

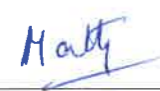

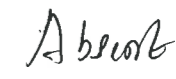






Agenda for BOS meeting on 06-04-2019 –
Library & Information Science

1. Address by the Chairperson
2. Introduction of new Members
3. Reporting of minutes of the last meeting
4. Result analysis
5. Placement analysis
6. Panel of examiners – addition or deletion if any in the existing list
7. Consideration of NAAC criterion (copy attached)
8. Add-on courses, if any
9. Other items admitted by the Chair

Meeting of the Board of Studies in **Library & Information Science** held at Rajagiri College of Social Sciences (Autonomous), Valley Campus Kakkanad at 11.00 AM on 6th April 2019 (Saturday).

Members Present

| | | | |
|---|-----------------------|-------------|---|
| 1 | Dr. Baby M. D | Chairperson |  |
| 2 | Ms. Neethu Mohanan | |  |
| 3 | Ms. Matty P C | |  |
| 4 | Ms. Ani Jyothsna J. | |  |
| 5 | Ms. Anjaly S. Nair | |  |
| 6 | Ms. Mini U. | |  |
| 7 | Dr. G Devarajan | |  |
| 8 | Dr. Muhamed Haneefa K | |  |
| 9 | Dr. V Sriram | |  |

MINUTES OF THE MEETING OF BOARD OF STUDIES OF **LIBRARY & INFORMATION SCIENCE (BLISc AND MLISc)** HELD AT 11.00 AM ON 06-04-2019 AT RAJAGIRI BUSINESS SCHOOL, RAJAGIRI VALLEY CAMPUS, KAKKANADU, KOCHI.

The following members were present in the meeting:

- | | |
|---------------------------|-------------|
| 1. Dr. M. D Baby | Chairperson |
| 2. Dr. G. Devarajan, | MGU Nominee |
| 3. Dr. Mohamed Haneefa K, | Member |
| 4. Mr. V. Sriram, | -do- |
| 5. Ms. Mini Ulanat, | -do- |
| 6. Ms. Neethu Mohanan | -do- |
| 7. Ms. Ani Jyothsna J | -do- |
| 8. Ms. Matty P C | -do- |
| 9. Ms. Neetha Devan N V | -do- |

Leave of absence

- | | |
|-----------------------|--------|
| 1. Ms. Anjali S. Nair | Member |
|-----------------------|--------|

The second meeting of the re-constituted Board of Studies commenced at 11.00 AM. The meeting was conducted based on a pre-circulated agenda.

Agenda

1. Address by the Chairperson
2. Introduction of new Members
3. Reporting minutes of the last meeting
4. Result analysis
5. Placement analysis
6. Panel of examiners-addition or deletion if any in the existing list.
7. Consideration of NAAC criterion (copy attached)
8. Add-on/Value added courses, if any
9. MLISc Integrated (2 Year) for 2020-21 academic year
 - Preparation/Discussion on Syllabus
10. Other items admitted by the Chair
 - Syllabus for 2019-20 academic year

1) The Chairperson of the Board of Studies in Library & Information Science, Dr M D Baby has welcomed the members and introduced the Agenda. The minutes of the previous meeting of the BOS was presented and got it approved. The Board went through the agenda and discussed item by item and recommended the following.

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- 2) Board members evaluated the previous examination results of last 5 years and expressed their appreciation for the high pass percentage. They also noticed the moderation marks given to the students during this period and it was at very low rate and no moderation in MLISc in the last two years was highlighted by the BOS.
- 3) The board evaluated the various procedures in the placement by the department and the percentage of placements in the last years and expressed their great appreciation. The BOS appreciated the high rate of placement in the dept. And they specially mentioned MLISc placements as 100%. The BOS suggested Industry side output should be analyzed while choosing dissertation topics.
- 4) The board approved the panel of examinations for 2019-20 academic year.
- 5) Department adopted the M G University Syllabi (BLISc and MLISc) from 2014 onwards. In the year 2018-19 department adopted the revised M G University Syllabi for BLISc and MLISc programmes. The board reviewed and analysed the Scheme and Specific changes, addition, new courses introduced in the Syllabus revision.

| Academic Year | Scheme and Syllabus |
|--------------------|--|
| 2014-15 | Adopted the M G University Scheme and Syllabus External: Internal- 80:20 |
| 2015-16 to 2017-18 | University approved the Scheme submitted by the college and allow to follow the M G University Syllabus.(U. O /1036/B 7/2016/Academic) External: Internal - 60: 40 |
| 2018-19 | Adopted the M G University Revised Scheme and Syllabus with Content changes and Elective Options.(U.O:167/2/A.C.B.VII/2017) External: Internal-60: 40 |

Board of Studies reviewed the specific changes incorporated in the revised syllabus (2018-19) compared to previous curriculum.

