalingam, M.S. Library Cataloguing and Classification, 2000.

Reference Books

1. Malavya, V.C. Multimedia Library and online Cataloguing, 1999.
2. Grijakumar & Krishanan, Theory of Cataloguing, 1982.
3. Sehgal, R.L. Cataloguing: Theory and Practice, 2001.
4. Girijakumar. Theory of Cataloguing, 2001.

ILSC - 25: INFORMATION PROCESSING THEORY (CLASSIFICATION)

Objectives:

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

UNIT I: Basic Concepts

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

UNIT II: Natural Language systems

Document Representation

UNIT III: Artificial Language System

Notation – Concepts – Types – Feature – Qualities – Thesaurus – Indexing systems:- PRECIS, POPSI, KWIC, KWOC, Chain Indexing

UNIT IV: Structure of Classification Schemes

Canons – Postulates

UNIT V: Recent Development in Classification

Information Processing – Concept of Computer Classification – Use of Computers in Classification – Semi-Automatic Classification

Text Books

1. Raju, A.A.N. Colon Classification theory and practice: A Self instruction Manual, New Delhi: ESS ESS Publications, 2001
2. Singh, Sewa. Colon Classification : Practice, New Delhi: ESS ESS Publication, 1999

3. Pandey, S.K. Sharma: Colon Classification made easy. New Delhi: ESS ESS publication, 1994
4. Kumar, Krishna and Girja Kumar. Theory of Classification. New Delhi: VIKAS Publication, 1982
5. Fosher, A.C. Subject Approach to information. London: Clive Bingley, 1982

Reference Books

1. Khanna, J.K. Colon Classification: Theoretical Information's Schedules. New Delhi: ESS ESS Publication, 2000.
2. Sehgal, R.L. Hand book of Colon Classification: New Delhi Ess Ess Publications, 1998.
3. Khanna, J.K. and D.D. Kapai, Colon Classification: Structure Methodology. New Delhi: Ess Ess Publication, 1994.
4. Singh, Sewa. and Sukhbir, Singh, Colon Classification: A select Bibliography. New Delhi: Ess Ess Publication, 1994.
5. John, Comaromi Satiyai, Beyond Classification: Book Numbers, New Delhi: Ess Ess Publications, 1993.

ILSA 26 : PRINCIPLES OF MANAGEMENT

Unit-I : Introduction

Evolution of management thought, Managerial process, Functions, Skills and Roles in an Organization – Decision making and problem solving. Understanding and managing group processes – Group decision making.

Unit-II: Planning

Distance between operational and Strategic Planning – Types of Plans – Grouping of Various types of plans – Steps in planning – Importance of policies – Types of policies – Principles of policy making – Policy formulation and Administration – Basic area of Policy making.

Unit-III: Organizing

Authority Relationships – Line authority – Staff authority – Line organization – Pure line and Departmental line organization – Staff relationships – Line and staff organization – Functional organization – Committee organization – Definition of Authority – Components of authority – Rational authority – Traditional authority – Characteristic authority – Limits of authority – Delegation of authority – Process of delegation – Principles of Delegation – Centralization and Decentralization.

Unit-IV: Staffing

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

Unit-V: Directing

The Direction Function – Leadership - Co-ordination – Need for coordination – Types of Interdependence – Co-ordination – pooled, Sequential and Reciprocal, Interdependence – Principles of Co-ordination – Approaches to achieving effective co-ordination – Problems of co-ordination.

Text Books

1. Koontz, Weihrich, Aryasri, Principles of Management, TATA McGraw Hill, New Delhi, 2004.
2. Koontz, Weihrich, Arysri, Principles of Management, TATA McGraw Hill, New Delhi 7th edition, 2006.
3. Sherlekar, S.A., and V.S.Sherlekar. Modern Business Organization & Management, Himalaya Publishing House, Mumbai, 2002.

Reference Books

1. Chand J.S.:Management: Theory & Practices, New Delhi, Vikas publication, 2001.
2. Harragan: Management Concepts and Practices, New Delhi, Mac Millan India Ltd., 2002.
3. Robbins .S.P.Management 8th ed. New Jersey, Englewood Cliffs, Prentice Hall Inc., 2006
4. Robbins & coulter, Management 7th edition, New Delhi, Prentice Hall of India (P) Ltd., 2003
5. Ramasamy, T. Principles of Management, Himalaya Publishing House, Mumbai, 2004

SEMESTER III

Part-I – Language – தமிழ்

தாள்:-3- ITAC-31 - உரைநடையும் நாடகமும்

மதிப்பெண்கள்: 75

கிரடிட்:3

நோக்கம்: இலக்கியங்களின் சிறப்புகளையும் கருத்துகளையும் உரைநடை வழியாகப் புலப்படுத்தல் - உரைநடைத்திறனை எடுத்துரைத்தல்

அலகு-1

இலக்கிய விளக்கம் - ஆசிரியர் (வ.சுப. மாணிக்கம்) இலக்கிய விளக்கம் - இலக்கணக் குறள்கள் - வரிசைப்பாட்டு - வாழ்வாங்கு - தூய இலக்கியம் - நடைமுறை அறங்கள் - இலக்கியக்கலை

அலகு-2

குறளணிகள் - இலக்கிய வெள்ளம் - தன்னெஞ்சம் - இலக்கியத்தளம் - குறள் விளக்கம் - நம்பிக்கை நூல் - நீதி விளக்கம்

அலகு-3

ம.ப.பெரியசாமித்தூரன் - (ஆசிரியர் - சிற்பி பாலசுப்பிரமணியம்) வாழ்வும் பணியும் - அன்பில் திளைத்த கவிதை - சிறுகதைப் படைப்புகள் நாடகங்களும் கீர்த்தனைகளும் - கட்டுரைச் செல்வம்

அலகு-4

சிறுவர் இலக்கியம் அறிவியல் நூல்களும் பிறவும் - கலைக்களஞ்சியப் பணி - பாரதி தமிழ் - தூரன் என்றொரு மனிதர்.

அலகு-5

நாடகம் - தோகை வண்ணம் (ஆசிரியர் - டாக்டர் ச. சுவகர்லால்)

பாடநூல்கள்

1. வ.சுப.மாணிக்கம் - இலக்கிய விளக்கம் மணிவாசகர் நூலகம், முதற்பதிப்பு-1971
2. சிற்பி பாலசுப்பிரமணியன் & மா. ப.பெரியசாமித்தூரன் - சாகித்ய அகாதெமி, முதற்பதிப்பு - 2000
3. டாக்டர்ச. சுவகர்லால்- தோகை வண்ணம், பழனியம்மாள் வெளியீடு, சென்னை, முதற்பதிப்பு-2008 ஐங்கரன் அடுக்ககம், சையத்காதர் அவென்யூ- விருகம்பாக்கம், சென்னை-92.

Part –III : ENGLISH PAPER

IENC – 32 : English Through Literature III: Drama

Objective:

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

Unit I

- | | |
|---------------------------|---------------------|
| 1. Stanley Houghton | “The Dear Departed” |
| 2. Kenneth Sawyer Goodman | “The Game of Chess” |

Unit II

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

Unit III

- | | |
|-------------------|--------------------------|
| 1. Arnold Bennett | “The Stepmother” |
| 2. Arthur Miller | “Grandpa and the Statue” |

Unit IV

- | | |
|------------------------|--|
| 1. William Shakespeare | <i>King Lear</i> (Act I, Scene i) |
| 2. William Shakespeare | <i>Julius Caesar</i> (Act III, Scene ii) |

Unit V

- | | |
|--------------------------------------|--|
| 1. Frances Goodrich & Albert Hackett | <i>The Diary of Anne Frank</i> (Act I) |
| 2. Betty Keller | “Tea Party” |

Text Book

Florence. S., Aruna Devi. G., Rajamohan. R., Bhuvanewari. S., and Soundararajan. M.
English Through Literature: Drama

ILSC 33: ARCHIVES AND MANUSCRIPTS KEEPING

Objectives:

1. To study the concept and history of Archives.
2. To understand the organization and functions of archives.

Unit – I: Basic Concepts

Archives: Definition – Concept – History – Creation of Archives

Unit – II: Organization

Organization of Archives – Function of Archives – Users of Archives

Unit – III: Archives of India

National Archives of India – Tamil Nadu Archives – Private Archives

Unit – IV: Archives Administration

Administration of Archives – Evolution of Archives Administration in India – Administration of National Archives

Unit – V: Archives Preservation

Preservation of Archives – Principles of Preservation – Agents of deterioration

Text Books

1. Back E.A., Bookworms, The Indian Archives, Vol. 1, No.2, 1947. National Archives of India
2. Basu, Purnendu, Common Enemies of Records, The Indian Archives. Vol. V, No.1 1951
3. Kathpalia Y.P., Care of Books in Libraries. The Indian Archives. Vol. IX, No.2 1955

Reference Books

1. Lamp C.M., (Editor), The Calligrapher's Handbook: London, Faber 1956
2. Majumder R.C., Birch-Bark and Clay-Coated Manuscripts, The Indian Archives. Vol. XI, No's 1 – 2 1957
3. Mehra C.P., "Conservation of Photographic Archives" Conservation of Cultural Property in India. Vol. VI 1973

ILSC - 34: INFORMATION AND COMMUNICATION**Objectives:**

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

UNIT I: Basic Concepts

Information – It's Concept – Nature and Value – Published Information Characteristics – information growth

UNIT II: Types of Communication

Communication – Concept – Types – Formal and Informal- characteristics – Barriers of Communication

UNIT III: Online Information

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

UNIT IV: Information Intermediaries

Information Intermediaries – Information transfer process and cycle – Information Consultants – Information Agents.

UNIT V: Communication Media

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

Text Books

1. Derek Desolla Price, Little Science, Big Science, And Beyond, New York: Columbia University Press, 1986.
2. Line, M. and S. Vikery Universal availability of Publications, Munich: K.G.Saur, 1983
3. Martin, W.J. Communication in science, Knowledge and Librarian, London: Butterworths, 1974
4. McGarry, Kevin, J. Communication, Knowledge and Librarian, London: Butterworths, 1974.
5. Balasubramanian, P. Users and Uses of Library, New Delhi: DEEP & DEEP Publications Pvt. Ltd, 2011

Reference Books

1. Gopinath, M.A. Current trends in information sources and communication Media, DRTC Material 1984
2. Grogan, Denis J. Science and Technology introduction to Literature, 4th ed. London: Clive Bingley, 1982
3. Guha, B. Documentation and Information services and systems, Calcutta: World press. 1983.
4. Katz, W.A. Introduction reference work, 2nd vol. 4th ed, New York: McGraw Hill, 1982

ILSC - 35: COLON CLASSIFICATION – PRACTICE

Objectives:

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

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

Text Books

1. Khanna, J.K. Colon Classification. New Delhi: Ess Ess publication, 2002.
2. Satija, M.P. Manual of practical colon Classification, New Delhi: Sterling Publisher, 2005

3. Singh Mohinder Sachdeva. Colon Classification: Theory and practice New Delhi: Sterling Publication, 2000.
4. Singh, Sewa. Colon Classification: New Practical Manual, Delhi: B.R. Publishing Corporation, 2006

Reference Books

1. Ranganathan, S.R. Prolegomena to Library Classification: Asia Publishing House, 1967.
2. Ranaganthan, S.R. Colon classification, Bombay Asia Publishing House, 1960.
3. Ranaganthan, S.R. Elements of Library Classification, New Delhi: Sterling Publications, 1976.

ICAC - 36 : COMPUTER AND ITS APPLICATIONS

Objectives:

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

Unit–I: Introduction to Computers

Introduction to Computers – Application of Computers- Concepts of Data and Information – A Typical Computer system – Memory Concepts – History of Computers – Types of Computers.

Input-Output Devices – Data Storage Devices – Software-The Definition – The Role of Software Housekeeping

Unit–II: Computer Internals

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

Operation System – Definition – Classification – Basics of MSDOS – Introduction to Windows Operating System – Features of Windows OS – Desktop and Desktop Icons – Starting Programs – Browsing and Managing windows Explorer – Setting – Taskbars and Creating Shortcuts

Unit–III: Internet

Introduction to Internet – Client Server Basics, E-Mail, Telnet and Archie – FTP – Gopher, Jughcad and Veronica –WAIS and World Wide Web

Fundamentals of HTML, TCP\IP and E-Commerce

Unit–IV: Web Site

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

Unit–V: Multimedia

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

Methodologies, Fundamentals and Use of Hypertext, Hypermedia, Sound, Images, Animation, Video.

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

Text Books

1. Ron Mansfield, Osbrone, Windows for Busy People, McGraw Hill.
2. Tay Vaughan – Multimedia Marketing it work, Osborne Tata McGraw Hill, 1996
3. R.K. Singh, Computers in Library Science, New Delhi; Shree Publishers, 2006
4. Shamin Ahmed, Computer in Library Management, New delhi: A.P.H. Publishing Corporation, 2011

Reference Books

1. Computer Fundamentals and Windows with Internet Technology, by Krishnan, SciTech Publications (India) Pvt. Ltd., Chennai/
2. Ned Sneel- The Internet Strater Kit in 24 hours Techmedia, 1998.
3. Michael Goodwin – Making Multimedia Works, Coomdex,1995.

ILSA – 37: INTRODUCTION TO TOURISM

Objectives:

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

Unit-I

Meaning, Origin and Development – Definition – Tourism its nature and scope – Tourism in the Ancient and Modern Times – Types of Tourism: Manmade and Natural.

Unit-II

Tourist, Visitor, Traveler, Excursionist Definition and differentiation – Tourism Recreation and Leisure inter-relationship – Tourism components, Elements and Infrastructure – Role of Tourist Guide

Unit-III

Means of transport – its impact on tourism – public and private transport facilities: Roads, Railways, Shipping, Airways – Technological Advances – Reservation procedures – its special features – Merits and Demerits

Unit-IV

Travel formalities: Passport – Visa – Health – Customs – Foreign Exchange and Currency Regulation – Ticketing Procedure – Immigration.

Unit-V

Promotion of basic facilities – Social utility – Team spirit – Economic advantages – Source of income – Cultural exchange – Social and political understanding – National Integration.

Text books

1. Bhatia, A.K., Tourism Development Principles and Practice, Sterling publishers Pvt. Ltd., New Delhi, 2013.
2. Bhatia, A.K., Tourism in India, History and Development, Sterling publishers Pvt. Ltd., New Delhi, 1978.

Reference Books

1. Malhotra, Growth and Development of Tourism, Chennai, 2003.
2. Pran Nath Seth & Sushma Seth Bhat, An Introduction to Travel and Tourism, New Delhi; Sterling publishers, 1999.
3. Pearce, D. Tourism Today, Longman publishers, Harlow, 1987.
4. Cooper, C. Tourism Principles and Practices, pitman publishers, London, 1993.

SEMESTER IV

Part-I – Language – தமிழ் -

தாள்: 4 - ITAC-41- தமிழிலக்கிய வரலாறு

மதிப்பெண்கள்: 75
கிரடிட்: 3

நோக்கம்: தமிழிலக்கிய வளர்ச்சி வரலாற்றினை விவரித்து தமிழ் இலக்கியங்கள் குறித்து அறிமுகம் செய்தல்.

அலகு-1 சங்க காலம் , சங்க மருவியகாலம்

தொல்காப்பியம்- சங்ககாலம்- முற்சங்கங்கள் - பாட்டும் தொகையும்- தொகுப்புமுறை- சிறப்புகள்- சங்கப் புலவர்கள்- தொல்காப்பியம்- பதினெண்கீழ்க்கணக்கு நூல்கள், முற்காப்பியங்கள்.

அலகு-2 பல்லவர், சோழர்காலம்

சைவ இலக்கியங்கள்- பன்னிருதிருமுறைகள்- வைணவ இலக்கியங்கள்- நாலாயிர திவ்விய பிரபந்தம் - ஐஞ்சிறுகாப்பியங்கள்- கம்பராமாயணம்- பெரியபுராணம்- பிற இலக்கியங்கள்

அலகு-3 நாயக்கர் காலம்

சிறிலக்கியங்கள்- அந்தாதி- தூது-மாலை- கோவை- பரணி- கலம்பகம்- உலா- பிள்ளைத்தமிழ்- கோவை- பள்ளு- குறவஞ்சி- அருணகிரிநாதர்- குமரகுருபரர்- காளமேகப்புலவர் -சிவப்பிரகாசர் - தனிப்பாடல்கள்.

அலகு-4 ஐரோப்பியர் காலம்

உரைநடை வளர்ச்சி- தாயுமானவர் பாடல்கள்- மீனாட்சி சுந்தரம்பிள்ளை-இராமலிங்க அடிகள்- வேதநாயகம் பிள்ளை- கிறித்தவர்களின் தமிழ்ப்பணி- இஸ்லாமியர்களின் தமிழ்த் தொண்டு- நாடகத் தமிழ்- மனோன்மணியம் சுந்தரம்பிள்ளை- பம்மல் சம்பந்தமுதலியார்- சூரியநாராயண சாஸ்திரியார்- பிறர்.

அலகு-5 இக்காலம்

மரபுக்கவிதை – பாரதியார்- பாரதிதாசன்- கவிமணி – நாமக்கல் கவிஞர் வாணிதாசன், முடியரசன்- கண்ணதாசன். உரைநடை- பரிதிமாற்கலைஞர்- உ.வே.சா.- மறைமலை

அடிகள்- எஸ். வையாபுரிப்பிள்ளை- ரா.பி. சேதுப்பிள்ளை- திரு.வி.க. - மு.வ .- வ.சுப. மாணிக்கம்- சிறுகதை -புதுமைப் பித்தன்- கு.ப.ரா.- லா.சா.ரா.- கு.அழகிரிசாமி-தி.ஜா- சுந்தரராமசாமி- விந்தன்- மு.வ - நாவல்- மாயூரம் வேதநாயகம்பிள்ளை- மாதவையா - கல்கி- அகிலன் - தி. ஜானகிராமன் - நா. பார்த்தசாரதி- ராஜம்கிருஷ்ணன், புதுக்கவிதை - எழுத்து - ந. பிச்சமுர்த்தி, வல்லிக்கண்ணன், பசுவையா, சி. மணி, ஞானக்கூத்தன் , வானம்பாடி இயக்கம்-நா.காமராசன், சிற்பி,மேத்தா,மீரா - அறிவியல் தமிழ்- இணையத்தமிழ்

பார்வை நூல்கள் :

1. மு.வரதராசன்,- தமிழ் இலக்கிய வரலாறு, சாகித்திய அகாதெமி வெளியீடு 1998.
2. பூவண்ணன், -தமிழ் இலக்கிய வரலாறு, கழக வெளியீடு சென்னை.
3. தமிழண்ணல், -புதிய நோக்கில் தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம், 1998.
4. சி. பாலசுப்பிரமணியன், -தமிழ் இலக்கிய வரலாறு,பாரிநிலையம், சென்னை. 1987
5. எம்.ஆர் அடைக்கலசாமி,-தமிழ் இலக்கிய வரலாறு, கழக வெளியீடு, சென்னை 1994.
6. மது .ச. விமலானந்தம் - தமிழ் இலக்கிய வரலாற்றுக் களஞ்சியம், 1987.

