



# DEPARTMENT OF DISTANCE & CONTINUING EDUCATION

## SCHOOL OF OPEN LEARNING, CAMPUS OF OPEN LEARNING

### UNIVERSITY OF DELHI



## LIBRARY AND INFORMATION SCIENCE PROSPECTUS 2024-25

### «———— Programs Offered —————»

- ❖ Bachelor of Library and Information Science (BLISc)
- ❖ Master of Library and Information Science (MLISc)



**DEPARTMENT OF DISTANCE & CONTINUING EDUCATION  
SCHOOL OF OPEN LEARNING, CAMPUS OF OPEN LEARNING  
UNIVERSITY OF DELHI,  
DELHI-110007**



**ADMISSION  
TO  
LIBRARY AND INFORMATION SCIENCE  
PROGRAMMES  
PROSPECTUS  
2024-25**

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## VISION & MISSION



### **Our Vision**

*To be a global leader in the field of open, distance and online education promoting life-long learning using cutting-edge technology across geographical regions.*



### **Our Mission**

*Our mission is to be an internationally acclaimed premier institution of open, distance, and online education to influence the direction of learning in the future and make a real impact in the fields of research and education. To empower the learners by providing 21st-century skill sets through a wide array of professional, academic, and skill-based courses. To enable a dynamic learning behaviour amongst learners across society reaching the masses at their doorstep. Our commitment towards excellence and inclusivity drives us to equip our lifelong learners to thrive in a global landscape shaping a bright future.*

## **PREAMBLE**

In 2022, the University of Delhi established the Department of Distance and Continuing Education (DDCE), Faculty of Open Learning, and the Open Learning Development Centre (OLDC) under the auspices of the Campus of Open Learning (COL). The DDCE encompasses a variety of disciplines, offering distance learning programmes in fields such as Commerce, Economics, Education, English, Environmental Science, History, Hindi, Political Science, Punjabi, Sanskrit, Urdu, Management, Financial Studies, Library and Information Science, Computer Science, and Psychology.

The School of Open Learning under the aegis of COL, established in 1962, initially provided conventional programmes in humanities and commerce. Its first batch had around 900 students. Over the years, it has expanded significantly and now serves over four lakh students across various disciplines. This growth has been paralleled by the establishment of regional centers: the South Study Centre at Moti Bagh (1990), the West Regional Centre at Keshav Puram (2007), and an upcoming center at Tahirpur, East Delhi. In 2022, the DDCE launched six new professional courses, including MBA, Master of Library and Information Sciences (MLISc), B.A. (Hons.) Economics, Bachelor of Management Studies, Bachelor of Business Administration (FIA), and Bachelor of Library and Information Sciences (BLISc). The B.A. (Hons.) Psychology programme was introduced in 2023.

The School of Open Learning provides higher education opportunities particularly for those who are employed or unable to attend regular college due to various constraints. The flexible distance education mode is designed to help students achieve higher education and vocational skills through well-structured course materials provided at admission, supplemented with video lectures and academic counseling sessions at various Learning Support Centres. Experienced faculty members are available for mentoring and counseling at the main campus. Admission criteria and examinations adhere to the norms of the University of Delhi, which confers degrees upon DDCE students as it does for those in its constituent colleges. Beginning in the 2022-23 academic session, the University of Delhi adopted the National Education Policy (NEP) 2020 and introduced the Undergraduate Curriculum Framework (UGCF) 2022.

## VICE CHANCELLOR'S MESSAGE



*Greetings to all!*

*It gives me immense pleasure to extend a warm welcome to all of you for the upcoming academic year 2024-25 at the Department of Distance & Continuing Education (DDCE), School of Open Learning (SOL), under the auspices of the Campus of Open Learning, University of Delhi. The Department has continuously demonstrated excellence in addressing the educational needs of students nationwide, providing affordable and accessible education. Through its unwavering dedication to academic inclusivity, it has greatly influenced the lives of students from various cultural and social backgrounds.*

*The year 2022 marked a significant renaissance in Distance Education and Open Learning with the launch of six new job-oriented professional programmes. These programmes were meticulously designed to address various global challenges through the holistic development of students, preparing them to become competent professionals, service providers, policymakers, managers, librarians, and entrepreneurs. In today's interconnected world, it is imperative for individuals to be global citizens, and I am confident that these programmes will harness the nation's human resources to produce future leaders and nation-builders.*

*I warmly welcome the incoming batch to this esteemed institution and wish them success in their academic and professional endeavors. Best wishes to the Department for a promising new beginning. I am assured of the enthusiastic participation of all stakeholders at the Department of Distance & Continuing Education, School of Open Learning, under the aegis of the Campus of Open Learning, University of Delhi.*

*Best Wishes!!*

*Prof. Yogesh Singh*

## DIRECTOR'S MESSAGE



Dear Students and Esteemed Stakeholders,

I extend a warm welcome to you all to the Department of Distance and Continuing Education (DDCE), under the aegis of the Campus of Open Learning (COL), University of Delhi. Over its 62-year history, the Department has been instrumental in advancing the mission of "Education for All." Our programmes are designed to be location-independent and flexible, enabling students to pursue recognized, quality degrees that enhance their career prospects. These courses, aligned with the National Education Policy (NEP), provide experiential learning to boost employability. The Department supports self-paced learning without compromising on academic rigor and ensures that our curricula are innovative and updated, meeting the high standards of top universities across India. Furthermore, our nominal fees make these programmes accessible to economically disadvantaged students. Our student-centric approach includes the provision of self-learning materials and Personal Contact programmes (PCP) classes, significantly enhancing our distance learning offerings.

The recent pandemic presented numerous challenges, but we successfully navigated them by staying abreast of the latest technological and pedagogical advancements. Traditionally, we have offered courses that align with the best available curricula. Now, in response to contemporary demands, we are proud to present to you Library and Information Science courses BLISc, MLISc and PGDADLM under the Department of Distance & Continuing Education. Libraries, the heart of educational institutions, play a crucial role in fostering information literacy and shaping individuals' futures. Skilled library professionals mentor knowledge seekers by providing authentic resources. Today's world requires adept library professionals who serve as disseminators of information and knowledge.

These courses aim to address the challenges of the emerging information management world and offer inclusive, accessible, and affordable education to students from all societal sections. I warmly welcome you to the Department and assure you of a rewarding and enriching experience.

Best Wishes!!

*Prof. Payal Mago*



## Principal's Message



Dear Students,

It is my pleasure to welcome you all to the School of Open Learning (SOL) University of Delhi. The SOL serves as a comprehensive hub for various disciplines, offering distance learning courses. Since its establishment, the SOL has been dedicated to providing affordable and accessible quality education, leveraging advanced ICT tools and techniques. We firmly believe that distance learning is a transformative tool, capable of delivering quality education to students from diverse backgrounds. The SOL is committed to the holistic development of its students, ensuring that the application of new technology in education creates a more engaging and interactive learning experience.

In today's digital era, we have unprecedented access to vast amounts of information. However, this abundance poses the challenge of verifying the authenticity of the information. Libraries play a crucial role in providing access to authentic information from the vast sea of available data, anytime and anywhere. Automation and digitization have revolutionized library functions and the dissemination of information. Modern Library and Information Science (LIS) professionals need to be proficient with technology to automate and digitize libraries for seamless information distribution. To meet this demand, we have established the Department of Library and Information Science, offering three courses: Bachelor of Library and Information Science (BLISc), Master of Library and Information Science (MLISc), and Post Graduate Diploma in Automated and Digital Library Management (PGDADLM).

I warmly welcome new students to our programmes for the academic year 2024-25. We are eager to provide you with a skill-based learning experience that will facilitate your holistic development and unlock numerous opportunities in the LIS field. The School of Open Learning is dedicated to nurturing the potential of our students, and I hope you have an enriching and rewarding learning experience with us.

Best Wishes!!

*Prof. Ajay Jaiswal*

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## **ABOUT THE DEPARTMENT**

The Department of Distance & Continuing Education (DDCE), Campus of Open Learning, University of Delhi, holds the distinction of being India's oldest institution for awarding degrees through distance mode of learning. All programmes offered by DDCE adhere to the syllabus of the University of Delhi, ensuring that our students undergo examinations of the same standard as those in the regular mode. Accredited by the Distance Education Bureau (DEB), UGC, our programmes are accessible to students nationwide. In 2022, DDCE established the Department of Library and Information Science, which currently offers three courses: Bachelor of Library and Information Science (BLISc), Master of Library and Information Science (MLISc), and Post Graduate Diploma in Automated and Digital Library Management (PGDADLM).

Library and Information Science professionals are indispensable in a wide range of institutions, including libraries, documentation centers, and information and knowledge institutes. Professionals with specialised skills are essential at many levels, including those responsible for managing libraries at educational institutions, public libraries, government agencies, enterprises, and research institutions. These responsibilities encompass institutions established by governmental and corporate entities at the national, state, and local levels.

In response to the indicated requirements, DDCE has introduced BLISc, MLISc, and PGDADLM programmes within the Department of Library and Information Science at the School of Open Learning. These programmes effectively address the demand for skilled professionals crucial in library and information science domain. In the LIS programmes, instructions are delivered through various mediums, including written materials, audio recordings, video presentations, face-to-face counselling, and remote counselling via telephone and radio sessions. Academic counselling sessions at study centres use modern information and communication technologies to provide educational content to students in an accessible manner. The department is committed to offering the students periodic opportunities for in-person interaction with counsellors. These adapted methods promote flexibility and facilitate self-directed learning.

The key objectives of the programmes are:

1. To prepare students for the challenges of modern information scenarios by encouraging ongoing interaction and collaboration with information experts and librarians.
2. To expand the student access to diverse avenues for professional development, leadership, and personal advancement across academic, professional, and extracurricular domains.

## **Our Pedagogy**

Each student admitted to LIS Programmes will be attached to a SOL Centre. For their own benefit, candidates are advised to attend majority of the counselling sessions. Along with the counselling sessions students will be accompanied with the list of SLMs (BLISc & MLISc) and Open Educational Resources (PGDADLM) for easy understanding and additional guidance. This will also facilitate their preparation of the examinations. The students are advised to be in regular contact with their respective SOL Study Centres and interact with the coordinators and programme specific in charges as frequently as possible. The facilities provided at the study centres normally include the following:

- Counselling sessions at PCP centres
- Library facility with basic reading materials related to various aspects of the discipline
- Video Lectures
- ICT powered learning sessions

The Counselling sessions are held according to the lesson plan and a schedule drawn beforehand by the SOL. Such sessions are usually held on weekends, that is to say, Saturday/Sunday of a week. If necessary, counselling may be held on gazetted holidays also. There will be a minimum of 12 academic counselling sessions for each paper (except the projects/dissertation/internship). At the study centers, students receive practical exposure to the programmes, gaining hands-on experience with modern Information Communication Technologies. This includes the following components:

1. Provision of hands-on-experience of a software package for creation of databases, formatting, retrieval and printing of information.
2. Preparation of online search strategies, and searches in catalogues, search engines and bibliographic databases.
3. Reference and citation management
4. Content management
5. Creation and management of digital library
6. Hands on practice of library automation package.

## **Career Opportunities**

After graduating from the department of library and information science one may pursue one's career as a:

1. Library and Information Science Teacher
2. Academic/Public/Corporate Librarian
3. Information Specialist/Manager
4. Archivist and Records Manager
5. Data Manager and Digital Asset Manager
6. Research Analyst Metadata Specialist
7. Information Technology (IT) Specialist
8. Information Literacy Instructor
9. Data Librarian
10. Content and Knowledge Manager.....

## **LIBRARIANSHIP AS A CAREER**

Librarianship offers a diverse and enriching path for individuals passionate about Information, knowledge, organisation, and community service. In an era dominated by information overload, librarians play a crucial role in curating, organizing, and disseminating information. Librarians serve as gatekeepers of knowledge, providing access to a vast array of resources, from books and journals to digital archives and multimedia materials. Beyond merely managing collections, they assist patrons in navigating information landscapes, conducting research, and honing information literacy skills. Librarians also play a vital role in preserving cultural heritage, maintaining archives, and promoting lifelong learning within their communities. Successful librarians possess a diverse skill set that combines technical expertise, communication skills, and a passion for learning.

Contrary to popular perception, librarianship offers a wide range of career paths beyond traditional library settings. While some librarians work in public, academic, or special libraries, others pursue careers in information management, archives, museums, publishing, education, and research. With the advent of digital technologies, new opportunities have emerged in areas such as digital librarianship, data curation, information architecture, and knowledge management, allowing librarians to adapt and thrive in a rapidly evolving information landscape.

Librarians have the power to transform lives by connecting individuals with information, empowering them to pursue education, research, and personal growth. They contribute to the intellectual and cultural enrichment of communities, support academic and scholarly endeavors, and advocate for equitable access to information resources. Through their dedication and expertise, librarians play a vital role in promoting literacy, democracy, and lifelong learning in society.

Overall, Librarianship offers a fulfilling and dynamic career path for individuals passionate about information, education, and community service. As stewards of knowledge and champions of intellectual freedom, librarians play a vital role in fostering literacy, promoting access to information, and enriching the lives of individuals and communities. With their diverse skill set, commitment to learning, and dedication to public service, librarians are well-positioned to thrive in a rapidly changing information landscape and make a lasting impact on society.



## MENTORS AND FACULTY MEMBERS



Prof. Projes Roy  
Joint Director, COL  
University of Delhi  
Delhi 110007



Dr. N. Kadiresan  
Assistant Professor  
Dept. of Lib. & Inf. Sc., DDCE-SOL  
University of Delhi  
Delhi 110007



Amit Tiwari  
Assistant Professor & Teacher In charge  
Dept. of Lib. & Inf. Sc., DDCE-SOL  
University of Delhi  
Delhi 110007

## **COURSES OFFERED**

The Department offers the following courses:

- **Bachelor of Library and Information Science (BLISc)**
- **Master of Library and Information Science (MLISc)**
- **Post Graduate Diploma in Automated and Digital Library Management (PGDADLM)**

### ***Learning Objectives of the Programmes:***

The objectives of the courses are:

- to disseminate knowledge of basic principles, philosophy and professional ethics of librarianship;
- to acquaint the students with skills for the processing of information, its organisation and retrieval;
- to teach students about the activities and purposes of libraries and information centres in a changing social, cultural, technical, and economic environment;
- to provide fundamental computer knowledge and its application in library and information activities;
- to make students understand the purpose and function of the automated Library/Information centers in the changing scenario of the society;
- to acquaint the learners of the application of different management techniques in managing the Information systems and services;
- to familiarise the students with fundamentals and methodology of planning, designing and developing the Library and Information centers and their services at local, national, regional and global level;
- to bring out the competent human resource to promote access to the traditional, modern and socially useful knowledge by the process of digitisation;
- to involve in capacity building activities to create a development oriented, people friendly learning support system.

