

# **MANONMANIAM SUNDARANAR UNIVERSITY**

Accredited with 'A+' Grade (CGPA: 3.46 Out of 4.0) by NAAC (4<sup>th</sup> Cycle)

Tirunelveli– 627 012, Tamilnadu, India

## **CENTRE FOR DISTANCE AND ONLINE EDUCATION**



## **PROGRAMME PROJECT REPORT**

**B.L.I.Sc**

**REGULATIONS AND SYLLABUS**  
**[From the academic year 2026-2027 onwards]**

**Credit Based System**

**PROGRAMME PROJECT REPORT**  
**Bachelor of Library and Information Science**  
*Credit Based System (CBS)*

**Programme Mission and Objectives**

- ❖ To create awareness about the evolution of the knowledge society and its role in social and economic development.
- ❖ To develop understanding of knowledge organization, information processing, and management techniques.
- ❖ To provide professional skills in Library and Information Science for effective information and knowledge management.
- ❖ To train students in modern IT applications, digital libraries, networks, and communication systems.
- ❖ To enhance skills in information gathering, organization, retrieval, dissemination, and marketing.
- ❖ To create awareness of various information sources and user-oriented library services.
- ❖ To provide knowledge of research methods and activities of research organizations.
- ❖ To equip students with advanced information management techniques and contemporary library practices.
- ❖ To promote professionalism and prepare students to work effectively in the modern “Information Age.”
- ❖ To support rural students through special coaching and academic assistance programs.

**Relevance of the Programme with HEI’s Mission and Goals – Manonmaniam Sundaranar University**

The B.Lib.I.Sc. programme aligns with the vision of Manonmaniam Sundaranar University by promoting excellence in education, research, learning, and professional development in Library and Information Science.

The programme supports the University’s mission of providing quality higher education and developing intellectually competent professionals equipped with modern information management and technological skills. It also contributes to social, educational, and economic development through knowledge dissemination and lifelong learning.

**Nature of Prospective Target Group of Learners**

Candidates who have completed any undergraduate degree from a recognized university are eligible for admission to the B.L.I.Sc. programme. The programme is suitable

for graduates seeking careers in libraries, information centers, knowledge management, and related information services.

### **Appropriateness of the Programme in Open and Distance Learning Mode**

The B.L.I.Sc. programme offered by Manonmaniam Sundaranar University through Open and Distance Learning (ODL) mode helps learners acquire professional skills in Library and Information Science.

#### **The programme:**

- Develops understanding of library laws, information systems, and knowledge organization.
- Trains students in information dissemination and user-oriented services.
- Provides knowledge in planning, analysis, and management of libraries and information centers.
- Enhances competency in IT applications, digital resources, networks, and communication systems.
- Prepares learners for professional work in the modern information and knowledge society.

**Manonmaniam Sundaranar University**  
**Library and Information Science - Syllabus**  
**B.Lib.I.Sc – Bachelor of Library and Information Science**

Course	Course Code	Name of the Course	Hrs/Week	Credits	Marks				
					Maximum			Passing Minimum	
					Int.	Ext.	Tot.	Ext.	Total
<b>Semester - I</b>									
Core 1		Foundation of Library and Information Science	4	4	25	75	100	38	50
Core II		Information Sources and Services	4	4	25	75	100	38	50
Core III		Knowledge Organisation -I (Classification Theory)	4	4	25	75	100	38	50
Core IV		Basics of Information Technology in LIS	4	4	25	75	100	38	50
Core Practical		Knowledge Organisation -I (Classification Practical)	4	2	25	75	100	38	50
Elective I		Optional Paper : Library Automation and Networking (or) Document Processing and organization (Swayam Portal)	2	3	25	75	100	38	50
		<b>Total</b>	<b>22</b>	<b>21</b>					
<b>Semester - II</b>									
Core 1		Management of Library & Information Centers	4	4	25	75	100	38	50
Core II		Types of Libraries	4	4	25	75	100	38	50
Core III		Knowledge Organisation -II (Cataloguing Theory)	4	4	25	75	100	38	50
Core IV		Knowledge Organisation -II (Cataloguing Practice)	4	2	25	75	100	38	50
Core Practical		Internship Programme (21 days)	4	4	25	75	100	38	50
Elective I		Optional Paper : Technical Communication, Community Information Systems (or) Library Automation and Digitization (Swayam Portal)	2	3	25	75	100	38	50
		<b>Total</b>	<b>22</b>	<b>21</b>					

**Preamble:** The Department of Library and Information Science, Manonmaniam Sundaranar University of Tamil Nadu, offers One year course, Bachelor of Library and Information Science (B.Lib.I.Sc). This programme prepares the student with professional competencies, opportunities in wide spectrum of jobs in libraries, archives, publishing firms, the corporate sector, and firms associated with information products and services.

### **Objectives of the Programme:**

The curriculum covers different aspects of nascent Library and Information environments in which students will eventually work.

The courses covered in this program include interdisciplinary approach of knowledge and information.

This program helps the students to gain competencies that will allow graduates to begin successful careers in libraries and information environments.

This program will make students understand the use of information and communication technologies including social aspects of information in providing information resources and services.

The graduates of this program will demonstrate knowledge of setting up a library or information centre.

Students will have the competencies in planning and implementing information services.

The graduates of this course will have the capability for community and interdisciplinary collaboration, which is very much required for library and information science.

The students will demonstrate the values and ethics of library and information science profession.

### **Eligibility for Admission to the Programme**

#### **i) Qualification for Admission**

Candidates who have passed any Bachelor's Degree examination from a recognized university under 10+2+3 system and who have secured at least 50% marks in aggregate.

#### **ii) Entrance Examination**

Candidates seeking admission to the program shall be required to appear for a 2 hours written examination conducted by the university. The written examination for 100 marks shall consist of multiple choice objective type questions to test mental ability, aptitude and general knowledge of the candidate. It will also have questions from current topics of general interest, books, authors, libraries, information resources, reading habits and other related areas.