PART – IV – ENGLISH PAPER

IENC 42 - Title : English Through Literature IV: Short Story

Objective:

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

Unit I

- | | |
|---------------------|----------------------|
| 1. O' Henry | “After Twenty Years” |
| 2. Ernest Hemingway | “A Day's Wait” |

Unit II

- | | |
|----------------------|---------------------|
| 1. Flora Annie Steel | “Valiant Vicky” |
| 2. Oscar Wilde | “The Selfish Giant” |

Unit III

- | | |
|---------------------|-----------------------|
| 1. R. K. Narayan | “An Astrologer's Day” |
| 2. Shashi Deshpande | “I Want” |

Unit IV

- | | |
|----------------|------------------------|
| 1. Leo Tolstoy | “Where Love is God is” |
|----------------|------------------------|

2. Somerset Maugham “The Ant and the Grasshopper”

Unit V

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

Text Book:

Selvaraj. A., Dinakaran. P., Madhavan. M., Ganeshram. K., and Shanthi. SP. *English Through Literature: Short Story*

ILSC - 43: INFORMATION RETRIEVAL THEORY (CATALOGUING)

Objectives:

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

UNIT- I Subject Headings

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

UNIT- II Thesaurus

Thesaurus-vocabulary Control and Thesaurus Constructions

UNIT-III Types of Catalogue

Centralized Catalogue and Co-operative Catalogue-Simplified and selective catalogue

UNIT- IV Application in Catalogue

Applications of computer in cataloguing-Online public Access Cataloguing

UNIT- V Bibliographic Description

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

Text Books

1. Sharma, C.K. and A.K. Sharma, Information Process and Retrieval, New Delhi, Shree Publishers, 2007
2. Chaudary, S.K. Library Cataloguing, New Delhi: A.P.H. Publishing Corporation, 2011
3. Kochar, R.S. Modern Cataloguing Systems and Practices, New Delhi: Discovery Publishing House, 1999
4. Janakiraman, C. Online Cataloguing, Delhi: Pacific Books International, 2011
5. Balakrishan, S. Library Online Cataloguing Systems, New Delhi: Anmol Publications Pvt. Ltd., 2001

Reference Books

1. Sehgal, R.L. Cataloguing Manual AACR-II. New Delhi: Ess Ess Publication, 1978

2. Horner, John Special Cataloguing, Delhi: VIKAS Publications, 1973
3. Westby, Sears List of Subject Headings: Wilson Publications, 1972

ILSC - 44: INTRODUCTION TO INFORMATION SOURCES

Objectives:

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

UNIT I: Basis in Information Sources

Basic concepts – Definition – Types and importance of Information sources

UNIT II: Primary Sources

Characteristics and Values: Periodicals – Research Reports – Conference Proceeding – Scientific Reports – Patents – Standard – Trade Literature – Unpublished Documents – Printed and Electronic.

UNIT III: Secondary Sources

Characteristics and Values: Abstracting and Indexing Periodicals – Review of Progress - Trend Reports – Reference Books: Encyclopedia – Dictionary – Hand Books – Monographs – Text Books - Bibliographical Sources – Geographical Sources.

UNIT IV: Tertiary Sources

Characteristics and Values: Bibliography of Bibliography – Guide to Literature – Directories and Year Books – Abstracts and Indexes.

Unit V: Electronic Resources

E- Journals – E-Books – CD-Rom Databases – Online Databases – Internet – WWW.

Text Books

1. Tripathi, S.M. New Dimension of Reference and Information Sciences, New Delhi: ESS ESS Publications, 2002.
2. Introduction to reference work. 2 vol.Ed.5, 1987, Welford, A.J, Ed.: Guide to reference materials Vol.1, Ed.7, 1996
3. Auger, C.P. Information Sources in Grey Literature, 1994.
4. Grogan, D.J. Science and Technology an Introduction to the Lite.

Reference Books

1. Surendra, singh and Soual, Singh. Library Information Science and Society, New Delhi, ESS ESS Publications, 2002

2. Devarajan, D. User's approach to information in Libraries, New Delhi, ESS ESS Publications, 2002.
3. Buragohain, Alka. Various aspects of Librarianship and Information Science, New Delhi, ESS ESS Publications, 2002.
4. Rao, Information Science, New Delhi: ESS ESS Publications, 2002.
5. Gupta, Pawan. Library and Information Science, Nature, Ed.4.1982.

ILSC - 45: CLASSIFIED CATALOGUE CODE - PRACTICE

Objectives:

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

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

Text Book

1. Sehla, R L. Cataloguing Practice: CCC. New Delhi, ESS ESS Publications, 2001.

ILSC 46: INTELLECTUAL PROPERTY RIGHTS AND RIGHT TO INFORMATION

Objectives

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

Unit – I: Basic Concepts

IPR – Definition – Need and Purpose – Forms of IPR – IPR in Digital Era – Right to Information – Definition – Need and Purpose

Unit – II: History and Development

Copy Right Law – History and Development – Need – Violations of Copy Right Law

Unit – III: Cyber Crimes

Cyber Crimes – Definition – Types of Cyber Crimes – Protections

Unit – IV: Cyber Laws

Cyber Laws – National Status – International Status – Implementation and Amendment

Unit – V: Legislation

Legislation – Control and Supervisions – Merits and Demerits – Patents and Standards

Text Books

1. Maskus, Keith E, Intellectual Property Rights in the Global Economy, Washington, 2000
2. Davis, Jennifer Intellectual Property Law, London, Butterworth's, 2001

Reference Books

1. Mahajan V.D Jurisprudence and Legal Theory, New Delhi, Easter Book, 2001
2. Narayan P.S Intellectual Property Law in India, Hyderabad, Gogia Law Agency, 2001
3. Sharma, Brijkishore. Copyright law in respect of books. New Delhi. The Federation of Indian Publishers, 2006
4. Watel, Jayashree. Intellectual property rights in the WTO and developing countries, Oxford University Press, 2001
5. Correa, Carlos M. Intellectual property rights, the WTO and developing countries, New York, Zed Books, 2000

ILSA- 47: TOURISM AND DEVELOPMENT

Objectives

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

Unit-I

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

Unit-II

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

Unit-III

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

Unit-IV

Tourist accommodation – concept – emerging dimensions of accommodation industry – Types of Hotels: Heritage Hotels, Motels, Inn, Traven and Resorts – Time share establishments – Functions and responsibilities of standard hotels – Catering outlets bars, restaurants, fast food centres – Flight catering – Role, Contribution and performance Multinational Hotels – Entertainments in hotels.

Unit-V

Promotion of Tourism: Advertising and Publicity – Audio visual photography poster, pamphlets – Displays exhibition sale of handicrafts – preparing tourism literature – Role of mass media in Tourism Promotion – Measures for the promotion of International Tourism.

Test books

1. Bhatia, A.K., International Tourism Management, Sterling Publishers Pvt. Ltd., New Delhi, 2010 (Reprint).
2. Bhatia, A.K., Tourism Development Principles and Practice, Sterling Publishers Pvt. Ltd., New Delhi, 2013.

Reference books

1. Asif Iqbal Fazili and S.Husain Ashraf: Tourism in India, Sarup & Sons, New Delhi, 2006.
2. Romila Chawla, Tourism in India Perspective and Challenges, New Delhi, Sonali Publications.
3. Swaminathan, A., Tourism, Vijayasabasri Publications, Chennai, 1996.
4. Pran Nath Seth & Sushma Seth Bhat, An Introduction to Travel and Tourism, Sterling publishers, New Delhi, 2003.

SEMESTER V

ILSC - 51: INFORMATION SERVICE

Objectives:

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

UNIT I: Basic Concepts

Concept-Need for information service - Role of information service for R & D and Community Development

UNIT II: Traditional services

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

UNIT III: Documentation services

Documentation services - CAS - SDI - Bibliographic service - Reprography service, etc.

UNIT IV: Information Analysis

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

UNIT V: User studies

Use and User studies. Information Seeking Behavior.

Text Books

1. Iyengar, S. Information Service, New Delhi, Pradeep Publications, 2002.
2. Balakrishnan, S. et al. Information Services in Libraries. Delhi: Pradeep Publications, 2001
3. Sreenivasulu N.S. Intellectual Property Rights, New Delhi: Regal Publications, 2011
4. Sandhya Aggarwal, etal, Library Services: Challenges and Solutions in Digital Era, New Delhi: ESS ESS Publications, 2012
5. Pandey, V.C. Information and Communication Technology, Delhi: ISHA Books, 2004

6. Shiva Sukula, RFID Essentials, Innovations and Beyond, New Delhi: ESS ESS Publications 2011

Reference Books

1. Kabir, S.H. et al. Changing Trends in Library and Information Service, New Delhi
2. Sharma and Grover. Reference service and sources of information. New Delhi: ESS ESS Publications, 1999.
3. Guha, R. Documentation. Bombay: Asia Publishing House, 1999.

ILSC - 52: LIBRARY AND INFORMATION SYSTEM MANAGEMENT

Objectives:

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

UNIT I: Planning of Library and information system

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

UNIT II: Organizational structure

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

UNIT III: Organizational chart

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

UNIT IV: Non-Budgetary Method of Control

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

UNIT V: Evaluation

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

Text Books

1. Balakrishnan, S. et al. Library Management, New Delhi: Pradeep Publishers, 2001.
2. Balakrishnan, S. et al. Management of Library Information services, New Delhi: Pradeep Publishers, 2001.
3. Pandey, S.K. Library Information Management, New Delhi: Anmol Publications, 2000.
4. Panda, B.D. Library Administration and management, New Delhi: Pradeep Publications, 2000.

5. Bavacutty M. and M. Parameshwaran, Management of Libraries in 21 century, ESS ESS Publications, 2000

Reference Books

1. Scammell, Hand book of information Management, Chennai: Allied Publisher, 2001
2. Gallacher, C. Managing. Change in Libraries in and Information services, Chennai: Allied Publishers, 2001
3. Totterdell, Anne, The Library and information works primer, Chennai: Allied Publishers, 2001.

ILSC – 53: DEWEY DECIMAL CLASSIFICATION - PRACTICE

Objectives:

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

Dewey Decimal Classification (19th edition).

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

Text Books

1. Gautam, J.N. and N.singh, DDC Practical Analysis, New Delhi: Ess Ess 2001.
2. Chaudhary, S.K. Dewey Decimal Classification, New Delhi: A.P.H. Publishing Corporation, 2011
3. Singh, Shivendra. The Theory and Practice of the Dewey Decimal Classification System, New Delhi: Isha Books, 2011
4. Sen, B.K. Dewey Decimal Classification Readymade, New Delhi: ESS ESS Publications, 2008

ILSC - 54: DATABASE MANAGEMENT SYSTEM

Objectives:

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

UNIT I: Introduction to Database

Databases - Definition and Types – Characteristics of DBMS

UNIT II: Data Models

Data Models - Hierarchical, Network, Relational

UNIT III: Database Design

Database designing and handling - CDS/ISIS, WINISIS

UNIT IV: Data Backup

Data Backup – Need and Purposes – Backup Devices

UNIT V: Database Maintenance

Database Maintenance – Database Updates

Text Books

1. Lynch, P.J. & Horton. Web Style guide: Basic design Principles for creating website university press, 2003
2. Krishnan, Computer fundamental and window with internet technology- Chennai: The Library Book, suppliers, 2003
3. Jain, Data management system, Chennai: The library book, suppliers, 2003
4. Hoffer, Modern system analysis and design, chennai: The Library book suppliers,2003
5. Godbole, Data communication and Networking, Chennai: The Library books suppliers, 2003

Reference Books

1. Rajesh, R.S. and K.S. Eswarakumar, R.Balasubramanian, computer networks Fundamental application: Vikas, 2002
2. Korenke David, M. Database concept, New Delhi, Prentice hall of India, 2002
3. Nett. Operating system project using windows NT. Delhi : Person Education Pvt.2002
4. Winston, Artificial Intelligence, 3/ed; Delhi: Person Education pvt,2002

ILSC 55 : PUBLIC LIBRARY SYSTEM

Objectives

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

Unit – I: Basic Concepts

Public Library: Definition – Concept – Objectives – Types and functions – Services

Unit – II: Growth and Development

Growth and Development of Public Libraries: History of Public Libraries in India – History of Public Libraries in USA – History of Public Libraries in UK

Unit – III: Public Library Legislation

Public Library Legislation: Model State and Central Library Act (SSR) – Tamil Nadu Public Library Act – Andhra Public Library Act – Karnataka Public Library Act

Unit – IV: Financial and Personnel Management

Financial and Personnel Management of Public Libraries: Sources of Income – Budgeting – Recruitment and Selection – Training – Performance Appraisal

Unit – V: Automation

Automation of public Libraries: Definition – Need for Public Library Automation – Infrastructure for Library Automation – Areas of Automation – Advantages of Automation.

Text Books

1. McClure, Charles R, et al., planning and role setting for public libraries: a manual of options and procedures, Chicago, American Library Association, 1987.
2. Sathikumar, C.S. [1993], Public Library Development in India. In Raman, Nair, R [Ed.], Public Library Development. New Delhi: Ess Ess Publications.

Reference Books

1. Ramaiah, L.S. and others, Information and Society, Ess Ess, New Delhi, 1997.
2. Ramaiah, L.S. and others, Public Library Roles: Networking, Ess Ess Publications, New Delhi, 1998.

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

Objectives:

1. To enable the students to understand the cataloguing of books as per AACR2 using sears list.

Cataloguing of Titles of Books and Periodicals as per AACR2, using Sears list of subject headings.

Text books

1. Sears List of subject Headings, 14th edi. New York: H.Wilson, 1991
2. Anglo American Cataloguing Rules 2nd edi. London: Library Associations, 1978
3. Sharma, C.K. et al, AACR II (Anglo American Cataloguing Rules – II), Shree Publishers, 2000
4. Khan, M.T.M. Anglo American Cataloguing Rules (AACR), New Delhi: Shree Publishers & Distributors, 2005

Semester - VI

ILSC - 61: NATIONAL INFORMATION SYSTEM

Objectives:

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

UNIT I: Basic Concepts

Information systems – Meaning – Definition – Functions – Types – Planning of Information System

UNIT II: Information Centre

Data centers – Referral centers – Clearing House – Information analysis centre – Translation centre – Reprographic centre

UNIT III: Science Information System in India

NISCAIR – DESIDOC – NASSDOC – SENDOC

UNIT IV: Information System in other Countries

BLAISE (British Library Automated Information Services) – OCLC (Online Computer Library Centre) – LC (Library of Congress)

UNIT V: Recent Development in Information System

Recent Development in Information System –

Text books

1. Balakrishnan, S. et al. Modern Library system, New Delhi : Ess Ess Publication 2002.
2. Balakrishnan, S. et al. Information System and Practices of effective library, New Delhi: ESS ESS Publication, 2002
3. Taylor, New Trends in documentation and information system, London: WELSH, 2001
4. Foskett, D.J. National information services in libraries, New Delhi: Pradeep Publication 1998

5. Khanna, J.K. Information system and services Delhi: Sterling Publication, 1995.

Reference Books

1. India, Ministry of Science and Technology NISSAT: Detailed Project Report, New Delhi: DST, 1999
2. Annual Report, New Delhi: INSDOC, 1994.
3. Weisman, H.M. information system and centers New York L Becker and Hayes, 1992
4. Kawatra, P.S. Fundamental of Documentation with special reference to India. New Delhi: Sterling Publication, 1991
5. Tyagi, K.G. NASSDOC - A report, 1990

ILSC - 62: RESEARCH METHODOLOGY

Objectives:

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

Unit – I: Fundamentals of Research

Introduction to Research Methodology: Concept of Classification – Types of Research: Historical Research, Fundamental Research – Action Research, Operational Research, Experimental Research, Librametry – Bibliometric – Scientometric Studies.

Unit – II: Research Problem

Problem Formulation – Definition – Sources of Identification – Factors Influencing – Selection of Problem – Statement of Problem – Design of Research – Definition – Types of Research Design, Observation, Descriptive, Diagnostic, Explanatory, Exploratory, Experimental Formulative, Panel, Survey.

Unit – II: Sampling Technique

Random Sampling, Simple, Stratified Sampling – Systematic Sampling – Non-Random Sampling Methods: Methods of Data Collection – Survey - Documentary Sources – Observations – Interview- Questionnaires.

Unit – IV: Testing of Hypothesis

Formulation – Problems Measurement – Reliability, Validity, Measures of Central Tendency – Measure of Central Distendency – Correlation of Co-Efficient – Others Measures of Contingency – Regression – Scatter – Time Series Analysis and Interpretation – Application of Statistical Packages – SPSS.