BLISc Programme:-

i. The changes that have been incorporated in Semester 1 are:

- ~~a. Reference collections and service routines, annual reports introduced.~~
- b. Knowledge Organization Theory –Cataloguing course has been moved to semester 2 from Semester 1 with title change Knowledge organization – Cataloguing (Theory).
- c. Knowledge Organization practice–Classification course has been moved to semester 1 from Semester 2 with title change Knowledge organization +Library Classification (Practical).

ii. The changes that have been incorporated in Semester 2 are:

- a. Course title “Information sources, systems and services” changed as “Information sources and services”.
- b. Information seeking behaviour, OCLC, Thomson Reuters, ERIC, INSPEC, PROQUEST, EBSCO introduced in Semester 2.
- c. A record of team work: Evaluation of not less than 75 reference sources introduced in the Semester 2.
- d. Library Automation Software –KOHA introduced in the Semester 2

iii. Elective Courses introduced in the BLISc (2018-19):

- a. Information Technology (Theory)
- b. Computer Application in Libraries
- c. Information Literacy
- d. Digital Resources

MLISc Programme:

i. The changes that have been incorporated in Semester 1 are:

- a. National Policy of Information, methods of data collection, Patterns of User behaviour, Information behaviour models introduced in the Semester 1.
- b. Information Processing and Retrieval (Practice) moved as elective paper.
- c. Reference management tools, Zotero, End Note, Plagiarism best practices and Methods, techniques of interpretation introduced in the Semester 1

- d. Information Systems and Products course moved to semester 1 from semester 2.
- d. ACM Digital Library, EBSCO , Proquest, Elsevier, Ingenta, J- Gate etc are introduced.

ii. The changes that have been incorporated in Semester 2 are:

- a. Course title “Information Technology applications” changed as “Information Technology applications in LIS (Theory)”.
- b. RFID, GSDL, Library 2.0/3.0 , WebOpac, Institutional Repositories etc introduced.
- c. Course title “Information Technology applications-Practical” changed as “Information Technology applications in LIS (Practical)”.
- d. Creation of meta data –Dublin Core Introduced.
- e. New Course introduced-Planning and Management of Library and Information Centres.

iii. Elective Courses Introduced in MLISc (2018-19):

- a. Statistical Methods
- b. Digital Libraries
- c. Technical Communication
- d. Knowledge Management
- e. Competency Development

6. The board analysed and identified the courses having focus on employability/entrepreneurship/ skill development during the last five years. Courses identified based on the activities (Projects, Internships, and Hands on training on Library Softwares etc.) that directly bearing on employability/entrepreneurship/ skill development. Courses given below:

| Name of the Course | Course Code | Name of the Program | Year |
|---|-------------|---------------------|------|
| Library and Information Centre Management | BLISc 102 | BLISc | 2015 |
| Knowledge Organization Practice-Classification | BLISc 202 | BLISc | 2015 |
| Knowledge Organization Practice-Cataloguing | BLISc 203 | BLISc | 2015 |
| Information Technology (Practical) | BLISc 205 | BLISc | 2015 |
| Information Processing and Retrieval (Practice) | MLISc 103 | MLISc | 2015 |
| Research Methodology and Statistical Techniques | MLISc 105 | MLISc | 2015 |
| Information Technology Applications- Practical | MLISc 203 | MLISc | 2015 |

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|--|------------|-------|------|
| Information Technology Applications in LIS(Practical) | MLIS2 C02 | MLISc | 2018 |
| Planning and Management of Library and Information centres | MLIS 2 C03 | MLISc | 2018 |
| Information Processing and Retrieval (Practice) | MLIS E 01 | MLISc | 2018 |
| Statistical Methods | MLIS E 02 | MLISc | 2018 |
| Digital Libraries | MLIS E03 | MLISc | 2018 |
| Technical Communication | MLIS E 04 | MLISc | 2018 |
| Competency Development | MLISc E06 | MLISc | 2018 |
| Library and Information Centre Management | BLIS 1 C02 | BLISc | 2018 |
| Knowledge Organization- Library Classification(practical) | BLIS 1 C04 | BLISc | 2018 |
| Knowledge Organization -Library Cataloguing(practical) | BLIS 2 C03 | BLISc | 2018 |
| Information Technology (Practical) | BLIS 2 C04 | BLISc | 2018 |
| Computer Application in Libraries | BLIS E02 | BLISc | 2018 |
| Information Literacy | BLIS E 03 | BLISc | 2018 |
| Digital Libraries | BLIS E04 | BLISc | 2018 |

7. The board reviewed the elective options implemented in the BLISc and MLISc Programmes' curriculum during the year 2018-19 academic year.