## ADMISSION DETAILS

### Key Dates for Admission:

ADMISSIONS		DATE
1.	Commencement of Online Admission Process <a href="https://soladmission.samarth.edu.in/">https://soladmission.samarth.edu.in/</a>	03rd June 2024
2.	Last date of admission	As decided by UGC-DEB/DU
<b>IMPORTANT INFORMATION –</b> Any change in Last date of Admission will be notified only on the website – <a href="https://sol.du.ac.in">https://sol.du.ac.in</a> .		

### ONLINE ADMISSION PROCEDURE

Admissions in all Courses is only through ONLINE Mode, Please visit SOL website (<https://sol.du.ac.in>) for Admissions.

Procedure of Online Admissions:

- Step 1: Login to SOL website (<https://sol.du.ac.in/>) for online admission.
- Step 2: Go to the library and information science form.
- Step 3: Fill all the relevant information in the Course Details Page/ Personal Details Page/ Academic Details Page.
- Step 4: Upload all scanned copies of the relevant documents. (legible/clear)
- Step 5: After upload of the documents, a payment link will be made available after only verification. (Verification of uploaded documents is rigorous process hence in this process it may take minimum 3 to 5 days)
- Step 6: After successful payment, download the Fee Receipt and Identity Card.  
(Note: All admissions are provisional subject to verification of documents.)

### Who can Apply

- ◆ Admission is open to candidates from all over India.
- ◆ Admission is also open to Indian nationals working in Indian missions abroad and also to their dependents, subject to appearing in University Examination at Delhi centre only.
- ◆ Foreign nationals residing in India are also eligible for admission in this Department/School. Their cases will be dealt with as per procedure laid down under Special Provisions.
- ◆ Admission is also open to Indian nationals settled abroad provided they are:
  - Eligible
  - They take the University examination at the Delhi Centre only.
  - They submit a duly attested photocopy of the passport.



## Special Provisions

### Age

As per the Ordinance of Delhi University, there is no minimum age bar for admission to the under-graduate and post-graduate courses in the University and its colleges.

### Relaxations/Concessions

Relaxation to students belonging to SC/ST/OBC/PWD categories are given as per guidelines provided by University of Delhi vide. **Ref.: AC Resolution No.88, dated 14/06/1983; EC Resolution No. 157, dated 24/12/2001 and Ref: Notification No. Aca.1/2012-13/OBC/588 dated 11/04/2012.**

### Pre-University/SSLC

Optional Cases of candidates who have passed S.S.L.C. (11 Years) Pre-University (One Year Course) from Madras University and Madurai University can also be considered for admission to the 1st year of the 3-year Degree course provisionally subject to the approval of the Equivalence Committee and Academic Council provided they fulfil the percentage of marks, of the particular course. Such candidates are, however, required to submit authenticated proof of having done 11-year schooling in S.S.L.C. examination and one year P.U.C.

### Admission of Foreign Candidates at Department/School

All foreign candidates residing in India and seeking admission to BBA(FIA)/BMS/B.A. (Programme)/ B.Com. / B.A. (Hons) English/ B.A. (Hons), Political Science / B.Com. (Hons)/B.A.(Hons.)Psychology/B.A.(Hons.)Economics Courses in the Department of Distance & Continuing of Education, School of Open Learning, Campus of Open Learning, University of Delhi and who meet the eligibility requirement for the Programme need to apply to the Dean, Foreign Students Registry (FSR) Room No-11, First Floor, Conference Center, University of Delhi, Delhi-110007. No foreign student shall be admitted to the Department of Distance & Continuing Education, Campus of Open Learning/School of Open Learning, University of Delhi without prior approval of the Deputy Dean, Foreign Students Advisor, University of Delhi.

As per the directions received from Deputy Dean (Foreign Students), Foreign Students Registry, University of Delhi, the consideration of admission of foreign students in different programmes of the Department will be as follows:-

1. Nepal and Bhutan nationals enjoy a visa free arrangement with India. Hence students from these countries may be admitted to programmes offered through the distance learning mode.
2. Tibetan students on "Special Entry Permit (SEP)" who come to India for education purpose only cannot enroll for offered through the distance learning mode. They must pursue regular courses of study.
3. All other foreign students from any other country holding a "Student Visa" are required to pursue only regular/full time academic courses.

As per above information, the foreign students (from Nepal/Bhutan/Tibet) seeking admission to Department of Distance & Continuing of Education (DDCE), School of Open Learning/Campus of Open Learning, courses are advised to apply through FSR office, University of Delhi and fill the Foreign Students Application Form.

### Procedure for Change of Name

As per University of Delhi Notification (No. Aca-II/Change of name/279/2021/01/190 dated 16th April 2021)

In suppression of all the previous Notifications issued by the University from time to time, the following procedure for change of name of a student, duly approved by the Executive Council Resolution No. 65 dated 18th March 2021 has been notified for necessary compliance by all concerned.

Any Student (Male/Female/Others) who wishes to change his/her name for any reason is required to submit the following documents:

1. Submission of application, mentioning the Enrolment Number of the student, duly forwarded by the Principal of the College/Head of the Institution, along with Rs. 500/- as Application Fee.
2. Newspaper cuttings (in original) as proof of the advertisement published with regard to change of name in at least two leading Indian daily newspapers.
3. Self-Declaration on the prescribed format by the Applicant (Appendix-I).
4. Original copy of the Government of India Gazette Notification about the change of name.
5. Self-declaration by the applicant regarding change of his/her name (Appendix-II)

OR

Submission of the Matriculation, or its Equivalent Certificates in case the student has had his/her name changed in the said certificate while studying in the University of Delhi.

OR

Proof of marriage i.e., a self-attested copy of the Marriage Registration Certificate issued by the Competent Authority in case of female students applying for change of surname due to marriage.

6. (i) Application for change of name will be entertained only when the applicant is a student of the University of Delhi at the time of applying for change of name.  
(ii) Application for change of name from a person who is not a student of the University at the time of submission of application or who has already completed his/her course of study shall not be considered.
7. The process of changing of name may require at least 2 weeks' time after submission of application.
8. Application of students of any class for change of name shall be accepted only after 31<sup>st</sup> August 2023.
9. Any change of name/surname will be effective only after its approval by the University.
10. The name after change will be read as changed name alias/ nee earlier name.

After receipt of such requests from the Colleges/Departments, these will be examined by the University and processed for consideration in accordance with the University rules. The Principals of the Colleges/Heads of the Departments may kindly ensure that the above procedure is strictly followed.

## DOCUMENTS REQUIRED

While filling up the application form, following documents are required for uploading:

<b>Bachelor of Library and Information Science (BLISc)</b>	<ul style="list-style-type: none"> <li>• Self-attested copy of Class-X Certificate and Marksheet bearing date of birth (10 KB to 200 KB, PDF/JPEG Format)</li> <li>• Self-attested copy of Class-XII Certificate and Marksheet (10 KB to 200 KB, PDF/JPEG Format)</li> <li>• Graduation marksheet and provisional Certificate/Degree (10 KB to 200 KB, PDF/JPEG Format)</li> <li>• Recent Photograph and Signature. (10 KB to 200 KB, JPEG only)</li> <li>• PwBD certificate for PwBD candidates</li> </ul>
<b>Master of Library and Information Science (MLISc)</b>	<ul style="list-style-type: none"> <li>• Self-attested copy of Class-X Certificate and Marksheet bearing date of birth (10 KB to 200 KB, PDF/JPEG Format)</li> <li>• Self-attested copy of Class-XII Certificate and Marksheet (10 KB to 200 KB, PDF/JPEG Format)</li> <li>• Graduation marksheet and provisional certificate/Degree (10 KB to 200 KB, PDF/JPEG Format)</li> <li>• BLISc marksheet and provisional Certificate/Degree (10 KB to 200 KB, PDF/JPEG Format)</li> <li>• Recent Photograph and Signature. (10 KB to 200 KB, JPEG only)</li> <li>• Reserved Category certificate (SC/ST/OBC/EWS/PwBD) (10 KB to 200 KB, PDF/JPEG Format)</li> </ul>
	<ul style="list-style-type: none"> <li>• Self-attested copy of Class-X Certificate and Marksheet bearing date of birth (10 KB to 200 KB, PDF/JPEG Format)</li> <li>• Self-attested copy of Class-XII Certificate and Marksheet (10 KB to 200 KB, PDF/JPEG Format)</li> </ul>



<b>Post Graduate Diploma in Automated and Digital Library Management (PGDADLM)</b>	<ul style="list-style-type: none"> <li>• Graduation marksheet and provisional certificate/Degree (10 KB to 200 KB, PDF/JPEG Format)</li> <li>• BLISc marksheet and provisional Certificate/Degree (10 KB to 200 KB, PDF/JPEG Format) OR MLISc marksheet and provisional Certificate/Degree (10 KB to 200 KB, PDF/JPEG Format)</li> <li>• Recent Photograph and Signature. (10 KB to 200 KB, JPEG only)</li> <li>• Reserved Category certificate (SC/ST/OBC/EWS/PwBD) (10 KB to 200 KB, PDF/JPEG Format)</li> </ul>
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**Note:**

- Students applying under the reserved (SC/ST/ EWS/ OBC-NCL\*/PwBD etc.) and BPL category, also have to upload following documents in support of claim, in addition to above mentioned educational documents.
  - Self-attested copy of the Reserved Category Certificate of the candidate only, duly issued by competent authority.
  - The certificate of the candidate must have been issued before the date of admission. However, in the case OBC-NCL and EWS category, the Certificate should be made after 31st March, 2024.

\* The Certificate must mention non-creamy layer status of the Candidate (Non-Creamy layer status issued by an authority mentioned in DOPT office Memorandum no. 336012/22/93- Estt. (SCT) dated 15.11.1993.)

The OBC candidates who belong to the 'Non-Creamy Layer' and whose caste appears in the Central list of the OBCs only, shall be eligible to be considered for admission under the OBC category (Validity period of OBC certificate in respect of 'non-creamy layer' status of the Candidates as per DOPT office memorandum No. 36036/2/2013-Estt.(Res-I) dated 31 march 2016). The certificate should be issued after 31 st March 2024.

## **ELIGIBILITY CRITERIA**

Candidates seeking admission to the course shall satisfy the following conditions:

Bachelor of Library and Information Science (BLISc)	Graduation from any recognised university.
Master of Library and Information Science (MLISc)	BLISc course from any recognised university with: <ul style="list-style-type: none"> <li>• 50% or above marks in BLISc for General category.</li> <li>• 45% in BLISc for OBC/EWS/PwBD category</li> <li>• Minimum passing marks in BLISc for SC/ST category</li> </ul>
Post Graduate Diploma in Automated and Digital Library Management (PGDADLM)	BLISc or MLISc from any recognised university.

## Additional Information

1. The Department/School remains open for interaction with students on all working days from 9:30 a.m. to 5:00 p.m. The Office of the Department/School remains closed on Saturdays, Sundays and other declared Holidays.
2. The OBC status is to be determined on the basis of the Central List of OBCs as notified by the Ministry of Social Justice & Empowerment on the recommendation of National Commission for Backward Classes.
3. If any false attestation/falsified records are detected, the student will be debarred from attending any course in the University or its college(s) for next five years and in addition, a criminal case under relevant section of IPC (viz. 470, 471, 474 etc.) will be instituted against him/her to the requisite criminal proceeding.
4. All admissions are provisional till the verification of original certificates and confirmation by the Department. The Department/School reserves the right to cancel the provisional admission or the result of the examination of concerned degree course of any student at any time.
5. There is no restriction on admission in any course for gap-year students.
6. There is no provision of admission for compartmental candidates in Undergraduate Courses.
7. A candidate who registers himself/herself under SC/ST Category is required to produce the Category Certificate of Scheduled Caste/Scheduled Tribe in his/her own name. The Issuing Authority of the SC/ST Certificate must be any one of the following:
  - i) District Magistrate / Additional District Magistrate /
  - ii) Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / City Magistrate / Assistant Commissioner.
  - iii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
  - iv) Revenue Officers not below the rank of Tehsildar.
  - v) Sub-Divisional Officer of the area where the candidate or his family normally resides.
  - vi) Administrator / Secretary to Administrator / Development Officer(Laccadive and Minicoy Island).
8. Aggregate marks in respect of examinations where the results are shown in grades and standards attained in different subjects (such as the Pre-University /Pre-Degree Examination etc.) the minimum percentage of the marks for subjects given in standards is considered.
9. Candidates must ensure their respective eligibility to the course to which they apply. The Department/School reserves the right to cancel any admission at any stage if the candidate is found to be ineligible as per rules and regulations prescribed by the University from time to time.

For any dispute, jurisdiction shall be the Delhi Courts only.

10. The cancellation cases of SOL students will not be re-admitted in any circumstances. In such cases the enrollment number will also be annulled. However, such discontinued cases of SOL students for re-admission will be forwarded to the Admission Committee for further decision in the matter on individual merit basis.
11. A student of the university having failed to pass any examination of the University will be registered as an Ex-student for re-appearing in the said examination subject to the conditions laid down under the Regulation of the University relating to Conditions of Admission to University Examinations
12. As per Distance Education Bureau (DEB) wide notification no.F.No.1-8/2022(DEBI) dated 13.07.2022 there is no need to appear in CUET 2022 to take Admissions in the courses offered through the Distance Education Mode.

## FEE DETAILS

- **Mode of Payments of Fees**

**online:** The candidates are requested to pay their fee at the time of admission through debit card/credit card/net banking. The institute makes all transactions only in the account from where the fees have been debited.

In order to avoid any inconvenience in future, the students are advised to use their own/mother/father debit/credit card or Net Banking.

- **Categories**

The fee will be payable as per the following categories:

- **Category A-** Indian Nationals who are residing in India.
- **Category B -** Indian Nationals who are residing abroad and the foreign nationals seeking admission through Deputy Dean, Foreign Students, University of Delhi.
- **Category C-** Persons with benchmark Disabilities
- **Category D-** Orphan
- **Category E-** Armed Forces and Central Police Armed Forces.
- **Category F-** Transgender
- **Category G-** University/Department/SOL Employee Ward
- **Category H-** Apart from above other supernumerary quota as decided by University of Delhi.