Unit – V: Report Writing

Organization of Report, Table Presentation and Proof Reading

Text Books

1. Sadhu, A.N. Research Methodology in social science, Bombay Himalaya publishing House, 1991

2. Wilkinson & Bhadarkar, Methodology and Techniques of social Research, Bombay: Himalaya publishing House, 1991
3. Purohit, H.C. and Ajay Wagh, Research Methodology Tools and Techniques, Shree Publishers & Distributors, New Delhi, 2009
4. Janakiraman, C. Research in Library Science. Delhi, Pacific Books International, 2011
5. Thomas Mann, A Guide to Library Research Methods, New York, Oxford, 1987

Reference Books

1. Iyengar, S. Research Methodology in Library science, New Delhi: McGraw Hill Book, Company, 1998
2. Good and Hatt, Methods in social Research, New Delhi: McGraw Hill Book, Company, 1992
3. Kothari, C.R. Research Methodology: Methods and Techniques, New Delhi: Wiley Eastern Limited, 1985.

ILSC – 63: ACADEMIC LIBRARY SYSTEM

Objectives:

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

Unit – I University and College Libraries

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

Unit II: Collection Development Process

Conventional Electronic Sources: Principles – Steps and Factors – Evaluation of Collection – System for Evaluation

Unit III: Authorities

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

Unit IV: Automation in Academic Libraries

INFLIBNET – University Library Networks in India – SOUL – UGC INFONET

Unit V: Service for Academic Libraries

Open and Distance Education Programme – Public Relation in Academic Libraries

Text Books

1. Iyengar, S. Academic Libraries and Budgetary control, Jaipur: Bookman Associates, 1998
2. Clare Jenkins and Mary Morley, Collection Management In Academic Libraries, Bombay: Jaico Publishing House, 1996.
3. Chadurvedi, D.D. Academic Libraries Development, Delhi : Pradeep Publication, 1993
4. Panda, B.B. The Growth of Academic library System, Delhi: Pradeep Publication, 1992

5. Ajay, K. Srivastav and Sanjiv Saraf, Collection Development in Academic Libraries, New Delhi, Shree Publishers & Distributors, 2006

Reference Books

1. Elizabeth Futas, Collection Development Policies and Procedure, Phoenix, Oryx Press, 1995
2. Marrays Martin, Collection Development and Finance, Chicago: ALA. 1995.
3. American Library of Association Guide to Review of Library collections: Preservation storage and withdrawals, Chicago: ALA.1991.
4. Claire Jenkins and Mary Morkey, Collection Management in Academic Libraries, England: Gower Publication, 1991.

ILSC – 64: COMPUTER NETWORKS

Objectives:

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

UNIT 1: Concept of Networking

Networking Definition and types : Networking Basics – Simple Communication System, Electrical and Optical communication systems

UNIT II: Networks & Technique

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

UNIT III: Network Protocols

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

UNIT IV: Networks Services

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

UNIT V: Networks in India

Networks in India – INFLIBNET – MALIBNET – NICNET – ERNET – DELNET - CALIBNET

Text books

1. Comer, Internet working with TCP/IP VOL.3., Ed.2, Delhi: Pearson Education Singapore pvt Ltd 2002
2. James, E. Goldman Local area networks: A Business Oriented approach, Ed.2 Wiley computer science, 2001
3. Peter King Computer network and data communication, Wiley computer science, 2001
4. Komar, Teach Yourself TCP/IP Networking in 21 days, Chennai TBH publishers, 2000

5. Mark Burgess, Principles of Network and system Administration, New Delhi Wiley Eastern limited 2000.

Reference Books:

1. Comer Internet working with TCP/IP: Vol. I Chennai: TBH publisher, 1994
2. Comer Internet working with TCP/IP: Vol. 2 Chennai: TBH publisher, 1994
3. Comer Internet working with TCP/IP: Vol. 3 Chennai: TBH publisher, 1994
4. Cyganski, Information Technology: Inside and outside, Chennai TBH publisher, 1994

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

Objectives:

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

Green Stone

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

Soul

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

IVEC – 66: VALUE EDUCATION

Objectives

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

Unit – I

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

Unit – II

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

Unit – III

1. Morality and Freedom – Human Freedom and Moral Responsibility
2. God, Religion and Morality

Unit – IV

1. Social Ethics: Value of life and human beings
2. Equality, Fraternity and Liberty

Unit – V

1. Ethical Issues Today: Religious Ethics, Family Ethics
2. Political Ethics – Business Ethics

Text Books

1. Madan, G.R. Indian Social Problems. Allied publishers Pvt Ltd. New Delhi, 1966
2. Sharma, R.N. Principles of Sociology. Educational Publishers, Meerut, 1968
3. Herold Titus. Ethics for Today. Eurasia Publishing House, New Delhi, 1964

Reference Books

1. Bhaskaran G. Social Philosophy (Tamil). Tamil University, Tanjore, 1995
2. William K. Frankena. Ethics. Prentice Hall of India (P) Ltd., Delhi, 1999.

Semester – VII

ILSC – 71: INTERNATIONAL INFORMATION SYSTEM

Objectives:

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

UNIT I: Basic Concepts

Definition – Concept – Need Growth and Function of International information systems

UNIT II: Information System in Science

UNISIST – UNESCO – BIOSIS – ICSU – CAS – INIS

UNIT III: Information system in Applied Science

INSPEC – COMPENDEX – AGRIS – MEDLARS

UNIT IV: Information System in Social Sciences

DEVSIS

UNIT V: Recent Development

Recent trends and Networking of Resources – Development of Consortium

Text Books

1. Balton [W.E], Handbook of special librarianship and information work, ed 4, 1975.
2. Atherton [Pauline], Handbook for information system and service, 1977.
3. DRTC, Current Trends in communication media, Refresher Seminar Vol.14, 1984.

Reference Books

1. Taylo, New Trends in documentation and Information. London: ASLIB, 1978
2. Swithart and Herbyly: Computer system in the Library .Los Angles :Meutte Publisher,1973

ILSC - 72: APPLICATION OF STATISTICAL TOOLS IN RESEARCH

Objectives:

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

UNIT I: Basis of Statistics

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

UNIT II: Central Tendency Vs Dispersion

Measures of Central Tendency:- Requisites of a good average-measures of average: Arithmetic mean, median, mode Geometric mean and Harmonic mean - Measures of dispersion: Characteristics of an ideal measure of dispersion - Standard deviation and coefficient of variation-Lorenz curve and Gini's coefficient of concentration.

UNIT III: Correlation & Regression

Correlation - Methods of studying correlation-Karl Pearson's coefficient of correlation-spearman's Rank Correlation Co-efficient - Simple Linear Regression-Regression equations-Correlation analysis Vs Regression Analysis

UNIT IV: Index & Time Series

Uses and Types- Methods of constructing Index Numbers - Time series: Components of Time series-Methods of measuring trend- measurement of seasonal variation (simple average method only)

UNIT V: Testing of Hypothesis

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

Text Books

1. S.C. Gupta, S.C. "Fundamentals of statistics", 6th edition, Himalaya Publishing House, New Delhi, 2004.
2. Gupta, S.P. "Statistical Methods", Sulthan Chand & Sons., New Delhi.
3. Purohit, H.C. and Ajay Wagh, Research Methodology Tools and Techniques, Shree Publishers & Distributors, New Delhi, 2009

Reference Books

1. Elhance, D.N. "Fundamental of Statistics", Kikab Mahal, New Delhi, 1998.
2. Croxton and Cowder "Applied General Statistics", Prentice of Hall of India, New Delhi, 1973.

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

Objectives:

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

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

Text Book

1. Sardana, J.L. and R.L. Sehgal, Universal Decimal Classification. New Delhi: ESS ESS 2001

ILSC - 74: WINISIS - THEORY AND PRACTICE**Objective:**

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

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

Reference Books

1. Buxton, Andrew and Hopkinson Alan (1994). The CDS / ISIS for windows handbook. Library association (UK) London, p178
2. Neenamegam A (2004). Tutor +: A learning and teaching package on hypertext link commands in WINISIS: Ed. 2 SRELS, Bangalore.

Text Book

1. Saravanan, T (2007): WINISIS for beginners, Rajalakshmi, CMR, Madurai

ILST 75 : INFORMATION USER AND THEIR NEEDS (ELECTIVE)**Objectives:**

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

UNIT- I: Basic Concepts

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

UNIT- III: User Needs

User needs: Its basic concept – Definition and importance for accessing user needs – Aims and objectives – Planning for accessing information needs – Problems of user studies

UNIT- II: Information Seeking Behavior

University and college library user behavior – evolving a theory of user behavior – characteristics having effects of user behavior – patterns of user behavior – users and their influencing factors – Limitations in behavioral research in librarianship.

UNIT-IV: User Interaction

User's interaction with documentary resources and non documentary/electronic resources for their current information needs.

UNIT-V: Evaluation of User Studies

Evaluation of user studies: Important features – failure analysis – Methodology of user evaluation – oriented evaluation – purpose of user evaluation.

Text Books

1. John Luhans, JR. Educating the library user New York; R. R. Bowker Company, 1974.
2. Bristow, The Way to self-help in education, London: Institute of Education Library, 1977.

Reference Book

1. Bumeff and Smith Gek, The College Library, London: Clive Bingley, 1978.

SEMESTER – VIII

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

Objectives:

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

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

Text books

1. Sears list of subject Heading, 14th Ed. New Your: H.W. Wilson, 1991
2. Anglo American Cataloging Rules, 2 Ed. London: Library Association, 1978

ILSC 82: INFORMETRICS

Objectives:

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

Unit –I: Basic Concepts

Evolution of the concept of Bibliometrics, Librametrics, Scientometrics and Informetrics

Unit –II: Theory and Laws

Theory and Laws - Zipf's law, Lotka's Law, Bradford's Law. Price Theory and Circulation theory.

Unit – III: Quantitative and Qualitative Techniques

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

Unit –IV: Citation studies

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

Unit – V: Tools and Techniques

Application of Quantitative and Qualitative tools and techniques in LIS Research

Text Books

1. Rao, Ravichandra: Quantitative Methods in Library and Information Science. Delhi: Wiley Eastern, 1983, p20
2. Garfield, E: Citation indexing, New York, Inter-Wiley, 1979

Reference Books

1. Braun, T: Scientometric indicators, Singapore, World Scientific Publication, 1985
2. Hjerppe, R: An outline of bibliometrics and citation analysis, Stockholm: Royal Institute of Technology Library, 1978

ILSC – 83: DATABASE CREATION AND DESIGN (Practice)

Objectives

To study the creation and design of database

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

Text Book

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

ILSC 84 : CORPORATE LIBRARIES

Objectives:

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

Unit – I: Policies

Natural Science, Technology and Industrial Policy with special reference to India; Role of information in industrial and corporate development

Unit – II: Nature and needs of Industrial Users

Information needs of industry, Types of information services for industry

Unit III: Nature and needs of Corporate Users

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

Unit IV: Global and National Industrial Information Systems and Services

Role of UNIDO, national level organizations

Unit V: Intellectual Property Rights

Intellectual Property issues; Patents as a source of Industrial Information; Information systems for patents

Text Books

1. Backwell, K G B. Industrial Libraries throughout the world. Oxford: Pergamon Press, 1969. (International series of monographs in LIS ed. By Chandler)
2. Bhattacharya, G and Gopinath M A., eds. DRTC Annual Seminar. 18: Principles producers and products. Bangalore. DRTC Feb. 23 – 27. 1981
3. Guha, B. Documentation in information services, Techniques and systems. 2nd ed. Calcutta: The World Press, 1983
4. Harris Katharine G and Jackson Eugene B eds. Library service to industry. 14 (3), 1966. pp. 223 – 362
5. Kumar H. Management information systems. New Delhi. Ashish 1989

Reference Books

1. Mukherjee S and Mukherjee I. International transfer of technology. New Delhi: Mittal 1989
2. Neelameghan A. ed. DRTC Seminar on information service for business and industry. Dec. 2 – 7 1974
3. Rogers, Evert M. Diffusion of innovations. New York. Tefee Press of Gleence, 1962
4. Saunders, W.L. ed. British librarianship today. Loday Library Association 1976

SEMESTER – IX

ILSC – 91: MARKETING OF INFORMATION

Objectives:

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

UNIT I : Information Industry

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

UNIT II : Marketing Concepts

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

UNIT III : Marketing Techniques

The Market Mix – Market segmentation and its variable; Targeting and its Importance

UNIT IV : Market Research

Define the problem – Objectives – Identify resource of information – Collect Secondary data – Design Research Instrument – Construct sample of population – Collect primary data – Analysis of data – Presentation of findings.

UNIT V : Marketing Plan

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

Text Books

1. Weihgand, Customer service excellence: A concise guide for Librarians Chennai: Allied Publishers, 2002

2. Saez, E.E. Marketing Concepts for libraries and information services, Chennai Allied Publications, 1997

Reference Books

1. Pugh. Change management in information services, Chennai: Allied Publishers, 2000
2. Helen Coote, How to Market your Library Services Effectively: Aslin Publication, 1998
3. Maxine Melling and Joyce Little, Building a successful Customer-service culture: A guide for Library and Information Managers, Chennai: Allied Publishing, 2002.

ILSC 92 : KNOWLEDGE MANAGEMENT

Objectives:

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

Unit –I: Basic Concepts

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

Unit-II: Knowledge Creation and Capturing

Knowledge creation model – Capturing tacit knowledge

Unit –III: Knowledge Codification and Organization

Knowledge base – knowledge mapping, decision trees, decision tables, frames etc.

Unit – IV: Tools and Techniques of Knowledge Management

Neural network – Data Mining – Knowledge management

Unit –V: Application of Knowledge Management

Case Studies

Text Books

1. Arthur, W. B. "Increasing Returns and the New World of Business." Harvard Business Review, July-August 1996, 74(4), pp. 100-109.
2. Bikowitz, W. R.. Knowledge Management. Delhi: PHI, 2000.
3. Davenport, T.H. "Think Tank: The Future of Knowledge Management," CIO, December 15, 1995a.
4. Due, R.T. "The Knowledge Economy," Information Systems Management, 12(3), Summer 1995, pp. 76-78.

5. Garvin, D.A. "Building a Learning Organization," *Business Credit*, 96(1), January 1994, pp. 19-28.
6. Harari, O. "The Brain-based Organization," *Management Review*, 83(6), 1994, pp.57-60.

Reference Books

1. Hildebrand, C. "Information Mapping: Guiding Principles," *CIO*, 8(18), July 1995, pp. 60-64.
2. Manville, B. & Foote, N. "Harvest your Workers' Knowledge," *Datamation*, July 1996, v42 n13, pp. 78-80.
3. Nonaka, I. "The Dynamic Theory of Organizational Knowledge Creation," *Organization Science*, 5(1), February 1994, pp. 14-37.
4. Strapko, W. "Knowledge Management," *Software Magazine*, 10(13), 1990, pp. 63-66.

ILSC – 93: Introduction to Information Technology Infrastructure in Libraries

Objectives

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

UNIT-I : Collection Infrastructure

Acquire, Create, Convert, Access.

UNIT-II : Access Infrastructure

Search Browse, Portals

UNIT-III : Digital Resources Organization

Standard - Protocols, Access Control

UNIT-IV : Hardware and software Infrastructure

Servers, Input-output Devices

UNIT-V : Network Infrastructure

Ring Type – Line Type – Star Type – Tree Type – Bus Type

Text Books

1. Krishna Kumar and Sashu Patel, *Libraries and Librarianship in India*, New Delhi VIVA Books, 2001
2. Devarajan, G. et al. *Resource Development in academic Libraries*, New Delhi: ESS ESS Publication, 2000
3. Raman Nair, R. *Sustainable University Library Development*, New Delhi: Ess Ess Publication 2000
4. Usha Devi, S.P. *University and college Libraries* New Delhi: Ess Ess Publication 1999
5. Mahapatra, P.K. *Collection Management in Libraries and Budgetary Control*, Jaipur Bookman Associates, 1998

6. Iyengar, S. Academic Libraries and Budgetary control, Jaipur : Bookman Associates, 1998
7. Clare Jenkins and Mary Morley, Collection Management In Academic Libraries, Bombay: Jaico Publishing House, 1996.
8. Chadurvedi, D.D. Academic Libraries Development , Delhi : Pradeep Publication, 1993
9. Panda, B.D. History of Library Development, Delhi Pradeep Publication, 1992
10. Panda, B.D. The Growth of Academic library System, Delhi Pradeep Publication, 1992.
11. Jain, V.K. Information Technology, New Dew Delhi: Atlantic Publishers, 2009
12. Mishra, P.N. Data Storage and Information System in libraries, New Delhi, Alfa Publications, 2010

Reference Books

1. Elizabeth Futas, Collection Development Policies and Procedure, Phoenix, Oryx Press, 1995
2. Marrays Martin, Collection Development and Finance, Chicago:ALA. 1995.
3. American Library of Association Guide to Review of Library collections: Preservation storage and withdrawals, Chicago: ALA.1991.
4. Claire Jenkins and Mary Morkey, Collection Management in Academic Libraries, England: Gower Publication, 1991.
5. Rajagopalan, T.S. Years work in Indian Librarianship 1987, Delhi: Indian Library Association, 1988
6. Rennie Mcelroy, A. College Librarianhip: The Objectives and the practice, London: Library Association Publication, 1984

ILSC 94 : E-RESOURCES AND E-PUBLISHING

Objectives

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

To evaluate and use of e-resources for academic and research information.

Unit – I: Basic Concepts

E-Resources – Definition, Concept and Types

Unit – II: E-Resources and Services

E-Books – E-Journals – Indest and Infonet; Bulletin Board, Hyper media and Multi-Media.
Evaluation of E-resources

Unit – III: Role of Internet

Role of Internet in Information Transfer

Unit – IV: Database Support Service

Database Support Service – Types, with reference to INSPEC (COMPENDEX), EiTech, Scopus

Unit – V: E-Publishing

Definition – Concept – Process – Types – Models – Advantages and Disadvantages

Text Books

1. Atwood, R. The net grows. Internet world, 10, Sept. 1996. pp. 30 – 32.
2. Benedikt, M. ed. Cyberspace: First steps. Cambridge, MA. MIT Press, 1991.
3. Berners-Lee T. Weaving the Web. London: Orion business books. 1999.
4. Burnett, Robert and Marshall P David. Web theory: An introduction. London: Routledge, 2003
5. Cheung. A home on the web: Presentations of self on personal homepages. (In: Guantlett, D: Web studies : Rewiring media studies for the digital age. London: Arnold 2000)

Reference Books

1. Gilder, G. Life after television, New York: WW Norton, 1994.
2. Herman and Swiss T, eds. The World Wide Web and contemporary cultural theory. New York. Routledge, 2000
3. Jones S G. ed. Virtual culture: Identity and communication in cyber society. London. Sage publications, 1997
4. Yahoo! The history of yahoo! How it all started. Online at <http://docs.yahoo.com/info/misc/history.html>.

