

THE MAHATMA GANDHI UNIVERSITY
UNDERGRADUATE PROGRAMMES
(HONOURS) SYLLABUS
MGU-UGP (Honours)

(2024 Admission Onwards)



Faculty: Social Sciences
BoS: Library & Information Science
(UG & PG)
Subject: Library and Information Science

Mahatma Gandhi University
Priyadarshini Hills
Kottayam – 686560, Kerala, India

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Preface

Keeping up the progressive outlook in the academic field, the Kerala State Higher Education Council has framed guidelines for a four-year undergraduate programme (FYUGP) that is proposed to be implemented from the academic year 2024 - 2025 onwards. In line with this, Mahatma Gandhi University, Kottayam, has embarked on redefining the undergraduate programme with foundational courses that equip students with the necessary knowledge, abilities, and skills for their overall development.

The Board of Studies in Library and Information Science, Mahatma Gandhi University has formulated syllabus for Multidisciplinary Courses (MDC), Value Added Course (VAC), and Skill Enhancement Course (SEC) for the upcoming Four-Year Undergraduate Programmes. The foundation courses introduce topics such as information literacy, academic writing, e-book publishing and emerging technologies in information search and retrieval techniques to build core capabilities in the first four semesters. The syllabi of MDCs, SEC and VAC have incorporated and reflect the latest advancements in the academic field.

I extend my heartfelt appreciation to the members of the Board of Studies, faculty members, experts, and stakeholders who have contributed their expertise and insights into the development of this syllabus. Their collective efforts have ensured that the curriculum meets the highest standards of academic rigor and excellence.

Dr. Mohamed Haneefa K.
Chairman BoS, Library and Information Science (UG and PG)

Board of Studies & External Experts

Sl.No.	Name	Designation
1	Dr. Mohamed Haneefa K. (Chairman)	Professor Dept. of Library and Information Science University of Calicut
2	Dr. Gilu G.Ettaniyil (Member & Coordinator)	College Librarian (Academic Level 13 A) St. Thomas College of Teacher Education, Pala
3	Dr. Cherian K. George (Member)	College Librarian Union Christian College, Aluva
4	Mr. Biju V.V. (Member)	College Librarian (Academic Level 12) Sacred Heart College (Autonomous), Thevara
5	Mr. Jasimueen S. (Member)	College Librarian (Academic Level 12) St. Stephens College Uzhavoor
6	Mrs. Supriya Susan Kurian (Member)	College Librarian (Academic Level 11) Mar Thoma College for Women, Perumbavoor
7	Dr. Sudhi S. Vijayan (Member)	Assistant Professor Dept. of Library and Information Science University of Kerala
8	Smt. Mini G. Pillai (Member)	Deputy Librarian - in - Charge (Retired) Mahatma Gandhi University Library Kottayam
9	Dr. Sherin Yohannan (Member)	College Librarian Govt. Arts College Thycaud Thiruvananthapuram

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Syllabus Index

Name of the Subject: **Library and Information Science Courses**

Semester: 1

Course Code	Title of the Course	Type of the Course DSC, MDC, SEC etc.	Credit	Hours/ week	Hour Distribution /week			
					L	T	P	O
MG1MDCLIS100	Information Literacy	MDC	3	4	2		2	

L — Lecture, T — Tutorial, P — Practical/Practicum , O — Others

Semester: 2

Course Code	Title of the Course	Type of the Course DSC, MDC, SEC etc.	Credit	Hours/ week	Hour Distribution /week			
					L	T	P	O
MG2MDCLIS100	Academic Writing	MDC	3	4	2		2	

Semester: 3

Course Code	Title of the Course	Type of the Course DSC, MDC, SEC etc.	Credit	Hours/ week	Hour Distribution /week			
					L	T	P	O
MG3VACLIS200	E-Book Publishing	VAC	3	3	3			

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Semester: 4

Course Code	Title of the Course	Type of the Course DSC, MDC, SEC etc.	Credit	Hours/ week	Hour Distribution /week			
					L	T	P	O
MG4SECLIS200	Information Search and Retrieval Skills	SEC	3	3	3			

