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

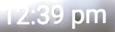
Thanking you

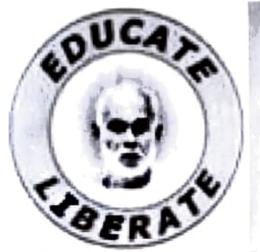
the Un Chengannur 2-2-2023 RAVATA-15 COLLEGE picit. -0 1.80

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)

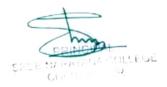
Sree Narayana College, Chengannur, named after the great social reformer Sree Narayana Guru, is a major centre for higher education to the rural community in the vicinity. The college was established in 1981. The vision of our college is to provide 'Liberation through Education' and 'Enlightenment through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

1

12

22

CERTIFICATE COURSE ON LIBRARY AND INFORMATION SCIENCE

List of enrolled Students in Certificate Course on Library and Information Science. 2022-22

SI.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 of	10554	Siyana Sudheer	B.Com
6	10808	Amalu Chandra	МА
7. 10	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
13 14	10192	Sanjay Sanjayan	B.Com
15	10198	Varsha Rajesh	u
16	10211	Anagha S	u
17	10211	L Saiju Jaya Jayaraj	r

18	10360	Saranya S	"
19	10425	Sarathy S	"
20	10219	puny.S	
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	u
32	10426	NabeenNazar	u
33	10437	Muhammod Ali	"
34	10193	Ganga S Lal	
35	10166	Ajayakumar	u
36	10302	Vidhumol	1
37	10310	Swathigireesh	u
38	10330	Raju G.	A

31



Chim

PRINCIPAL SREE NARAYANA COLLEGE CHENGANNUR

ATTENDANCE

REGISTER

AI	IENUA	white was (1) Rathaeskim	REGISTER
Library P	not inferració :	57 Teacher (S) (1) Anthans tamax	with (S) an march
Name of Course	123456	6759101 23 75 16 2 14	Month (S)
SI. Name of Student Hou	r 380-430	X X K X Q X Y X X X	
SI. Name of Student	9		$\begin{array}{c c c c c c c c c c c c c c c c c c c $
Signature of Teacher Signature of HOD	- Am		



a



839

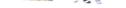
	Course				Те	ache	r(5)	•••••	South (S) Marcal				
Nan	ne of Course			95-6	28	910	11 4	13 14	15-16	121	KA	Nonth (S) Maxch No. of Insructional Hours	٢5 .
SI.	Num of Student	Date	123	730	//	+++-	++				1	20 21 22 23 20 20 20 20 20 20 31	
No.	Name of Student	Hour			-	++	++-		XX				No. of Darys
	nilad		XX	X	XX	XX	×	a	v k	K X	1		Present
35	Ajaya kumat		XX		Xa	XX	X	X	XX	11			22
36	Vidhump			×	XX	XX	X		XX	X			2
32	Swathi Crizeel				XX	XX	×	×	×A	~		\times	23
38	Raju. Cr.	-	XX	X		++							23
				+++	-++-	++	++						
						++	++	++-			+		
								+		+			
		-										SREE NARA A COLLER	05
			+++										06
				++-		++							-
				++-	+++	++	+++	++-					
					+++	++	+-+-			++		- CANNE *	
					+++					+			
											1		
						++	++						1
				++		-++	++			++			
							-+-+	++	++	+			
					+ + +	-			+	+-+			-
									+ $+$ $+$	++			
										++			
										++			
									++-	+ +			
										+			
									+	++			
										+			
				++	+ + -								
		_	at										
	Signature of Teacher		8 mm										
	Signature of HOD									+	1		
		I											