**iii) Selection for Admission**

The selection of candidates shall be made on the basis of the marks scored in the entrance examination.

**iv) Intake**

The total number of Candidates to be admitted to the programme would be 30 (Thirty) only.

**v) Admission**

All admissions shall be made provisionally and any candidate on scrutiny, if not found eligible shall be asked to leave the course. Normally admission process shall be over before the first Monday of July when classes will start or as per the schedule announced by the university from time to time.

**Semester I**  
**Paper I - Core**

**Paper Code**

**Title of the Paper: Foundations of Library and Information Science**

**Preamble:** This course makes possible an understanding about Library – Library legislation - Professional Associations - Knowledge Society - Theories and Models of Communication.

**Unit 1: Introduction to Library**

Library & Society: Role of Libraries in Socio-economic cultural and Educational development; Information Institutions of Different kinds: Libraries, Archives, Documentation Centres, Information Analysis Centres, Museums and their respective roles and functions; Five Laws of Library Science and their Implications. (14L)

**Unit 2: Library legislation**

Library legislation: need and essential features' Library legislation in India; Model Public Library Act and its features; Press and Registration Act; Delivery of Books and Newspapers (Public Libraries) Act; Copyright Act (11L)

**Unit 3: Documentation and Information Centres**

Library and Information Profession: ethics and standards; Professional Associations: National and International; Information and Documentation Organizations: Role of UNESCO, DESIDOC, NASSDOC, RRRLF, UGC. (12L)

**Unit 4: Library and Society**

Characteristics and attributes of Information / Knowledge Society; Legal and Ethical Issues; Information and Knowledge as Economic Resources; Economics of Information; The digital divide; National Information Policy, National Information Infrastructure. (13L)

**Unit 5: Communication Channels**

Types of Communication; Theories and Models of Communication; Channels – formal and informal; Information Transfer Cycle; Barriers to Communication Categories of users; information use contexts; Information seeking behaviour; Theories of Information behaviour: ASK hypotheses; Contributions of Belkin, Wilson, Peter Ingwersen. (10L)

**References:**

Isaac. K. A (2014) Library Legislation in India: A Critical and Comparative Study of State Library Acts

Mai, J. E. (2016). Looking for information: A survey of research on information seeking, needs, and behavior. Emerald Publishing.

Narendra Dodiya (2015) Laws, Legislation, Education and Associations (10 Pillars of Library & Information Science)

Ranganathan, S.R. (2016) The Five Laws of Library Science: EssEss Publication

Venkatappaiah V. (2015) Indian Library Legislation : State Library Bills & Acts

## Paper II - Core

### Paper Code:

### Title of the Paper: Information Sources and Services

**Preamble:** This course makes possible to know about Reference - Information Service - Sources - Bibliography - Abstracting and Indexing Services

#### **Unit-1: Reference Service:**

Definition, need, scope. Reference service in public libraries, special libraries and academic libraries. Types of reference service – Orientation of a freshman, Ready Reference Service and Long Range Reference Service. Reference Process. Information Kiosks. (14L)

#### **Unit-2: Information Services:**

Definition, need, scope. Reference service vis-à-vis Information Service. Methods of dissemination of information – Current Awareness Service. SDI. Referral. Kinds Of Reference And Information Sources; Information Sources – Documentary & Non-Documentary, Primary, Secondary and Tertiary Sources. Evaluation of reference sources. Searching Information from different Reference Tools / Sources -- Strategies. (11L)

#### **Unit-3: Reference Sources:**

Dictionaries, Encyclopedias, Almanacs, Year Books, Directories, Handbooks, Manuals, News-Summaries, Concordances, Biographical, Geographical Information Sources, Electronic Resources (12L)

#### **Unit-4: Bibliography:**

Meaning, scope, functions. Kinds: Enumerative / Systematic, Analytical, Historical, Textual, and Descriptive. Types: Retrospective and Current. General, Special, National (INB and BNB), Trade, subject. Preparation of bibliographies. Documentation list. Bibliographic Control -- Meaning, purpose, UBC and UAP. (13L)

#### **Unit-5: Abstracting Services:**

Abstract : Meaning, use. Types: Indicative and informative. Parts of an Abstract. Abstracting Services / Products. – Examples from different subjects. Indexing Services Index : Meaning, use. Indexing Services / Products – Examples from Different Subjects – Citation Indexes. Citation of Documents – Purpose. (10L)

#### **References:**

Mai, J. E. (2016). Looking for information: A survey of research on information seeking, needs, and behavior. Emerald Publishing.

Osborne, Larry N. and Nakamura, Margaret. System analysis for librarians and information professionals. 2nd ed. Engewook: Libraries unlimited, 2014.

Satyanarayana, N R (2012) Ranganathanism and Knowledge Society: Relevance of Dr. S.R. Ranganathan in the Present Day Knowledge Society

## Paper III – Core

### Paper Code:

### Title of the Paper: Knowledge Organisation I – (Classification Theory)

**Preamble:** This course makes possible to understanding about – Library Classification – Schemes – Theory – Facet Sequences and Notation.