	Title	Credits
MG4INTLIS200	Library Internship	2



SEMESTER 1

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Mahatma Gandhi University Kottayam

Programme						
Course Name	Information Literacy					
Type of Course	Foundation Course MDC					
Course Code	MG1MDCLIS100					
Course Level	100-199					
Course Summary	The "Information Literacy" course develops key competencies for lifelong learning in identifying, evaluating, and ethically utilising scholarly information sources to meet academic and research goals. Students will gain conceptual knowledge and practical skills related to library systems, open-access resources, search strategies, and academic writing conventions. The course aims to equip students with information literacy skills essential for advanced studies and research pursuits.					
Semester	I	Credits			3	Total Hours
Course Details	Learning Approach	Lecture	Tutorial	Practicum	Others	
		2	0	1		60
Pre-requisites if any	Nil					

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COURSE OUTCOMES (CO)

CO No.	Expected Course Outcome	Learning Domains *	PO No
1	Explain key concepts related to types of libraries, library organization systems, and the role of libraries in society.	U	1,3,6,
2	Identify and locate appropriate information sources such as books, journals, and databases for academic work	A	2,3,10
3	Determine credibility, relevance, and suitability of information sources using criteria such as authority, currency, audience, etc.	E	1,2,10
4	Construct effective search strategies for information retrieval using Boolean operators, keywords, filters, etc.	A	2,4,5, 10
5	Apply ethical standards related to plagiarism avoidance, citations, and attribution when utilizing information.	A	6,10
6	Utilize tools such as bibliographic managers and citation generators for organizing research literature	A	8,9,10
7	Discuss emerging technologies like artificial intelligence (AI), machine learning and their applications in Library and Information Science.	U	4,7,10
<p><i>*Remember (K), Understand (U), Apply (A), Analyse (An), Evaluate (E), Create (C), Skill (S), Interest (I) and Appreciation (Ap)</i></p>			

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COURSE CONTENT

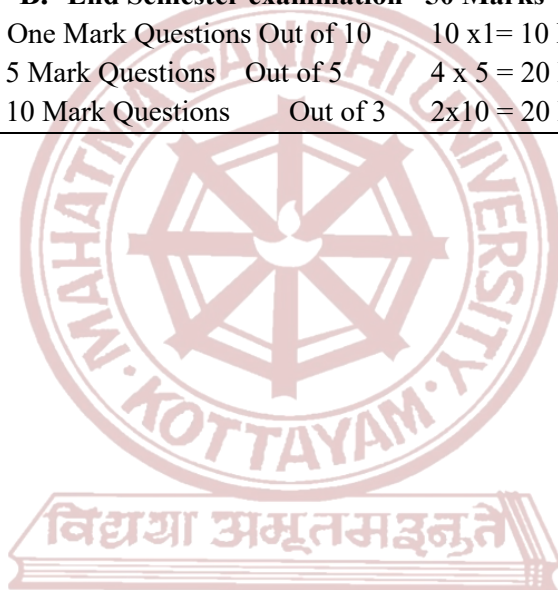
Content for Classroom transaction (Units)

Module	Units	Course description	Hrs	CO No.
1. Introduction to Library as an Information System	1.1	Concept of information literacy and its needs. Fundamentals of Data, Information, Knowledge and Wisdom Libraries for life-long learning: Introduction, evolution, types and services of libraries Digital libraries and Institutional Repositories	4	1
	1.2	Organisation of knowledge in libraries: Introduction to classification and cataloguing. Categories of Information Sources: Documentary and Non-documentary. Primary, Secondary and Tertiary Information sources and its features: Print and Digital Ready reference sources	5	2
	1.3	Unique Identifiers of Print and Electronic documents: ISBN, ISSN, DOI Wikimedia resources; Internet Archive; Project Gutenberg Sources of Patent Information	4	3
2. Information Access and Management	2.1	Open access and closed access resources Open Access Initiatives and different models. Academic Social Networks	5	1 & 2
	2.2	Information retrieval - Search strategies - Search string formulation, Boolean operators, Thesaurus Literature search: Search Engines, meta search engines, web directories. Academic databases: Web of Science, Scopus, SJR, Google Scholar Resources and services of INFLIBNET	6	2 & 4
	2.3	Ethical usage of information	6	5

