From

    Librarian
    Sree **Narayana College**
    Chengannur

To

    Principal
    Sreenarayana **College**
    Chengannur

Sir

    The General Library of Sree **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

    Thanking you

                              Yours faithfully

                              Ratheeskumar

                              (Librarian)

Permitted

Chengannur

2-2-2023

PRINCIPAL
SREE NARAYANA COLLEGE
CHENGANNUR

12:39 pm

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

Librarian

SN College Chengannur

Contact Number: 9497219727

PRINCIPAL
SREE NARAYANA COLLEGE
CHENGANNUR

SREE NARAYANA COLLEGE CHE

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
2. Approved the syllabus and proposal of the certificate course on "Library and Information Science".

PRINCIPAL
SREE NARAYANA COLLEGE
CHENGANNUR

ORGANISING COMMITTEE

SRI. VELLAPPALLY NADESAN

(PATRON)

DR. M S LATHA (PRINCIPAL IN

CHARGE)

SMT. BINDU

(LIBRARY ADVISORY COMMITIEE
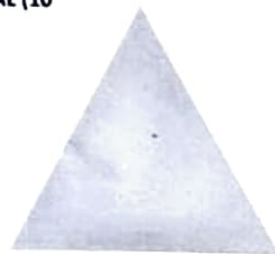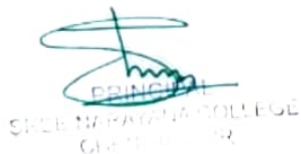**COORDINATOR)**

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.**
- **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

Sl.No	Ad.No	Name	Class
1	10215	Athulya p	B.Com
2	10306	Navami	B.com
3	10136	Abhaya	Bcom
4	10212	Rithu	B.Com
5	10554	Siyana Sudheer	B.Com
6	10808	Amalu Chandra	MA
7	10732	Rohini.S.Pillai	MSc Chemistry
8	10336	Vismaya	MSc Chemistry
9	10790	Reshma RS	MSc Chemistry
10	10777	Lekshmi	MSc.Physics
11	10780	Aswathi Asko	MSc Physics
12	10171	Abin A	BA
13	10301	Lekshmi R	BA
14	10192	Sanjay Sanjayan	B.Com
15	10198	Varsha Rajesh	"
16	10211	Anagha S	"

17	10211	Saiju Jaya Jayaraj	BCom'
18	10360	Saranya S	"
19	10425	Sarathy S	"
20	10219	punyaS	
21	10352	Shalu Shaji	"
22	10184	Arjun	BSc chemistry
23	10187	Rishikesh	"
24	10316	Abhilash	"
25	10189	Adithya T	"
26	10225	Arya R	"
27	10338	Aseena	"
28	10196	Avani suseelan	"
29	10172	Gangalekshmi	BA Economics
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	.
37	10310	Swathigireesh	"
38	10330	Raju G.	BA Economics

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SREE NARAYANA COLLEGE
CHENGANNUR

ATTENDANCE REGISTER

Name of Course: Library and information science   Teacher(S): Rathessivan,   Month (S): march   No. of Instructional Hours: 25 hours

Sl. No.	Name of Student	No. of Days Present
1	Abhaya · P	24
2	Anshani	23
3	Athira	22
4	Rithu	23
5	Shaan rasheed	25
6	Athuli chandra	22
7	Rohini·pini	22
8	Vismaya	25
9	Reshma es	21
10	Lekshmi	23
11	Ananthi Ann	25
12	Abin·A	22
13	Lekshmi R	23
14	Sanjay narayan	23
15	Varsha Rajesh	23
16	Anakha·S	22
17	Sanju jayaraj	22
18	Saranya·S	23
19	Saradhi·I	23
20	Punya·J	27
21	Sholu thani	22
22	Arilu	23
23	Rishikesh	22
24	Adhikai	22
25	Aditya·T	22
26	Arya·R	22
27	Azeena	25
28	Avany Suresh	23
29	Gauoya lekshmi	23
30	Athira Anil	22
31	Varsha	23
32	Naveen nazar	22
33	Muhamud Ali	25
34	Gauoya Shaj	20

Signature of Teacher

Signature of HOD

ATTENDANCE REGISTER

Name of Course .... Teacher(S) .... Month (S) .....march..... No. of Instructional Hours .....25 hours.....

Sl. No	Name of Student	Date / Hour	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				No. of Days Present
35	Ajayakumar		✓	✗	✗		✗	✗	✗	✗	✗		✗	✗	✗	✗	✗		✗	✗	✗	✗	✗		✗	✗	✗	✗										22
36	Vidhumol		✗	✗	✗		✗	✗	✗	✗	✗		✗	✗	✗	✗	✗		✗	✗	✗	✗	✗		✗	✗	✗	✗										21
37	Swathi G. reeth		✗	✗	✗		✗	✗	✗	✗	✗		✗	✗	✗	✗	✗		✗	✗	✗	✗	✗		✗	✗	✗											23
38	Anju. Co.		✗	✗	✗		✗	✗	✗	✗	✗		✗	✗	✗	✗	✗		✗	✗	✗	✗	✗		✗	✗	✗											22

Signature of Teacher

Signature of HOD

Name of Course Library and Information Science   **Teacher(S)** ____   **Month (S)** April   **No. of Instructional Hours** ____

Sl. No.	Name of Student	Date / Hour	Signature	No. of Days Present
1	Athulya. T			9
2	Navami			10
3	Abhaya			9
4	Rithu			9
5	Sayana Sajeev			10
6	Aleena Chandran			9
7	Annie Allen			10
8	Vismaya			9
9	Reshma R.S			10
10	Lekshmi			9
11	Aravathi Anok			10
12	Abhin. A			10
13	Lekshmi. R			9
14	Sanjay Sajeev			9
15	Varsha Rajesh			10
16	Anagha. S			10
17	Sachu Manoj			10
18	Saranya. S			9
19	Saradhi. S			10
20	Priya			9
21	Shilu Shaji			10
22	Arjun			10
23	Bishinath			10
24	Abhilash			9
25	Aditya. T			10
26	Maya R			10
27	Aleena			10
28	Avani Sajeekha			9
29	Gangadehshmi			10
30	Devika Anil			9
31	Varsha			10
32	Anveen Nazi			9
33	Muhammed Ali			10
34	Ganga Biju			9

Signature of Teacher

Signature of HOD

ATTENDANCE REGISTER

Name of Course: _Library and Information Science_ Teacher(S) _____ Month (S) _April_ No. of Instructional Hours _10 Hours_

Sl. No.	Name of Student	Date / Hour	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	No. of Days Present
35	Piaza kumar		✓		✓	✗	✓	✗	✓		✓	✓	✓	✓																			10
36	vidhumani		✓		✗	✗	✓	✓	✗		✓	✓	✓	✗																			9
37	Swathi Coureah		✓		✓	✗	✓	✗	✓		✓	✓	✗	✓																			8
38	Arini G.		✓		✓		✗	✓	✗		✗	✗	✓	✗																			10

Signature of Teacher

Signature of HOD

Sree Narayana College Chengannur
Alappuzha, Kerala

Aided College Affiliated to the University of Kerala

NAAC accredited with Grade B

CERTIFICATE

This is to certify that .... has successfully completed the certificate course on "LIBRARY AND INFORMATION SCIENCE" conducted by the General Library, Sree Narayana College Chengannur during 2022-2023.

Mr. Ratheeskumar N	Dr. Smitha Sasidharan	Dr. Shereen K
Librarian	IQAC Coordinator	Principal in Charge

2:45 pm