ISSC – 96: SOFT SKILLS

Objectives

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

UNIT I: Communication and Writing Skills

Methods of Communication – Effective speaking – Conversational dialogue – Body language – Written communication

UNIT II: Research and Analytical Skills

Collecting references – Quoting reference – Bibliography – Analysis of large data.

UNIT III: Organization Skills

Modern office – Functions – Office Procedures – Handling of Mail – Filing and Indexing.

UNIT IV: Computational Skills

Use of Computers – Operating System (Windows 98, 2000, XP)

UNIT V: IT Skills

Microsoft – Word - Excel – Power point - Internet – Use of Web Access.

Text Books

1. Rao, V.K. Hand Book for Modern Methods of Teaching, Delhi: Rajat Publications, 1999.
2. Stanton, Nicky, Mastering Communication, New Delhi: Macmillan Co., 1996.

Reference Books

1. Mamona, C.B., Personal Management, Delhi: Himalaya Publishing House, 2000.
2. Kaul, Effective Business Communications, New Delhi: Prentice Hall, 2002.
3. Robinson, Hetrakanti & Shintre, Communications competence in Business English, Hyderabad: Orient Longman, 2001.
4. Sarma K.V.S., Statistics Made Simple Do it yourself on PC, New Delhi: Prentice Hall, 2002.
5. Dental Horvey, M., Dental Paul & Neto, TR., Complete Internet and World Wide Web Programming Training Course, New Delhi: Prentice Hall, 2002.

SEMESTER – X

ILSC - 101: INTRODUCTION TO WEB DESIGNING AND WEB HOSTING

Objectives:

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

UNIT-1: Basic Concepts

Web Designing – Concepts – Definition and Need

UNIT-II: Web Designing Tools

MS front page – Dreamweaver – Merits and Demerits

UNIT-III: HTML

Definition, Sample Codes

UNIT-IV: Library Services through Web

E-resources features – Access features – Download features – Data format – Merits and Demerits

UNIT-V: WEB OPAC

Menu features – Link to sources – Link features – Sub link features – Access features

Text Book

1. Venugopal, M.V. and G.N. MURTHY, Vistas in Library information. System and Networks - New Delhi: Ess Ess Publication. 2001

Reference Books

1. Powell, A. Thomas, Web Design: The Complete Reference, New Delhi: Tata McGraw Hill, 2000.

2. John, McCoy. Mastering Web Design : McMillan publishers, 1996

ILSC - 102: DIGITAL LIBRARIES

Objectives:

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

UNIT I: Basic Concepts

Digital Library: Definitions – Fundamentals – Characteristics – Nature of Digital Collections

UNIT II: Design and Organization

Design and Organization of Digital Libraries: Architecture – Protocols – Metadata – Standards – User Interfaces

UNIT III: Digital Resource Management

Access to use of Digital Libraries – Storage – Archiving and Digital Preservation

UNIT IV: Open Source Initiatives

Open Archive Initiative (OAI) – Open Source Software's: GSDL – D space – E print

UNIT V: Institutional Repositories

Definition – Planning for Digitization – Digital Source Services – Digital Initiatives in India

Text Books

1. Upadhya, J.L. Information Retrieval and digital Libraries, New Delhi: Shree Publishers, 2004
2. Tiwari, Aravind. Evaluation of Electronic Libraries, New Delhi, A.P.H. Publishers, 2011
3. Upadhyay, Rashmi. Digital Library Management, New Delhi, Alfa Publications, 2011
4. Tiwari, Purushotham Digital Library, New Delhi: A.P.H Publishing Corporation, 2011
5. Jeevan, V.K.J. E-Resources and Digital Services, New Delhi: ESS ESS Publications, 2011
6. Nair, Raman. Computer Application to Library and Information Services, New Delhi: ESS ESS Publications, 1992

Reference Books

1. Lansastes, F.W. Information Retrieval Online, 1973
2. Arladi, Susan. Introduction to computer in information science, 1972
3. Bisco, R.L. Database, Computer and social science, 1979

ILSC 103 : TECHNICAL WRITING

Objectives:

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

Unit I: Basic Concepts

Communication Process – Characteristic, Features of Technical Writing – Reader, Writer Relationship

Unit II: Components

Language as a Medium for Communication of thought – Readability and Text – Aberrations in Technical writing

Unit III: Organization of Data

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

Unit IV: Repackaging of information

Preparation of review article – Trend report - progress reports

Unit V: Editorial process

Editorial tools, use of style manuals and proof reading

Text Books

1. Bhattacharyya, G. Project on study of subjects (Library Science with slant to Documentation, V. 12; 1975; Paper G; p65-79
2. Forsyth, Patrick. How to be better at writing reports and proposals. London, The Industry Society. 1998. p15-73
3. Khanna, J.K. Communicating knowledge. V-1- gateway to knowledge. Kurukshetra, Research Publication. 1997 p.84-139

Reference Books

1. Kumar, Krishna. Reference service. New Delhi, Vikas Publishing pvt Ltd. 1993 p.320-338
2. Neelameghan, A. Presentation of ideas in technical writing. New Delhi, Vikas Publishing house pvt Ltd. 1975 p.189
3. Weismann, Hermann M. Basic technical writing. 4th ed. Columbus, Charles E. Merrill Publishing Co. 1980 p. 215-238

ILSC 104 : Project and Viva-voce

Annamalai University
Department of Library and Information Science
Master of Library and Information Science [MLIS]
FIVE YEAR INTEGRATED DEGREE
ON-CAMPUS PROGRAMME

REGULATIONS

Common to all Department of Studies in the Faculty of Arts

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

Master's Programme

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

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

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

Odd Semester: July to November [90 working days]

Even Semester: December to April [90 working days]

Credits

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

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

Courses

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

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

Eligibility for Admission

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

Grading System

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

Duration

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

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

Attendance

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

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

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

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

Examination

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

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

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

hour duration. The pattern of question paper will be decided to the respective faculty. Internal assessment I will carry 10% of marks of the entire course.

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

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

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

Evaluation

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

The performance of students in each course is evaluated in terms of percentage of marks [PM] with a provision for conversion to Grade Point [GP]. The sum total performance in each semester will be rated by GPA while the continuous performance from the 2nd semester onwards will be marked by [OGPA]

Marks and Grading

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

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

If a candidate who has not secured a minimum of 50% of marks in a course shall be deemed to have failed in that course.

A student can repeat the End Semester Examination when it is offered next in the subsequent Odd / Even semesters till the regulation are in force. However, a candidate cannot move to the next semester if he / she has more than six papers as arrears at any point of time.

A candidate who has secured a minimum of 50 marks in all courses prescribed in the programme and earned a minimum of the credits will be considered to have passed the Master's Programme.

Grading

A ten point rating is used for the evaluation of the performance of the student to provide letter grade for each course and overall grade for the Master's Programme.

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

The successful candidates are classified as follows.

I Class 50-59% marks in over all percentage of marks.

Candidates who obtained 75% and above but below 90% of marks [OPM] shall be deemed to have passed the examination I First Class [Distinction] provided he / she passes all the course prescribed for the programme at the first appearance.

Candidates who obtain 90% and above [OPM] shall be deemed to have passed the examination in First Class [Exemplary] proved he / she passes all the courses prescribed for the programme at the first appearance.

For the internal assessment evaluation the break up marks shall be as follows.

Test	:	10 Marks
Assignment	:	05 Marks
Case Study/ Seminar/Short Answer etc	:	05 Marks
Attendance	:	05 Marks
90 and above	-	5 Marks
80-89	-	4 Marks
70-79	-	3 Marks
Total	:	25 Marks

Course Wise Letter Grades:

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

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

The F Grade once awarded stays in the grade card of the student and is not deleted even when he / she completes the course successfully later. The grade acquired later by the

student will be indicated in the grade sheet of the Odd / Even semester in which the candidate has appeared for clearance of the arrears.

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

**COURSE DETAILS
TOTAL – CREDITS**

Common	36
Core	182
Optional	12
Total	230

Semester	Course No.	Course Code	Course Title	Course Type	Credit	University Exam Marks	Internal Marks	Total Marks
I	1.	ITAC 11	1. Part-I : Language Tamil / IHIC – Hindi / IFRC – French	Language	3	75	25	100
I	2.	IENC 12	2. Part-II English : English Through Literature I : Prose	Language	3	75	25	100
I	3.	ILSC 13	3. Foundations of Library and Information Science	Core	4	75	25	100
I	4.	ILSC 14	4. Knowledge Organization	Core	4	75	25	100
I	5.	IESC 15	5. Environmental Studies	Core	4	75	25	100
I	6.	ILSA 16	6. Principles of Sociology (Sociology)	Allied	3	75	25	100
			Total		21	450	150	600
II	7.	ITAC 21	1. Part-I : Language Tamil / IHIC – Hindi / IFRC – French	Language	3	75	25	100
II	8.	IENC 22	2. Part-II English : English Through Literature II : Poetry	Language	3	75	25	100
II	9.	ILSC 23	3. Management of Library and Information Centres	Core	4	75	25	100
II	10.	ILSC 24	4. Information Retrieval Tools (Cataloguing)	Core	4	75	25	100
II	11.	ILSC 25	5. Information Processing Theory (Classification)	Core	4	75	25	100
II	12.	ILSA 26	6. Principles of Management (Business Administration)	Allied	3	75	25	100
			Total		21	450	150	600
III	13.	ITAC 31	1. Part-I : Language Tamil / IHIC – Hindi / IFRC – French	Language	3	75	25	100
III	14.	IENC 32	2. Part-II English : English Through Literature III : Drama	Language	3	75	25	100
III	15.	ILSC 33	3. Archives and Manuscripts Keeping	Core	5	75	25	100
III	16.	ILSC 34	4. Information and Communication	Core	4	75	25	100
III	17.	ILSC 35	5. Colon Classification – Practice	Core	4	75	25	100
III	18.	ICAC 36	6. Computer and Its Applications	Core	3	75	25	100
III	19.	ILSA 37	7. Introduction to Tourism (Philosophy)	Allied	3	75	25	100
			Total		25	525	175	700
IV	20.	ITAC 41	1. Part-I : Language Tamil / IHIC – Hindi / IFRC – French	Language	3	75	25	100
IV	21.	IENC 42	2. Part-II English : English Through Literature IV : Short Story	Language	3	75	25	100
IV	22.	ILSC 43	3. Information Retrieval Theory (Cataloguing)	Core	4	75	25	100
IV	23.	ILSC 44	4. Introduction to Information Sources	Core	4	75	25	100
IV	24.	ILSC 45	5. Classified Catalogue Code – Practice	Core	4	75	25	100
IV	25.	ILSC 46	6. Intellectual Property Rights and Right to Information	Core	4	75	25	100
IV	26.	ILSA 47	7. Tourism and Development (Philosophy)	Allied	3	75	25	100
			Total		25	525	175	700

V	27.	ILSC 51	1. Information Service	Core	4	75	25	100
V	28.	ILSC 52	2. Library and Information System Management	Core	4	75	25	100
V	29.	ILSC 53	3. Dewey Decimal Classification – Practice	Core	4	75	25	100
V	30.	ILSC 54	4. Database Management System	Core	4	75	25	100
V	31.	ILSC 55	5. Public Library System	Core	4	75	25	100
V	32.	ILSC 56	6. Anglo American Cataloguing Rules – II (Practice) 2 nd Edition	Core	4	75	25	100
			Total		24	450	150	600
VI	33.	ILSC 61	1. National Information System	Core	4	75	25	100
VI	34.	ILSC 62	2. Research Methodology	Core	4	75	25	100
VI	35.	ILSC 63	3. Academic Library System	Core	5	75	25	100
VI	36.	ILSC 64	4. Computer Networks	Core	4	75	25	100
VI	37.	ILSC 65	5. Library Software: Greenstone and Soul (Theory and Practice)	Core	4	75	25	100
VI	38.	IVEC 66	6. Value Education	Core	3	75	25	100
			Total		24	450	150	600
VII	39.	ILSC 71	1. International Information System	Core	5	75	25	100
VII	40.	ILSC 72	2. Application of Statistical Tools in Research	Core	5	75	25	100
VII	41.	ILSC 73	3. Universal Decimal Classification – Practice (Abridged Edition)	Core	5	75	25	100
VII	42.	ILSC 74	4. WINISIS – Theory and Practice	Core	4	75	25	100
VII	43.		5. Elective Course	Elective	3	75	25	100
			Total		22	125	375	500
VIII	44.	ILSC 81	1. Anglo American Cataloguing Rules – II (Practice) Covering Non-book Materials	Core	5	75	25	100
VIII	45.	ILSC 82	2. Informetrics	Core	5	75	25	100
VIII	46.	ILSC 83	3. Database Creation and Design – Practice	Core	5	75	25	100
VIII	47.	ILSC 84	4. Corporate Libraries	Core	4	75	25	100
VIII	48.		5. Elective Course	Elective	3	75	25	100
			Total		22	125	375	500
IX	49.	ILSC 91	1. Marketing of Information	Core	5	75	25	100
IX	50.	ILSC 92	2. Knowledge Management	Core	5	75	25	100
IX	51.	ILSC 93	3. Introduction to Information Technology Infrastructure in Libraries	Core	4	75	25	100
IX	52.	ILSC 94	4. E-Resources and E-Publishing	Core	4	75	25	100
IX	53.		5. Elective Course	Elective	3	75	25	100
IX	54.	ISSC 96	6. Soft Skills	Core	3	75	25	100
			Total		24	450	150	600
X	55.	ILSC 101	1. Introduction to Web Designing and Web Hosting	Core	5	75	25	100
X	56.	ILSC 102	2. Digital Libraries	Core	5	75	25	100
X	57.	ILSC 103	3. Technical Writing	Core	4	75	25	100
X	58.	ILSC 104	4. Project and Viva-voce	Core	5	75	25	100
X	59.		5. Elective Course	Elective	3	75	25	100
			Total		22	125	375	500
			Grand Total		230	4425	1475	5900

ANNAMALAI UNIVERSITY
Department of Library and Information Science
Master of Library and Information Science
[Five Year Integrated – ON CAMPUS PROGRAMME]

SYLLABUS

Semester I

Language 1 – தமிழ்

தாள்:-1 - ITAC-11 - செய்யுளும் உரைநடையும்

மதிப்பெண்: 75

கிரடிட்: 3

அலகு:-1 - குறுந்தொகை
பாடல் எண்கள்:- 3, 6, 16, 18, 24, 28, 32, 37, 40, 54, 57, 60, 69,
74, 77, 83, 85, 93, 97, 99
(இருபது பாடல்கள் மட்டும்)

அலகு:-2 - புறநானூறு
பாடல் எண்கள்:- 9, 19, 27, 34, 38, 45, 51, 55, 66, 71, 76, 82, 86,
92, 96
(பதினைந்து பாடல்கள் மட்டும்)

அலகு:-3 - திருக்குறள்
அன்புடைமை, செய்நன்றி அறிதல், அடக்கமுடைமை, புறங்கூறாமை, ஈகை,
அருளுடைமை (ஆறு அதிகாரங்கள் மட்டும்)
நாலடியார் கல்வி, கல்லாமை (20 பாடல்கள்)

அலகு:-4 - கம்பராமாயணம்

சுகப்படலம் (அயோத்தியா காண்டம்)

அலகு:-5 – உரைநடை

மா.பெரியசாமி தூரன்- சிற்பி. பாலசுப்பிரமணியன்
காப்பியத்திறன் - சோம. இளவரசு

பார்வை நூல்கள்:

1. குறுந்தொகை - உ.வே.சா. பதிப்பு
2. புறநானூறு - உ.வே.சா. பதிப்பு
3. திருக்குறள் - பரிமேலழகர் உரை
4. கம்பராமாயணம் - அண்ணாமலைப் பல்கலைக்கழகப் பதிப்பு
5. குறுந்தொகைச் சொற்பொழிவுகள்
6. குறுந்தொகைத் திறனாய்வு - சோ.ந. கந்தசாமி

7. எட்டுத்தொகைச் செல்வம் - லெ.ப.கரு. இராமநாதன் செட்டியார்
8. மா.பெரியசாமி தூரன் - சிற்பி. பாலசுப்பிரமணியன், சாகித்யஅகாடெமி, முதற்பதிப்பு 2000
9. காப்பியத்திறன் - சோம.இளவரசு -மணிவாசகர் பதிப்பகம், சென்னை

LANGUAGE – 2 - ENGLISH

PART - II : IENC 12 - English Through Literature I: Prose

Objective:

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

Unit I

1. Bonnie Chamberlain "The Face of Judas Iscariot"
2. Swami Vivekananda "Speech at World Parliament of Religion"

Unit II

1. Stephen Leacock "My Financial Career"
2. Bhimrao Ambedkar "Speech on 4th November 1948 in the Constituent Assembly"

Unit III

1. Robert Lynd "On Forgetting"
2. Nirad C. Chaudhuri "Indian Crowds"

Unit IV

1. A. G. Gardiner "All about a Dog"
2. Ruskin Bond "My Eccentric Guests"

Unit V

1. Martin Luther King (Jr.) "I Have a Dream"
2. Khushwant Singh "The Portrait of a Lady"

Text Book

Ayyappa Raja. S., Shanmugasundari. P., Deivasigamani. T., SaravanaPrabhakar. N., and Karthikeyan. B. *English Through Literature: Prose.*

ILSC – 13: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

Objectives:

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

UNIT I: Library as Information Centre

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

UNIT II: Library Legislations

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

UNIT III: Type of Libraries and their Functions

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

UNIT IV: Library Associations and International Bodies

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

UNIT V: User Education

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

Text Books

1. Agarwal, S.N. and Others perspective in Library and Information Science Vol. 1 & 2 – 1982.
2. Harrison, K.C. The Library and the Community Ed.3 1997.
3. Kaula P.N. Library Movement in India, 1958.
4. Marshall, R. History of Libraries: Ancient and medieval 1983.
5. Mittal, R.C. Public Library Law 1971.