		Plagiarism, Types of Plagiarism, Avoiding Plagiarism and its UGC Regulation IPR: Copyrights & Patent rights, WIPO, Open Licences. Patent search techniques.		
3. Practicum	3.1	How to write an assignment. Overview of academic referencing and citation styles (APA, MLA, Chicago, etc), In-text citations and references, list /bibliography. Endnotes and footnotes. Preparation of references (in-text and bibliography) for a given article using the Reference Management Tools with special emphasis on Zotero.	10	6
	3.2	How to access databases - Scopus, Web of Science, NLIST; Open Access Resources - DOAJ, DOAB, OpenCourseWare, e-PG Pathshala, eGyanKosh, Swayam, National Digital Library of India.	10	5
	3.3	Information retrieval Skills - Search strategies - Search string formulation, advanced search features of databases. Spell checking tools and plagiarism checking software Online collaborative tools - G Suite AI tools for research and information retrieval. Disinformation and Misinformation, Fact checking - (software for checking)	10	5 & 7
4.	Teacher Specific Content.			

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Teaching and Learning Approach	<p>Classroom Procedure (Mode of transaction)</p> <p>Lecture cum discussion, practicum, group presentations, seminars, peer tutoring, ICT-based teaching and learning, and assignments.</p>
Assessment Types	<p>MODE OF ASSESSMENT</p> <p>A. Continuous Comprehensive Assessment (CCA) 25 Marks</p> <p>Test in Information Literacy Practicum Assignment</p>
	<p>B. End Semester examination 50 Marks</p> <p>Part A One Mark Questions Out of 10 10 x1= 10 Marks Part B 5 Mark Questions Out of 5 4 x 5 = 20 Marks Part C 10 Mark Questions Out of 3 2x10 = 20 Marks</p>



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SEMESTER 2

MGU-UGP (HONOURS)

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Mahatma Gandhi University Kottayam

Programme							
Course Name	Academic Writing						
Type of Course	Foundation Course -MDC						
Course Code	MG2MDCLIS100						
Course Level	100-199						
Course Summary	<p>The "Academic Writing" course builds core competencies in research planning, writing conventions, ethical practices, and technology tools involvement across planning, drafting, and publishing stages of scholarly communication. Students gain conceptual and applied learning exposure spanning fundamentals of academic writing, literature search skills, referencing guidelines, open models' awareness and hands-on practice producing projects/papers using relevant software. The aim is to equip students with lifelong learning skills integral to effective academic and research writing pursuits.</p>						
Semester	II	MGU-UGP (HONOURS)			Credits	3	Total Hours
Course Details	Learning Approach	Lecture	Tutorial	Practicum	Others	60	
		2	0	1			
Pre-requisites if any	Nil						

COURSE OUTCOMES (CO)

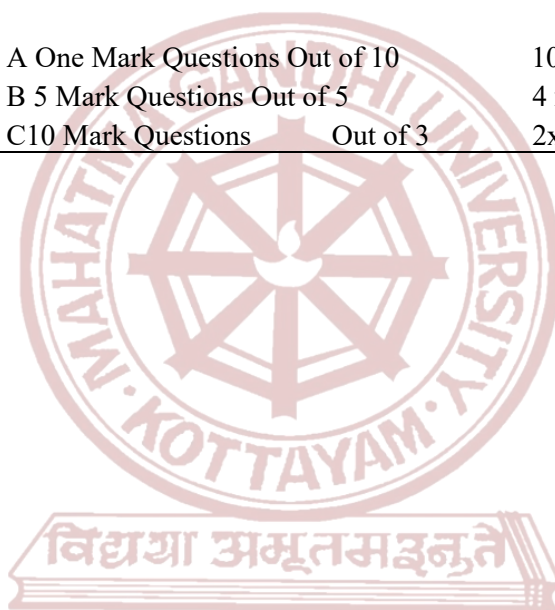
CO No.	Expected Course Outcome	Learning Domains *	PO No
1	Explain the importance and fundamentals of academic writing	U	1,3,10
2	Identify the characteristics and structure of scholarly publications, like journal articles	U	1,3,4
3	Search academic literature using databases and formulate effective search queries	Ap	5,9,10
4	Describe the scholarly publication process, including journal selection and peer review	Ap	7,9,10
5	Apply ethical practices related to plagiarism, copyright, attribution, and citations	Ap	6,8,10
6	Use reference management and AI tools to organize research	Ap	2,10
7	Create structured and cohesive academic papers/projects using writing tools	C	4,9,10
<p style="text-align: center;">MGU-UGP (HONOURS)</p> <p>*Remember (K), Understand (U), Apply (A), Analyse (An), Evaluate (E), Create (C), Skill (S), Interest (I) and Appreciation (Ap)</p>			