#### Unit-1: Library Classification

Meaning, Need and purpose of classification.- Normative Principles Five Laws of Library Science – Implications. Formation, Structure and Development of Subjects: (14L)

#### Unit-2: Species of Classification Schemes :

Enumerative Classification: Almost enumerative Classification: Almost Faceted Classification - Rigidly Faceted Classification - Freely Faceted Classification - Brief study of major schemes viz: Decimal Classification - Universal Decimal Classification - Library of Congress Classification - and Colon Classification (11L)

#### Unit-3: General Theory of Classification.

Ranganathan's contribution. Main Class – Canonical Class and Basic Class. Five Fundamental Categories : PMEST. Isolate -- Auxiliary Schedules. Facet Analysis -- Postulates pertaining to Fundamental Categories. Phase Analysis – Phase, Intra-facet & Intra-array relations. (12L)

#### Unit-4: Principles of Facet Sequence

Wall-Picture Principle, Whole-Organ Principle, Cow-Calf Principle, Act and Action – Actor – Tool Principle. Principles of Helpful Sequence -Different devices - Chronological Devices - Telescoping of array (13L)

#### Unit-5: Notation

Definition, Development, Types, Structure, Quality and functions. Canons for Classification Idea plane - Canons for characteristics; Canons for succession of characteristics; Canons of Array; Canons - Call Number -- Class Number, Book Number – Types of Book Numbers, Collection Number. Trends in Library Classification (10L)

#### References:

Gopinath, M.A ,Ranganathan S R. Prolegomena to Library Classification EssEss Publication

Ranganathan, S R. Colon Classification Basic Classification - Ranganathan Series in Library Science 4: Madras Library Association Publication 26.

Ranganathan, S R. Philosophy of Library Classification.EssEss Publication

Ranganathan, S R Classification and Communication EssEss Publication

Ranganathan, S R Elements of Library Classification South Asia Books

## **Paper IV - Core**

### **Paper Code:**

### **Title of the Paper: Basics of Information Technology in Library and Information Science**

**Preamble:** This course makes gain knowledge about Introduction to Computers - Library Automation - Database Management Systems - Web Interface and Introduction to Internet

#### **UNIT – I: Introduction to Computers**

Computers: Generations, Types, Input and Output Devices, Computer Architecture - Data Representation and Storage Introduction to System Software and Application Software - Window XP, Vista, Windows NT, Linux, etc. Word Processing, Spreadsheets, PowerPoint Presentation - Graphics Software: Basic Functions and Potential Uses - Communication Software (14L)

#### **UNIT – II: Library Automation**

Library Automation: Planning and Implementation In-house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC, etc. Bibliographic Standards: CCF and MARC 21 Introduction to Metadata: Types of Metadata Dublin Core Library Software Packages: Overview and House Keeping Operations Case Studies:, Alice for Windows and SOUL (11L)

#### **UNIT – III: Database Management Systems**

Database: Concepts and Components Database Structures, File Organization and Physical Design Database Management System: Basic Functions, Potential Uses (12L)

#### **UNIT – IV: Web Interface**

Introduction to Web Interface: Introduction to Web Servers: Apache Server and Internet Information Server Web Interface Software: (13L)

#### **UNIT – V: Introduction to Internet**

Basics of Internet -Search Engines and Meta Search Engines -Internet Search Techniques E-resources and Online Databases (10L)

#### **References:**

HARAVU (L J).(2016) Library automation design, principles and practice. 2004. Allied Publishers, New Delhi.

INFLIBNET.Software for university libraries user manual. 2003. INFLIBNET, Ahmedabad.

Suseela V J. Uma V (2017). Data Management for Libraries: Understanding DBMS, Rdbms, Technologies & Tools Hardcover

Paul DuBois (2016). MySQL (Developer's Library)

## Paper V – Core

### Paper Code:

### Title of the Paper: Knowledge Organisation I – (Classification Practical)

**Preamble:** This course makes possible an understanding of Colon Classification, Classification of Documents with Basic Subjects, Compound Subjects. Know about Dewey Decimal Classification

#### UNIT – I: Classification Schemes

Features of Library Classification Schemes; Salient Features of DDC and CC. (14L)

#### UNIT – II: Colon Classification (Ed. 6)

Introduction, Structure and Organisation - Steps in Classification

Classification of Documents with Basic Subjects

Classification of Documents with Compound Subjects (11L)

#### UNIT – III: Colon Classification (Ed. 6)

Use of Common Isolates, Phase Relations and Devices

Classification of Documents with Compound and Complex Subjects (12L)

#### UNIT – IV: Dewey Decimal Classification (Latest Edition)

Introduction, Structure and Organisation- Steps in Classification

Classification of Documents using Table 1 and 2

Use of Relative Index (13L)

#### UNIT – V: Dewey Decimal Classification (Latest Edition)

Classification of Documents using Tables 3 to 7

#### References:

Gopinath, M.A ,Ranganathan S R. Prolegomena to Library Classification EssEss Publication

Ranganathan, S R(2007)Colon Classification: The Basic Classification (Ranganathan Series in Library Science) EssEss Publication

Satiya, M P(2012) Exercises in the 23rd Edition of the Dewey Decimal Classification. EssEss Publications

Sharma, C K (2016). Practical Handbook of Dewey Decimal Classification Atlantic Publisher

## Elective

### Paper Code:

### Title of the Paper: Library Automation and Networking

**Preamble:** This course makes possible to gain knowledge regarding Library Automation – Planning – Networking - Internet: Concept, Features, Services - Hypertext, Hyper media

#### **Unit-1: Library Automation:**

Definition, need, purpose and advantages. Automation Vs Mechanization.- Areas of Automation – Acquisition, Cataloguing, Access to Catalogue (OPAC), Circulation and Serial Control. (8L)

#### **Unit-2: Planning for Automation Procedure:**

Steps in Automation: Developing a basic Technology Plan. Identifying goals and objectives, Describing existing library services and technology, Feasibility Study, Assessing needs and priorities, Preparing strategic Plan, Hardware and Software selection and Implementation. Barcode Technology: Meaning, need, purpose and advantages. Types of barcodes : Dumb / Generic barcode and smart barcode – their application of RFID (9L)

#### **Unit-3: Networking and Networks:**

Networking: Concept, need and advantages. Basic components of network Network Topologies – Star, Ring, Bus, Hierarchical, Tree and Complete. Wireless Networking. Types of Networks – LAN, MAN, WAN. Networks: General and Bibliographic. General – ERNET, NICNET, INFONET. Library Networks: OCLC, INFLIBNET, DELNET : Their objectives, Functions, Services and Activities. (10L)

