

From

Librarian
Sree Narayana College
Chengannur

To

Principal
Sree Narayana 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)

Chengannur

2-2-2023

Permitted

PRIN. PAL
SREE NARAYANA COLLEGE
CHENGANNUR





Sree Narayana College Chengannur

Affiliated 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, 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, Library 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 COMMITTEE
COORDINATOR)**

Mr. N RATHEES KUMAR

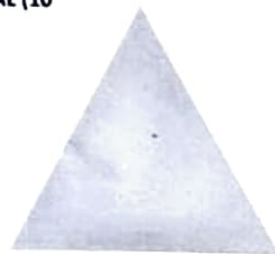
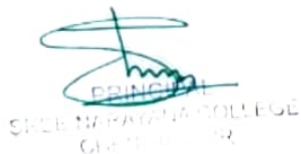
**(COORDINATOR, CERTIFICATE
COURSE)**

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



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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. 2021-22

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	'

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	"
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.	



PRINCIPAL
SREE NARAYANA COLLEGE
CHENGANNUR



ATTENDANCE

REGISTER

Name of Course Teacher(S) 1

Month (S) March No. of Instructional Hours 22 Hours

Sl. No.	Name of Student	Date Hour	Date																		
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
35	Ajaya Kumar		X	X	X		X	X	X	X	X										
36	Vidhuma		X	X	X		X	a	X	X	X										
37	Savathi Chirath		X	X	X		X	X	X	X	X										
38	Rajiv Co.		X	X	X		X	X	X	X	X										

Sl. No.	Name of Student	Date Hour	Date																	No. of Days Present		
			20	21	22	23	24	25	26	27	28	29	30	31								
			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	22
			X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	21
			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	23
			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	23



[Signature]
 SREE NARAYANA COLLEGE
 CHENNGANNUR
 KERALA

Signature of Teacher *[Signature]*
 Signature of HOD

ATTENDANCE

Name of Course Library and Information Science Teacher(S) 1

REGISTER

Month (S) April No. of Instructional Hours 10 Hours

Sl. No.	Name of Student	Date																	No. of Days Present
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
35	Bijayakumar	x			x	x	x	x	x		x	x	x	x					
36	Widhurae	x			x	x	x	x		x	x	x	x						
32	Savathi Gireesh	x			x	x	x	x		x	x	x	x						
38	Kajin G.	x			x	x	x	x		x	x	x	x						



[Signature]
 PRINCIPAL
 SRI NARAYANA COLLEGE
 MYSORE

Signature of Teacher

[Signature]

Signature of HOD