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COURSE CONTENT: Content for Classroom transaction (Units)

Module	Units	Course description	Hrs	CO No.
1. Introduction to Academic Writing	1.1	Introduction to Research and Scholarly communication Academic writing: characteristics and types Academic writing process.	4	1
	1.2	Scientific Paper - features, types, structure. How to read a scientific paper. Predatory journals, cloned journals UGC-CARE list, Scopus, Web of Science	5	2
	1.3	Literature search and retrieval - academic search engines, Citation databases Open Access resources. AI tools for retrieving scientific papers.	6	3
2. Scholarly Communication and Ethics	2.1	Publishing Scholarly Articles - Journal identification, publication and peer review process. Open Access Models Author metrics and Journal metrics.	4	4
	2.2	Ethical Practices in Scholarly communication: Research and Publication Ethics, Copyright Laws and Fair Use. Intellectual Property and IPR Understanding Plagiarism: Concepts and Types. How to Avoid Plagiarism and Plagiarism checking software	6	5
	2.3	Project/dissertation structure Writing Tools & Software AI Tools for Academic Writing Referencing and Citation Styles Reference Management Tools	5	6,7
3. Practicum; Tools and Techniques for Scholarly Writing	3.1	Overview of writing software: MS Word Tools for collaborative writing: Google Docs, Overleaf Information retrieval techniques	10	7
	3.2	Academic referencing and citation styles (APA, MLA, Chicago), In-text citations and references, list /bibliography. Endnotes and footnotes. Citation and Reference Management tools (Zotero / Mendely) Spell checking tools and similarity checking software	10	6
	3.3	AI tools for academic writing - Literature Search and Discovery Literature Review and Analysis Manuscript Drafting Visualization and Reporting	10	6, 7
4.	Teacher Specific Content.			

Teaching and Learning Approach	Classroom Procedure (Mode of transaction) Lecture cum discussion, practicum, group presentations, seminars, peer tutoring, ICT-based teaching and learning, and assignments.
Assessment Types	MODE OF ASSESSMENT A. Continuous Comprehensive Assessment (CCA) 25 Marks Test in Academic Writing Practicum Assignment
	B. End Semester examination Part A One Mark Questions Out of 10 10 x1= 10 Marks Part B 5 Mark Questions Out of 5 4 x 5 = 20 Marks Part C 10 Mark Questions Out of 3 2x10 = 20 Marks



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SEMESTER 3

MGU-UGP (HONOURS)

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Mahatma Gandhi University Kottayam

Programme						
Course Name	E-Book Publishing					
Type of Course	Foundation Course- VAC					
Course Code	MG3VACLIS200					
Course Level	200-299					
Course Summary	<p>The "E-Book Publishing" course develops knowledge and applied life long learning skills on multiple dimensions of print and digital publishing spanning historical context, format considerations, multimedia enrichment, distribution platforms, marketing channels, and adoption of emerging technologies. Students will gain a holistic perspective of traditional and self-publishing landscapes, leveraging tools for multi-format eBook preparation, deliverables enhancement, dynamic technological advancements and devising dissemination strategies for the self-publishing paradigm.</p>					
Semester	III	Credits			3	Total Hours
Course Details	Learning Approach	Lecture	Tutorial	Practical	Others	
Pre-requisites, if any	Nil					45