#### **Unit-4: Internet: Concept, Features, Services.**

Search Engines – Concept. Types – Search Engines and Meta Search Engines, Advantages in using Search Engines. Internet: Internet Searching. Web Browsers – Purpose, Functions, Facilities available with different Browsers. Sample Search by using Internet Explorer and Netscape. Internet Security Internet Reference Sources: Identification, accessing. Various sources useful for librarians in providing Reference Services with examples. Evaluation of Internet Information Sources – Need, Methods / Techniques. Protocols: Definition, Concept. Types – General - TCP / IP, OSI. Other Protocols: SMTP, Telnet, FTP, HTTP, Z39.50. (10L)

#### **Unit-5: Hypertext, Hyper media.**

Markup Languages – HTML, XML, – Features. Web: Concept, Usefulness. Content Development / Content Creation for Web. Web Design – Methods (8L)

#### **References:**

C. Xavier. World Wide Web Design with HTML. New Delhi : TMH, 2014.

Dilip C. Naik. Internet Standards and Protocols. New Delhi : PHI, 2015.

G. G. Chowdhury and Sudatta Chowdhury. Information Sources and Searching on the World Wide Web. London : Facet Publishing, 2016.

Jesus Tramullas and Piedad Garrido (2015). Library Automation and OPAC 2.0: Information Access and Services in the 2.0 Landscape

Lakshmikant Mishra (2018) Automation and Networking of Libraries: A Manual of Library Management Software and Applications of Computer Technology in Libraries

## **Elective (Swayam Portal)**

**Paper Code:**

**Paper Name: Document Processing and Organisation**

**Preamble:** This course makes possible to gain knowledge regarding Classification – DDC - Cataloguing Documents using AACR-2 - Information Sources - Information Services

Block 1: Classification

Unit 1: Basics of Classification

Unit 2: Classifying Documents using DDC

Block 2: Cataloguing

Unit 3: Basics of Cataloguing

Unit4: Cataloguing Documents using AACR-2

Block 3: Filing and Shelving

Unit 5: Filing Rules

Unit 6: Shelving

Course- 3 Information Sources and Library Services (BLII-013)

Block 1: Information Sources and their use

Unit1: Categories of Information sources

Unit 2: Types of Information Sources

Block 2: Library Services

Unit 3: Circulation Services

Unit 4: Reference Service

Unit5: Awareness Services

Unit 6: User Orientation

## SEMESTER II

### Paper I

**Paper Code:**

**Title of the Paper:: Management of Library and Information Centers**

**Preamble:** This course makes possible to expand knowledge regarding Management - Human Resource, Financial, and Materials Management - Planning and planning strategies

**Unit 1: Management:**

Concept, Definition and scope Schools of Management - Thought Systems Analysis and Design  
(14L)

**Unit 2: Human Resource Management:**

Organisation models job description and job analysis selection, recruitment training development  
Leadership Team building Motivation. (11L)

**Unit 3: Financial Management:**

Planning and Control Resource generation- Budget and Budgeting Budgetary control techniques  
Cost Benefit, Cost Effective analysis and accounting. (12L)

**Unit 4: Materials Management:**

Collection development and evaluation Policy, Issues relating to selection acquisition; Library  
routines, Circulation, Preservation and conservation (13L)

**Unit 5: Planning and planning strategies:**

Concept definition need and steps in planning MBO Planning techniques Decision making.(10L)

(Total –60L)

**References:**

Chuanfu Chen and Ronald Larsen (2014). Library and Information Sciences: Trends and Research. Springer

Mittal (RL): Library Administration : Theory and practice. Latest ed.

NarendraDodiya and NeeleshMalviya (2015).Management (10 Pillars of Library & Information Science).

Ranganathan, S R (2016).Library Administration (Ranganathan Series in Library Science).EssEss Publications

Ranganathan, S R Library Manual 2008.EssEss Publications

Vincent KwamiAfenyo and Samuel N B Tackie (2015). Total Quality Management in an Academic Library Paperback . Lambert Publication

## Paper II

### Paper Code:

### Title of the Paper: Types of Library Systems

**Preamble:** This course makes possible to expand information regarding Public Library – Services - Academic Libraries - Special Library and ICT Infrastructure

#### **Unit 1: Public Library: Functions and Services**

Role of Public Libraries: Public Library as Knowledge Centers; Changing Dimensions of Public Library Services; Public Library Management; Organizational Structure of Public Library system; Role of UNESCO, IFLA, RRRLF, NKC, NLM, IPLM. Information / Intellectual Resources; Physical Resources including ICT Infrastructure; Human & Financial Resources; Resource Mobilization in Public Library; Library Legislation in India. (14L)

#### **Unit 2: Public Library Services**

Public Library as community information centre; Web-Based Public Library Services - Trends and Development ICT Application in Public Libraries; Resource Sharing and Networking (11L)

#### **Unit 3: Academic Libraries: Functions and Services**

Role of Academic Libraries in Higher Education; Academic Library Services - Management; Role of UGC - Staffing Norms and Standards; Continuing Education Program for Academic Libraries; Personnel Management - INFLIBNET- Objectives, Functions and Services - e-ShodhSindhu /and N-LIST. (12L)

#### **Unit 4: Special Library: Functions and Services**

Types of Special Libraries; Special Library Management; Role of CSIR, ICAR, ICMR, DRDO, ICSSR etc. - Reference and Referral, Alert services, Web based services. (13L)

#### **Unit 5: Resource Planning and Development**

Information / Intellectual Resources; Physical Resources including ICT Infrastructure; Human Resources and Manpower planning; Financial Resource; Planning of Technical Information Units / centers - Mission oriented networks and consortia with special emphasis on India (10L)  
(Total-60L)

#### **References:**

Semertzaki, Eva (2015). Special Libraries as Knowledge Management Centres, Chandos Publishing.