Reference Books

1. Mohan Rajan, P.A. New trends in International Librarianship, 1984.
2. Ranganathan, S.R. Five Laws of Library Science, 1988.
3. Sreepathy Naidu R. Academic Librarianship a Perspective, 1989.
4. Khanna, J.K. Library and society Ed 2, 2001.

5. Sharma Pandey S.K. Libraries and Society Ed.2 1992.

ILSC – 14 : KNOWLEDGE ORGANIZATION

Objectives:

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

UNIT I: Universe of Knowledge

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

UNIT II: Concepts and Study of Subjects

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

UNIT III: Knowledge Representation

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

UNIT IV: Over view of Classification Scheme

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

UNIT V: Book Classification

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

Text Books

1. Ranganathan, S.R. Descriptive Account of Colon Classification, 1976.
2. Ranganathan, S.R. Elements of Library Classification, 1976.
3. Ramalingam, M.S. Library Cataloguing and Classification, 2000.
4. Bawakutty, M. Canons of Library Classification, 1981
5. Kumar, P.S.G. Knowledge Organization, Information Processing and Retrieval, Delhi, B.R. Publisher, 2003

Reference Books

1. Ranganathan, S.R. Prolegomena to Library Classification, 1976
2. Nikery, B.C. Faceted Classification's Guide to the Construction and use of special schemes, 1970
3. Sehla, R.L. Classification: Theory and Practice, 2001

4. Krishnan. Theory of Classification, 2001
IESE – 15 ENVIRONMENTAL STUDIES

Unit: 1 The Environmental System

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

Unit: II Environmental Damage – Pollution

Source and impact of

1. Air Pollution
2. Water Pollution
3. Land Pollution
4. Municipal Solid Waste
5. Noise Pollution

Unit: III Resource Depletion

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

Unit: IV Global Climate Change

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

Unit: V Sustainable Development

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

Text Book:

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

References:

1. Kumarasamy K, A.Alagappa Moses and M.Vasanthi, 2004, *Environmental Studies*, Bharathidasan University Pub. Trichy
2. Rajamannar, 2004, *Environmental Studies*, EVR College Pub. Trichy
3. Kalavathy S, (Ed.) 2004, *Environmental Studies*, Bishop Heber College Pub. Trichy
4. *Environmental Science: Toward a Sustainable Future* by Richard Wright and Dorothy F Broose (New Delhi: Prentice-Hall India, 2010)

ILSA 16 - PRINCIPLES OF SOCIOLOGY

Objectives:

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

Unit-I

Nature, Scope and development of Sociology – Uses of Sociology – Sociology and other social sciences – History, Economics, Politics, Anthropology, Psychology.

Unit II

Basic concepts of Sociology – Institution -Association – community – Society – Social Interaction – Social Processes – Types of Social Processes

Unit-III

Individual and society – The process of socialization – Agencies of socialization – Various stages of socialization Culture Definition – Elements – Functions – Cultural lag Ethnocentrism

Unit-IV

Groups – Definition – characteristics – Types of groups – Primary and Secondary groups – Major social Institutions – Family – Marriage – Religion – Education mid Economic Institutions.

Unit-V

Social stratification – Definition – Characteristics – Functions – Forms social control – Definition – Agencies and types of social control – Social change – Factors of Social change Theories of social change

Text Books

1. Shankar Rao C. N., *Sociology*, New Delhi, S. Chand and Company, 1997.
2. Inkeles, Alex. *What is Sociology? - An Introduction to the Discipline and Profession*. Englewood Cliffs. N. J.' Prentice Hall, 1964.

Reference Books

1. Ogburn W.F. and Nimkoff M.F., *A Hand Book of Sociology*, Boston, Houghton Mifflin Company, 1958.
2. Horton B and Hunt L., *Sociology*, Tokyo, McGraw Hill Book Co., 1984.
3. Cuber, F. John., *Sociology: A Synopsis of Principles*, New York, Appleton Century Crafts Inc., 1955.
4. Sheppard, John M., *Sociology*, Minnesota: West Pub. Co., 1980.
5. Johnson, Harry M., *Sociology: Systematic Introduction*, New York, Brace & Co., 1960.

Semester II

Language 1 – தமிழ்

தாள்:-2 -ITAC-21 – பயன்பாட்டுத்தமிழும் செம்மொழி வரலாறும்

மதிப்பெண்: 75
கிரடிட்: 3

நோக்கம்

மொழியமைப்பினை விளக்குதல்

மொழிப் பயன்பாட்டில் உருவான - உருவாகும் மாற்றங்களைப் புலப்படுத்துதல் திசைமொழிகளின் கலப்பினால் தமிழ்மொழியில் ஏற்படும் மாற்றங்களை விளக்குதல் மொழிக் குடும்பங்கள் குறித்தும் செம்மொழித் தமிழின் சிறப்புகள் குறித்தும் செம்மொழி ஏற்புக் குறித்தும் விளக்குதல்

அலகு-1

எழுத்துக்களின் எண்ணிக்கையும் வகைகளும், எழுத்துக்களின் மாத்திரை,கால இடைநிலைகள்,மூவகைப் போலிகள் , இருவகைப் பதங்கள், புணர்ச்சிகள்.

அலகு-2

சொற்றொடர் வகைகள் (மூவகை மொழி) தொடரிலக்கணத்தில் காணப்பெறும் வழுவும் வழு அமைதியும் பத்தியமைப்பும் நிறுத்தற் குறியீடுகள் பயன்பாடும். உரைநடை எழுதும் போது மேற்கொள்ள வேண்டிய விதிமுறைகள்.

அலகு -3

மேடைத்தமிழ்

நீங்களும் பேச்சாளர் ஆகலாம்-குமரி அனந்தன் மேடைப்பேச்சுக்குத் தயார் செய்தல்- பேச்சாளருக்குரிய தகுதிகள்- பேசும் முறைகள் - பழக்க வழக்கங்கள்.

அலகு-4

படைப்புத்திறன்

சிறுகதை- கவிதை- கட்டுரை- ஓரங்க நாடகம் - நூல் குறித்த திறனாய்வு எழுதப் பயிற்சிதரல்.

அலகு-5

பயன்பாட்டுத் தமிழும் செம்மொழி வரலாறும்

மொழி- விளிகி - மொழி¹¹¹ பிகி - உலகி செி மொழிகி - இ¹ தியி செி மொழிகி - செி மொழி¹ தி திகி - வரையறைகி - வரி¹ செி மொழி¹ தமிழி - தமிழி தெரி மை- தமிழி¹ சிறி¹ கி - தமிழி¹ செி மொழி¹ கி . தமிழி செி மொழி அறி¹ தே¹ - பி திமரி கலை¹ தி தி கால அறி¹ கி வரை (அறி¹ கி - அமை¹ கி - நி¹ வனி கி - இயி கி கி தொட¹ யி சிகி - அறி¹ பேரி¹ பி கி - உலி தமிழி¹ செி மொழி மாநரி , கோவை-2010)

பார்வை நூல்கள்

1. சோம. இளவரசு, நன்னூல் காண்டிகை உரை, மணிவாசகர் பதிப்பகம், சென்னை.
2. அ.கி பரந்தாமனார், நல்ல தமிழ் எழுத வேண்டுமா? பாரி , நிலையம், சென்னை.

3. பேச்சுக்கலை- கே. வீ. வீரராகவன், வலம்புரி பதிப்பகம், திருநின்றவூர்- 602 024.
4. குமரி அனந்தன், நீங்களும் பேச்சாளர் ஆகலாம், பூம்புகார் பிரசுரம், சென்னை.
5. எழுதுவது எப்படி? மகரம் (தொ. ஆ) பழனியப்பா பிரதர்ஸ், சென்னை.
6. ம. திருமலை- பேச்சுக்கலை- மீனாட்சி புத்தக நிலையம்-2008, மதுரை.
7. சாலினி இனி திரையி , தமீ செ மொழி ஆவணி , மணிவாசகி பதி பகி , செ னை, 2005.
8. கரி ி வெி , “திராவிட மொழிகளீ ஒி பிலி கணி “- கழக வெளியி , செ னை.
9. ச. சாரதரி பரி - சி கி செ வியி , மீனரி சி ி தக நிலையி , மி ரை,(1993)
10. வா.செ. ி ழி தைசாமி - உலகி செ வியி மொழிகளீ வி சையீ தமீ , பாரதி பதி பகி , செ னை.
11. ஜி. ஜரி சரி வேி - செ மொழிகி வி சையீ தமீ , செ னை 2004.
12. சாலினி இனி திரையி - தமீ ி செ மொழி ஆவணி , மணிவாசகி பதி பகி செ னை-2005
13. ச. அகி தியலீ கி - சி கஇலி கியி - செ வியி பரி வை மெ யி பி பதி பகி , சிதி பரி -2004.
14. மணவை. ி ி தபா - செ மொழி ஊ ி ி ி ி ி ி ி , அறிவியி தமீ அறி கி டளை, செ னை.

IENC – 22 : English Through Literature II: Poetry Part II – English Paper – II

Objective:

To ensure and enhance:

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

Unit I

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

Unit II

- | | |
|--------------------|--------------|
| 1. PB Shelley | “Ozymandias” |
| 2. Alfred Tennyson | “The Brook” |
| 3. HillaireBellock | “Matilda” |

Unit III

- | | |
|-----------------|--|
| 1. Robert Frost | “Stopping by Woods on a Snowy Evening” |
| 2. Walt Whitman | “O Captain, My Captain” |
| 3. Sylvia Plath | “Mirror” |

Unit IV

- | | |
|---------------------|---|
| 1. Toru Dutt | “The Lotus” |
| 2. A. K. Ramanujan | “A River” |
| 3. Keki N. Daruwala | “Pestilence in Nineteenth Century Calcutta” |

Unit V

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

Text Book

Karthik Kumar. S., Gnanaprakasam.V., Arputhavel Raja. G., Shanmugasundaram. C.,and Vijaya. R. *English Through Literature:Poetry*

ILSC - 23: MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

Objectives:

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

UNIT I: Organization and Management

Management – Definition – Functions of Management – Theories of Management

UNIT II: Organizational Structure

Organizational Chart- Library – Routines of various sections – Acquisition section – Technical Section – Maintenance section – Circulation section – Reference section – Periodical section – Library Records – Statistics – Annual Report

UNIT III: Human Resource Management

Meaning – Definitions – Planning – Recruitment – Selection – Induction and Orientation – Training and Development – Performance Appraisal – Transfer, Promotion and Demotion – Separation.

UNIT IV: Financial Management

Preparation of Budget – Types – Line budget – PPBS – Zero based budget.

UNIT V: Resource Management

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

Text Books

1. Davar, Rustoms. The Management process, Ed-7, 1982.
2. Dougherty, Richardson and Heinrits, P.J. Scientific Management of Library operation, 1986.
3. Beishon, John & Peters, Geoff, System Behaviour Ed.2, 1976
4. Jones, Norogh and Jordon, Peter, Staff Management in Library and Information work, 1982.
5. Koontz, Harold and Odonnel, Cyrill, Essential of Management, Ed.2, 1978.

Reference Books

1. Evans, S.E. Management Techniques for Librarian Ed.2, 1978
2. Mukesh K. Sahu, Library Management New Trends, New Delhi: Shree Publishers & Distributors, 2008
3. Singh, Ajit. Siwatch, Library Management, Library Management Leadership Style Strategies and Organizational Climate, New Delhi: Shree Publishers & Distributors, 2004
4. Khanna, J.K. Personnel Management in Libraries, New Delhi: ESS Publications, 1981
5. Kumar, Krishan Library Administration and Management, Delhi: Vikas Publishing House Pvt. Ltd. 1987

ILSC – 24 : INFORMATION RETRIEVAL TOOLS (CATALOGUING)

Objectives:

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

UNIT: Basic Concepts

Library Catalogue – Definition – Need & purpose – Functions – Difference between Catalogue and Bibliography.

UNIT II: Entries in AACR 2 & CCC

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

UNIT III: Physical forms of Library Catalogue

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

UNIT IV: Inner forms of Catalogue

Inner forms of Catalogue – Dictionary Classified Catalogue – Alphabetic Subject Catalogue – Alphabetic Classed Catalogue

UNIT V: Cataloguing Rules

Rules for cataloguing: Development of cataloguing Rules

Text Books

1. Ranganathan, S.R. Classified catalogue code, Ed.5, 1961.
2. Ranganathan, S.R. Theory of Library Cataloguing, 1938.
3. Khan. M.A. Cataloguing in Library Science, 2001.
4. Ramalingam, M.S. Library Cataloguing and Classification, 2000.

Reference Books

1. Malavya, V.C. Multimedia Library and online Cataloguing, 1999.
2. Grijakumar & Krishanan, Theory of Cataloguing, 1982.
3. Sehla, R.L. Cataloguing: Theory and Practice, 2001.
4. Grijakumar. Theory of Cataloguing, 2001.

ILSC - 25: INFORMATION PROCESSING THEORY (CLASSIFICATION)

Objectives:

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

UNIT I: Basic Concepts

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

UNIT II: Natural Language systems

Document Representation

UNIT III: Artificial Language System

Notation – Concepts – Types – Feature – Qualities – Thesaurus – Indexing systems:- PRECIS, POPSI, KWIC, KWOC, Chain Indexing

UNIT IV: Structure of Classification Schemes

Canons – Postulates

UNIT V: Recent Development in Classification

Information Processing – Concept of Computer Classification – Use of Computers in Classification – Semi-Automatic Classification

Text Books

1. Raju, A.A.N. Colon Classification theory and practice: A Self instruction Manual, New Delhi: ESS ESS Publications, 2001
2. Singh, Sewa. Colon Classification : Practice, New Delhi: ESS ESS Publication, 1999

3. Pandey, S.K. Sharma: Colon Classification made easy. New Delhi: ESS ESS publication, 1994
4. Kumar, Krishna and Girja Kumar. Theory of Classification. New Delhi: VIKAS Publication, 1982
5. Fosher, A.C. Subject Approach to information. London: Clive Bingley, 1982

Reference Books

1. Khanna, J.K. Colon Classification: Theoretical Information's Schedules. New Delhi: ESS ESS Publication, 2000.
2. Sehgal, R.L. Hand book of Colon Classification: New Delhi Ess Ess Publications, 1998.
3. Khanna, J.K. and D.D. Kapai, Colon Classification: Structure Methodology. New Delhi: Ess Ess Publication, 1994.
4. Singh, Sewa. and Sukhbir, Singh, Colon Classification: A select Bibliography. New Delhi: Ess Ess Publication, 1994.
5. John, Comaromi Satiyai, Beyond Classification: Book Numbers, New Delhi: Ess Ess Publications, 1993.

ILSA 26 : PRINCIPLES OF MANAGEMENT

Unit-I : Introduction

Evolution of management thought, Managerial process, Functions, Skills and Roles in an Organization – Decision making and problem solving. Understanding and managing group processes – Group decision making.

Unit-II: Planning

Distance between operational and Strategic Planning – Types of Plans – Grouping of Various types of plans – Steps in planning – Importance of policies – Types of policies – Principles of policy making – Policy formulation and Administration – Basic area of Policy making.

Unit-III: Organizing

Authority Relationships – Line authority – Staff authority – Line organization – Pure line and Departmental line organization – Staff relationships – Line and staff organization – Functional organization – Committee organization – Definition of Authority – Components of authority – Rational authority – Traditional authority – Characteristic authority – Limits of authority – Delegation of authority – Process of delegation – Principles of Delegation – Centralization and Decentralization.

Unit-IV: Staffing

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

Unit-V: Directing

The Direction Function – Leadership - Co-ordination – Need for coordination – Types of Interdependence – Co-ordination – pooled, Sequential and Reciprocal, Interdependence – Principles of Co-ordination – Approaches to achieving effective co-ordination – Problems of co-ordination.

Text Books

1. Koontz, Weihrich, Aryasri, Principles of Management, TATA McGraw Hill, New Delhi, 2004.
2. Koontz, Weihrich, Arysri, Principles of Management, TATA McGraw Hill, New Delhi 7th edition, 2006.
3. Sherlekar, S.A., and V.S.Sherlekar. Modern Business Organization & Management, Himalaya Publishing House, Mumbai, 2002.

Reference Books

1. Chand J.S.:Management: Theory & Practices, New Delhi, Vikas publication, 2001.
2. Harragan: Management Concepts and Practices, New Delhi, Mac Millan India Ltd., 2002.
3. Robbins .S.P.Management 8th ed. New Jersey, Englewood Cliffs, Prentice Hall Inc., 2006
4. Robbins & coulter, Management 7th edition, New Delhi, Prentice Hall of India (P) Ltd., 2003
5. Ramasamy, T. Principles of Management, Himalaya Publishing House, Mumbai, 2004

SEMESTER III

Part-I – Language – தமிழ்

தாள்:-3- ITAC-31 - உரைநடையும் நாடகமும்

மதிப்பெண்கள்: 75

கிரடிட்:3

நோக்கம்: இலக்கியங்களின் சிறப்புகளையும் கருத்துகளையும் உரைநடை வழியாகப் புலப்படுத்தல் - உரைநடைத்திறனை எடுத்துரைத்தல்

அலகு-1

இலக்கிய விளக்கம் - ஆசிரியர் (வ.சுப. மாணிக்கம்) இலக்கிய விளக்கம் - இலக்கணக் குறள்கள் - வரிசைப்பாட்டு - வாழ்வாங்கு - தூய இலக்கியம் - நடைமுறை அறங்கள் - இலக்கியக்கலை

அலகு-2

குறளணிகள் - இலக்கிய வெள்ளம் - தன்னெஞ்சம் - இலக்கியத்தளம் - குறள் விளக்கம் - நம்பிக்கை நூல் - நீதி விளக்கம்

அலகு-3

ம.ப.பெரியசாமித்தாரன் - (ஆசிரியர் - சிற்பி பாலசுப்பிரமணியம்) வாழ்வும் பணியும் - அன்பில் திளைத்த கவிதை - சிறுகதைப் படைப்புகள் நாடகங்களும் கீர்த்தனைகளும் - கட்டுரைச் செல்வம்

அலகு-4

சிறுவர் இலக்கியம் அறிவியல் நூல்களும் பிறவும் - கலைக்களஞ்சியப் பணி - பாரதி தமிழ் - தூரன் என்றொரு மனிதர்.