## FEE STRUCTURE

### **For Category A**

#### **Bachelor of Library and Information Science**

S. No.	Head	Fees in Rupees
1	Tuition Fee	500
2	University Student Welfare Fund	200
3	College Student Welfare Fund	200
4	University Development Fund	1000
5	College Development Fund	800
6	University Facilities and Services Charges	1000
7	College Facilities and Services Charges	3800
8	Economically Weaker Section Support University Fund	150
9	Delhi University Students Union (DUSU) Fund	Not applicable
10	Examination Fee (Semester I + II)	2020*
	<b>Total</b>	<b>9,670</b>

- As an eco-friendly incentive, students who do not wish to take Study Material in printed form will be given a rebate of Rs.400/- under “College Facilities and Services Charges.

\*Subject to change

### Master of Library and Information Science

S. No.	Head	Fees in Rupees
1	Tuition Fee	1000
2	University Student Welfare Fund	200
3	College Student Welfare Fund	200
4	University Development Fund	1000
5	College Development Fund	800
6	University Facilities and Services Charges	1000
7	College Facilities and Services Charges	3800
8	Economically Weaker Section Support University Fund	150
9	Delhi University Students Union (DUSU) Fund	Not applicable
10	Examination Fee (Semester I + II)	2520*
	<b>Total</b>	<b>10,670</b>

- As an eco-friendly incentive, students who do not wish to take Study Material in printed form will be given a rebate of Rs.400/- under "College Facilities and Services Charges.

\*Subject to change

### Post Graduate Diploma in Automated and Digital Library Management

S. No.	Head	Fees in Rupees
1	Tuition Fee	1000
2	University Student Welfare Fund	200
3	College Student Welfare Fund	200
4	University Development Fund	1000
5	College Development Fund	800
6	University Facilities and Services Charges	1000
7	College Facilities and Services Charges	6900
8	Economically Weaker Section Support University Fund	150
9	Delhi University Students Union (DUSU) Fund	Not applicable
10	Examination Fee (Semester I + II)	2520*
	<b>Total</b>	<b>13,770</b>

\*Subject to change

**CATEGORY B** – The details of fees are as follows:

<b>Special Fee to be collected from Foreign Students</b>	<b>Indian Nationals Residing Abroad</b>
As per letter No. Ref. No. FSR/6312, dated 24, Jan.2013 of Dy. Dean, (Foreign Students) University of Delhi, the department will charge (Rs. 6,000/-) Registration Fee for the Department of Distance & Continuing Education, Campus of Open Learning/School of Open Learning in addition to total Fee as mentioned in Fee Structure for Category A and B to be paid to Department of Distance & Continuing Education, Campus of Open Learning/School of Open Learning, University of Delhi. Rs. 6000/- will be added in the head of college facilities and service charges.	Indian students residing abroad and falling under Category B would have to pay Rs.1500/-extra in addition to total Fee as mentioned in Fee Structure for Category A to be paid to Department of Distance & Continuing Education, Campus of Open Learning/School of Open Learning, University of Delhi. This would include Tuition Fee and other charges.

**CATEGORY C** – PwBD candidates shall be given concession of 75% of the total fees as compared to the other students taking admission in a particular programme of the university.

**CATEGORY D** – Orphan students have to pay Rs. 20/- (Admission fee Rs. 10, Examination fee- Rs. 10) at the time of admission. These candidates are exempted from all types of fees.

**CATEGORY E** - Armed forces and Central Police Armed Forces.

- In service personnels will get 75% fee waiver (except university dues).
- Superannuated personnels (not superannuated before 5 years) falling in the category will get 50 % fee waiver (except university dues).
- Wards of personnels will get 25% fee waiver (except university dues).

**CATEGORY F** - Full fee waiver is available to Transgender Students. (except university dues).

**CATEGORY G** - For SOL/University employee and ward of SOL

- Permanent Employee/Adhoc employee/Contractual employees of DDCE/COL/SOL- full fee concession (except university dues).
- Ward of Permanent Employee/Adhoc employee/Contractual employees of DDCE/COL/SOL 50% fee concession (except university dues).
- Permanent Employees of University of Delhi: exempted from tuition fee only.

**CATEGORY H**- Apart from above other supernumerary quota as decided by University of Delhi.

The fees and other charges (as applicable) are to be paid ONLINE in Indian currency (Rupees) along with the application form for admission through Credit Card/Debit Card.



## Withdrawal of Admission and Refund of Admission/Examination Fee as per prevailing UGC/DEB/University norms.

**Total fee shall be refunded to those students who withdraw their admission till the last date as per University Guidelines. After deducting Rs. 500 (Rupees Five Hundred only) as processing/administrative charges.**

Note: Cancellation/Withdrawal of Admission Handwritten application required Signature & Date if applied through email.

### Other Fees Chargeable

Fee Chargeable for Verification of Educational Documents/Record		
Verification for the below-mentioned categories;	Fee Chargeable (in Rs.)	
	Up to 6 years	More than 6 years
Central Govt. Office/State Govt. Office / Govt. Autonomous Body / UT Govt. Office etc.	No Fee	No Fee
Private Sector Office/ Individual/Student etc.	500/-	1000/-
Fee Chargeable from Pass out Students for Issuing Various Certificates		
Type of Certificate/ Authentication of Marks Sheets	Fee Chargeable (Rs.)	
Passing / Passing-cum-No Backlog Medium of Instruction / Letter of Recommendation / Medium of Instruction / Non issuance of CLC to Pass Out students / Authentication of Statement of Marks/ Provisional Certificate (if students comes after one year or more / Any other Misc. certificate which is to be issued to the students on their request.	500/-	

**For queries related to payment, Email to the Payment Gateway Helpline in the format given below-**

Candidate Name	Date of Transaction	Transaction no./Id	Course Applied to	Email ID	Mobile no. Entered in UOD Application	Nature of Query
#####	DD.MM.YY	#####	e.g., BLISc	Registered Email Id of the Candidate	Registered Mobile No. of the Candidate	#####

**Payment Gateway Helpline Email Id's are: -**

- AXIS Bank (Razorpay) Payment Gateway Helpline No.: +91-11-45535014 & Email ID is: [ritu.shakya@axisbank.com](mailto:ritu.shakya@axisbank.com).
- IDBI (Payu) Payment Gateway Helpline No.: +919811038585 • & Email ID is: [Care@payu.in](mailto:Care@payu.in).
- ICICI Bank Payment Gateway Helpline No.: +91-9540090656, +91-99540090665 Email ID is: [dupaymentquery@icici.com](mailto:dupaymentquery@icici.com).
- HDFC Bank Payment Gateway Helpline No.: +91-11-60017000, Email ID is: [pg.service@hdfcbank.com](mailto:pg.service@hdfcbank.com) .

## **EXAMINATION RELATED INFORMATION**

### ***Centre of Examination***

Centre of Examination shall only be Delhi.

### ***Admission Ticket and Date Sheet***

The Admission Ticket containing Examination Roll Number, Examination Centre and the Date Sheet for the examination will only be available on the COL/SOL website <https://sol.du.ac.in>. Students are advised to download the Admission Ticket, Date Sheet etc., well before the commencement of the said examination, failing which, the consequences shall solely be the responsibility of the concerned student. COL/SOL provides important information to the students through SMS on their Mobile Numbers registered with Department/School and also through notices posted on the COL/SOL website. Students are strictly advised to keep visiting the COL/SOL Website regularly and also login to their respective Student Dashboard for Information and Updates.

The student must download the Date Sheet and Admission Ticket from COL/SOL Website – <https://sol.du.ac.in>.

### ***Internal Assessment***

- As per the AC Resolution No 14 dated. 3.8.2022 and EC Resolution No 18 (18-11) dated 18.8.2022. The continuous assessment (Internal Assessment) has been implemented in all the programmes being offered by the Department/School from the Academic Session 2023-24. The details of procedures of Internal Assessment will be available on COL/SOL website.
- For this purpose, DDCE/SOL/COL has decided to conduct online Multiple-Choice Questions (MCQ) based Internal Assessments including Continuous Assessments for each Semester separately which will be conducted before the Semester Examinations.

### ***Evaluation Criteria***

The examination relating to BLISc and MLISc Programmes have two components:

- i. Continuous evaluation (Internal Assessment) (30 Marks)
- ii. Term-end examination (Theory and Practical) (70 Marks)

The examination relating to PGDADLM Programmes has three components:

- i. Internal Assessment (20 Marks)
- ii. Term – end examination (Practical + Viva) (80 Marks)
- iii. Term – end examination (Theory) (60 Marks)

On the basis of the aggregate marks obtained in all the courses (Theory, Practical, Project Work and Internal Assessment) the division will be awarded as under:

DIVISION	AGGREGATE
1	60%
2	50%
3	40%

To fulfil the requirements in all the Programmes, a candidate has to score minimum passing marks as per the University of Delhi norms in both continuous evaluation (internal assessment) as well as in the term examination.

## **RECHECKING/REVALUATION OF SCRIPTS**

As per the directive of the University, the applications for revaluation will be accepted by the University within two weeks from the date of declaration of results. The tabulated results shall be made available on the website as well as the office of the Department of Distance & Continuing Education, Campus of Open Learning/School of Open Learning, University of Delhi.

### **Rules for Rechecking of Answer Script**

1. Rechecking is to be applied for, within 15 days from the date of publication of result on university website.
2. Rechecking in Practical examination etc. is not undertaken but in the course/subject where rechecking is permissible the answer books are checked just to ensure that all the questions attempted by the candidate have been valued, that the marks awarded have been totalled correctly and that the total marks have been correctly carried over to the result statement.
3. Fee for Rechecking of the result is Rs. 1000/- per paper payable online on DU website.
4. Applications for Rechecking of result, received after 21 days from the date of declaration of result on the University web site shall not be entertained.
5. Application form is accepted for Rechecking of results provisionally, subject to the particulars being found correct after scrutiny.  
The candidate is required to produce a photocopy of his/her current Admission Ticket for verification of Roll No. at the time of submission of application form for Rechecking.
6. Entries made by the candidate should be verified by the Principal of the College concerned.

### **Rules for Revaluation of Answer Script**

1. Revaluation is allowed only in theory papers of non- professional courses, which have not been jointly valued.
2. Carefully select the papers in which you wish to seek revaluation. No second application for additional papers shall be accepted and will be summarily rejected.
3. Revaluation is to be applied for within 15 days of the date of uploading of result on the University website.
4. The candidate is required to produce a photocopy of his/her current Admission Ticket and/or statement of marks for verification of Roll No., marks etc. at the time of submission of Application Form for Revaluation.
5. Entries made by the candidate should be verified by the Principal of the College concerned.

### **Please Note that**

1. When you apply for revaluation, you surrender your original performance and will have to accept the revised performance in which:

- a) there can be NO CHANGE, there can be an increase or there can be a DECREASE in the marks,

1. The application is to be made by the candidate in his/her own handwriting and with his/her own signature and not by anyone else on his/her behalf.
2. Prescribed fee:  
Rs. 1000/- per paper to be deposited online on the University website : [www.du.ac.in](http://www.du.ac.in).
3. If the award after Revaluation varies from the original award, up to and including  $\pm 5\%$  of the maximum marks, the original award will stand.  
(a) If the award of the first Revaluation is beyond  $\pm 5\%$  and up to  $\pm 10\%$  the average of the marks of original examiner and the first Revaluation will be taken.

- (b) If the award after Revaluation varies from the original award by more than  $\pm 10\%$  of the minimum marks, the answer script will be examined by a Second Revaluator (other than original and first) and the average of the two nearest award out of the three awards thus available (including the original award) shall be taken as final.

#### **Rules for Supply of Copy of Evaluated Answer Script**

1. If the candidate wants a copy of the evaluated answer script, he/ she should select the paper carefully.
2. The application should be submitted between 61st day and 75th day of declaration of result on the University website.
3. The candidate is required to produce a photocopy of his/her current Admission Ticket and/or statement of marks for verifications of Roll No., marks etc., at the time of submission of Application Form.
4. Entries made by the candidate must be verified by the Principal of the College/Head of the Department concerned.
5. The application is to be made by the candidate in his/her own handwriting and with his/her own signature and not by anyone else on his/her behalf.
6. The examination office will endeavor to provide a copy of Answer- Script within 30 days of submission of application. The student is required to collect the copy of the evaluated answer script within a period of 15 days from the date of intimation of availability of the script on the University website.
7. If a student finds any error in totalling of marks or finds that any question has not been evaluated, then he/she should communicate this to the Examination office in the prescribed proforma within a period of 10 days of the collection of the evaluated answer script.
8. Any representation other than that relating to totalling errors or unmarked questions shall not be admissible.
9. The Student is advised to visit the website of the University of Delhi, for rules and prescribed fee to be paid online to get a photocopy of the answer script.

**For Exam Related queries, please visit the website of Exam Branch.**



## STUDENT SUPPORT SERVICE

### Study Material

1. As per DEB guidelines, Self Learning Materials (SLMs) are provided to the BLISc and MLISc students. The PGDADLM students are provided with the open educational resources (OERs). Accordingly, the syllabus for SLMs of the course is divided into suitable number of lessons. These lessons are prepared by experienced teachers and cover the entire course prescribed by the University of Delhi. **The soft copy** of the SLMs is available on SOL Website. The printed SLM is distributed at concerned regional centre.
2. This year the competent authority has decided to give rebate of Rs. 400/- in Admission Fee to those students who do not require study material in hardcopy format as an incentive for ecofriendly initiative by saving paper. However, the soft copy of the study material will be available on COL/SOL website without any cost.
3. Rs. 600/- will be charged from the students who wish to take study material in Hardcopy Format later on after having taken a rebate of Rs. 400/- at the time of submission of admission fee.

### Academic Counselling Sessions (ACS)



Academic Counselling Sessions conducted on Sundays/Gazetted holidays. Moreover, Department/School also conducts few batches on regular weekdays at their regional centres to provide maximum face to face counselling sessions to the students. Local students may be provided D.T.C. destination bus pass facility (Single Route) till end of the Examination from their residence to the Department/School (North Campus) or South and West Regional Centre.

### Open Learning Development Centre (OLDC)

The Open Learning Development Centre (OLDC) is a vibrant hub located within the Campus of Open Learning, Department of Distance and Continuing Education. Its primary focus is to promote open learning approaches and improve educational experiences at the School of Open Learning (SOL) and the University of Delhi. Our mission is to promote and support innovative, research-based, and development-focused projects that enhance the quality and availability of open learning opportunities. This will allow learners to successfully accomplish their academic and professional objectives. The centre prioritizes improving quality procedures that include curriculum evaluation, assessment verification, and ongoing feedback systems. It closely follows developments in accrediting systems and regulatory criteria to ensure that it is in line with the most effective methods in open and online education.