Shumaker, David. (2014). Special Libraries. In Encyclopedia of Library and Information Sciences, New York: Taylor and Francis.

Ranganathan (2017). New Education and School Libraries SaradaRanganathan Endowment for Library Science)

Ranganathan (2006). Library Administration (Ranganathan Series in Library Science)

## Paper III

### Paper Code:

### Title of the Paper: Knowledge Organization - II (Cataloguing Theory)

**Preamble:** This course makes possible to get knowledge regarding Concepts and Historical Developments of Library - Types of Catalogue Entries - AACR 2 - Subject Cataloguing and Trends in Library Cataloguing

#### UNIT – I: Fundamental Concepts and Historical Developments

Library Catalogue: Definition, Objectives, Purposes and Functions - History and Development of Library Catalogue Codes - Physical Forms of Catalogues - Types of Catalogues (14L)

#### UNIT – II: Types of Catalogue Entries

Kinds of Entries - Data Elements in Different Types of Entries - Filing of Entries in Classified and Alphabetical Catalogues (11L)

#### UNIT – III: Choice and Rendering of Headings AACR 2

Personal Authors: Western and Indic Names - Corporate Authors - Pseudonymous, Anonymous Works and Uniform Titles - Non-Print Resources (12L)

#### UNIT – IV: Subject Cataloguing

Subject Cataloguing: Concept, Purpose and Problems - Chain Indexing - Subject Headings Lists - LCSH, SLSH (13L)

#### UNIT –V: Trends in Library Cataloguing

Centralized and Cooperative Cataloguing - Bibliographic Standards: ISBD, MARC, CCF, etc- ISBN and ISSN (10L)  
(Total-60L)

#### References:

Bakewell, K. G. B. and. Chandler G.(2015) A Manual of Cataloguing Practice: International Series of Monographs In library and Information Science

Chan, L.M. (2015). Library of Congress Subject Headings .Principles of Structure and Policies for Application. Washington DC: Library of Congress.

Rovira, C. and Caroline, C., (ed.). (2016). Sears List of Subject Headings. 13th ed. New York: Wilson Company.

Ranganathan, S R and Neelameghan, A (2006). Classified Catalogue Code: with additional rules for Dictionary Catalogue Code (Ranganathan Series in Library Science) EssEss Publications

## Paper IV

### Paper Code:

### Title of the Paper: Knowledge Organization - II (Cataloguing Practical)

Cataloguing of books using Classified Catalogue Code, 5th edition (with amendments) and AACR - II along with Sears List of Subject Headings (Latest edition)

**Preamble:** This course makes possible to get practical knowledge about Classified Catalogue Code and Anglo American Cataloguing Rules

#### UNIT – I: Fundamental Concepts

Concepts and Historical Developments of Library - Types of Catalogue Entries - Classified Catalogue Code - AACR 2 (14L)

#### UNIT - II: Classified Catalogue Code

Works of Single and Shared Authorship - Works of Mixed Responsibilities - Editorial Publications  
Series Publications - Multivolume Works and Pseudonymous (11L)

#### UNIT- III: Anglo American Cataloguing Rules (Latest Edition)

Works of Single and Shared Authorship - Works of Shared Responsibilities - Editorial Publications  
Multivolume and Pseudonymous (12L)

#### UNIT - IV: Classified Catalogue Code

Works of Corporate Authorship - Works of Conflict of Authorship - Periodical Publications  
Ordinary and Artificial Composite Books (13L)

#### UNIT- V: Anglo American Cataloguing Rules (Latest Edition)

Works of Corporate Bodies - Serial Publications - Works of Editorial Direction (10L)  
(Total-60L)

#### References:

Bowman (J H) (2015).Essential cataloguing. 2003. Facet Publishing, London.

Miller (J), Ed. (2014) Sears list of subject headings. Ed. 15. Wilson, New York.

Parameswaran,(2017) M Anglo-American Cataloguing Rules (II) and CCC. EssEss Publications,

Ranganathan (S R). Classified catalogue code with additional rules for dictionary catalogue code..SaradaRanganathan Endowment for Library Science, Bangalore.

## **Paper V – Internship Program**

Three weeks at College Level / Local Institution

(Total-60L)

### **Elective**

#### **Paper Code:**

#### **Title of the Paper: Technical Commutation and Community Information Systems**

**Preamble:** This course makes possible to get information regarding Community Information Services – Resources - Cultural heritage resources and Digital resources - Community Information Centers

#### **Unit 1: Community Information Services (CIS)**

Community Information Services – Definition, Need, Features and objectives; Providers of Community Information Services: Systems, Agencies and Institutions, Libraries as CIS Providers; Role of public libraries, Library Outreach Programs, Library Publicity and Public Relation; Community Information Systems and Services: Global and National Scenario. (8L)

#### **Unit 2: Community Information Resources**

Documentary Sources: vital statistics, land records, official publications, magazines, maps & atlases, photographs, personal collections, leaflets, local history materials, etc.; Institutional Sources: Publications of local governments and government agencies, educational and religious institutions, (9L)

#### **Unit 3: NGOs**

NGOs, political parties, labour and peasant organizations, etc; Human Resources: village level leaders, field extension personnel, religious leaders, government officials, etc; Cultural heritage resources and Digital resources. (10L)

#### **Unit 4: Local Studies**

Definition and Scope, Types and kinds of local studies materials; Local studies — Collection and Organization in libraries; Government agencies, local organizations including the calendar of local events; Area Profile — Meaning, Structure and compilation; Local history, Local heritage and Oral history. (10L)

### **Unit 5: Planning of Community Information Centre**

Community Information Centers - Planning and Role of Information Services; Access to Community Information Services Media and Mechanisms; Projects and initiatives on community information organization; Digital Community Information Services; Community Information Portals (8L)

(Total-45L)

#### **References:**

Annabel Stephens (2016). Assessing the Public Library Planning Process

Michael Dewe Ed.(2015). Local Studies Collection Management

Sandra S. Nelson (2016) The New Planning for Results: A Streamlined Approach

Virginia A. Walter (2015) Output Measures and More: Planning and Evaluating Public Library.

