#### From

Librarian Sree Narayana College Chengannur

#### To

Principal Sreenarayana College Chengannur

#### Sir

The General Library of Stee Narayana College Chengannur would like to conduct a certificate course on "Library and Information Science". The course is intended to provide the basic knowledge on Library Science to our students.

Kindly grant permission to conduct the course

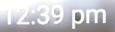
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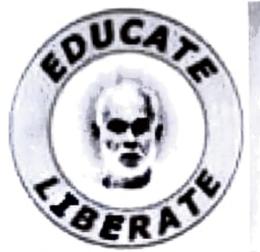
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Yours faithfully

Ratheeskumar

(Librarian)





# Sree Narayana College

# Chengannur

Affliated to University of Kerala NAAC accredited with Grade B



# CERTIFICATE COURSE ON LIBRARY AND INFORMATION SCIENCE (C.L.I.Sc)

Course coordinator: Mr. N Rathees Kumar

Contact Number:

Librarian SN College Chengannur 9497219727





### SREE NARAYANA COLLEGE, CHENGANNUR

### MINUTES OF THE MEETING OF BOARD OF STUDIES on 20/02/23

#### ATTENDEES:-

- 1. Dr. Shereen.K (Principal In Charge)
- 2. Smt. Bindu V K (Convener, Liibrary Advisory Committee)
- 3. Dr.Smitha Sasidharan (IQAC Coordinator)
- 4. Smt.Sreedevi Gopalakrishnan
- 5. Dr. Shree Ranjini

Venue:-Principal's Chamber

Agenda:- Review of Certificate Course proposal

#### Minutes

- 1. Revised the certificate course proposal submitted by General Library, SN College Chengannur
- Approved the syllabus and proposal of the certificate course on "Library and Information Science".



#### **ORGANISING COMMITTEE**

#### SRI. VELLAPPALLY NADESAN

(PATRON)

#### DR. M S LATHA (PRINCIPAL IN

CHARGE)

SMT. BINDU

#### (LIBRARY ADVISORY COMMITIEE COORDINATOR )

**Mr. N RATHEES KUMAR** 

(COORDINATOR, CERTIFICATE

COURSE)

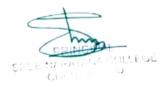
Sree Narayana College, Chengannur, named after the great social reformer Sree Narayana Guru, is a major centre for higher education to the rural community in the vicinity. The college was established in 1981. The vision of our college is to provide 'Liberation through Education' and 'Enlightenment through Education'. The college offer five undergraduate and three post graduate courses.

We cordially invite the interested undergraduate and post graduate students to join the Certificate course on 'Library Management' implemented by the General Library. The Certificate course in Library Management provides students an added dimension to their under graduate and post graduate degree by exposing them to professional settings. The purpose of the certificate course is to provide students with theoretical knowledge and practical knowledge in specific areas. The Certificate Course in Library and information science is intended to provide the students, awareness about the basic facts and laws of Library Management, the structure and functions of Library and the various services provided by a Library. The candidates who wish to undergo this course can acquire sufficient knowledge & experience in day to day functioning of a School, College, Public or Special Libraries.

COURSE DETAILS:

- THE COURSE IS OPENED TO ALL POSTGRADUATE AND
  UNDERGRADUATE STUDENTS
- COURSE DURATION: 30 HOURS [THEORY (20 HOURS), PRACTICAL (10 HOURS)]
- COURSE FEE: Free.

PAVAN ASSESSMENT: ASSIGNMENT AND MCQ



### SREE NARAYANA COLLEGE CHENGANNUR

# CERTIFICATE COURSE ON "LIBRARY AND INFORMATION SCIENCE" (CLISc.)

The Certificate course in Library and Information Science(CLISc.) provide students an added dimension to their under graduate and post graduate degree by exposing them to professional settings. The purpose of the certificate course is to provide students with theoretical knowledge and practical knowledge in specific areas. The Certificate Course in Library and information science is intended to provide the students, awareness about the basic facts and laws of Library Science, the structure and functions of Library and the various services provided by a Library. The candidates who wish to undergo this course can acquire sufficient knowledge & experience in the day to day functioning of a School, College, Public or Special Libraries.

#### Programme structure

Certificate course on "Library and Information Science" is designed with 30 instructional hours. It include Lecture hours and practical hours. On completion of the course certificates are issued by Sree Narayana College. The medium of instruction and examination shall be English and Malayalam.

#### SYLLABUS

#### Unit-1

#### Library Organization (5 Hrs.)

Role of library in the society-Public Library system-Academic library system Unit-2

#### Reference Service (5 Hrs.)

Meaning and purpose of Reference service, Type of reference service, Encyclopedias, Dictionaries, Directories, Bibliographic dictionaries

#### Unit 3:- Library Classification (5Hrs)

Classification, Purpose of Classification, Outline of Decimal Classification

#### Unit 4 Library Cataloguing (5Hrs)

Cataloguing, Purpose of Cataloguing, Physical form of cataloguing

#### Unit 5 Library Classification(Practical) 5Hrs

Classification simple book with Dewey Decimal Classification

#### Unit 6 Cataloguing (Practical) 5Hrs.

Cataloguing simple book with Dewey Decimal Classification

#### Reference

- 1. Library cataloguing and Classification systems, M.S Ramalingam
- 2. Cataloguing and Classification, Dr.Raghunath Pandey and Prof. M.N. Velayudhan Pillai
- 3. Understanding Basic s of Library and Information science- C.Lal and K.Kumar
- 4. Library Science- R.Gupta

PRINCIPAL SREE NARAYANA COLLEGE CHENGANNUR

# SREE NARAYANA COLLEGE, CHENGANNUR

### GENERAL LIBRARY

# CERTIFICATE COURSE ON LIBRARY AND INFORMATION SCIENCE

# List of enrolled Students in Certificate Course on Library and Information Science. 2022-23

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2	10306	Navami	B.com
3	10136	Abhaya	Bcom
4	10212	Rithu	B.Com
5	10554	Siyana Sudheer	B.Com Serange
6	10808	Amalu Chandra	MA Afracia
7	10732	Rohini.S.Pillai	MSc Chemistry
8	10336	Vismaya	MSc Chemistry
9	10790	Reshma RS	MSc Chemistry Realman
10	10777	Lekshmi	MSc. Physics Athom
11	10780	Aswathi Asko	MSc Physics Annuly
12	10171	Abin A	BA Alebum
13	10301	Lekshmi R	BA Services
14	10192	Sanjay Sanjayan	B.Com angle
15	10198	Varsha Rajesh	
16	10211	Anagha S	ange



17	10211	Saiju Jaya Jayaraj
18	10360	Saranya S
19	10425	Sarathy S
20	10219	punyaS
21	10352	Shalu Shaji
22	10184	Arjun
23	10187	Rishikesh
24	10316	Abhilash
25	10189	Adithya T
26	10225	Arya R
27	10338	Aseena
28	10196	Avani suseelan
29	10172	Gangalekshmi
30	10250	Athira Anil
31	10318	Varsha
32	10426	NabeenNazar
33	10437	Muhammod Ali
34	10193	Ganga S Lal
35	10166	Ajayakumar
36	10302	Vidhumol
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38	10330	Raju G.



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Mr. Ratheeskumar N Librarian

Dr. Smitha Sasidharan IQAC Coordinator Dr. Shereen K Principal in Charge

45 pm