Syllabus

COURSE OUTCOMES (CO)

CO No.	Expected Course Outcome	Learning Domains *	PO No
1	Explain the landscape, components and process of book publishing industry including self-publishing	U	1,3,10
2	Identify different eBook design principles, formats, and accessibility features	U	1,3,6,10
3	Apply tools and techniques for creating different types of eBooks with multimedia elements	Ap	2,5,10
4	Evaluate licensing models like Creative Commons and distribution platforms	E	2,3,7
5	Develop strategies for self-publishing and promoting eBooks on various channels	C,Ap	4,6,10
6	Describe emerging technologies and their applications in eBook design and user experience	U	2,7,10
<p>*Remember (K), Understand (U), Apply (A), Analyse (An), Evaluate (E), Create (C), Skill (S), Interest (I) and Appreciation (Ap)</p>			

MGU-UGP (HONOURS)

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COURSE CONTENT: Content for Classroom transaction (Units)

Module	Units	Course description	Hrs	CO No.
1. Introduction to Book Publishing	1.1	Historical foundation of book publishing from print to electronic form Publishing industry: publishing models, key players, global and India. Type and parts of book	5	1
	1.2	Traditional book publication procedure Self-publishing and distribution platforms - Amazon Kindle Direct Publishing, Smashwords, Wattpad etc. Publishing in Indic languages, Unicode.	5	1,2
	1.3	eBook: formats, strengths, and limitations of each format. Accessibility features - Accessible Books Consortium (ABC), Audio books. Book Design principles.	5	2
2. Ebook Creation Tools and Techniques	2.1	E-book creation software - Overleaf / tex, Google Doc, MS Word, Canva, Kindle Create, Pages and Draft2Digital Preparing Cover pages, index, TOC and hyperlinking. Formatting ebooks for Amazon KDP	5	3,4,5,6
	2.2	E-book readers E-book management - Calibre Metadata of ebooks	5	3
	2.3	Copyrights and permissions: Creative Commons Licences and Digital Rights Management The Copyright Act, 1957 Copyleft and open licencing	5	4

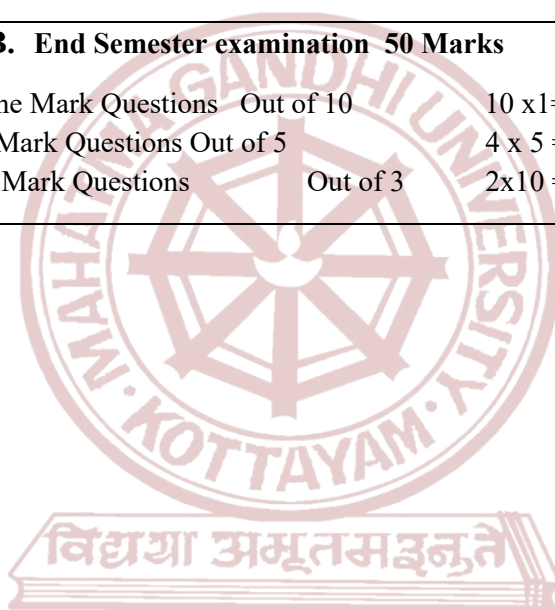
3. Publication, Distribution and Marketing of eBooks	3.1	Publish paperback and eBooks on Amazon KDP, Pothi and NotionPress. Advantages of eBook publishing over the traditional model Current trends in eBook publishing, print on demand and Trade channels of books	5	4,5,6
	3.2	ISBN, Barcode for ISBN, its significance and contents Procedures to get ISBN. DOI of eBooks	5	3
	3.3	Pricing and royalty. Marketing strategies for books Delivery of Books and Newspaper (Public Library) Act, 1954.	5	5
4.	Teacher Specific Content.			