IstoHuvila (2012). Information Services and Digital Literacy

### **Elective**

#### **Course: Library Automation and Digitization**

**Preamble:** This course gain knowledge regarding Library Automation Packages - Media Resources - Digitization Concept and Need and Equipment

Block 1: Library Automation Packages

Unit 1: Introduction (5L)

Unit 2: Acquisition and Cataloguing (5L)

Unit 3: Serials Control (5L)

Unit 4: Library Services (5L)

Block 2: Media Resources (5L)

Unit 6: Media Resources for Libraries and their Preservation (5L)

Unit 7: Equipment and their Maintenance (5L)

Block 3: Digitization of Media Resources (5L)

Unit 8: Digitization Concept and Need (5L)

Unit 9: Methods and Equipment (5L)

(Total-45L)

**Duration of the Programme:**

The programme for the degree of Bachelor of Library and Information Science consists of One Academic / Calendar year divided into two semesters. This programme having total credits of 42 as per TANSCHÉ on par with NEP. The duration of programme is One year at a maximum of 2 years as per UGC guidelines (N+2) pattern.

Sem	Part	Course Code	Course Name	Credits	Int.	Ex t.	Tota l
I	I	DMBL11	Foundation of Library and Information Science	4	25	75	100
	II	DMBL12	Information Sources and Services	4	25	75	100
	III	DMBL13	Knowledge Organisation – I (Classification Theory)	4	25	75	100
	III	DMBL14	Basics of Information Technology in LIS	4	25	75	100
	III	DMBLL1	Knowledge Organisation – I (Classification Practical )	2	50	50	100
	IV	DBLE11 OR DBLE12	Optional Paper: Library Automation and Networking (OR) Document Processing and Organization (Swayam Portal)	3	25	75	100
II	I	DMBL21	Management of Library & Information Centres	4	25	75	100
	II	DMBL22	Types of Libraries	4	25	75	100
	III	DMBL23	Knowledge of Organisation – II (Cataloguing Theory)	4	25	75	100
	III	DMBL24	Knowledge of Organisation – II (Cataloguing Practice )	2	50	50	100
	III	DMBLL2	Internship Programme (21days)	4	50	50	100
	IV	DBLE21 OR DBLE22	Optional Paper : Technical Communication, Community Information System (OR) Library Automation and Digitization (Swayam Portal)	3	25	75	100

## Faculty and Support Staff Requirements:

The programme for the degree of **B.Lib.I.Sc.** requires the following faculty and supporting staff:

Staff Category	Required
Core Faculty	3
Faculty for Specialization	2
Clerical Assistant	1

## Instructional Delivery Mechanisms:

- ❖ Self Learning Materials
- ❖ Web based Teaching and Learning
- ❖ Electronic study materials

### 1. Student Support Services:

The student support services will be facilitated by the head quarter i.e., Centre for Distance & Continuing Education, Manonmaniam Sundaranar University, Tirunelveli and its approved Learning Study Centres which are the Affiliated Colleges of Manonmaniam Sundaranar University located in the jurisdiction of this University (4 districts - Kanyakumari, Tirunelveli, Thoothukudi & Tenkasi).

2. The pre-admission student support services like counselling about the programme including curriculum design, mode of delivery, fee structure and evaluation methods will be explained by the staff at head quarter and Learning Study Centres who are well aware of the programme offered through ODL.
3. The post-admission student support services like issue of identity card, study materials, etc. will be downloaded from the University website ([www.msuniv.ac.in](http://www.msuniv.ac.in) – distance education), Learning Centres as well as Office of the Centre for Distance & Continuing Education.
4. The Personal contact programme for theory courses will be held at the university campus, Learning Study Centres. Programme wise Co-Ordinators along with required number of Assistant Professors are engaged to clarify the doubts of the candidates and ensuring the Teaching and Learning process.
5. The conduct of end-semester examinations, evaluation and issue of certificates will be done by office of the Controller of examinations, Manonmaniam Sundaranar University, Tirunelveli.

## **Procedure for Admission, curriculum transaction and evaluation:**

### **f. 1. Procedure for Admission:**

- ❖ Admission will be made as per eligibility norms prescribed by UGC/Tamil Nadu Government norms - approved by Standing Committee on Academic Affairs of this University.
- ❖ The unique service of this University is creation of Batch wise / programme wise whatsapp messenger groups from the Office of the Director and all information are conveyed directly to the candidates. (From Admission to issue of Degree Certificates)
- ❖ Last date for First year admission 31<sup>st</sup> December for Academic Year students and 30<sup>th</sup> June for Calendar Year students of every year and it will be varied as per the instruction given by UGC.

### **f. 2. Curriculum Transactions:**

The classroom teaching would be lecture method by using electronic devices. The Personal contact classes (PCP) cover group discussion, seminars and paper presentation.

The Personal contact classes (PCP) will be conducted in four rounds. (2 sessions / Round)

<b>Course Type</b>	<b>Personal Contact Classes Per Semester (in Hours)</b>
Theory Courses	<b>24</b>

### **1. Evaluation:**

- ❖ The examinations shall be conducted separately for theory and practical's to assess the knowledge acquired during the study.
- ❖ There shall be two systems of examinations viz., internal and external examinations.
- ❖ In the case of theory courses, the internal evaluation shall be conducted as Continuous Internal Assessment via. Student assignments preparation Project / Internship / Extension Activities and seminar, etc. The internal assessment shall comprise of maximum 25 marks for each course.
- ❖ The end semester examination shall be of three hours duration to each course at the end of each semester. (May & December every year).
- ❖ In the case of Practical courses, the internal will be done through continuous assessment of skill in demonstrating the experiments and record or report preparation.