Our state-of-the-art computer lab is the core of our services. It provides students with the opportunity to engage in practical, hands-on learning experiences, guided by skilled instructors. Our labs offer an optimal setting for students to explore, experiment, and develop their skills in programming languages, design utilizing industry-standard software, and digital advertising. Aside from our state-of-the-art facilities, we are now working on creating a powerful learning management system (LMS) that will allow students to access and share educational content in a centralized and easily accessible manner. The students will receive quantifiable and traceable learning outcomes for their courses in a cost-efficient and scalable manner. The website will guarantee the integrity of the test procedure, enabling individuals to showcase their knowledge and talents conveniently from their own residences.

Recently, a variety of skill-based courses have been established at the facility. Our objective is to provide individuals with the necessary resources to thrive in the modern digital landscape and produce income to sustain the ongoing expansion and progress of our institute. Through our diligent monitoring of market trends and industry demands, we have carefully selected and designed a curriculum that is not only pertinent but also resistant to future changes. This curriculum effectively equips students with the necessary expertise and understanding to excel in their chosen sectors, thereby enhancing their employability and fostering a commitment to continuous learning.

As we begin this new phase of expansion and creativity, we welcome people from diverse backgrounds to join us in this process of exploration and change. If you are seeking to enhance your abilities, progress in your profession, or pursue a personal project, the Open Learning Development Centre is available to assist you in attaining your objectives. Let us collectively embrace the future of education and uncover boundless opportunities for personal and professional development.



### **Educational Technology Lab**

The Educational Technology Lab (ET Lab), a division of the Open Learning Development Centre (OLDC), aims to offer valuable technological resources for the creation of creative and efficient digital learning materials. The objective of this project is to develop educational materials for learners in the form of content for massive open online courses (MOOCs), films, and web-based information. The course materials, provided in electronic format, serve as comprehensive resources covering various instructional writing styles. Furthermore, it is specifically designed to provide staff members with essential training and growth opportunities through the execution of Faculty and Staff Development Programmes. The ET Lab is equipped with state-of-the-art equipment that features a range of advanced Audio-Video technology in a modern studio. These facilities are essential for participating in programmes or creating content for the internet. The laboratory can quickly adapt to various editing setups, live streaming, recording, and other digital forms.

The objective of the ET lab is to develop robust material for the diverse range of courses provided by the School of Open Learning, Centre for Innovative Skill Based Courses and more. The laboratory will generate Open Educational Resources (OERs) to be available for the learners worldwide. It will offer both on-campus and off-campus services to institutions, assisting them in creating educational resources and delivering online courses to students and learners through pedagogically sound methods. The aim of ET Lab is to become self-sustainable by generating revenues and funds by expanding the utilization of the studio and its facilities for institutional and

educational purposes outside Campus of Open Learning, to produce interactive learning and instructional materials, such as short films, commercials, and documentaries, to actively engage learners.

The Educational Technology Lab (ET LAB) is actively engaged in promoting the use of Educational Technology at the Institution and also at the National level.

Some of its major activities are:

- Design & Development of Instructional Resources : In the form of videos and webbased.
- Provision and maintenance of AV equipment for classroom teaching.
- Video and computer based instructional packages.
- Organizing training programmes for faculty and professionals across the country.
- Video conferencing for faculty selection interviews and meetings.
- E-Learning and MOOCs (Massive open online courses)
- Undertaking sponsored and research projects.
- Dissemination of Instructional Resources : Through development of information brochures and databases.



## FACILITIES

- The Educational Technology Services Centre has a computer laboratory with modern multimedia capabilities and internet connectivity.
- Non-linear editing set up and Live Streaming setup are available for Post Production and Video streaming.
- The Centre has a modern video studio with recording and editing facilities in Digital format.
- Video conferencing for faculty selection interviews and meetings.
- Training programmes for faculty and professionals across the country.
- Video and computer based instructional packages.
- Provision and maintenance of AV equipment for classroom teaching.





## **COL Radio**

Campus of Open Learning Radio (COL Radio), an innovative and emerging beacon in the realm of education, serves as a digital path to connect with the learners globally. From insightful podcasts to academic updates via news through our in-house YouTube Channel, it ensures the knowledge delivery. Currently at a nascent stage, COL Radio shall synchronize with technological advances, embracing innovation and ensuring a vibrant learning community. This platform aspires to set a significant milestone in Open and Distance Learning Education, seamlessly bridging the gap between learners and institutions through its diverse channels and programmes. COL Radio is not just another online radio platform; it's a dynamic hub designed to revolutionize education and empower students in myriad ways. With a diverse range of programming, COL Radio offers both academic and non-academic benefits, catering to the holistic development of students.

Academically, COL Radio serves as a virtual classroom, supplementing traditional learning methods with engaging educational content. From insightful lectures by esteemed professors to interactive study sessions and educational podcasts, students have access to a wealth of knowledge at their fingertips. Moreover, COL Radio fosters a collaborative learning environment, encouraging students to exchange ideas and engage in intellectual discourse beyond the confines of the physical classroom.

Beyond academics, COL Radio is a catalyst for social impact, shedding light on important issues within the Indian education system and advocating for positive change. Through thought-provoking discussions, interviews with education experts, and student-led initiatives, COL Radio strives to address societal challenges and promote inclusivity and equity in education.

Furthermore, COL Radio provides a platform for students to voice their opinions, share their experiences, and showcase their talents. With dedicated segments for art, culture, sports, and more, COL Radio celebrates the diversity and creativity of the student community, fostering a sense of belonging and pride.

Looking ahead, COL Radio holds immense potential for revenue generation, paving the way for sustainable growth and investment in students and institutional development. By leveraging advertising opportunities, sponsorships, and partnerships, COL Radio aims to not only sustain itself but also create a surplus that can be reinvested in scholarships, infrastructure, and innovative educational initiatives.

In essence, COL Radio is more than just an online radio platform; it's a transformative force driving positive change in education and empowering students to reach their full potential.

**Educational Technology Lab**

**Open Learning Development Centre (OLDC)**

**Campus of Open Learning (COL)**

**Academic Research Center, University of Delhi- 110007**

### ET Lab Facilities

The studio room contains the digital facility for teaching the students. It also has projector and camera for recording of all the lecture. The infrastructure and technical facility of the center is as follows:

- Studio with LED Lighting Control System
- Virtual Studio Setup
- Professional HD Cameras
- The Educational Technology Lab has a post-production with state-of-the-art multimedia facilities and internet connectivity.
- Non-linear editing set up and Apple Streaming server are available for post-production and video streaming.
- The Centre has a modern video studio with recording and editing facilities.
- Video conferencing for faculty selection interviews and meetings
- Training programmes for faculty and professionals across the country.
- Video and computer animation based instructional packages.
- Provision and maintenance of Audio-Video equipment for classroom teaching.

### Audio-Video Studio

- Different types of programmes (Indoor and outdoor recording) are developed according to the need.
- Fully designed programmes of 30 to 45 minutes duration involving Pre-production ,Production and Post-Production.
- Professors, Teacher Educator, Content Developer, Professional Presenter and Voice-Over Artist are involved in E-content development programmes.
- Complete Video Courses: On-line recording of academic courses (UG/PG) conducted in video-studio with post-production.
- Video Editing, Graphics Designing and Animation
- E- content development through Smart board and Wacom Pen-Tab.
- High configuration Workstations installed in ET lab.
- Software related to Multimedia available such as:
  - Adobe Creative Cloud
  - Final Cut Pro
  - Autodesk Maya
  - Videoscribe

### Project Activity

In order to provide practical understanding of the subject, all the LIS courses have the project component which provides the students field exposure and enhances the practical/field/research understanding of the learners.

### Library Facility



The Department/School has a library at the Main Campus as well as at its South Regional Centre and at West Regional Centre, Keshavpuram Delhi. The library resources covering all aspect of Social Sciences, and humanities such as Mathematics, Computer Sciences, Nutrition and Food Science, Psychology, Management, Library and Information Sciences, History, Economics, Political Sciences, Education, English, Hindi, Sanskrit, Commerce, Accounting and many more. The library has ample collection of textbooks, general books, reference books, journals, and magazines. However, the library services to the student of Postgraduate courses are available from North Centre Only.

The following services /facilities are provided in the library:

- Registration & Renewal of Membership
- Lending Service
- Reference Service
- Reading Room facility
- Book Bank facility
- N-List (National Library and Information) Services & DELNET (Developing Library Network) Services.
- EOC (Equal Opportunity Cell) for visually impaired students.
- Web OPAC Service.
- DU E- Library Service
- E-Dues Clearance Service

The SOL (COL) library subscribes the online database i.e. "National Library and Information Services Infrastructure for Scholarly Content (N-LIST)", The N-LIST database provides access to e-resources to students, researchers and faculty from colleges and other beneficiary institutions through server(s) installed at the INFLIBNET Centre. The students and faculty member of SOL, COL (Campus of Open Learning) can access e-resources and download articles required by them directly from the publisher's website once they are duly authenticated as authorized users through servers deployed at the INFLIBNET Centre. Separate login Id will be created for each of the SOL library users and the authentication link will be sent to user email Id. After authentication one can access (remotely) more than 160000 e-book and more than 10000 e-journals in the said database.

Student can borrow maximum four (04) books from Student Unit at a time for a maximum period of 45 days. The students must return the books borrowed from student unit within 45 days. Failing to do so will attract late fine.

The timings of the library (subject to change) are as follows:-

**09:30 A.M. to 05:00P.M. (Except Sundays and Holidays)**

On Sundays and other Holidays, the library will remain open during Academic Counselling Session, PCP Classes. Once the Fee Receipts, I-Card and School Admission Number of the students are generated, the students automatically become the member of the library. Students desirous to use the library services will have to bring their fee receipt along with Identity Card on every visit to the library and the same is to be shown as and when required.

If any book(s) issued is/are lost, the students will be required to replace it by the latest edition of the book(s) along with the late fine, if any.

**Reference Books and Magazines are not issued under any circumstances.**



### Book Bank

The Department/School has the facility of Book Bank for the marginalised/weaker section student. From book bank, maximum (04) four books are issued to students throughout the semester. The students must return the books borrowed from book bank within 10 days after the completion of each semester examination. Failing to do so will attract late fine. The criteria for availing books from the Book Bank are the same as in the case of fee concession.

### Identity Card

Every student is required to have an Identity Card of the Department/School. The student can download the same from SOL website <https://sol.du.ac.in>.

### Student Counselling Facility

Members of the teaching departments are available to solve the academic problems of the students on all working days in the Department/School at the Main Campus only. The availability of the members of the teaching department is displayed on the website.

### Financial Support Scheme

#### 1. Book Bank Facility

- Book Bank facility is available for students whose family income from all sources is below 2.5 Lakh per annum.
- To avail this facility the applicant must upload Income Certificate.

Note: Applicants are not entitled to avail this facility if they have not selected the appropriate option and have not uploaded the Income Certificate.

#### 2. Financial Support Scheme

The Department of Distance & Continuing Education, School of Open Learning, Campus of Open Learning (DDCE/SOL/COL) in the spirit to facilitate financially weak students as per guidelines decided by the University of Delhi, is announced Financial Support Scheme for DDCE/SOL/COL students. This scheme is reflected through a fee waiver for the students enrolled in DDCE/SOL/COL and having their family income below the poverty line. The fee waiver includes all components of fee paid by students except Examination Fee. (University Dues)

To avail Financial Support Scheme in term of Fee Waiver, the student has to determine the following:

**Eligibility:**

A student studying in DDCE/SOL/COL University of Delhi and his/her Annual Family Income falling in below mentioned categories is eligible to apply.

S.No Family Income (in Rupees) (Eligibility) Fee Waiver (Percentage)

Category 1 Less than 4,00,000 Up to 100%

Category 2 4,00,000-8.00,000 Up to 50 %

(Candidates with ER/Arrears of previous examination papers are not eligible to apply)

**Documents required:**

1. Income Certificate: Annual family income Certificate issued by Govt. office for the current financial year.
2. Copy of current Fee Receipt.
3. Copy of Marksheet of the last exam passed.
4. Cancelled Cheque/Copy of Bank Pass Book showing the student Name, Account Number and IFSC code.

Important: Date for application and online link will be notified separately later.

**3. PwBD Category**

As per Delhi University Notification No.Aca.1/082/2001/ PwBD/2012- 2013/355, dated 13th Sept.2013, the following amendment to ordinance (4) of the university has been added after subclause 2 of Ordinance (4) of the said Ordinance.

"Provided that the Persons with Physical Disabilities shall be waived off all the fees payable including the Examination fee and other University fees (Except Admission fee).

The government of India notified the 'persons with benchmark' in this Ability Act (PwBD) vide notification No. ACT No.49 of 2016 dated 17.12.2016. The Admissions in University of Delhi are taking place as per PwBD Act-2016.

**4. Facilities for Students with Disabilities**

The Department of Distance & Continuing Education, Campus of Open Learning/School of Open Learning has endeavored to pay special attention to the academic needs of students with disabilities. Their number on Department/School rolls has been increasing steadily, indicating the growing importance of distance education for this critical sector.

As per the UGC guidelines, we are in the process of setting up an enabling unit with modern facilities such as computers and reading machines. The Department/School already has a Disability Coordinator and a Committee to help such students. As per Delhi University decisions, fee concession is provided to students with disabilities. Study material is being provided in DAISY audio format.

A Single Window Service counter is available for disabled students in the Record Room, on the ground floor of the main building of Department/School. Such Students can approach this counter or get in touch with the Assistant Registrar, Admissions in case they face any difficulty.

#### **5. Financial Assistance to SC/ST Students of State Government.**

Students belonging to Scheduled Castes /Scheduled Tribes are advised to apply to their respective State Governments for financial assistance to defray the expenses of their education.

#### **6. Financial Assistance to Transgender Students**

Full fee waiver is available to Transgender Students. Please Contact Assistant Registrar North/ Assistant Registrar South/ Convener, Admission & Students Welfare Committee. (Subject to acceptance of recommendation).

#### **7. Fee Concession to University/Department/School Employee/Ward**

- Permanent Employee/Adhoc employee/Contractual employees of DDCE/COL/SOL- full fee concession (except university fee dues).
- Ward of Permanent Employee/Adhoc employee/Contractual employees of DDCE/COL/SOL 50% fee concession (except university fee dues).
- Permanent Employees of University of Delhi: exempted from tuition fee only.

#### **DEB-UGC Recognition**

All the Programmes offered by the Department/School, are recognized by the Distance Education Bureau UGC.