8. Board members also recommended to start add-on courses in Software asset management, Information literacy, Blog writing, Vlog writing, article writing etc. in addition to the existing add-on courses – Communicative English and Yoga.

9. The board approved the value added course on "Professional competency development" and its curriculum submitted by the department with some modification.

10. The BOS suggested starting a Diploma in Medical informatics after making a feasibility study and other aspects of the course like employability and demand in the job market. Two members from the BOS volunteered to work with the HOD for the preparation of the syllabus of the course. (Dr. G. Devarajan from Kerala University and Dr .Mohamed Haneefa from Calicut University).

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11. The BOS recommended the initiative from the dept. to start the **integrated program M. Lib.I.Sc from the year 2020-21 academic year**. The name for the integrated Course as per UGC norms shall be M.Lib.I.Sc. They Board examined the draft syllabus submitted by the department in detail and suggested additions of topics in certain papers. After the modifications and corrections, the final draft shall be presented in the next board meeting. Major suggestions pointed out by the Board of members in the MLISc Integrated programme are:

- The title of the course Information Sources and Services could be modified into Information Tools, Systems and Services.
- Inclusion of Green library Concept, Women librarianship in Professional ethics in one of the papers.
- To add Resource allocation with a gender angle, women reading and stress, and also to include dissertation topics with a gender angle to it.
- Addition of Human Values to Professional Ethics in the curriculum.
- Inclusion of CALC and Impress in the curriculum.

Total Seats shall be 50. Out of which 5 seats allotted for lateral entry. 5 seats for students from other states and under developed countries. MG University syllabus shall be considered for syllabus setting. *Study tour and internship, rural camp* shall be part of the syllabus. The internship can be allocated to a period after the Second semester, just before their holidays. The internship period shall be 20 working days in place of the present 30 working days.

12. Board members evaluated the feedback system and the feedback collected from the stakeholders-Alumni, students and parents. (Questions related to curricular aspects-Professionals needs, Global competency, Inculcating value system among system, Quest for excellence etc).

| Sl.No | Programme | Stakeholders Feedback | BOS Decision |
|-------|-----------|--|---------------------|
| 1 | BLISc | Alumni Training for Library Management softwares etc. Students exchange programmes. Soft Skill training | Approved for action |
| 2. | | Students Soft and Hard skill necessary for the cooperate field | Approved for action |

| | | | |
|-------|----------|--|---------------------|
| MLISc | Alumni | New courses to be started – PGDLAN, MPhil, Research | Approved for action |
| | Students | Enhancement of research aptitude. Weekend training in the live lab (Library) | Approved for action |
| | Parents | Stress Management, Time management | Approved for action |

Action taken:

To commence a value added courses on Professional Competency development – Curriculum including Communication skill, Time management, Stress management etc.

Action Plan:

To mould the students to be able to foster global competencies.
To start add -on courses on Software asset management, Information literacy etc.

12. Board recommended to follow the MG University Syllabus for the academic year 2019-2020.

13. The Board discussed about the recent trends and developments in the field of Library and information science in academic wise and professional wise.

14. Other items discussed in the BOS:

- Special coaching and mock test for NET was conducted by the college, monetary incentives were given to qualified candidates. Three students qualified NET in 2017-18 academic year. Two students MLISc qualified NET in the academic year 2018-19.
- Scholarships to eligible students, prize money was given to semester toppers as well as course toppers. The BOS appreciated the generous institutional support and opinioned that the above factors acted as a motivating factor for the success.
- The students should be encouraged and motivated to present articles in national/international seminars and conferences. Open access publications should be encouraged.
- Internships and Industrial visits to achieve career development and increasing job opportunities of the students.

The BOS meeting concluded at 1.30 pm with a word of thanks from the Chairperson to all members.

Dr M D Babu
Chairperson