ATTENDANCE

REGISTER

		Month (S)																
Name of Course Library And	Inform	4567	691	0 11 12	13 14 15	16171	Jont	h (S) .	<i>P.</i> P.	ril	••••••	•••••	. No.	of Insr	uctiona	d Hour	s	
il. Name of Student	123	1.30					1 20	21 22	3-34 -	21-26-	27-21-2	930						No. of Days
	X	XXXQ	X		××													Present
) Other is	X	XXXX	X		X X _													9
a contact	×	Xaxx	×	XX	XX													10
3 Abbaya	x	XXXX		Xq	× x													9
A RITHU.	X	XXXX		XX	XX								+					9
5 sayana Sudheer	X	axxx	x	XX	XX													10
6 Agraly chandra	x	XXXX		XX	\times \star			$\left \right $				++-						1
7 Romis pillar	x	XXXX		× 9	XX													10
8 Uismaya	x	XXXX		XX	XX													9
9 Reshta R.J		XAXX		XX	XX				_	+								/0
10 Lekshmi	×	XXXX		XX	XX			+ + +					+					9
11 Ashathi Asok	×	XAAA			××			$\left \right $										10
12 Abbin A		XAXA			××		-		_		\rightarrow	+++	+-+					10
13 Lekshmirk	x			XA							-+-+							9
12 Sonias Sajan	x	X X X /			* 1				_									9
15 Varita rajech	×	XXXX			XX			+ + - +				_						10
16 Anagha:s	X	XX x >		_														10
17 sahju praraj	X	XXX;			XX		-			_								10
18 Sarange.	×	XXX)	+ + +		× 9													9
19 Jarachi.s	*	× × ×)		XX														10
20 penya.s	x	XXX			ax													7
21 Shall Shavi	X	XXX			XX					_								10
àà Arjun.	K	XXX	-		××								++-				_	10
23 Rishikeh	×	× × ×			XX					_								10
24 Abhillash	×	XXX			××						\rightarrow		+					9
25 Adithig. T	×	x x x		トイ	XX					_								10
26 Arys. R	X	~~~		XX	**													10
2) Abeers	×	× ^ ×		XX	××			+				-						10
28 Avani sujerlan	X	9~1			XX								+-+					9
à Cranga lekshmi	X	XXX			XX					- -					+ +			9
30 Athree Ani/ 31 Varsha	K	X X X		XX	XX			+										
32 NEVERN NAZAY	X	X×X		××	$(\times \times$		_									+ +		9
33 Muhammod Ali	X	9××			XXX		_											
34 Danze S. La	×	X XX		X;	XXX													10
	~	XXX	9 ~	××	~~													++++
Classica i T	Ann +	++++					-											
Signature of Teacher	Phin																	
Signature of HOD							1		+						+			1
	.U. 1																1 1 1	

AT	TENI	JAN	ICE
			The abor(S)



REGISTER

liko	TU an	(10)	Kim	raho	SC	ma		-	È	Ĺ	1-		L	1	M	nth	(S)	/	Apri	1				No	fIn	erue	41.cm				1.011	
ame of Course Libra	Date	T,T	2	3 9	ŗ	6 2	r	9 1	11	12	1	1913	10	3	4	9 -11	.1.				Ι.			140. 0		sruc	uon		ours			0010
Name of Student		+	-												14	1 34	1122	13-1	2 2	d6 0	27-28	1-27	50	_								No. Dar
Name or orderen	Hou	-	-	-	1	XX	×		×	×	* ,	<					-						-			_						Pres
Ajayakumar		×		×	à,	XXX	×		×		X	<					_			-												10
Widhumoe)		×		X		XA	X		×	×	9	<					_															9
2 Sarathi Coire	est	×		×	17	XAXX	x		×	×		×					_			-				_								8
8 pairio.		×		×	ť	7		-									_			_												10
		-		-	++	-		-						1							-						-	+				
				-	+++	-	-	-	1			-					_		-								4		Pt			
				-	++	1	N	R						+					_		_					_		F				
				-		100		X	A			-		-	-												PF	1111	FAL	-		
				-	1	*	84. 58		121		-				-				_		_					SRE	ENAP	AYAN	hut			
				-	++	H	-	Soo /	Ŧ,			-		++												_						-
				_	+	for	VUR	*	1			-	\vdash									\downarrow							\downarrow			
					++					-		+	\vdash	++															+-+			
						-	-			-											_								+ +			
				_		_	-		-	-		-		++																		
						_	-		-	-																						
							-		_		_																					
							_		-			_																				
									_																					_		
									_			_																				
																						\downarrow							-			++
																													++	_		
																			_										-			+ +
																									_							++
												~~																		_		
																																++
																														_		
													3										_									+++
																																+++
																												+++				++-
												-																+ +				
									1			-			T						_				_			++	++			
										-	\vdash	-		1	T								_									
									-			-	-	1	T																	
		~					1		-	-			-	+	T															-		+
Signature of Teacher		\$	Z			-	-		-	-		-	-	=	1																	
Signature of HOD		11	MV												1													+	+			1
Signature of HOD													1																			