## DETAILS OF THE PROGRAMMES OFFERED BY THE DEPARTMENT

Department of Library and Information Science offers following three programmes:

- **Bachelor of Library and Information Science (BLISc)**
- **Master of Library and Information Science (MLISc)**
- **Post Graduate Diploma in Automated and Digital Library Management (PGDADLM)**

The details of the programmes are as follows:

### **1. DETAILS OF BACHELOR OF LIBRARY AND INFORMATION SCIENCE (BLISc)**

#### ***Duration***

Total Duration of the course will be of one year, having two semesters. The maximum period of completing the course is 3 years, wherein the student can re-appear for an odd semester or even semester examination in the corresponding semesters of the following year(s).

#### ***Course Structure***

A one-year full-time course divided into two semesters leading to the degree of Bachelor of Library and Information Science (BLISc).

### **COURSE STRUCTURE**

First Semester							
Paper No.	Subject	Credits for Teaching & Learning hours		Internal Assessment Marks	Examination Marks	Total Marks	Total Credits
		Lect.	TUT.	*			
B-101	Library, Information and Society (520601101)	4	1	30	70	100	5
B-102	Library Classification (Theory) (520601102)	4	1	30	70	100	5
B-103	Library Classification (Practical) (520601103)	4	1	30	70	100	5
B-104	Basics of Information Technology in LIS (Theory) (520601104)	4	1	30	70	100	5
B-105	Basics of Information Technology in LIS (Practical) (520601105)	4	1	30	70	100	5
B-106	Project Work in LIS (520601106)	4	1	-	100	100	5
<b>Total Marks</b>					<b>600</b>	<b>Total Credit Score</b>	<b>30</b>
Second Semester							
B-107	Management of Library and Information Centres (520601201)	4	1	30	70	100	5
B-108	Information Sources and Services (520601202)	4	1	30	70	100	5
B-109	Library Cataloguing (Theory) (520601203)	4	1	30	70	100	5
B-110	Library Cataloguing (Practical) (520601204)	4	1	30	70	100	5
B-111	Internship Programme (520601205)			-	100	100	5



	<b>Total Marks</b>		<b>500</b>	<b>Total Credit Score</b>	<b>25</b>
<b>Grand Total (Marks) (Sem.-I and Sem.- II)</b>		<b>1100</b>	<b>Grand Total Credits (Sem.-I and Sem. II)</b>		<b>55</b>

Each student shall have to undergo an Internship Programme at a library, selected by the Department for a period of one month. The internship work (paper B-111) can be started immediately after the first semester examination and the internship report should be submitted at the end of second semester on the date to be decided by the Department.

#### **Other Instructions**

- The internal assessment for the aforementioned papers will be MCQ based and will take place within the corresponding semester.

## **SYLLABUS**

### **FIRST SEMESTER**

#### **❖ Paper- B-101 - LIBRARY, INFORMATION AND SOCIETY\***

##### **➤ UNIT – I: Role of Libraries**

- Library as a Social Institution
- Development of Libraries in India
- Role of Library and Information Centres in Modern Society
- Five Laws of Library Science

##### **➤ UNIT– II: Types of Libraries, Professional Associations and Organizations**

- National Library of India: Concept, Functions and Services
- Public Libraries, Academic Libraries and Special Libraries
- Professional Associations: ILA, IASLIC, CILIP, ALA, Aslib, SLA National and International Organizations: RRRLF, UNESCO and IFLA
- Digital Libraries

##### **➤ UNIT – III: Library Legislation**

- Library Legislation: Need, Purpose, Objectives and Model Library Act
- Library Legislation in India: Structure and Salient Features
- Press and Registration Act
- Delivery of Books (Public Libraries) Act

##### **➤ UNIT – IV: Information and Communication**

- Information: Characteristics, Nature, Value and Use of Information
- Conceptual difference between Data, Information and Knowledge
- Communication channels, models and barriers
- National Knowledge Commission and Information Policy
- Information Intermediaries

## ➤ UNIT – V: Library and Information Profession

- Professional Skills and Competencies  
Professional Ethics
- Role of Library and Information Professionals in Digital Era

\*This is only a broad outline, the coverage of topics in each paper will be elaborated by the concerned teacher.

### ❖ *Recommended Books*

1. **BHATT (R K):** History & Development of Libraries in India (1995), Mittal Publications, New Delhi.
2. **CHAPMAN (EA) and LYNDEN (FC):** Advances in Librarianship (2000), Academic Press, San Diego.
3. **CHOWDHURY (GG), BURTON (PF) and McMENEMY(D):** Librarianship: the complete introduction (2008), Neal-Schuman Publishers, New York.
4. **FEATHER (J):** The Information Society: a study of continuity and change (Ed. 5. 2008), Facet Publishing, London.
5. **KHANNA (JK):** Library and Society (1955), Research Publication, Kurukshetra.
6. **KRISHAN KUMAR:** Library Organisation (1993), Vikas, New Delhi.
7. **MARTIN (W J):** The information Society (1988) Aslib, London.
8. **PRASHER (R G):** Information and its Communication (1991), Medallion Press, New Delhi.
9. **RANGANATHAN (S R):** Five laws of Library Science (Ed. 2, 1989), Sarada Ranganathan Endowment for Library Science, Bangalore.
10. **SINGH (S P):** Special Libraries in the Electronic Environment (2005), Bookwell, New Delhi.
11. **VENKTAPPAIAH (V) and MADHUSUDHAN (M):** Public Library Legislation in the new Millennium (2006), Bookwell, New Delhi.

### ❖ **Paper: B -102 - LIBRARY CLASSIFICATION (Theory)**

#### ➤ UNIT - I: Elements of Library Classification

- Concepts, Terminology, Need, Purpose and Functions
- Species of Classification Schemes

#### ➤ UNIT - II: Theory and Development

- Historical Development
- General Theory: Normative Principles
- Modes of Formation of Subjects

#### ➤ UNIT – III: Approaches to Library Classification

- Postulational Approach and Systems Approach  
Fundamental Categories, Facet Analysis and Facet Sequence  
Phase Relation and Common Isolates
- Devices in Library Classification

➤ **UNIT – IV: Notation and Construction of Classification Number**

- Notation: Need, Purpose, Types and Qualities
- Call Number: Class Number, Book Number and Collection Number  
Construction of Class Numbers

➤ **UNIT – V: General and Special Classification Schemes**

- Dewey Decimal Classification  
Universal Decimal Classification  
Colon Classification
- Current Trends in Library Classification

❖ **Recommended Books**

1. **KRISHAN KUMAR:** Theory of Classification (1993), Vikas, New Delhi.
2. **MANN (Margaret):** Introduction to Cataloguing and the Classification of Books (Ed. 2, 1943) ALA, Chicago.
3. **RANGANATHAN (SR):** Descriptive account of the Colon Classification (1990) Sarada Ranganathan Endowment for Library Science, Bangalore.
4. **RANGANATHAN (SR):** Prolegomena to Library Classification (Ed 3, 1989), Sarada Ranganathan Endowment for Library Science, Bangalore.
5. **SAYERS (WCB):** Manual of Classification for Librarians (Rev. by Arthur Malt by Ed. 5, 1975), Andre Deutsch, London.
6. **SAYERS (WCB):** Introduction to Library Classification (Rev. by Arthur Malt by Ed. 9, 1958), Grafton, London.
7. **WYNAR (Bohdan S):** Introduction to Cataloguing and Classification (Ed 7, 1985) Libraries Unlimited, New York.

❖ **Paper- B-103 - LIBRARY CLASSIFICATION (Practical)**

➤ **UNIT – I: Colon Classification (Ed. 6)**

- Introduction, Structure and Organisation  
Steps in Classification
- Classification of Documents with Basic Subjects  
Classification of Documents with Compound Subjects

➤ **UNIT – II: Dewey Decimal Classification (Latest Edition)**

- Introduction, Structure and Organisation
- Steps in Classification
- Classification of Documents using Table 1 and 2
- Use of Relative Index

➤ **UNIT – III: Colon Classification (Ed. 6)**

- Use of Common Isolates, Phase Relations and Devices  
Classification of Documents with Compound and  
Complex Subjects

➤ **UNIT – IV: Dewey Decimal Classification (Latest Edition)**

- Classification of Documents using Tables 1 to 7

❖ **Recommended Books**

1. **DEWEY (Melvil):** Dewey Decimal Classification (Ed. 21, 1996) Forest Press, Dublin, USA.
2. **KAULA (P N):** A Treatise on Colon Classification (1985), Sterling Publishers, New Delhi.
3. **RANGANATHAN (SR):** Elements of Library Classification (1989), Sarada Ranganathan Endowment for Library Science, Bangalore.
4. **RANGANATHAN (SR):** Colon Classification (Ed.6, 1960), Sarada Ranganathan Endowment for Library Science, Bangalore.
5. **SATIJA (M P):** Manual for Practical Colon Classification (Rev. Ed.3, 1995), Sterling Publishers, New Delhi.
6. **SATIJA (MP):** The Theory and Practice of the Dewey Decimal Classification System (2007), Chandos Publishing, Oxford.

❖ **Paper- B-104 - BASICS OF INFORMATION TECHNOLOGY IN LIS (Theory)**

➤ **UNIT – I: Introduction to Computers**

- Computers: Generations, Types, Input and Output Devices, Computer Architecture
- Data Representation and Storage
- Introduction to System Software and Application Software
- Operating Systems: DOS, Window XP, Vista, Windows NT, Linux, etc.
- Word Processing, Spreadsheets, PowerPoint Presentation
- Graphics Software: Basic Functions and Potential Uses
- Communication Software

➤ **UNIT – II: Library Automation**

- Library Automation: Planning and Implementation
- In-house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC, etc.
- Bibliographic Standards: CCF and MARC 21
- Introduction to Metadata: Types of Metadata Dublin Core
- Library Software Packages: Overview and House Keeping Operations
- Case Studies: WINISIS, Alice for Windows and SOUL

➤ **UNIT – III: Database Management Systems**

- Database: Concepts and Components
- Database Structures, File Organization and Physical Design
- Database Management System: Basic Functions, Potential Uses

➤ **UNIT – IV: Web Interface to WINISIS Databases**

- Introduction to Web Interface: WWWISIS
- Introduction to Web Servers: Apache

➤ **UNIT – V: Introduction to Internet**

- Basics of Internet
- Search Engines and Meta Search Engines
- Internet Search Techniques
- E-resources and Online Databases

❖ **Recommended Books**

1. **DEEPALI (Talagala):** Web Interface for CDS/ISIS: GENISIS (webv.3.0, 2003), Sri Lanka Library Association, Colombo.
2. **HARAVU (L J):** Library Automation Design, Principles and Practice (2004), Allied Publishers, New Delhi.
3. **INFLIBNET.** Software for University Libraries User Manual (2003) INFLIBNET, Ahmedabad
4. **NEELAMEGHAN (A) and LALITHA (S K):** Tutor +: A Learning and Teaching Package on Hypertext Link Commands in WINISIS(2001), Sarada Ranganathan Endowment for Library Science, Bangalore.
5. **NEGUS (Christopher):** Linux Bible.(2005), John Wiley, New York.
6. **RAJARAMAN (V):** Introduction to Information Technology (2007), Prentice-Hall of India, New Delhi.
7. **SIMPSON (Alan):** Windows XP Bible.(2004) John Wiley, New York.
8. **SIMPSON (Alan) and JONES (Bradley L):** Windows Vista Bible.(2007), John Wiley, New York.
9. **UNESCO:** CDS/ISIS for windows: reference manual (vol.5, 2004) UNESCO, Paris.
10. **WALKENBACH (John):** et al. Office 2007 Bible.(2007) John Wiley, New York.

❖ **Paper-B-105 - BASICS OF INFORMATION TECHNOLOGY IN LIS (Practical)**

➤ **UNIT – I: Operating Systems and Application Software**

- Installation and Functions of Different Operating Systems: Window XP, Vista, Windows NT, Linux Setting of Desktop, Library Server and its Maintenance
- Creating Presentations with PowerPoint Editing and Formatting Word Documents

➤ **UNIT – II: Database Creation and Library Software**

- Installation and Creation of Databases: Import, Export, Hyperlinks and Printing of Records using WINISIS
- Alice for Windows: Installation, Configuration and Functions
- Installation, Configuration and Application of SOUL

➤ **UNIT – III: Database Web Interface**

- GENISIS: Installation, Configuration and

Functions Web Interface  
to WINISIS using  
GENISIS23 24

➤ **UNIT – IV: Online and Offline Searching**

- Web Searching
- Advanced Internet Searching
- Search through Meta Search Engines Offline Databases
- Internet and E-mail

❖ **Recommended Books**

1. **CHOWDHURY (GG) and CHOWDHURY (Sudatta):** Searching CD-ROM and Online Information Sources (2000) Library Association, London.
2. **CHOWDHURY (G G) and CHOWDHURY (Sudatta):** Organizing Information - from the shelf to the web (2007), Facet Publishing, London.
3. **COOPER (Michael D):** Design of Library Automation Systems: File Structures, Data Structures and Tools (1996), John Wiley, New York.
4. **INFLIBNET:** Software for University Libraries User Manual (2003), INFLIBNET, Ahmedabad.
5. **NEELAMEGHAN (A) and LALITHA (SK):** Tutor + : A Learning and Teaching Package on Hypertext Link Commands in WINISIS(2001), Sarada Ranganathan Endowment for Library Science, Bangalore.
6. **NEGUS (Christopher):** Linux Bible.(2005), John Wiley, New York.
7. **SIMPSON (Alan):** Windows XP Bible.(2004), John Wiley, New York.
8. **UNESCO.** CDS/ISIS for windows: reference manual (vol.5, 2004), UNESCO, Paris.
9. **WALKENBACH (John):** et al. Office 2007 Bible (2007) John Wiley, New York.
10. **WINSHIP (Ian) and McNAB (Alison):** The Student's Guide to the Internet (2000), Library Association, London.

❖ **Paper- B-106 PROJECT WORK: LITERATURE AND FIELD SURVEY**

➤ **Objectives:**

- i) to train the students in literature searching using print and online sources on the assigned area of study;
- ii) to train the students in preparing bibliography and documentation list on the assigned area of study;
- iii) to expose the students with the real working environment of a library by assigning them a topic related with the library operations, and
- iv) to train them in preparing the state-of-the-art report on the assigned area of study.

**Note:** The work for this paper shall start in the beginning of the semester for which each student will be allotted a topic for Literature and Field Survey by the concerned teacher.