அலகு-5

நாடகம் - தோகை வண்ணம் (ஆசிரியர் - டாக்டர் ச. சுவகர்லால்)

பாடநூல்கள்

1. வ.சுப.மாணிக்கம் - இலக்கிய விளக்கம் மணிவாசகர் நூலகம், முதற்பதிப்பு-1971
2. சிற்பி பாலசுப்பிரமணியன் & மா. ப.பெரியசாமித்தாரன் - சாகித்ய அகாதெமி, முதற்பதிப்பு - 2000
3. டாக்டர்ச. சுவகர்லால்- தோகை வண்ணம், பழனியம்மாள் வெளியீடு, சென்னை, முதற்பதிப்பு-2008 ஐங்கரன் அடுக்ககம், சையத்காதர் அவென்யூ- விருகம்பாக்கம், சென்னை-92.

Part –III : ENGLISH PAPER

IENC – 32 : English Through Literature III: Drama

Objective:

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

Unit I

- | | |
|---------------------------|---------------------|
| 1. Stanley Houghton | “The Dear Departed” |
| 2. Kenneth Sawyer Goodman | “The Game of Chess” |

Unit II

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

Unit III

- | | |
|-------------------|--------------------------|
| 1. Arnold Bennett | “The Stepmother” |
| 2. Arthur Miller | “Grandpa and the Statue” |

Unit IV

- | | |
|------------------------|--|
| 1. William Shakespeare | <i>King Lear</i> (Act I, Scene i) |
| 2. William Shakespeare | <i>Julius Caesar</i> (Act III, Scene ii) |

Unit V

- | | |
|--------------------------------------|--|
| 1. Frances Goodrich & Albert Hackett | <i>The Diary of Anne Frank</i> (Act I) |
| 2. Betty Keller | “Tea Party” |

Text Book

Florence. S., Aruna Devi. G., Rajamohan. R., Bhuvanewari. S., and Soundararajan. M.
English Through Literature: Drama

ILSC 33: ARCHIVES AND MANUSCRIPTS KEEPING

Objectives:

1. To study the concept and history of Archives.
2. To understand the organization and functions of archives.

Unit – I: Basic Concepts

Archives: Definition – Concept – History – Creation of Archives

Unit – II: Organization

Organization of Archives – Function of Archives – Users of Archives

Unit – III: Archives of India

National Archives of India – Tamil Nadu Archives – Private Archives

Unit – IV: Archives Administration

Administration of Archives – Evolution of Archives Administration in India – Administration of National Archives

Unit – V: Archives Preservation

Preservation of Archives – Principles of Preservation – Agents of deterioration

Text Books

1. Back E.A., Bookworms, The Indian Archives, Vol. 1, No.2, 1947. National Archives of India
2. Basu, Purnendu, Common Enemies of Records, The Indian Archives. Vol. V, No.1 1951
3. Kathpalia Y.P., Care of Books in Libraries. The Indian Archives. Vol. IX, No.2 1955

Reference Books

1. Lamp C.M., (Editor), The Calligrapher's Handbook: London, Faber 1956
2. Majumder R.C., Birch-Bark and Clay-Coated Manuscripts, The Indian Archives. Vol. XI, No's 1 – 2 1957
3. Mehra C.P., "Conservation of Photographic Archives" Conservation of Cultural Property in India. Vol. VI 1973

ILSC - 34: INFORMATION AND COMMUNICATION**Objectives:**

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

UNIT I: Basic Concepts

Information – It's Concept – Nature and Value – Published Information Characteristics – information growth

UNIT II: Types of Communication

Communication – Concept – Types – Formal and Informal- characteristics – Barriers of Communication

UNIT III: Online Information

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

UNIT IV: Information Intermediaries

Information Intermediaries – Information transfer process and cycle – Information Consultants – Information Agents.

UNIT V: Communication Media

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

Text Books

1. Derek Desolla Price, Little Science, Big Science, And Beyond, New York: Columbia University Press, 1986.
2. Line, M. and S. Vikery Universal availability of Publications, Munich: K.G.Saur, 1983
3. Martin, W.J. Communication in science, Knowledge and Librarian, London: Butterworths, 1974
4. McGarry, Kevin, J. Communication, Knowledge and Librarian, London: Butterworths, 1974.
5. Balasubramanian, P. Users and Uses of Library, New Delhi: DEEP & DEEP Publications Pvt. Ltd, 2011

Reference Books

1. Gopinath, M.A. Current trends in information sources and communication Media, DRTC Material 1984
2. Grogan, Denis J. Science and Technology introduction to Literature, 4th ed. London: Clive Bingley, 1982
3. Guha, B. Documentation and Information services and systems, Calcutta: World press. 1983.
4. Katz, W.A. Introduction reference work, 2nd vol. 4th ed, New York: McGraw Hill, 1982

ILSC - 35: COLON CLASSIFICATION – PRACTICE

Objectives:

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

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

Text Books

1. Khanna, J.K. Colon Classification. New Delhi: Ess Ess publication, 2002.
2. Satija, M.P. Manual of practical colon Classification, New Delhi: Sterling Publisher, 2005

3. Singh Mohinder Sachdeva. Colon Classification: Theory and practice New Delhi: Sterling Publication, 2000.
4. Singh, Sewa. Colon Classification: New Practical Manual, Delhi: B.R. Publishing Corporation, 2006

Reference Books

1. Ranganathan, S.R. Prolegomena to Library Classification: Asia Publishing House, 1967.
2. Ranaganthan, S.R. Colon classification, Bombay Asia Publishing House, 1960.
3. Ranaganthan, S.R. Elements of Library Classification, New Delhi: Sterling Publications, 1976.

ICAC - 36 : COMPUTER AND ITS APPLICATIONS

Objectives:

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

Unit–I: Introduction to Computers

Introduction to Computers – Application of Computers- Concepts of Data and Information – A Typical Computer system – Memory Concepts – History of Computers – Types of Computers.

Input-Output Devices – Data Storage Devices – Software-The Definition – The Role of Software Housekeeping

Unit–II: Computer Internals

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

Operation System – Definition – Classification – Basics of MSDOS – Introduction to Windows Operating System – Features of Windows OS – Desktop and Desktop Icons – Starting Programs – Browsing and Managing windows Explorer – Setting – Taskbars and Creating Shortcuts

Unit–III: Internet

Introduction to Internet – Client Server Basics, E-Mail, Telnet and Archie – FTP – Gopher, Jughcad and Veronica –WAIS and World Wide Web

Fundamentals of HTML, TCP\IP and E-Commerce

Unit–IV: Web Site

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

Unit–V: Multimedia

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

Methodologies, Fundamentals and Use of Hypertext, Hypermedia, Sound, Images, Animation, Video.

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

Text Books

1. Ron Mansfield, Osbrone, Windows for Busy People, McGraw Hill.
2. Tay Vaughan – Multimedia Marketing it work, Osborne Tata McGraw Hill, 1996
3. R.K. Singh, Computers in Library Science, New Delhi; Shree Publishers, 2006
4. Shamin Ahmed, Computer in Library Management, New delhi: A.P.H. Publishing Corporation, 2011

Reference Books

1. Computer Fundamentals and Windows with Internet Technology, by Krishnan, SciTech Publications (India) Pvt. Ltd., Chennai/
2. Ned Sneel- The Internet Strater Kit in 24 hours Techmedia, 1998.
3. Michael Goodwin – Making Multimedia Works, Coomdex,1995.

ILSA – 37: INTRODUCTION TO TOURISM

Objectives:

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

Unit-I

Meaning, Origin and Development – Definition – Tourism its nature and scope – Tourism in the Ancient and Modern Times – Types of Tourism: Manmade and Natural.

Unit-II

Tourist, Visitor, Traveler, Excursionist Definition and differentiation – Tourism Recreation and Leisure inter-relationship – Tourism components, Elements and Infrastructure – Role of Tourist Guide

Unit-III

Means of transport – its impact on tourism – public and private transport facilities: Roads, Railways, Shipping, Airways – Technological Advances – Reservation procedures – its special features – Merits and Demerits

Unit-IV

Travel formalities: Passport – Visa – Health – Customs – Foreign Exchange and Currency Regulation – Ticketing Procedure – Immigration.

Unit-V

Promotion of basic facilities – Social utility – Team spirit – Economic advantages – Source of income – Cultural exchange – Social and political understanding – National Integration.

Text books

1. Bhatia, A.K., Tourism Development Principles and Practice, Sterling publishers Pvt. Ltd., New Delhi, 2013.
2. Bhatia, A.K., Tourism in India, History and Development, Sterling publishers Pvt. Ltd., New Delhi, 1978.

Reference Books

1. Malhotra, Growth and Development of Tourism, Chennai, 2003.
2. Pran Nath Seth & Sushma Seth Bhat, An Introduction to Travel and Tourism, New Delhi; Sterling publishers, 1999.
3. Pearce, D. Tourism Today, Longman publishers, Harlow, 1987.
4. Cooper, C. Tourism Principles and Practices, pitman publishers, London, 1993.

SEMESTER IV

Part-I – Language – தமிழ் -

தாள்: 4 - ITAC-41- தமிழிலக்கிய வரலாறு

மதிப்பெண்கள்: 75
கிரடிட்: 3

நோக்கம்: தமிழிலக்கிய வளர்ச்சி வரலாற்றினை விவரித்து தமிழ் இலக்கியங்கள் குறித்து அறிமுகம் செய்தல்.

அலகு-1 சங்க காலம் , சங்க மருவியகாலம்

தொல்காப்பியம்- சங்ககாலம்- முற்சங்கங்கள் - பாட்டும் தொகையும்- தொகுப்புமுறை- சிறப்புகள்- சங்கப் புலவர்கள்- தொல்காப்பியம்- பதினெண்கீழ்க்கணக்கு நூல்கள், முற்காப்பியங்கள்.

அலகு-2 பல்லவர், சோழர்காலம்

சைவ இலக்கியங்கள்- பன்னிருதிருமுறைகள்- வைணவ இலக்கியங்கள்- நாலாயிர திவ்விய பிரபந்தம் - ஐஞ்சிறுகாப்பியங்கள்- கம்பராமாயணம்- பெரியபுராணம்- பிற இலக்கியங்கள்

அலகு-3 நாயக்கர் காலம்

சிறிலக்கியங்கள்- அந்தாதி- தூது-மாலை- கோவை- பரணி- கலம்பகம்- உலா- பிள்ளைத்தமிழ்- கோவை- பள்ளு- குறவஞ்சி- அருணகிரிநாதர்- குமரகுருபரர்- காளமேகப்புலவர் -சிவப்பிரகாசர் - தனிப்பாடல்கள்.

அலகு-4 ஐரோப்பியர் காலம்

உரைநடை வளர்ச்சி- தாயுமானவர் பாடல்கள்- மீனாட்சி சுந்தரம்பிள்ளை-இராமலிங்க அடிகள்- வேதநாயகம் பிள்ளை- கிறித்தவர்களின் தமிழ்ப்பணி- இஸ்லாமியர்களின் தமிழ்த் தொண்டு- நாடகத் தமிழ்- மனோன்மணியம் சுந்தரம்பிள்ளை- பம்மல் சம்பந்தமுதலியார்- சூரியநாராயண சாஸ்திரியார்- பிறர்.

அலகு-5 இக்காலம்

மரபுக்கவிதை – பாரதியார்- பாரதிதாசன்- கவிமணி – நாமக்கல் கவிஞர் வாணிதாசன், முடியரசன்- கண்ணதாசன். உரைநடை- பரிதிமாற்கலைஞர்- உ.வே.சா.- மறைமலை

அடிகள்- எஸ். வையாபுரிப்பிள்ளை- ரா.பி. சேதுப்பிள்ளை- திரு.வி.க. - மு.வ .- வ.சுப. மாணிக்கம்- சிறுகதை -புதுமைப் பித்தன்- கு.ப.ரா.- லா.சா.ரா.- கு.அழகிரிசாமி-தி.ஜா- சுந்தரராமசாமி- விந்தன்- மு.வ - நாவல்- மாயூரம் வேதநாயகம்பிள்ளை- மாதவையா - கல்கி- அகிலன் - தி. ஜானகிராமன் - நா. பார்த்தசாரதி- ராஜம்கிருஷ்ணன், புதுக்கவிதை - எழுத்து - ந. பிச்சமுர்த்தி, வல்லிக்கண்ணன், பசுவையா, சி. மணி, ஞானக்கூத்தன் , வானம்பாடி இயக்கம்-நா.காமராசன், சிற்பி,மேத்தா,மீரா - அறிவியல் தமிழ்- இணையத்தமிழ்

பார்வை நூல்கள் :

1. மு.வரதராசன்,- தமிழ் இலக்கிய வரலாறு, சாகித்திய அகாதெமி வெளியீடு 1998.
2. பூவண்ணன், -தமிழ் இலக்கிய வரலாறு, கழக வெளியீடு சென்னை.
3. தமிழண்ணல், -புதிய நோக்கில் தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம், 1998.
4. சி. பாலசுப்பிரமணியன், -தமிழ் இலக்கிய வரலாறு,பாரிநிலையம், சென்னை. 1987
5. எம்.ஆர் அடைக்கலசாமி,-தமிழ் இலக்கிய வரலாறு, கழக வெளியீடு, சென்னை 1994.
6. மது .ச. விமலானந்தம் - தமிழ் இலக்கிய வரலாற்றுக் களஞ்சியம், 1987.

PART – IV – ENGLISH PAPER

IENC 42 - Title : English Through Literature IV: Short Story

Objective:

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

Unit I

- | | |
|---------------------|----------------------|
| 1. O' Henry | “After Twenty Years” |
| 2. Ernest Hemingway | “A Day's Wait” |

Unit II

- | | |
|----------------------|---------------------|
| 1. Flora Annie Steel | “Valiant Vicky” |
| 2. Oscar Wilde | “The Selfish Giant” |

Unit III

- | | |
|---------------------|-----------------------|
| 1. R. K. Narayan | “An Astrologer's Day” |
| 2. Shashi Deshpande | “I Want” |

Unit IV

- | | |
|----------------|------------------------|
| 1. Leo Tolstoy | “Where Love is God is” |
|----------------|------------------------|

2. Somerset Maugham “The Ant and the Grasshopper”

Unit V

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

Text Book:

Selvaraj. A., Dinakaran. P., Madhavan. M., Ganeshram. K., and Shanthi. SP. *English Through Literature: Short Story*

ILSC - 43: INFORMATION RETRIEVAL THEORY (CATALOGUING)

Objectives:

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

UNIT- I Subject Headings

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

UNIT- II Thesaurus

Thesaurus-vocabulary Control and Thesaurus Constructions

UNIT-III Types of Catalogue

Centralized Catalogue and Co-operative Catalogue-Simplified and selective catalogue

UNIT- IV Application in Catalogue

Applications of computer in cataloguing-Online public Access Cataloguing

UNIT- V Bibliographic Description

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

Text Books

1. Sharma, C.K. and A.K. Sharma, Information Process and Retrieval, New Delhi, Shree Publishers, 2007
2. Chaudary, S.K. Library Cataloguing, New Delhi: A.P.H. Publishing Corporation, 2011
3. Kochar, R.S. Modern Cataloguing Systems and Practices, New Delhi: Discovery Publishing House, 1999
4. Janakiraman, C. Online Cataloguing, Delhi: Pacific Books International, 2011
5. Balakrishnan, S. Library Online Cataloguing Systems, New Delhi: Anmol Publications Pvt. Ltd., 2001

Reference Books

1. Sehgal, R.L. Cataloguing Manual AACR-II. New Delhi: Ess Ess Publication, 1978

2. Horner, John Special Cataloguing, Delhi: VIKAS Publications, 1973
3. Westby, Sears List of Subject Headings: Wilson Publications, 1972

ILSC - 44: INTRODUCTION TO INFORMATION SOURCES

Objectives:

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

UNIT I: Basis in Information Sources

Basic concepts – Definition – Types and importance of Information sources

UNIT II: Primary Sources

Characteristics and Values: Periodicals – Research Reports – Conference Proceeding – Scientific Reports – Patents – Standard – Trade Literature – Unpublished Documents – Printed and Electronic.

UNIT III: Secondary Sources

Characteristics and Values: Abstracting and Indexing Periodicals – Review of Progress - Trend Reports – Reference Books: Encyclopedia – Dictionary – Hand Books – Monographs – Text Books - Bibliographical Sources – Geographical Sources.

UNIT IV: Tertiary Sources

Characteristics and Values: Bibliography of Bibliography – Guide to Literature – Directories and Year Books – Abstracts and Indexes.

Unit V: Electronic Resources

E- Journals – E-Books – CD-Rom Databases – Online Databases – Internet – WWW.

Text Books

1. Tripathi, S.M. New Dimension of Reference and Information Sciences, New Delhi: ESS ESS Publications, 2002.
2. Introduction to reference work. 2 vol.Ed.5, 1987, Welford, A.J, Ed.: Guide to reference materials Vol.1, Ed.7, 1996
3. Auger, C.P. Information Sources in Grey Literature, 1994.
4. Grogan, D.J. Science and Technology an Introduction to the Lite.

Reference Books

1. Surendra, singh and Soual, Singh. Library Information Science and Society, New Delhi, ESS ESS Publications, 2002

2. Devarajan, D. User's approach to information in Libraries, New Delhi, ESS ESS Publications, 2002.
3. Buragohain, Alka. Various aspects of Librarianship and Information Science, New Delhi, ESS ESS Publications, 2002.
4. Rao, Information Science, New Delhi: ESS ESS Publications, 2002.
5. Gupta, Pawan. Library and Information Science, Nature, Ed.4.1982.