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Teaching and Learning Approach	Classroom Procedure (Mode of transaction) Lecture cum discussion, group presentations, seminars, peer tutoring, ICT-based teaching and learning and assignments.
Assessment Types	MODE OF ASSESSMENT A. Continuous Comprehensive Assessment (CCA) 25 Marks Test in E-Book Publishing Assignment Seminar
	B. End Semester examination - 50 Marks Part A One Mark Questions Out of 10 10 x1= 10 Marks Part B 5 Mark Questions Out of 5 4 x 5 = 20 Marks Part C 10 Mark Questions Out of 3 2x10 = 20 Marks



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References

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SEMESTER 4

MGU-UGP (HONOURS)

Syllabus



Mahatma Gandhi University Kottayam

Programme						
Course Name	Information Search and Retrieval Techniques					
Type of Course	Foundation Course -SEC					
Course Code	MG4SECLIS200					
Course Level	200 - 299					
Course Summary	<p>The "Information Search and Retrieval Techniques" course builds life-long learning competencies in formulating focused search strategies, evaluating suitable information systems, assessing result relevance, appreciating technological innovations, and responsibly navigating online environments. Students gain a conceptual and practical understanding of information retrieval models, source taxonomies, query optimization techniques, federated tools, search analytics and credibility indicators essential for effective information exploration in academic contexts.</p>					
Semester	IV	Credits			3	Total Hours
Course Details	Learning Approach	Lecture	Tutorial	Practical	Others	
Pre-requisites if any	Nil					45

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COURSE OUTCOMES (CO)

CO No.	Expected Course Outcome	Learning Domains *	PO No
1	Explain the concepts, components, and challenges of information retrieval systems	U	1
2	Formulate effective search queries using different techniques like Boolean, phrase search etc.	Ap	5
3	Evaluate and select appropriate information sources like databases, search engines, catalogues etc. based on the search goal	E	2
4	Describe emerging technologies like AI, multimedia search and their applications in information retrieval	U	7
5	Assess search performance using metrics like precision, recall and user satisfaction	An	3
6	Apply best practices for leveraging academic databases and federated search systems	Ap	10
7	Identify issues related to information privacy, security, credibility, and responsible use of online information	U	8
<p>*Remember (K), Understand (U), Apply (A), Analyse (An), Evaluate (E), Create (C), Skill (S), Interest (I) and Appreciation (Ap)</p>			

COURSE CONTENT: Content for Classroom transaction (Units)

Module	Units	Course description	Hrs	CO No.
1 Introduction to IR	1.1	Basic concept of Information: Types and formats, print and digital sources Access to digital information and its challenges Introduction to Information Retrieval - Definition, scope, purpose and components	5	1
	1.2	Information and data retrieval. Information Retrieval: Models, types and challenges. User interaction with information retrieval system	5	1
	1.3	Database - architecture and Indexing techniques DBMS, MS access		
2. IR Theory and Models	2.1	General search and advanced search strategies, and prerequisites Understanding metadata and controlled vocabularies- Thesaurus, MeSH Types and features of search engines. Deep Web.	5	1, 2
	2.2	Academic Databases - Subject Specific databases, Open Access, OER. Citation databases - Web of Science and Scopus	5	2,6
	2.3	Library Catalogue: OPAC and WebOPAC Introduction to Open Data, Linked open data, RDF, Data Repositories and Research Data Management (RDM)	5	3,6
3. Information Retrieval Process	3.1	Online Database Searching - Features and functionality of online systems, Formulating effective search queries, Applying filters and limits to fine-tune search	5	4,5
	3.2	Federated Search Systems - Submitting queries across multiple platforms, results aggregation, duplication and ranking.	5	4,5

	3.3	Assessing Search Results - relevance, precision, recall and user satisfaction	5	4,5
	3.4	Emerging Trends and Technologies - Multimedia, semantic, conversational search, Image search AI-enabled tools - chatbots, classifiers, recommender systems. Information storage and privacy concerns. Misinformation and Disinformation	5	4,7
4	Teacher Specific Content.			