## **SECOND SEMESTER**

❖ **Paper: B-107- MANAGEMENT OF LIBRARY AND INFORMATION CENTRES**

➤ **UNIT – I: Principles of Library Management**



- Management Vs Administration
- General Principles and their Application
- Library Organisation Structure and Library Governance
- Library Planning: Need, Objectives and Procedures
- Basics of Total Quality Management

➤ **UNIT – II: Financial and Human Resource Management**

- Library Finance and Sources of Finance
- Library Budget,
- Budgeting and Accounting
- Human Resource Management: Selection, Recruitment, Training, Development, Performance Appraisal

➤ **UNIT – III: Library Building and Resources Management**

- Library Building
- Collection Development
- Acquisition of Periodicals and Serials
- Technical Processing of Documents

➤ **UNIT – IV: Services and Maintenance of the Library**

- Circulation Work
- Maintenance Shelving and Stock Verification
- Preservation
- Library Services
- Reference and Information Service

➤ **UNIT – V: Library Records and Statistics**

- Staff Manual
- Library Statistics
- Annual Report

❖ **Recommended Books:**

1. **BRYSON (Jo):** Effective library and information centre management (1990) Gower, Hants.
2. **CLAYTON (PR) and GORMAN (GE):** Managing Information Resources in Libraries: Collection Management in Theory and Practice (2006), Facet Publishing, London.
3. **EVANS (GE) and SAPONARO (MZ):** Developing Library and Information Centre Collections (Ed. 5, 2005) Libraries Unlimited, London.
4. **KATZ (WA):** Collection Development- the Selection of Materials for Libraries (1980), Holt, Rinehart and Winston, New York.
5. **KRISHAN KUMAR:** Library Management in Electronic Environment (2007), Har-Anand Publications, New Delhi.
6. **MATTHEWS (J):** Strategic Planning and Management for Library Managers (2005), Libraries Unlimited, London.
7. **MITTAL (R):** Library Administration- theory and practice (2007), EssEss, New Delhi.
8. **RANGANATHAN (SR):** Library Administration (2006), EssEss, New Delhi.
9. **SEETHARAMA (S):** Guidelines for Planning of Libraries and Information Centres (1990), IASLIC, Calcutta.
10. **STUEART (R D) and MORAN (B B):** Library and Information Centre Management (2007), Libraries Unlimited, London.

## ❖ Paper: B-108 - INFORMATION SOURCES AND SERVICES

### ➤ UNIT- I: Fundamental Concepts

- Meaning, Definition, Importance, Nature and Characteristics  
Printed and Electronic Information Sources
- Types of Information Sources and Services Criteria for Evaluation of Reference Sources

### ➤ UNIT- II: Sources of Information

- Primary Information Sources: General introduction (Periodicals, Conferences, Patents, Standards, Thesis/ Dissertations, Trade Literature etc.)
- Secondary Information Sources: Dictionaries, Encyclopaedias, Biographical, Geographical, Bibliographies, Indexing and Abstracting, Newspaper Indexes and Digests, Statistics, Handbooks and Manuals
- Tertiary Information Sources: Directories, Year books, Almanacs, Bibliography of Bibliographies, Union Catalogues.

### ➤ UNIT- III: Reference and Information Services

- Users and their Information Needs
- Theory and Functions of Reference and Information Service  
Enquiry Techniques
- Role of Reference Librarian and Information Officer in Electronic Environment

### ➤ UNIT- IV: Types of Information Services

- Documentation Services: Abstracting and Indexing Services
- Alerting Services, CAS, SDI, Reprographic Service, Translation Service, Document Delivery and Referral Service

### ➤ UNIT- V: Information Literacy Programmes

- Concept, Objectives, Initiation of Users
- Users and their Information needs: Categories of users, Ascertaining users Information needs Information Literacy Products

## ❖ *Recommended Books*

1. **CHENEY (FN) and WILLIAMS (WJ):** Fundamental Reference Sources (Ed. 3, 2000) ALA, Chicago.
2. **CRAWFORD (John):** Evaluation of Library and Information Services (2000) ASLIB, London.
3. **FARMER (LSJ)** (E d.2007): The Human Side of Reference and Information Services in Academic Libraries: Adding Value in the Digital World, Chandos Publishing, Oxford.

4. **FOSKETT (DJ)**: Information Service in Libraries (Ed.2. 1967) Archon Book Hamden, Connecticut.
5. **FOURIE (D) and DOWELL (D)**: Libraries in the information age (2002), Libraries Unlimited, New York.
6. **KATZ (William A)**: Introduction to reference work: Reference Service and Reference Process (v.2, Ed. 5, 1987) McGraw-Hill, New York
7. **KRISHAN KUMAR**: Reference Service (Ed. 3, 1996) Vikas Publishing, New Delhi.
8. **RANGANATHAN (S R)**: Reference Service (Ed 2, 1989) Ranganthan Endowment for Library Science, Bangalore.
9. **WALFORD (A J)**: Guide to Reference Books (Vol.3, Ed. 4, 1980) Library Association, London.
10. **WOODSWORTH (Anne) and WILLIAMS (James F)**: Managing the Economics of Owning, learning and contracting out information services (1993) Gower, London.

❖ **Paper: B-109 LIBRARY CATALOGUING (Theory)**

➤ **UNIT – I: Fundamental Concepts and Historical Developments**

- Library Catalogue:  
Definition, Objectives,  
Purposes and Functions  
History and Development of  
Library Catalogue Codes
- Physical Forms of Catalogues Types of Catalogues

➤ **UNIT – II: Types of Catalogue Entries**

- Kinds of Entries
- Data Elements in Different Types of Entries
- Filing of Entries in Classified and Alphabetical Catalogues

❖ **UNIT – III: Choice and Rendering of Headings**

- Personal Authors: Western and Indic Names  
Corporate Authors
- Pseudonymous, Anonymous Works and Uniform Titles Non-Print  
Resources

❖ **UNIT – IV: Subject Cataloguing**

- Subject Cataloguing: Concept,
- Purpose and Problems Chain Indexing
- Subject Headings Lists: LCSH, SLSH

❖ **UNIT –V: Trends in Library Cataloguing**

- Centralized and Cooperative Cataloguing Bibliographic Standards: ISBD, MARC, CCF, etc. ISBN and ISSN

❖ ***Recommended Books***

1. **AMERICAN LIBRARY ASSOCIATION**, et al. Anglo-American Cataloguing rules (Rev. Ed. 1998) Library Association, London.
2. **BOWMAN (J H)**: Essential Cataloguing (2003) Facet Publishing, London.

3. **HUNTER (EJ) and BAKEWELL (K G B):** Advanced cataloguing (1989) Clive Bingley, London.
4. **KUMAR (G) and KUMAR (K):** Theory of Cataloguing (Rev. Ed.5, 1993) South Asia Books, New Delhi.
5. **MILLER (J), Ed.** Sears List of Subject Headings (Ed.15, 1994) Wilson, New York.
6. **RANGANATHAN (S R):** Classified catalogue code with additional rules for dictionary catalogue code (Ed. 5 (with amendments) 1989) Sarada Ranganathan Endowment for Library Science, Bangalore.
7. **READ (J):** Cataloguing without tears: managing knowledge in the information society (2003) Chandos Publishing, Oxford.
8. **TAYLOR (AG) and MILLER (David P):** Wynar's introduction to Cataloguing and Classification (Ed.10, 2006) Libraries Unlimited, London.

❖ **Paper: B-110 LIBRARY CATALOGUING (Practical)**

Cataloguing of books using Classified Catalogue Code, 5th edition (with amendments) and AACR - II along with Sears List of Subject Headings (Latest edition)

➤ **UNIT - I: Classified Catalogue Code**

- Works of Single and Shared Authorship
- Works of Mixed Responsibilities
- Editorial Publications
- Series Publications
- Multi- volumed Works & Pseudonymous

➤ **UNIT- II: Anglo American Cataloguing Rules (Latest Edition)**

- Works of Single and Shared Authorship
- Works of Shared Responsibilities
- Editorial Publications
- Multivolume and Pseudonymous

➤ **UNIT - III: Classified Catalogue Code**

- Works of Corporate Authorship
- Works of Conflict of Authorship
- Periodical Publications
- Ordinary and Artificial Composite Books

➤ **UNIT- IV: Anglo American Cataloguing Rules (Latest Edition)**

- Works of Corporate Bodies Serial Publications
- Works of Editorial Direction

❖ **Recommended Books**

1. **AMERICAN LIBRARY ASSOCIATION:** Anglo-American Cataloguing rules (Rev Ed. 2, 1998) Library Association, London.
2. **MILLER (Joseph), Ed.** Sears list of subject headings (Ed 15, 1994) Wilson, New York.
3. **RANGANATHAN (S R):** Classified catalogue code with additional rules for dictionary catalogue code (Ed. 5 (with amendments) 1989) Sarada Ranganathan Endowment for Library Science, Bangalore.

## ❖ Paper: B-111 INTERNSHIP PROGRAMME

- Report on Internship Programme
- Viva-Voce
- Objectives:
  - to train the students in practical librarianship in the working environment of the library by deputing them in different types of libraries for a period of one month; and
  - to train them in preparing the Internship Report in a prescribed format based on their practical training and learning.

**Note:** Each student shall have to undergo an Internship Programme at a library, selected by the Department for a period of one month. The internship work (paper B-111) can be started immediately after the first semester examination and the internship report should be submitted at the end of second semester on the date to be decided by the Department.

## 2. DETAILS OF MASTER OF LIBRARY AND INFORMATION SCIENCE (MLISc)

### **Duration**

Total Duration of the course will be of one year, having two semesters. The maximum period of completing the course is 3 years, wherein the student can re-appear for an odd semester or even semester examination in the corresponding semesters of the following year(s).

### **Course Structure**

A one-year full-time course divided into two semesters leading to the degree of Master of Library and Information Science (MLISc).

### **COURSE STRUCTURE**

First Semester							
Paper No.	Subject	Credits for Teaching & Learning Hours		Internal Assessment Marks	Examination Marks	Total Marks	Total Credits
		Lect.	TUT.	*			
M-101	Information Systems and Programmes (520611101)	4	1	30	70	100	5
M-102	Advanced Knowledge Organisation: Classification (Practical) (520611102)	4	1	30	70	100	5
M-103	Advanced Knowledge Organisation: Cataloguing (Practical) (520611103)	4	1	30	70	100	5
M-104	Information and Communication Technology Applications in LIS (Theory) (520611104)	4	1	30	70	100	5
M-105	Research Methodology (520611105)	4	1	30	70	100	5
M-106	Marketing of Library and Information Products and Services (520611106)	4	1	30	70	100	5
Total Marks				600	Total Credit Score		30

Second Semester							
M-107	Information and Communication Technology Applications in LIS (Practical) (520611201)	4	1	30	70	100	5
M-108	Information Storage and Retrieval System (520611202)	4	1	30	70	100	5
M-109	Information Literacy Applications in LIS (520611203)	4	1	30	70	100	5
M-110*Elective Course							
M-110 (a)	Public Library and Information System	4	1	30	70	100	5
M-110 (b)	Academic Library and Information System (520612202)	4	1	30	70	100	5
M-110 (c)	Research and Technical Library and Information System	4	1	30	70	100	5
M-110 (d)	Health Science Library and Information System	4	1	30	70	100	5
M-110 (e)	Agricultural Science Library and Information System	4	1	30	70	100	5
M-110 (f)	Engineering and Technological Library and Information System	4	1	30	70	100	5
M-111*Elective Interdisciplinary Paper							
M-111 (a)	Print and Electronic Sources and Literature in Humanities	4	1	30	70	100	5
M-111 (b)	Print and Electronic Sources and Literature in Natural Sciences	4	1	30	70	100	5
M-111 (c)	Print and Electronic Sources and Literature in Social Sciences (520613201)	4	1	30	70	100	5
M-112	Project work (520613202)					100	5
	Total Marks			600	Total Credit Score		30
Grand Total (Marks) (Sem.-I and Sem.- II)		1200		Grand Total Credits (Sem.- I and Sem. II)		60	

***\*For Academic session 2024-25, MLISc Elective Paper M-110 (b), and MLISc Elective Interdisciplinary Paper M-111 (c) are only available.***

The work for paper M-112 shall start in the first semester and project report will be submitted at the end of second semester on the date to be decided by the Department.

#### **Other Instructions**

- The internal assessment for the aforementioned papers will be MCQ based and will take place within the corresponding semester.



# **SYLLABUS**

## **FIRST SEMESTER**

### **COMPULSORY COURSES**

#### **❖ Paper: M-101 INFORMATION SYSTEMS AND PROGRAMMES\***

##### **➤ UNIT – I: Information Systems and Organisations**

- Information Organisation as a System: Basic Concepts, Types and Characteristics of an Information System  
Kinds of Information System: Libraries, Documentation Centres and Information Centres
- Data Centres, Information Analysis Centres, Referral Centres and Clearing Houses  
Archives and Translation Pools: Functions and Services

##### **➤ UNIT – II: National Information System and Policy**

- Planning and Design of National Information System
- National Information Policy  
National Information Systems: NISCAIR, DESIDOC, NASSDOC, SENDOC, NDCMC, ENVIS, etc.

##### **➤ UNIT – III: Global Information Systems**

- Programmes and Activities of UNESCO, UNISIST & IFLA, INIS, AGRIS, INSPEC & MEDLARS, etc.

##### **➤ UNIT – IV: Resource Sharing, Library Networks and Library Consortia**

- Programmes and Activities of INFLIBNET and DELNET
- CSIR E-Journals Consortium, UGC-INFONET Digital Library Consortium

##### **➤ UNIT – V: Information Services and Information Products**

- Information Services Literature Search
- Documentation Services, Translation Services
- CAS, SDI, Document Delivery Service, Alert Services and INTERNET Services
- Information Products: Newsletter, In-house Journal, State of the Art Report, Trend Report, etc.

\* This is only a broad outline, the coverage of topics in each Paper will be elaborated by the concerned teacher.

#### **❖ Recommended Books**

1. **ATHERTON (Pauline):** Handbook for information system and services (1997), UNESCO, Paris.

2. **BAMAN (P):** Studies on information systems, services and programs in India and abroad (1993) Ajanta, Delhi.
3. **BARUA (B P):** National policy on library and information systems and services for India: perspectives and projections. 1992. Popular Prakashan, New Delhi.
4. **BURCH (J G) and GRUDNITSKI (G):** Information systems: theory and practice (1986) Wiley, Singapore.
5. **KENT (A):** Resource sharing in libraries: why, how, when next action step (1974) Marshal Dekker, New York.
6. **KOCHTANEK (TR) and MATTHEWS (JR):** Library information systems: from library automation to distributed information access solutions (2002) Libraries Unlimited, West Westport.
7. **NEELAMEGHAN (A) and PRASAD (K N),** Eds. Information systems, networks and services in India (2 vols. 1998) Ranganathan Centre for Information Studies, Chennai.
8. **ROWLEY (J):** The basics of information system (Ed 2, 1996) Library Association, London.
9. **VICKERY (BC):** Information systems (1973) Butterworths, Washington.