- ❖ The external evaluation consists of an end semester practical examinations which comprise of 75 marks for each course.

### Question Paper Pattern:

Answer all questions (one question from each unit with internal choices)

Time: 3 Hours; Maximum Marks: 75

Section	Distribution of Marks	Marks
Part A	10 x 1 Marks	10 Marks
Part B	5 x 5 Marks	25 Marks
Part C	5 x 8 Marks	40 Marks
	<b>Total</b>	<b>75 Marks</b>

### Distribution of Marks in Continuous Internal Assessments

- ❖ The Internal Assignment Questions are prepared by the course Co-Ordinator.
- ❖ Uploaded in the University website ([internalddce@msuniv.ac.in](mailto:internalddce@msuniv.ac.in)) and through whatsapp messenger groups.
- ❖ The front page along with bar code for each course of the programme is uploaded in the University website.
- ❖ The students have to download the front page of the assignment and submit the handwritten assignment within the stipulated time limit.

The following procedure shall be followed for awarding internal marks for the courses

Component	Marks
Assignments (per course)	25

### Passing Minimum:

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

### Marks and Grades:

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

### STATEMENT OF MARKS

#### Abbreviations:

- ❖ C-Credit; G-Grade; R-Result (P-Pass; RA-Reappear, AA-Absent); GP-Grade Point (10 Point Scale), CGPA-Cumulative Grade Point Average
- ❖ Credit is counted for the courses in which the candidate has passed the examination.
- ❖ Conversion of Marks into Grade Points and Letter Grades

S.No	Percentage of Marks	Letter Grade	Grade Point	Performance
1	90 – 100	O	10	Outstanding
2	80 – 89	A+	9	Excellent
3	70 – 79	A	8	Very Good
4	60 – 69	B+	7	Good
5	50 – 59	B	6	Above Average
6	40 – 49	C	5	Pass
7	0 – 39	RA	–	Reappear
8	0	AA	–	Absent

- ❖ The marks include those for the Continuous Internal Assessment (CIA) and End-Semester Examination. There is no passing minimum for the CIA

$$\text{❖ Cumulative Grade Point Average (CGPA)} = \frac{\sum (\text{GP} \times \text{C})}{\sum \text{C}}$$

- ❖ CGPA is calculated for Part-III Courses
- ❖ CGPA for a semester is awarded on cumulative basis by including all the courses upto that semester

provided the candidate has passed all the courses.

❖ **Classification: UG**

- (a) First Class with Distinction : CGPA  $\geq$  7.5\*
- (b) First Class : CGPA  $\geq$  6.0
- (c) Second Class : CGPA  $\geq$  5.5 and 6.0
- (d) Third Class : CGPA  $<$  5.0

❖ Should have passed all the courses in the first appearance itself within the duration of the programme. Class will be awarded on successful completion of the Degree Programme based on the CGPA for Part -III only

❖ **For conversion into the Percentage of Marks, CGPA shall be multiplied by 10.**

Any alteration or overwriting makes this Grade Statement INVALID. Anyone coming across such a Grade Statement is requested to bring the same to the notice of the Controller of Examinations. Any clarification regarding this Grade Statement should be addressed to the Controller of Examinations, Manonmaniam Sundaranar University, Tirunelveli-627012, Tamil Nadu, India.

**Fee Structure:** The programme has the following Fee Structure including Examination fee:

CourseName	Code	Year	Processingfee/ Postal	TuitionFee	ExamApplication	Marksheet	Noofpaper	Papercost	TotalPaperCost	Fee for CC/PC/Convocat i	Total
B.Lib.I.Sc	017	1	1200	7000	50	100	10	200	2000	1600	12750

The above mentioned fee structure may be downloaded from the University website (<https://www.msuniv.ac.in/images/distance%20education/academic/fee.pdf>).

Last date for remittance of Second and Third year Tuition and Examination Fee 28<sup>th</sup> February for Academic year Students and 31<sup>st</sup> August for Calendar year students of every year.

**Requirement of the laboratory support and Library Resources:**

Manonmaniam Sundaranar University, Tirunelveli having well established Library facility with adequate number of copies of books in relevant titles for Arts programme.

**Cost estimate of the programme and the provisions:**

The cost estimate of the programme and provisions for the fund to meet out the

expenditure to be incurred in connection with B.L), degree Programme is Rs. 9,00,000/- as per the financial estimate of this University and to be met from Directorate of Distance and Continuing Education fund.

### **Quality Assurance Mechanism and Expected Programme Outcomes:**

Separate Centre for Internal Quality Assurance Cell (CIQAC) has been established with certain parameters in the Centre for Distance and Continuing Education in order to provide quality teaching to the stakeholders, with the composition of the following members as per the Gazette of India: Extraordinary UGC Notification New Delhi, the 4<sup>th</sup> September, 2020 No.F1-1/2020/(DEB-I).

- (a) Vice Chancellor of the University – Chairperson;
- (b) Three senior teachers of Higher Educational Institution - Members;
- (c) Head of three Departments or School of Studies offering recognized programmes in Open and Distance Learning and Online mode - Members;
- (d) Two external experts of Open and Distance Learning and/or Online education - Members;
- (e) Officials from the Administration and Finance departments of the Higher Educational Institution – Members;
- (f) Director, Centre for Internal Quality Assurance – Member Secretary.

**University Motto:** ‘Knowledge is power’ ‘mwpNt midj;J Mw;wYk; ’

**University Vision:** To provide quality education to reach the un-reached.

### **University Mission:**

In pursuit of Excellence;

By providing quality education, especially for the rural and the unreached;

Through innovation in teaching, research and extension activities;

By promoting human values for social harmony.