Teaching and Learning Approach	Classroom Procedure (Mode of transaction) Lecture cum discussion, group presentations, seminars, peer tutoring, ICT-based teaching and learning and assignments.
Assessment Types	MODE OF ASSESSMENT A. Continuous Comprehensive Assessment (CCA)-25 Marks Test in Information Retrieval Assignment Seminar
	B. End Semester examination- 50 Marks Part A One Mark Questions Out of 10 10 x1= 10 Marks Part B 5 Mark Questions Out of 5 4 x 5 = 20 Marks Part C 10 Mark Questions Out of 3 2x10 = 20 Marks

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Summer Internship

	Title	Credits
MG4INTLIS200	Library Internship	2

Evaluation Criteria

Total Marks:50

Mode of Assessment	Continuous Comprehensive Assessment (CCA)
Assignment	15 Marks
Work Diary	
Quiz 1 and 2	

Mode of Assessment	End Semester Examination
Project Report	25 Marks
Viva- Voce	10 Mark

Syllabus Revision Workshop Participants

Sl. No.	Name	Designation
1	Dr. Mohamed Haneefa K. (Chairman)	Professor Dept. of Library and Information Science University of Calicut
2	Dr. Gilu G. Ettaniyil (Member, Bos & Coordinator)	UGC Librarian (Academic Level 13 A) St. Thomas College of Teacher Education, Pala
3	Dr. Cherian K. George (Member, BoS)	College Librarian Union Christian College, Aluva
4	Mr. Biju V.V. (Member, BoS)	College Librarian (Academic Level 12) Sacred Heart College (Autonomous), Thevara
5	Mr. Jasimueen S. (Member,BoS)	College Librarian (Academic Level 12) St. Stephens College Uzhavoor
6	Mrs. Supriya Susan Kurian (Member, BoS)	College Librarian (Academic Level 11) Mar Thoma College for Women, Perumbavoor
7	Smt. Mini G. Pillai (Member, BoS)	Deputy Librarian - in - Charge (Retired) Mahatma Gandhi University Library Kottayam
8	Dr. Anat Suman Jose	UGC Librarian St. Peter's College, Kolenchery
9	Tinju Tom	UGC Librarian Assumption College(Autonomous), Changanassery
10	Archana Unnikrishnan	UGC Librarian NSS Hindu College,Changanassery
11	Jobin Jose	UGC Librarian Marian College(Autonomous),Kuttikkanam
12	Bijimol Joseph	UGC Librarian Alphonsa College,Pala
13	Raysh Thomas	UGC Librarian CMS College, Kottayam
14	Sr. Jincy Philip	UGC Librarian BCM College, Kottayam
15	Justin Joseph	UGC Librarian St. George College, Aruvithura
16	Jubin Jacob	UGC Librarian St. Thomas College, Palai

17	Seena R. Nair	UGC Librarian Baselius College, Kottayam
18	Sr. Renimol Joseph	UGC Librarian B.K College, Amalagiri
19	Deummy John	UGC Librarian St. Dominic's College, Kanjirapally
20	Jeena Jayan	UGC Librarian The Cochin College, Kochi
21	Gigi Mathai	UGC Librarian BPC College, Piravam
22	Ecumeni Paul	UGC Librarian Mar Athanasius College (Autonomous), Kothamangalam
23	Isson George	UGC Librarian Henry Baker College, Melukavu
24	Ambili K.R.	College Librarian Al Ameen College, Edathala
25	Tojomon P. Issac	Librarian, UGC St. Aloysius College, Edathua
26	Jyothi T.S.	Librarian (UGC) Sree Sankara Vidyapeetom College, Valayanchirangara
27	Joycy P.D.	UGC Librarian Pavanatma College, Murickassery
28	Droupathy Devi C.G.	UGC Librarian St. Joseph's College, Moolamattom
29	Princy D. Nellanat	UGC Librarian St. Xavier's College, Vaikom
30	Sandhya Anand	UGC Librarian SAS SNDP Yogam College, Konni
31	Jincy Joseph	UGC Librarian St. Joseph's College of Teacher Education for Women, Ernakulam