❖ **PAPER: M-102 ADVANCED KNOWLEDGE ORGANISATION: CLASSIFICATION (Practical)**

➤ **UNIT- I: Fundamentals of UDC**

- Introduction to *Universal Decimal Classification* (Latest Edition): Structure, Principles and Organisation Classification of Simple and Compound Subject Documents

➤ **UNIT- II: Advance Applications of UDC**

- Introduction to Common Auxiliaries and Special Auxiliaries
- Application of Common Auxiliaries, Special Auxiliaries, Devices, etc. Classification of Complex Subject Documents

❖ **Recommended Books**

1. **FOSKET (A C):** Universal Decimal Classification (1973) Clive Bingley, London.
2. **McLLWAINE (I C):** The Universal Decimal Classification: a guide to its use (2007) UDC Consortium, The Hague, Netherlands.
3. **UNIVERSAL DECIMAL CLASSIFICATION:** (Latest Edition) British standards institution, London.

❖ **Paper: M-103 ADVANCED KNOWLEDGE ORGANISATION: CATALOGUING (Practical)**

Cataloguing of Non Book Material and Electronic Resources According to AACR (Latest Edition)

➤ **UNIT-I: Non-Book Materials**

- Complexities of Periodicals
- Manuscripts, Cartographic Materials, Microforms, Graphic Materials

## ❖ **UNIT-II: Electronic Resources**

- Sound Recordings
- Motion Pictures
- Video Recordings
- Computer Files
- Web Resources

## ❖ **Recommended Books**

1. **AMERICAN LIBRARY ASSOCIATION:** Anglo-American Cataloguing Rules (Latest Edition) Library Association, London.
2. **LIBRARY OF CONGRESS SUBJECT HEADINGS:** (Latest Edition) Library of Congress, Washington.
3. **WILKIE (Chris):** Managing film and video collections (1999) ASLIB, London.

## ❖ **Paper: M-104 - INFORMATION AND COMMUNICATION TECHNOLOGY APPLICATIONS IN LIS (Theory)**

### ➤ **UNIT-I: Web Technologies in Libraries**

- Implication of WWW on Library Websites, Web OPACs Web 2.0 and Web 3.0: Features and Functions
- Web Directories, Subject Gateways, Library Portals, etc.
- Weblogs (blogs), Podcasts, RSS Feeds, Instant Messaging, Wikis, Flickr, etc.

### ➤ **UNIT-II: Integrated Library Automation and Networking Software**

- Open Source Library Software and Applications Web based Library Management Software Library Software Securities Parameters
- Virtual Library

### ➤ **UNIT-III: Multimedia and Institutional Repositories**

- Multimedia Applications in Libraries
- Image Creation using Photoshop and Corel Draw etc.
- Institutional Repositories: Greenstone Digital Library, D space, and E-prints etc.

### ➤ **UNIT-IV: Introduction of Networks**

- Types of Networks: Network Components, Categories, LAN Standards and Inter-Network Wireless Networking and Emerging Networking Technologies
- Data Networks: Integrated Services Digital Network (ISDN), Digital Subscribers Line (DSL), Asynchronous Transfer Mode (ATM), etc. Network Software: Network Operating Systems, Domain Name System and Network Management Systems, etc.
- OSI Network Model and TCP/IP Reference Model

➤ **UNIT-V: Emerging Technologies in Libraries**

- RSS Feeds Technology and Libraries
- Library Security Technology: RFID, Barcode, Smart Card and CCTV, etc. Video Conferencing and Audio Conferencing
- Functional Requirements for Bibliographic Records (FRBR) Digital Content Management System
- Federated Search and Multimedia Databases Search Protocols: Z39.50 Standard for Retrieval and OAI-PMH Artificial Intelligence and Libraries
- Expert Systems in Libraries

❖ **Recommended Books**

1. **BRADLEY (Phil):** How to use web 2.0 in your library (2007) Facet Publishing, London.
2. **CLYDE (Laurel):** Weblogs and libraries (2004) Chandos Publishing, Oxford.
3. **EVANS (Woody):** Building library 3.0: issues in creating a culture of participation (2010) Chandos Publishing, Oxford.
4. **GRIFFITHS (Peter):** Managing your internet and intranet services: the information professional's guide to strategy (Ed.2, 2004) Facet Publishing, London.
5. **JANCZEWSKI (Lech):** Internet and intranet security management: risks and solutions (2000) Idea, Hershey.
6. **KROSKI (Ellyssa):** Web 2.0 for librarians and information professionals (2008) Neal Schuman Publishers, New York.
7. **LIU (Jia):** Metadata and its applications in the digital library: approaches and practices (2007) Libraries Unlimited, Westport.
8. **PRIMARY RESEARCH GROUP STAFF:** Academic library websites benchmarks (2008) Primary Research Group, New York.
9. **VINCE (J):** Introduction to virtual reality (2004) Springer, London.
10. **WISE (Richard):** Multimedia: a critical introduction (2000) Routledge, London.

❖ **Paper: M-105 RESEARCH METHODOLOGY**

➤ **UNIT-I: Introduction to Research**

- Research: Concept, Need and Purpose
- Research Problem and Research Design
- Literature Review
- Hypothesis: Definition, Types, Sources and Functions

➤ **UNIT-II: Types of Research Methods**

- Historical, Survey and Experimental Case Study
- Scientific Research and Statistical Research etc.

➤ **UNIT-III: Research Techniques**

- Research Techniques and Tools: Questionnaire, Interview, Observation, Schedule and Check-list, etc. Library Records and Reports

➤ **UNIT-IV: Statistics and its Applications**

- Descriptive Statistics – Measures of Central Tendency: & Dispersion, Correlations and linear regression, Chi- Square test, t-test, z-test, f-test.
- Presentation of Data: Tabular, Graphic, Bar Diagram and Pie Chart, etc. Report Writing
- Statistical Packages – MS-Excel, SPSS, and Web-based Statistical Analysis Tools, etc.

➤ **UNIT-V: Metric Studies and Style Manuals**

- Scientometrics, Infometrics and Webometrics
- Manual Structure, Style, Contents- ISI, MLA, APA, CHICAGO, etc.

❖ **Recommended Books**

1. **ALVESSON (M) and SKOLDBERG (K):** Reflexive methodology: new vistas in qualitative research (Ed. 2 Rev. 2010) Sage Publication, London.
2. **BUSHA (CH):** Research methods in librarianship (1990) Academic Press, New York.
3. **GOODE (WJ) and HATT (PK):** Methods in social research (1982) McGraw-Hill, New York.
4. **GREENFIELD (T):** Research methods: guidance for postgraduates (1996) Hodder Arnold, London.
5. **KRISHAN KUMAR:** Research methods in library and information science (Rev. Ed. 1999) Har- Anand Publications, New Delhi.
6. **LANCASTER (F W) and POWELL (R R):** Basic research methods for librarians. 1985. Ablex publishing, New Jersey.
7. **POWELL (RR) and SILIPIGNI (CL):** Basic research methods for Librarians (Ed. 4, 2004) Libraries Unlimited, Westport.
8. **SINGH (SP):** Research methods in social sciences: a manual for designing questionnaires (2002) Kanishka, New Delhi.
9. **SLATER (M):** Ed. Research methods in library and information studies (1990) Library Association Publishing, London.
10. **YOUNG (PV):** Scientific social survey and research (Rev. Ed. 4, 1984) Prentice Hall, New Delhi.

❖ **Paper: M-106 MARKETING OF LIBRARY AND INFORMATION PRODUCTS AND SERVICES**

➤ **UNIT-I: Fundamental Concepts**

- Needs, Objectives and Philosophy
- Marketing Environment:  
Producer, Consumer –  
Buyer Behaviour Marketing  
Information System
- Market Segmentation Marketing Mix

➤ **UNIT-II: Strategies and Techniques**

- Strategic Planning
- Marketing Research
- Marketing Process

➤ **UNIT–III: Promotion of LIS Products and Services**

- LIS Products and Services as a Marketable Commodity Pricing, Distribution Channels and Communication Strategies Advertising, Sales Promotion,
- Public Relations Electronic Marketing

➤ **UNIT–IV: Management Consultancy**

- Evolution, Need and Objectives
- Voluntary versus Authenticated Consultancy
- Impact of Management Consultancy on Librarianship
- Role of Library Associations and LIS Schools

➤ **UNIT–V: Information Analysis, Consolidation and Re-Packaging**

- Information Analysis and Consolidation: Concept, Need and Purpose Packaging and Re-Packaging: Concept, Need, Purpose and Criteria Information Consolidation Products: Concept, Types, Design and Development

❖ **Recommended Books**

1. **BAKEWELL (K G):** Managing user-centred libraries and information services (Ed. 2, 1997) Maxwell, London.
2. **BUTCHER (Helen):** Meeting manager's information needs (1998) ASLIB, London.
3. **CARPENTER (J) and DAVIES (R):** Quantification of the overseas consulting market for professional consultancy services in librarianship and information science and information management (1992) Research and Development, British Library, London.
4. **COOTE (Helen) and BATCHELOR (Bridget):** How to market your library services effectively (Ed. 2, 1997) Aslib, London.
5. **GUPTA (D K) et al.** Marketing library and information services: international perspectives (2006) K.G. Saur, Munich.
6. **HELINSKY (Z):** A short-cut to marketing the library (2008) Chandos Publishing, Oxford.
7. **JAIN (Abhinandan K):** et al. Marketing information products and services: a primer for libraries and information professionals (1999) Tata McGraw-Hill, New Delhi.
8. **KOTLER (Philip L)** Marketing management (Ed.12, 2002) Prentice Hall, Delhi.
9. **KOTLER (Philip) and ARMSTRONG (Gary):** Principle of marketing (Ed. 7, 1996) Prentice- Hall of India, New Delhi.
10. **ROWLEY (Jenifer):** Information marketing (2001) Ashgate London.

**SECOND SEMESTER**

❖ **Paper: M-107 INFORMATION AND COMMUNICATION TECHNOLOGY APPLICATIONS IN LIS (Practical)**

➤ **UNIT–I: Website Designing and Navigational Tools**

- Designing Static and Dynamic Library Websites



- Designing Mobile Websites
- Developing Web Directories, Subject Gateway and Library Portals Designing and Developing Library Blogs, RSS Feeds, Wikis and Flickr etc. Image Creation using Photoshop, Corel Draw etc.

➤ **UNIT-II: Integrated Library Management Systems and Institutional Repositories**

- Installation and Configuration, Hands on Functional Modules of an Integrated Library Management System (Open Source)
- Web based Library Management Software
- Installation and Configuration, Hands on Collection Building using GLI in Local and Web Library Modes and Metadata Creation
- Customization of Green stone Digital Library Software

➤ **UNIT-III: Audio and Video Conferencing**

- Audio Conferencing
- Video Conferencing

➤ **UNIT-IV: Advanced Searching and Metadata Creation**

- Downloading MARC 21 Records using Z39.50 Protocol Federated Search
- Creation of Metadata

❖ **Recommended Books**

1. **BATES (Chris):** XML in theory and practice (2003) John Wiley, Chichester.
2. **BRADLEY (Phil):** How to use web 2.0 in your library (2007) Facet Publishing, London.
3. **COX, (Christopher N):** Federated search: solution or setback for online library services (2006) The Haworth Press, Philadelphia.
4. **DONNELLY (V):** Designing easy-to-use websites: a hands-on approach to structuring successful websites (2000) Addison-Wesley, Boston.
5. **LOWERY (Joseph W):** Dreamweaver MX bible. (2002) Wiley Publishing, Indian apolis.
6. **LYNCH (P J) and HORTON (S):** Web style guide: basic design principles for creating web sites. (Ed.3, 2010) Yale University Press, London.
7. **McCLELLAND (Deke):** Photoshop 7 bible. (2003) Wiley Publishing, New York.
8. **SIMMONS (Curt):** Microsoft office front page 2003 bible with CDROM (2003) Wiley Publishing, Indian apolis.
9. **ULLMAN (Larry):** Building a web site with ajax: visual quick pro guide (2007) Peachpit Press, Berkeley.
10. **WITTEN ( Ian H ) , BODDIE (Stefan) and THOMPSON(John):** Greenstone digital library user's guide (2006) New Zealand Digital Library Project, New Zealand.

❖ **Paper: M-108 INFORMATION STORAGE AND RETRIEVAL SYSTEM**

➤ **UNIT-I: Fundamental Concepts**

- Concept, Characteristics, Objectives, Types, Operations and Design Compatibility of ISAR System
- Information Retrieval Process and Search Strategy Evaluation of ISAR System

- Vocabulary Control Tools: Classification Schedules, Subject Heading Lists and Thesaurus Need, Structure and Construction of Thesaurus
- Principles and Evolution of Bibliographic Description

➤ **UNIT-II: Knowledge Management**

- Introduction to Indexing Systems Introduction to Indexing in Corporate System Introduction to Indexing in Research System

➤ **UNIT-III: Bibliographic Description**

- Rules for Bibliographic Description Standards for Bibliographic Record Formats Metadata Concept
- Metadata Standards: Dublin Core, MARC 21, etc.

➤ **UNIT-IV: Search Techniques and Information Retrieval**

- Man and Machine Retrieval System
- Search Strategies: Boolean Operations, Proximity Search, Heuristic Search, Navigational Search, etc. Internet Searching and Meta Search Engines
- Data Mining, Data Harvesting and Semantic Web Knowledge Management Retrieval

❖ **Recommended Books**

1. **CHOWDHURY (GG):** Introduction to modern information retrieval (1999) Library Association, London.
2. **CLEVELAND (Donald B) and CLEVELAND (Ana D):** Introduction to indexing and abstracting (2001) Libraries Unlimited, Colorado.
3. **FOSKETT (AC):** Subject approach to information (Ed.5, 1996) Library Association, London.
4. **GOSH (S N) and SATPATHI (J N):** Subject indexing system: concepts, methods and techniques (1998) IASLIC, Calcutta.
5. **KORFHAGE (R R):** Information storage and retrieval (1997) John Wiley, New York, USA.
6. **LANCASTER (F Wilfred):** Vocabulary control for information retrieval (Ed. 2, 1985) Information Resource Press, Arlington.
7. **LANCASTER (F Wilfred):** Indexing and abstracting in theory and practice (Ed. 3, 2003) University of Illinois, Urbana.
8. **ROWLEY (J):** The basics of information system (Ed. 2, 1996) Library Association, London.
9. **SOERGEL (D):** Indexing languages and thesauri: construction and maintenance (1974) John Wiley and Sons., New York.
10. **WALKER (G) and JANES (J):** Online retrieval: a dialogue of theory and practice (1993) Libraries Unlimited, Englewood, London.