### **University Quality Policy:**

The Quality policy of Directorate of Distance and Continuing Education is to ensure

quality education to the student community of this region which is comparable to the education offered through regular mode of this University system.

**MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI  
CENTRE FOR DISTANCE AND ONLINE EDUCATION**

**MINUTES OF THE MEETING OF THE BOARD OF STUDIES FOR CENTRE FOR  
DISTANCE AND ONLINE EDUCATION PROGRAMMES HELD ON 10.11.2025 AT  
11.00 A.M. IN THE UNIVERSITY BUILDINGS.**

**Members Present:**

1. Dr. G. Annadurai, Director, CDOE - Chairman
2. Dr. B. Revathy, Professor and Head, Department of Commerce - Member
3. Dr. T. K. Jasmin Sudha, Assistant Professor and Head i/c, Dept. of Tamil - Member
4. Dr. P. Vedamuthan, Assistant Professor, Department of English - Member
5. Dr. V. Deepthi, Assistant Professor, Department of History - Member
6. Dr. G. Monikanda Prasad, Assistant Professor and Head i/c, Dept. of Economics - Member
7. Dr. M. Bhoopal, Assistant Professor, Department of Management Studies - Member
8. Dr. V. Sundararaman, Assistant Professor, Department of Communication - Member
9. Dr. P. Balasubramanian, Librarian and Head, University Library - Member
10. Dr. K. Rajamannar – Additional Controller of Examinations - Member

**Agenda No. 1**

To approve the Programme Project Report (PPR) for the following Programmes to be offered through Open and Distance Learning (ODL) mode from the Academic Year 2026 – 2027 in order to obtain recognition in accordance with UGC Regulations 2020.

<u>UG Programmes (ODL) - 7 Programmes</u>	<u>PG Programmes (ODL) - 7 Programmes</u>
1. B. A. Tamil	1. M.A. Tamil
2. B. A. English	2. M.A. English
3. B.B.A.	3. M.A. Economics
4. B.A. Economics	4. M.A Journalism & Mass Communication
5. B.Com.	5. M.A. History
6. B.A. History	6. M.Com.
7. B.L.I.Sc.	7. M.L.I.Sc.

**Resolution :**

Resolved to approve the **Programme Project Report (PPR)** for the above Programmes to be offered through Open and Distance Learning (ODL) mode from the Academic Year 2026 – 2027.

**Agenda No. 2**

To approve the Self Learning Material (SLM) for the following Programmes to be offered through Open and Distance Learning (ODL) mode from the academic Year 2026 – 2027 in order to obtain recognition in accordance with UGC Regulations 2020.

<u>UG Programmes (ODL) - 7 Programmes</u>	<u>PG Programmes (ODL) - 7 Programmes</u>
1. B.A. Tamil	1. M.A. Tamil
2. B.A. English	2. M.A. English
3. B.B.A.	3. M.A. Economics
4. B.A. Economics	4. M.A Journalism & Mass Communication
5. B.Com.	5. M.A. History
6. B.A. History	6. M.Com.
7. B.L.I.Sc.	7. M.L.I.Sc.

**Resolution :**

Resolved to approve the **Self Learning Material (SLM)** for the above Programmes to be offered through Open and Distance Learning (ODL) mode from the Academic Year 2026 – 2027.

1. Dr. G. Annadurai
2. Dr. B. Revathy
3. Dr. T. K. Jasmin Sudha
4. Dr. P. Vedamuthan
5. Dr. V. Deepthi
6. Dr. G. Monikanda Prasad
7. Dr. M. Bhoopal
8. Dr. V. Sundararaman
9. Dr. P. Balasubramanian
10. Dr. K. Rajamannar

**Members Signature**

*[Handwritten signatures and dates in green ink]*  
10.11.25  
P. Vedamuthan  
Deepthi  
M. V.S.  
V. Sundararaman  
K. Rajamannar



**MANONMANIAM SUNDARANAR UNIVERSITY**  
**TIRUNELVELI - 12**



**MEETING & ELECTION SECTION**

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**EXTRACT OF THE MINUTES OF THE MEETING OF THE**  
**STANDING COMMITTEE ON ACADEMIC AFFAIRS ( SCAA ) DATED 18.11.2025**

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**DD& CE (Admn)**

**57.2.3.02A** To consider the proposal to submit the online application to UGC-DEB for renewal of recognition for the programmes noted from Sl.No.1 to 14 and for recognition from Sl.No.15 to 21 from the Academic year 2026 - 2027 onwards and to implement the Syllabi, Scheme of Examinations as approved for the affiliated colleges / University Departments and the Self Learning Materials (SLM), Project Proposal Report (PPR) prepared by the office of the Centre for Distance and Online Education, Manonmaniam Sundaranar University in the semester system in compliance with the UGC - DEB Regulations, 2020 from the Academic year 2026 - 2027 onwards.

1. Bachelor of Arts in Tamil
2. Bachelor of Arts in English
3. Bachelor of Business Administration
4. Bachelor of Arts in History
5. Bachelor of Arts in Economics
6. Bachelor of Commerce
7. Bachelor of Library and Information Science
8. Master of Arts in Tamil
9. Master of Arts in English
10. Master of Arts in History
11. Master of Arts in Economics
12. Master of Arts in Journalism and Mass Communication
13. Master of Commerce
14. Master of Library and Information Science
15. Bachelor of Computer Applications
16. Master of Computer Application
17. Master of Science in Computer Science
18. Master of Science in Statistics
19. Master of Science in Environmental Sciences
20. Master of Arts in Sociology
21. Master of Business Administration (General)

**Considered and resolved to approve the above proposal .**

*bx*  
*12.12.25*

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