ILSC - 45: CLASSIFIED CATALOGUE CODE - PRACTICE

Objectives:

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

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

Text Book

1. Sehla, R L. Cataloguing Practice: CCC. New Delhi, ESS ESS Publications, 2001.

ILSC 46: INTELLECTUAL PROPERTY RIGHTS AND RIGHT TO INFORMATION

Objectives

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

Unit – I: Basic Concepts

IPR – Definition – Need and Purpose – Forms of IPR – IPR in Digital Era – Right to Information – Definition – Need and Purpose

Unit – II: History and Development

Copy Right Law – History and Development – Need – Violations of Copy Right Law

Unit – III: Cyber Crimes

Cyber Crimes – Definition – Types of Cyber Crimes – Protections

Unit – IV: Cyber Laws

Cyber Laws – National Status – International Status – Implementation and Amendment

Unit – V: Legislation

Legislation – Control and Supervisions – Merits and Demerits – Patents and Standards

Text Books

1. Maskus, Keith E, Intellectual Property Rights in the Global Economy, Washington, 2000
2. Davis, Jennifer Intellectual Property Law, London, Butterworth's, 2001

Reference Books

1. Mahajan V.D Jurisprudence and Legal Theory, New Delhi, Eastern Book, 2001
2. Narayan P.S Intellectual Property Law in India, Hyderabad, Gogia Law Agency, 2001
3. Sharma, Brijkishore. Copyright law in respect of books. New Delhi. The Federation of Indian Publishers, 2006
4. Watel, Jayashree. Intellectual property rights in the WTO and developing countries, Oxford University Press, 2001
5. Correa, Carlos M. Intellectual property rights, the WTO and developing countries, New York, Zed Books, 2000

ILSA- 47: TOURISM AND DEVELOPMENT

Objectives

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

Unit-I

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

Unit-II

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

Unit-III

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

Unit-IV

Tourist accommodation – concept – emerging dimensions of accommodation industry – Types of Hotels: Heritage Hotels, Motels, Inn, Traven and Resorts – Time share establishments – Functions and responsibilities of standard hotels – Catering outlets bars, restaurants, fast food centres – Flight catering – Role, Contribution and performance Multinational Hotels – Entertainments in hotels.

Unit-V

Promotion of Tourism: Advertising and Publicity – Audio visual photography poster, pamphlets – Displays exhibition sale of handicrafts – preparing tourism literature – Role of mass media in Tourism Promotion – Measures for the promotion of International Tourism.

Test books

1. Bhatia, A.K., International Tourism Management, Sterling Publishers Pvt. Ltd., New Delhi, 2010 (Reprint).
2. Bhatia, A.K., Tourism Development Principles and Practice, Sterling Publishers Pvt. Ltd., New Delhi, 2013.

Reference books

1. Asif Iqbal Fazili and S.Husain Ashraf: Tourism in India, Sarup & Sons, New Delhi, 2006.
2. Romila Chawla, Tourism in India Perspective and Challenges, New Delhi, Sonali Publications.
3. Swaminathan, A., Tourism, Vijayasabasri Publications, Chennai, 1996.
4. Pran Nath Seth & Sushma Seth Bhat, An Introduction to Travel and Tourism, Sterling publishers, New Delhi, 2003.

SEMESTER V

ILSC - 51: INFORMATION SERVICE

Objectives:

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

UNIT I: Basic Concepts

Concept-Need for information service - Role of information service for R & D and Community Development

UNIT II: Traditional services

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

UNIT III: Documentation services

Documentation services - CAS - SDI - Bibliographic service - Reprography service, etc.

UNIT IV: Information Analysis

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

UNIT V: User studies

Use and User studies. Information Seeking Behavior.

Text Books

1. Iyengar, S. Information Service, New Delhi, Pradeep Publications, 2002.
2. Balakrishnan, S. et al. Information Services in Libraries. Delhi: Pradeep Publications, 2001
3. Sreenivasulu N.S. Intellectual Property Rights, New Delhi: Regal Publications, 2011
4. Sandhya Aggarwal, etal, Library Services: Challenges and Solutions in Digital Era, New Delhi: ESS ESS Publications, 2012
5. Pandey, V.C. Information and Communication Technology, Delhi: ISHA Books, 2004

6. Shiva Sukula, RFID Essentials, Innovations and Beyond, New Delhi: ESS ESS Publications 2011

Reference Books

1. Kabir, S.H. et al. Changing Trends in Library and Information Service, New Delhi
2. Sharma and Grover. Reference service and sources of information. New Delhi: ESS ESS Publications, 1999.
3. Guha, R. Documentation. Bombay: Asia Publishing House, 1999.

ILSC - 52: LIBRARY AND INFORMATION SYSTEM MANAGEMENT

Objectives:

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

UNIT I: Planning of Library and information system

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

UNIT II: Organizational structure

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

UNIT III: Organizational chart

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

UNIT IV: Non-Budgetary Method of Control

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

UNIT V: Evaluation

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

Text Books

1. Balakrishnan, S. et al. Library Management, New Delhi: Pradeep Publishers, 2001.
2. Balakrishnan, S. et al. Management of Library Information services, New Delhi: Pradeep Publishers, 2001.
3. Pandey, S.K. Library Information Management, New Delhi: Anmol Publications, 2000.
4. Panda, B.D. Library Administration and management, New Delhi: Pradeep Publications, 2000.

5. Bavacutty M. and M. Parameshwaran, Management of Libraries in 21 century, ESS ESS Publications, 2000

Reference Books

1. Scammell, Hand book of information Management, Chennai: Allied Publisher, 2001
2. Gallacher, C. Managing. Change in Libraries in and Information services, Chennai: Allied Publishers, 2001
3. Totterdell, Anne, The Library and information works primer, Chennai: Allied Publishers, 2001.

ILSC – 53: DEWEY DECIMAL CLASSIFICATION - PRACTICE

Objectives:

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

Dewey Decimal Classification (19th edition).

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

Text Books

1. Gautam, J.N. and N.singh, DDC Practical Analysis, New Delhi: Ess Ess 2001.
2. Chaudhary, S.K. Dewey Decimal Classification, New Delhi: A.P.H. Publishing Corporation, 2011
3. Singh, Shivendra. The Theory and Practice of the Dewey Decimal Classification System, New Delhi: Isha Books, 2011
4. Sen, B.K. Dewey Decimal Classification Readymade, New Delhi: ESS ESS Publications, 2008

ILSC - 54: DATABASE MANAGEMENT SYSTEM

Objectives:

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

UNIT I: Introduction to Database

Databases - Definition and Types – Characteristics of DBMS

UNIT II: Data Models

Data Models - Hierarchical, Network, Relational

UNIT III: Database Design

Database designing and handling - CDS/ISIS, WINISIS

UNIT IV: Data Backup

Data Backup – Need and Purposes – Backup Devices

UNIT V: Database Maintenance

Database Maintenance – Database Updates

Text Books

1. Lynch, P.J. & Horton. Web Style guide: Basic design Principles for creating website university press, 2003
2. Krishnan, Computer fundamental and window with internet technology- Chennai: The Library Book, suppliers, 2003
3. Jain, Data management system, Chennai: The library book, suppliers, 2003
4. Hoffer, Modern system analysis and design, chennai: The Library book suppliers,2003
5. Godbole, Data communication and Networking, Chennai: The Library books suppliers, 2003

Reference Books

1. Rajesh, R.S. and K.S. Eswarakumar, R.Balasubramanian, computer networks Fundamental application: Vikas, 2002
2. Korenke David, M. Database concept, New Delhi, Prentice hall of India, 2002
3. Nett. Operating system project using windows NT. Delhi : Person Education Pvt.2002
4. Winston, Artificial Intelligence, 3/ed; Delhi: Person Education pvt,2002

ILSC 55 : PUBLIC LIBRARY SYSTEM

Objectives

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

Unit – I: Basic Concepts

Public Library: Definition – Concept – Objectives – Types and functions – Services

Unit – II: Growth and Development

Growth and Development of Public Libraries: History of Public Libraries in India – History of Public Libraries in USA – History of Public Libraries in UK

Unit – III: Public Library Legislation

Public Library Legislation: Model State and Central Library Act (SSR) – Tamil Nadu Public Library Act – Andhra Public Library Act – Karnataka Public Library Act

Unit – IV: Financial and Personnel Management

Financial and Personnel Management of Public Libraries: Sources of Income – Budgeting – Recruitment and Selection – Training – Performance Appraisal

Unit – V: Automation

Automation of public Libraries: Definition – Need for Public Library Automation – Infrastructure for Library Automation – Areas of Automation – Advantages of Automation.

Text Books

1. McClure, Charles R, et al., planning and role setting for public libraries: a manual of options and procedures, Chicago, American Library Association, 1987.
2. Sathikumar, C.S. [1993], Public Library Development in India. In Raman, Nair, R [Ed.], Public Library Development. New Delhi: Ess Ess Publications.

Reference Books

1. Ramaiah, L.S. and others, Information and Society, Ess Ess, New Delhi, 1997.
2. Ramaiah, L.S. and others, Public Library Roles: Networking, Ess Ess Publications, New Delhi, 1998.

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

Objectives:

1. To enable the students to understand the cataloguing of books as per AACR2 using sears list.

Cataloguing of Titles of Books and Periodicals as per AACR2, using Sears list of subject headings.

Text books

1. Sears List of subject Headings, 14th edi. New York: H.Wilson, 1991
2. Anglo American Cataloguing Rules 2nd edi. London: Library Associations, 1978
3. Sharma, C.K. et al, AACR II (Anglo American Cataloguing Rules – II), Shree Publishers, 2000
4. Khan, M.T.M. Anglo American Cataloguing Rules (AACR), New Delhi: Shree Publishers & Distributors, 2005

Semester - VI

ILSC - 61: NATIONAL INFORMATION SYSTEM

Objectives:

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

UNIT I: Basic Concepts

Information systems – Meaning – Definition – Functions – Types – Planning of Information System

UNIT II: Information Centre

Data centers – Referral centers – Clearing House – Information analysis centre – Translation centre – Reprographic centre

UNIT III: Science Information System in India

NISCAIR – DESIDOC – NASSDOC – SENDOC

UNIT IV: Information System in other Countries

BLAISE (British Library Automated Information Services) – OCLC (Online Computer Library Centre) – LC (Library of Congress)

UNIT V: Recent Development in Information System

Recent Development in Information System –

Text books

1. Balakrishnan, S. et al. Modern Library system, New Delhi : Ess Ess Publication 2002.
2. Balakrishnan, S. et al. Information System and Practices of effective library, New Delhi: ESS ESS Publication, 2002
3. Taylor, New Trends in documentation and information system, London: WELSH, 2001
4. Foskett, D.J. National information services in libraries, New Delhi: Pradeep Publication 1998

5. Khanna, J.K. Information system and services Delhi: Sterling Publication, 1995.

Reference Books

1. India, Ministry of Science and Technology NISSAT: Detailed Project Report, New Delhi: DST, 1999
2. Annual Report, New Delhi: INSDOC, 1994.
3. Weisman, H.M. information system and centers New York L Becker and Hayes, 1992
4. Kawatra, P.S. Fundamental of Documentation with special reference to India. New Delhi: Sterling Publication, 1991
5. Tyagi, K.G. NASSDOC - A report, 1990

ILSC - 62: RESEARCH METHODOLOGY

Objectives:

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

Unit – I: Fundamentals of Research

Introduction to Research Methodology: Concept of Classification – Types of Research: Historical Research, Fundamental Research – Action Research, Operational Research, Experimental Research, Librametry – Bibliometric – Scientometric Studies.

Unit – II: Research Problem

Problem Formulation – Definition – Sources of Identification – Factors Influencing – Selection of Problem – Statement of Problem – Design of Research – Definition – Types of Research Design, Observation, Descriptive, Diagnostic, Explanatory, Exploratory, Experimental Formulative, Panel, Survey.

Unit – II: Sampling Technique

Random Sampling, Simple, Stratified Sampling – Systematic Sampling – Non-Random Sampling Methods: Methods of Data Collection – Survey - Documentary Sources – Observations – Interview- Questionnaires.

Unit – IV: Testing of Hypothesis

Formulation – Problems Measurement – Reliability, Validity, Measures of Central Tendency – Measure of Central Distendency – Correlation of Co-Efficient – Others Measures of Contingency – Regression – Scatter – Time Series Analysis and Interpretation – Application of Statistical Packages – SPSS.

Unit – V: Report Writing

Organization of Report, Table Presentation and Proof Reading

Text Books

1. Sadhu, A.N. Research Methodology in social science, Bombay Himalaya publishing House, 1991

2. Wilkinson & Bhadarkar, Methodology and Techniques of social Research, Bombay: Himalaya publishing House, 1991
3. Purohit, H.C. and Ajay Wagh, Research Methodology Tools and Techniques, Shree Publishers & Distributors, New Delhi, 2009
4. Janakiraman, C. Research in Library Science. Delhi, Pacific Books International, 2011
5. Thomas Mann, A Guide to Library Research Methods, New York, Oxford, 1987

Reference Books

1. Iyengar, S. Research Methodology in Library science, New Delhi: McGraw Hill Book, Company, 1998
2. Good and Hatt, Methods in social Research, New Delhi: McGraw Hill Book, Company, 1992
3. Kothari, C.R. Research Methodology: Methods and Techniques, New Delhi: Wiley Eastern Limited, 1985.

ILSC – 63: ACADEMIC LIBRARY SYSTEM

Objectives:

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

Unit – I University and College Libraries

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

Unit II: Collection Development Process

Conventional Electronic Sources: Principles – Steps and Factors – Evaluation of Collection – System for Evaluation

Unit III: Authorities

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

Unit IV: Automation in Academic Libraries

INFLIBNET – University Library Networks in India – SOUL – UGC INFONET

Unit V: Service for Academic Libraries

Open and Distance Education Programme – Public Relation in Academic Libraries

Text Books

1. Iyengar, S. Academic Libraries and Budgetary control, Jaipur: Bookman Associates, 1998
2. Clare Jenkins and Mary Morley, Collection Management In Academic Libraries, Bombay: Jaico Publishing House, 1996.
3. Chadurvedi, D.D. Academic Libraries Development, Delhi : Pradeep Publication, 1993
4. Panda, B.B. The Growth of Academic library System, Delhi: Pradeep Publication, 1992

5. Ajay, K. Srivastav and Sanjiv Saraf, Collection Development in Academic Libraries, New Delhi, Shree Publishers & Distributors, 2006

Reference Books

1. Elizabeth Futas, Collection Development Policies and Procedure, Phoenix, Oryx Press, 1995
2. Marrays Martin, Collection Development and Finance, Chicago: ALA. 1995.
3. American Library of Association Guide to Review of Library collections: Preservation storage and withdrawals, Chicago: ALA.1991.
4. Claire Jenkins and Mary Morkey, Collection Management in Academic Libraries, England: Gower Publication, 1991.

ILSC – 64: COMPUTER NETWORKS

Objectives:

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

UNIT 1: Concept of Networking

Networking Definition and types : Networking Basics – Simple Communication System, Electrical and Optical communication systems

UNIT II: Networks & Technique

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

UNIT III: Network Protocols

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

UNIT IV: Networks Services

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

UNIT V: Networks in India

Networks in India – INFLIBNET – MALIBNET – NICNET – ERNET – DELNET - CALIBNET

Text books

1. Comer, Internet working with TCP/IP VOL.3., Ed.2, Delhi: Pearson Education Singapore pvt Ltd 2002
2. James, E. Goldman Local area networks: A Business Oriented approach, Ed.2 Wiley computer science, 2001
3. Peter King Computer network and data communication, Wiley computer science, 2001
4. Komar, Teach Yourself TCP/IP Networking in 21 days, Chennai TBH publishers, 2000

5. Mark Burgess, Principles of Network and system Administration, New Delhi Wiley Eastern limited 2000.

Reference Books:

1. Comer Internet working with TCP/IP: Vol. I Chennai: TBH publisher, 1994
2. Comer Internet working with TCP/IP: Vol. 2 Chennai: TBH publisher, 1994
3. Comer Internet working with TCP/IP: Vol. 3 Chennai: TBH publisher, 1994
4. Cyganski, Information Technology: Inside and outside, Chennai TBH publisher, 1994

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

Objectives:

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

Green Stone

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

Soul

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

IVEC – 66: VALUE EDUCATION

Objectives

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

Unit – I

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

Unit – II

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

Unit – III

1. Morality and Freedom – Human Freedom and Moral Responsibility
2. God, Religion and Morality

Unit – IV

1. Social Ethics: Value of life and human beings
2. Equality, Fraternity and Liberty

Unit – V

1. Ethical Issues Today: Religious Ethics, Family Ethics
2. Political Ethics – Business Ethics

Text Books

1. Madan, G.R. Indian Social Problems. Allied publishers Pvt Ltd. New Delhi, 1966
2. Sharma, R.N. Principles of Sociology. Educational Publishers, Meerut, 1968
3. Herold Titus. Ethics for Today. Eurasia Publishing House, New Delhi, 1964

Reference Books

1. Bhaskaran G. Social Philosophy (Tamil). Tamil University, Tanjore, 1995
2. William K. Frankena. Ethics. Prentice Hall of India (P) Ltd., Delhi, 1999.

Semester – VII

ILSC – 71: INTERNATIONAL INFORMATION SYSTEM

Objectives:

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

UNIT I: Basic Concepts

Definition – Concept – Need Growth and Function of International information systems

UNIT II: Information System in Science

UNISIST – UNESCO – BIOSIS – ICSU – CAS – INIS

UNIT III: Information system in Applied Science

INSPEC – COMPENDEX – AGRIS – MEDLARS

UNIT IV: Information System in Social Sciences

DEVSIS

UNIT V: Recent Development

Recent trends and Networking of Resources – Development of Consortium

Text Books

1. Balton [W.E], Handbook of special librarianship and information work, ed 4, 1975.
2. Atherton [Pauline], Handbook for information system and service, 1977.
3. DRTC, Current Trends in communication media, Refresher Seminar Vol.14, 1984.

Reference Books

1. Taylo, New Trends in documentation and Information. London: ASLIB, 1978
2. Swithart and Herbyly: Computer system in the Library .Los Angles :Meutte Publisher,1973

ILSC - 72: APPLICATION OF STATISTICAL TOOLS IN RESEARCH

Objectives:

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

UNIT I: Basis of Statistics

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

UNIT II: Central Tendency Vs Dispersion

Measures of Central Tendency:- Requisites of a good average-measures of average: Arithmetic mean, median, mode Geometric mean and Harmonic mean - Measures of dispersion: Characteristics of an ideal measure of dispersion - Standard deviation and coefficient of variation-Lorenz curve and Gini's coefficient of concentration.

UNIT III: Correlation & Regression

Correlation - Methods of studying correlation-Karl Pearson's coefficient of correlation-spearman's Rank Correlation Co-efficient - Simple Linear Regression-Regression equations-Correlation analysis Vs Regression Analysis

UNIT IV: Index & Time Series

Uses and Types- Methods of constructing Index Numbers - Time series: Components of Time series-Methods of measuring trend- measurement of seasonal variation (simple average method only)

UNIT V: Testing of Hypothesis

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

Text Books

1. S.C. Gupta, S.C. "Fundamentals of statistics", 6th edition, Himalaya Publishing House, New Delhi, 2004.
2. Gupta, S.P. "Statistical Methods", Sulthan Chand & Sons., New Delhi.
3. Purohit, H.C. and Ajay Wagh, Research Methodology Tools and Techniques, Shree Publishers & Distributors, New Delhi, 2009

Reference Books

1. Elhance, D.N. "Fundamental of Statistics", Kikab Mahal, New Delhi, 1998.
2. Croxton and Cowder "Applied General Statistics", Prentice of Hall of India, New Delhi, 1973.

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

Objectives:

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

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

Text Book

1. Sardana, J.L. and R.L. Sehgal, Universal Decimal Classification. New Delhi: ESS ESS 2001

ILSC - 74: WINISIS - THEORY AND PRACTICE**Objective:**

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

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

Reference Books

1. Buxton, Andrew and Hopkinson Alan (1994). The CDS / ISIS for windows handbook. Library association (UK) London, p178
2. Neenamegam A (2004). Tutor +: A learning and teaching package on hypertext link commands in WINISIS: Ed. 2 SRELS, Bangalore.

Text Book

1. Saravanan, T (2007): WINISIS for beginners, Rajalakshmi, CMR, Madurai

ILST 75 : INFORMATION USER AND THEIR NEEDS (ELECTIVE)**Objectives:**

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

UNIT- I: Basic Concepts

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

UNIT- III: User Needs

User needs: Its basic concept – Definition and importance for accessing user needs – Aims and objectives – Planning for accessing information needs – Problems of user studies

UNIT- II: Information Seeking Behavior

University and college library user behavior – evolving a theory of user behavior – characteristics having effects of user behavior – patterns of user behavior – users and their influencing factors – Limitations in behavioral research in librarianship.

UNIT-IV: User Interaction

User's interaction with documentary resources and non documentary/electronic resources for their current information needs.

UNIT-V: Evaluation of User Studies

Evaluation of user studies: Important features – failure analysis – Methodology of user evaluation – oriented evaluation – purpose of user evaluation.

Text Books

1. John Luhans, JR. Educating the library user New York; R. R. Bowker Company, 1974.
2. Bristow, The Way to self-help in education, London: Institute of Education Library, 1977.

Reference Book

1. Bumeff and Smith Gek, The College Library, London: Clive Bingley, 1978.

SEMESTER – VIII

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

Objectives:

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

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

Text books

1. Sears list of subject Heading, 14th Ed. New Your: H.W. Wilson, 1991
2. Anglo American Cataloging Rules, 2 Ed. London: Library Association, 1978

ILSC 82: INFORMETRICS

Objectives:

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

Unit –I: Basic Concepts

Evolution of the concept of Bibliometrics, Librametrics, Scientometrics and Informetrics

Unit –II: Theory and Laws

Theory and Laws - Zipf's law, Lotka's Law, Bradford's Law. Price Theory and Circulation theory.

Unit – III: Quantitative and Qualitative Techniques

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

Unit –IV: Citation studies

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

Unit – V: Tools and Techniques

Application of Quantitative and Qualitative tools and techniques in LIS Research

Text Books

1. Rao, Ravichandra: Quantitative Methods in Library and Information Science. Delhi: Wiley Eastern, 1983, p20
2. Garfield, E: Citation indexing, New York, Inter-Wiley, 1979

Reference Books

1. Braun, T: Scientometric indicators, Singapore, World Scientific Publication, 1985
2. Hjerppe, R: An outline of bibliometrics and citation analysis, Stockholm: Royal Institute of Technology Library, 1978

ILSC – 83: DATABASE CREATION AND DESIGN (Practice)

Objectives

To study the creation and design of database

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

Text Book

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

ILSC 84 : CORPORATE LIBRARIES

Objectives:

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

Unit – I: Policies

Natural Science, Technology and Industrial Policy with special reference to India; Role of information in industrial and corporate development

Unit – II: Nature and needs of Industrial Users

Information needs of industry, Types of information services for industry

Unit III: Nature and needs of Corporate Users

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

Unit IV: Global and National Industrial Information Systems and Services

Role of UNIDO, national level organizations

Unit V: Intellectual Property Rights

Intellectual Property issues; Patents as a source of Industrial Information; Information systems for patents

Text Books

1. Backwell, K G B. Industrial Libraries throughout the world. Oxford: Pergamon Press, 1969. (International series of monographs in LIS ed. By Chandler)
2. Bhattacharya, G and Gopinath M A., eds. DRTC Annual Seminar. 18: Principles producers and products. Bangalore. DRTC Feb. 23 – 27. 1981
3. Guha, B. Documentation in information services, Techniques and systems. 2nd ed. Calcutta: The World Press, 1983
4. Harris Katharine G and Jackson Eugene B eds. Library service to industry. 14 (3), 1966. pp. 223 – 362
5. Kumar H. Management information systems. New Delhi. Ashish 1989

Reference Books

1. Mukherjee S and Mukherjee I. International transfer of technology. New Delhi: Mittal 1989
2. Neelameghan A. ed. DRTC Seminar on information service for business and industry. Dec. 2 – 7 1974
3. Rogers, Evert M. Diffusion of innovations. New York. Tefee Press of Gleence, 1962
4. Saunders, W.L. ed. British librarianship today. Loday Library Association 1976

SEMESTER – IX

ILSC – 91: MARKETING OF INFORMATION

Objectives:

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

UNIT I : Information Industry

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

UNIT II : Marketing Concepts

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

UNIT III : Marketing Techniques

The Market Mix – Market segmentation and its variable; Targeting and its Importance

UNIT IV : Market Research

Define the problem – Objectives – Identify resource of information – Collect Secondary data – Design Research Instrument – Construct sample of population – Collect primary data – Analysis of data – Presentation of findings.

UNIT V : Marketing Plan

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

Text Books

1. Weihgand, Customer service excellence: A concise guide for Librarians Chennai: Allied Publishers, 2002

2. Saez, E.E. Marketing Concepts for libraries and information services, Chennai Allied Publications, 1997

Reference Books

1. Pugh. Change management in information services, Chennai: Allied Publishers, 2000
2. Helen Coote, How to Market your Library Services Effectively: Aslin Publication, 1998
3. Maxine Melling and Joyce Little, Building a successful Customer-service culture: A guide for Library and Information Managers, Chennai: Allied Publishing, 2002.

ILSC 92 : KNOWLEDGE MANAGEMENT

Objectives:

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

Unit –I: Basic Concepts

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

Unit-II: Knowledge Creation and Capturing

Knowledge creation model – Capturing tacit knowledge

Unit –III: Knowledge Codification and Organization

Knowledge base – knowledge mapping, decision trees, decision tables, frames etc.

Unit – IV: Tools and Techniques of Knowledge Management

Neural network – Data Mining – Knowledge management

Unit –V: Application of Knowledge Management

Case Studies

Text Books

1. Arthur, W. B. "Increasing Returns and the New World of Business." Harvard Business Review, July-August 1996, 74(4), pp. 100-109.
2. Bikowitz, W. R.. Knowledge Management. Delhi: PHI, 2000.
3. Davenport, T.H. "Think Tank: The Future of Knowledge Management," CIO, December 15, 1995a.
4. Due, R.T. "The Knowledge Economy," Information Systems Management, 12(3), Summer 1995, pp. 76-78.

5. Garvin, D.A. "Building a Learning Organization," *Business Credit*, 96(1), January 1994, pp. 19-28.
6. Harari, O. "The Brain-based Organization," *Management Review*, 83(6), 1994, pp.57-60.

Reference Books

1. Hildebrand, C. "Information Mapping: Guiding Principles," *CIO*, 8(18), July 1995, pp. 60-64.
2. Manville, B. & Foote, N. "Harvest your Workers' Knowledge," *Datamation*, July 1996, v42 n13, pp. 78-80.
3. Nonaka, I. "The Dynamic Theory of Organizational Knowledge Creation," *Organization Science*, 5(1), February 1994, pp. 14-37.
4. Strapko, W. "Knowledge Management," *Software Magazine*, 10(13), 1990, pp. 63-66.

ILSC – 93: Introduction to Information Technology Infrastructure in Libraries

Objectives

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

UNIT-I : Collection Infrastructure

Acquire, Create, Convert, Access.

UNIT-II : Access Infrastructure

Search Browse, Portals

UNIT-III : Digital Resources Organization

Standard - Protocols, Access Control

UNIT-IV : Hardware and software Infrastructure

Servers, Input-output Devices

UNIT-V : Network Infrastructure

Ring Type – Line Type – Star Type – Tree Type – Bus Type

Text Books

1. Krishna Kumar and Sashu Patel, *Libraries and Librarianship in India*, New Delhi VIVA Books, 2001
2. Devarajan, G. et al. *Resource Development in academic Libraries*, New Delhi: ESS ESS Publication, 2000
3. Raman Nair, R. *Sustainable University Library Development*, New Delhi: Ess Ess Publication 2000
4. Usha Devi, S.P. *University and college Libraries* New Delhi: Ess Ess Publication 1999
5. Mahapatra, P.K. *Collection Management in Libraries and Budgetary Control*, Jaipur Bookman Associates, 1998

6. Iyengar, S. Academic Libraries and Budgetary control, Jaipur : Bookman Associates, 1998
7. Clare Jenkins and Mary Morley, Collection Management In Academic Libraries, Bombay: Jaico Publishing House, 1996.
8. Chadurvedi, D.D. Academic Libraries Development , Delhi : Pradeep Publication, 1993
9. Panda, B.D. History of Library Development, Delhi Pradeep Publication, 1992
10. Panda, B.D. The Growth of Academic library System, Delhi Pradeep Publication, 1992.
11. Jain, V.K. Information Technology, New Dew Delhi: Atlantic Publishers, 2009
12. Mishra, P.N. Data Storage and Information System in libraries, New Delhi, Alfa Publications, 2010

Reference Books

1. Elizabeth Futas, Collection Development Policies and Procedure, Phoenix, Oryx Press, 1995
2. Marrays Martin, Collection Development and Finance, Chicago:ALA. 1995.
3. American Library of Association Guide to Review of Library collections: Preservation storage and withdrawals, Chicago: ALA.1991.
4. Claire Jenkins and Mary Morkey, Collection Management in Academic Libraries, England: Gower Publication, 1991.
5. Rajagopalan, T.S. Years work in Indian Librarianship 1987, Delhi: Indian Library Association, 1988
6. Rennie Mcelroy, A. College Librarianhip: The Objectives and the practice, London: Library Association Publication, 1984

ILSC 94 : E-RESOURCES AND E-PUBLISHING

Objectives

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

To evaluate and use of e-resources for academic and research information.

Unit – I: Basic Concepts

E-Resources – Definition, Concept and Types

Unit – II: E-Resources and Services

E-Books – E-Journals – Indest and Infonet; Bulletin Board, Hyper media and Multi-Media.
Evaluation of E-resources

Unit – III: Role of Internet

Role of Internet in Information Transfer

Unit – IV: Database Support Service

Database Support Service – Types, with reference to INSPEC (COMPENDEX), EiTech, Scopus

Unit – V: E-Publishing

Definition – Concept – Process – Types – Models – Advantages and Disadvantages

Text Books

1. Atwood, R. The net grows. Internet world, 10, Sept. 1996. pp. 30 – 32.
2. Benedikt, M. ed. Cyberspace: First steps. Cambridge, MA. MIT Press, 1991.
3. Berners-Lee T. Weaving the Web. London: Orion business books. 1999.
4. Burnett, Robert and Marshall P David. Web theory: An introduction. London: Routledge, 2003
5. Cheung. A home on the web: Presentations of self on personal homepages. (In: Guantlett, D: Web studies : Rewiring media studies for the digital age. London: Arnold 2000)

Reference Books

1. Gilder, G. Life after television, New York: WW Norton, 1994.
2. Herman and Swiss T, eds. The World Wide Web and contemporary cultural theory. New York. Routledge, 2000
3. Jones S G. ed. Virtual culture: Identity and communication in cyber society. London. Sage publications, 1997
4. Yahoo! The history of yahoo! How it all started. Online at <http://docs.yahoo.com/info/misc/history.html>.

ISSC – 96: SOFT SKILLS

Objectives

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

UNIT I: Communication and Writing Skills

Methods of Communication – Effective speaking – Conversational dialogue – Body language – Written communication

UNIT II: Research and Analytical Skills

Collecting references – Quoting reference – Bibliography – Analysis of large data.

UNIT III: Organization Skills

Modern office – Functions – Office Procedures – Handling of Mail – Filing and Indexing.

UNIT IV: Computational Skills

Use of Computers – Operating System (Windows 98, 2000, XP)

UNIT V: IT Skills

Microsoft – Word - Excel – Power point - Internet – Use of Web Access.

Text Books

1. Rao, V.K. Hand Book for Modern Methods of Teaching, Delhi: Rajat Publications, 1999.
2. Stanton, Nicky, Mastering Communication, New Delhi: Macmillan Co., 1996.

Reference Books

1. Mamona, C.B., Personal Management, Delhi: Himalaya Publishing House, 2000.
2. Kaul, Effective Business Communications, New Delhi: Prentice Hall, 2002.
3. Robinson, Hetrakanti & Shintre, Communications competence in Business English, Hyderabad: Orient Longman, 2001.
4. Sarma K.V.S., Statistics Made Simple Do it yourself on PC, New Delhi: Prentice Hall, 2002.
5. Dental Horvey, M., Dental Paul & Neto, TR., Complete Internet and World Wide Web Programming Training Course, New Delhi: Prentice Hall, 2002.

SEMESTER – X

ILSC - 101: INTRODUCTION TO WEB DESIGNING AND WEB HOSTING

Objectives:

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

UNIT-1: Basic Concepts

Web Designing – Concepts – Definition and Need

UNIT-II: Web Designing Tools

MS front page – Dreamweaver – Merits and Demerits

UNIT-III: HTML

Definition, Sample Codes

UNIT-IV: Library Services through Web

E-resources features – Access features – Download features – Data format – Merits and Demerits

UNIT-V: WEB OPAC

Menu features – Link to sources – Link features – Sub link features – Access features

Text Book

1. Venugopal, M.V. and G.N. MURTHY, Vistas in Library information. System and Networks - New Delhi: Ess Ess Publication. 2001

Reference Books

1. Powell, A. Thomas, Web Design: The Complete Reference, New Delhi: Tata McGraw Hill, 2000.

2. John, McCoy. Mastering Web Design : McMillan publishers, 1996

ILSC - 102: DIGITAL LIBRARIES

Objectives:

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

UNIT I: Basic Concepts

Digital Library: Definitions – Fundamentals – Characteristics – Nature of Digital Collections

UNIT II: Design and Organization

Design and Organization of Digital Libraries: Architecture – Protocols – Metadata – Standards – User Interfaces

UNIT III: Digital Resource Management

Access to use of Digital Libraries – Storage – Archiving and Digital Preservation

UNIT IV: Open Source Initiatives

Open Archive Initiative (OAI) – Open Source Software's: GSDL – D space – E print

UNIT V: Institutional Repositories

Definition – Planning for Digitization – Digital Source Services – Digital Initiatives in India

Text Books

1. Upadhya, J.L. Information Retrieval and digital Libraries, New Delhi: Shree Publishers, 2004
2. Tiwari, Aravind. Evaluation of Electronic Libraries, New Delhi, A.P.H. Publishers, 2011
3. Upadhyay, Rashmi. Digital Library Management, New Delhi, Alfa Publications, 2011
4. Tiwari, Purushotham Digital Library, New Delhi: A.P.H Publishing Corporation, 2011
5. Jeevan, V.K.J. E-Resources and Digital Services, New Delhi: ESS ESS Publications, 2011
6. Nair, Raman. Computer Application to Library and Information Services, New Delhi: ESS ESS Publications, 1992

Reference Books

1. Lansastes, F.W. Information Retrieval Online, 1973
2. Arladi, Susan. Introduction to computer in information science, 1972
3. Bisco, R.L. Database, Computer and social science, 1979

ILSC 103 : TECHNICAL WRITING

Objectives:

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

Unit I: Basic Concepts

Communication Process – Characteristic, Features of Technical Writing – Reader, Writer Relationship

Unit II: Components

Language as a Medium for Communication of thought – Readability and Text – Aberrations in Technical writing

Unit III: Organization of Data

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

Unit IV: Repackaging of information

Preparation of review article – Trend report - progress reports

Unit V: Editorial process

Editorial tools, use of style manuals and proof reading

Text Books

1. Bhattacharyya, G. Project on study of subjects (Library Science with slant to Documentation, V. 12; 1975; Paper G; p65-79
2. Forsyth, Patrick. How to be better at writing reports and proposals. London, The Industry Society. 1998. p15-73
3. Khanna, J.K. Communicating knowledge. V-1- gateway to knowledge. Kurukshetra, Research Publication. 1997 p.84-139

Reference Books

1. Kumar, Krishna. Reference service. New Delhi, Vikas Publishing pvt Ltd. 1993 p.320-338
2. Neelameghan, A. Presentation of ideas in technical writing. New Delhi, Vikas Publishing house pvt Ltd. 1975 p.189
3. Weismann, Hermann M. Basic technical writing. 4th ed. Columbus, Charles E. Merrill Publishing Co. 1980 p. 215-238

ILSC 104 : Project and Viva-voce