❖ **Paper: M-109 INFORMATION LITERACY APPLICATIONS IN LIS**

➤ **UNIT-I: Fundamental of Information Literacy**

- Concept, Need and Objectives Areas of Information Literacy
- Standards and Models in Information Literacy

- Role of Institution in Information Literacy

➤ **UNIT-II: Information Literacy Programmes**

- Scope of Information Literacy Programme National Programmes in Information Literacy International Programmes in Information Literacy

➤ **UNIT-III: Methodology of Information Literacy**

- Information Literacy Products: Library Brochure, Database Brochure, Web based Access Instructions, Information Bulletin
- Designing of Information Literacy Programme Implementation of Information Literacy Programmes

➤ **UNIT-IV: Application of Information Literacy in Library and Information Centres**

- Information Literacy for Users Information Literacy for Professionals
- Information Literacy for Research and Development

➤ **UNIT-V: Trends in Information Literacy**

- Web based Information Literacy System OPAC Information Literacy System Life Long Learning System

❖ **Recommended Books**

1. **AMERICAN ASSOCIATION OF SCHOOL LIBRARIANS AND ASSOCIATIONS FOR EDUCATIONAL COMMUNICATIONS AND TECHNOLOGY:** Information Standards for Student Learning (1998) American Library Association, Chicago.
2. **AMERICAN LIBRARY ASSOCIATION:** Information Literacy: a position paper on information problem solving (2000) available at: [www.ala.org/assl.positions/PS\\_infolit.html](http://www.ala.org/assl.positions/PS_infolit.html) (accessed 21 July 2003)
3. **ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES:** Objectives for Information Literacy Instruction: A Model Statement for Academic Librarians. (2001). ACRL, available at: [www.ala.org/acrl/guides/objinfolit.html](http://www.ala.org/acrl/guides/objinfolit.html) (accessed 21 July 2003).
4. **BALDWIN (VA):** Information Literacy in Science & Technology Disciplines, Library Conference Presentation and Speeches (2005) University of Nebraska, Lincoln. Available at: [http://digitalcommons.unl.edu/library\\_talks/11](http://digitalcommons.unl.edu/library_talks/11)
5. **DELCOURT (M) and HIGGINS (CA):** Computer technologies in teacher education: the measurement of attitudes and self-efficacy. Journal of Research and Development in Education (1993) 27; 31-7.
6. **EISENBERG (MB):** et al. Information Literacy: Essential Skills for the Information Age (2nd ed. 2004) Libraries Unlimited, Westport.
7. **GRASSIAN (ES):** Learning to lead and manage information literacy instruction (2005) Neil Schuman Publishers, New York.
8. **GRASSIAN (ES) and KAPLOWITZ (J R):** Information Literacy Instruction: Theory and Practice (2001) Neal Schuman, New York.
9. **SMITH (S):** Web-based Instruction: A Guide for Libraries (2001) American Library Association, Chicago.
10. **TIGHT (M):** Lifelong Learning: Opportunity or Compulsion? British Journal of Education Studies (Vol. 46; 3 September 1998); 251-263.

## ELECTIVE COURSES

### ❖ Paper: M-110 (b) ACADEMIC LIBRARY AND INFORMATION SYSTEM

#### ➤ UNIT-I: Academic Libraries and their Development

- Objectives and Functions
- History and Development of Libraries with Special Reference to India
- Role of Libraries in Formal and Non-Formal Education System
- UGC and its Role in the Development of College and University Libraries

#### ➤ UNIT-II: Collection Development and Management

- Periodicals, Conference Literature, Grey Literature and Government Publications
- Non-Book Materials
- Electronic Resources and Online Databases

#### ➤ UNIT-III: Library Organization and Administration

- Organizational Structure
- Staff Manual, Library Surveys, Statistics and Standards etc.

#### ➤ UNIT-IV: Information Services

- CAS, SDI, Abstracting and Indexing Services
- Library Bulletin, Newspaper Clipping Services Computerized Services
- Resource Sharing and Networking: INFLIBNET, UGC-INFONET Digital Library Consortium, etc. Information Literacy Programmes

#### ➤ UNIT-V: Financial and Human Resource Management

- Determination of Finance, Sources of Finance Types of Budget
- Nature, Size, Selection, Recruitment, Qualification and Training Responsibilities and Duties
- Competency Development

### ❖ Recommended Books

1. **BAKER (David)**, Ed. Resource management in academic libraries (1997) Library Associations, London.
2. **BROPHY (Peter)**: The academic library (2000) Library Association, London.
3. **BUDD (J M)**: The academic library: the context, its purpose and its operation (1988) Libraries Unlimited, London.
4. **CHAPMAN (Liz)**: Managing acquisitions in library and information Services (2001) Library Association, London.

5. **DOWLER (L):** Ed. Gateways to knowledge: the role of academic libraries in teaching, learning and research (1998) The MIT Press, London.
6. **JORDON (Peter):** The academic library and its users (1998) Gower Publishing Limited, London.
7. **LINE (Maurice B),** Ed. Academic library management (1990) Library Association, London.
8. **RANGANATHAN (S R):** School and college libraries (1942) Madras Library Association, Madras.
9. **WEBB (Sylvia P):** Personal development in information work (Ed2.1991) Aslib, London.
10. **WHITE (Carl M):** Survey of university of Delhi (1965) Planning Unit, University of Delhi, Delhi

### **ELECTIVE INTERDISCIPLINARY COURSES**

#### **❖ Paper: M-111 (c) PRINT, ELECTRONIC SOURCES& LITERATURE IN SOCIAL SCIENCES**

##### **➤ UNIT-I: Historical Development**

- Scope of the Discipline and its Development
- Research Trends in Social Sciences: History, Political Science, Economics and Sociology

##### **➤ UNIT-II: User Studies and Information Seeking Behaviour**

- Information Needs of Users Information Seeking Behaviour
- User Studies: Importance, Objectives and Types Planning User Survey
- Methods of User Service

##### **➤ UNIT-III: Information Sources and Evaluation**

- Primary, Secondary and Tertiary Sources
- Evaluation of Secondary Sources: Print and Electronic Resources

##### **➤ UNIT-IV: Databases and Internet Services**

- Networked and Distributed Databases Consortia and Subject Gateways Internet Resources and Services

##### **➤ UNIT-V: Role of Contributors and Institutions**

- Activities of Research Institutions and Professional Organisations in the Growth and Development of Social Sciences with Particular Reference to India, UK and USA
- Contributions made by the Prominent Social Scientists in the field of History, Political Science, Economics and Sociology

#### **❖ Recommended Books**

1. **DEUTCHER (C G):** et al. Guide to historical literature (1951) Macmillan, New York.
2. **HOSELITZ (Bert F):** Reader's guide to the social sciences (Rev. Ed.1972) Free Press,

- Glencoe.
3. **MAJUMDAR (R C):** Historiography in modern India (1970) Asia Publishing House, Bombay.
  4. **MANN (Peter H):** Methods of sociological enquiry (1968) Schocken Books, New York.
  5. **McKENZIE (W J M):** Ed. Guide to the social sciences (1966) Weidenfied and Nicolson, London.
  6. **UNNITHAN (T K N):** Ed. Sociology for India (1967) Prentice Hall, New Delhi.
  7. **WHITE (C M):** et al. Sources of information in the social sciences (Ed. 2, 1973) Bedminster Press, Tolowa, N.J

### ❖ Paper:M-112 PROJECT WORK

- The Work for Paper shall start in the beginning of the second semester for which each student will be allotted a topic for writing the Project Report. The Project Report will be submitted at the end of second semester on the date to be decided by the Department.

## 3. Details of Post Graduate Diploma in Automated and Digital Library Management (PGDADLM) Course

### *Duration*

Total Duration of the course will be of one year, having two semesters. The maximum period of completing the course is 2 years. Candidates who obtain a failure aggregate or who miss to attend the examination (Practical/Theory/Internal Assessment) may appear in the examination with the next batch.

### *Course Structure*

A one-year full-time course divided into two semesters leading to the degree of Post Graduate Diploma in Automated and Digital Library Management (PGDADLM).

First Semester						
Course Code	Course Title	University Examination		Internal Assessment	Total Marks	Total Credits
		Theory	Practical			
DADLM-01	Library Automation (520621101)	60	80 (Lab + Viva)	20	160	4
DADLM-02	Internet and Open Access Electronic Resources (520621102)	60	80 (Lab + Viva)	20	160	4
DADLM-03	Collection development and Digital Libraries (520621103)	60	80 (Lab + Viva)	20	160	4



DADLM-04	Digitization, Digital Libraries and Digital Preservation (520621104)	60	80 (Lab + Viva)	20	160	4
	Total Marks	640			Total Credit Score	16
Second Semester						
DADLM-05	Research Information and Citation Management (520621201)	60	80 (Lab + Viva)	20	160	4
DADLM-06	Content Development (520621202)	60	80 (Lab + Viva)	20	160	4
DADLM-07	Programming (520621203)	60	80 (Lab + Viva)	20	160	4
DADLM-08	Project Work (520621204)	120	40(Viva)	--	160	4
	Total Marks	640			Total Credit Score	16
Grand Total (Sem I and Sem II)		1280		Grand Total Credits (Sem I and Sem II)		32

- The learners would be provided lab instructions for practical courses (DADLM-01 to DADLM-07) along with the list of relevant OER for reference.
- The internal assessment for the aforementioned papers will be MCQ based and will take place within the corresponding semester.
- Open Access e-resources will be provided as a study material.
- English will be the medium of instruction and examination.

## **SYLLABUS**

### **SEMESTER-I**

#### **DADLM-01: LIBRARY AUTOMATION**

Course	Credits	Duration (Hrs Per Week)		
DADLM-01 (520621101)		<b>Lecture</b>	<b>Tutorial</b>	<b>Practical/Practice</b>
Library Automation	4	2	1	1

**Total Marks: 160** (Theory: 60, Practical: 80 (Lab + Viva) and Internal Assessment: 20)

**Duration: 60 Hrs.** (12 hours of Theory and Practical at ACS, 12 hours of Tutorial, 18 hours of Self-study and 18 hours of Self-Practice/Practical)

**Examination: 3 Hrs.**

**Course Objectives:** To educate the students about latest concepts of Library Automation especially different Library Software and hardware.

**Course Learning Outcomes:** The course will enable the students to:

1. Familiarise with approaches to Library Automation
2. Learn practical use of Library Automation Software especially Koha or SOUL.
3. Acquaint regarding Automation of library housekeeping Operations.
4. Learn various automated information management techniques and services such as document circulation, Social Networking applications, DDS, Reference, Alerting Services, Web Scale Discovery Services, Federated Search.

#### **Unit I: Introduction to Library Automation**

- Historical Perspective, Need and Purpose
- Approaches to Library Automation
- Library Automation Software: Open-Source Software- Koha or SOUL

#### **Unit II: Library Automation Planning**

- Formats, Standards, Retro conversion
- Middleware Application and Security
- RFID, NFC and BLE technology applications
- Implementation and Evaluation

#### **Unit III: Automation of library housekeeping operations**

- Acquisition, Serials Control, Cataloguing and Circulation
- Electronic Surveillance Technologies
- Mobile Application for user's service
- Cloud Application in Library

#### **Unit IV: Computerised Information Services**

- Library Network, Web Scale Discovery Services, Federated Search
- Assistive technology application in Libraries

- Social Networking application in Libraries
- DDS, Reference, Alerting Service

## **PRACTICAL/LAB WORK TO BE PERFORMED IN COMPUTER LAB**

- Hands on experience of KOHA or SOUL software, Middleware and emerging hardware technologies.

## **SUGGESTED READINGS**

1. A Manual of Library Automation and Networking: Buy A Manual of Library Automation and Networking by Sanjeev at Low Price in India. (n.d.). Retrieved May 19, 2023, from Flipkart.com website: <https://www.flipkart.com/manual-library-automation-networking/p/itma2e6d34071e59>
2. Ahmad, H. (2016). *Integrated Library Management Systems: An Indian Scenario of Modern Library Automation*. New Delhi: Ess Ess Pubns.
3. Automation of School Libraries Issues and Challenges: Buy Automation of School Libraries Issues and Challenges by Mamta Amarपुरi at Low Price in India. (n.d.). Retrieved May 19, 2023, from Flipkart.com website: <https://www.flipkart.com/automation-school-libraries-issues-challenges/p/itmb2b75941227af>
4. Balasubramaniam, P. (2011). *Library Automation and Networking*. New Delhi: Deep & Deep Publications.
5. Banerjee, A. (2012). *Software Packages for Library Automation* (1st edition). New Delhi: Abhijeet Publication.
6. Bansod, P. S. (2016). *Library Services in Digital Environment and Library Automation*. Jaipur: YKING BOOKS.
7. Bilal, D. (2014). *Library Automation: Core Concepts and Practical Systems Analysis, 3rd Edition* (3rd edition). United Kingdom: Libraries Unlimited.
8. Brooks, J. (2014). *Searching And Evaluating Information In Library Management And Automation* (First edition). United Kingdom: Koros Press Limited.
9. D, T. K. (2015). *LIBRARY AUTOMATION AND NETWORKING* (1st edition). Write and Print Publications.
10. Dodiya, N., Malviya, N., & Dodiya, N. (2015). *Automation, Networks and Information Systems*. New Delhi: Ess Ess Pubns.
11. Dr. Balasubramanian, P., & Dr. Yohannan, S. (2021). *Library Automation and Digitization*. New Delhi: Ess Ess Pubns.
12. Editors, A. M. & T. O. (2017). *Illustrated Handbook of Library Management and Automation*. 3G E-Learning LLC.
13. Managing Library Automation: Second Edition. (n.d.). Retrieved May 19, 2023, from Routledge & CRC Press website: <https://www.routledge.com/Managing-Library-Automation-Second-Edition/Clayton/p/book/9781138327849>

14. Mishra, V. K. (2016). *Basics of Library Automation, Koha Library Management Software and Data Migration: Challenges With Case Studies*. New Delhi: Ess Ess Pubns.
15. New Automation Technology for Acquisitions and Collection Development. (n.d.). Retrieved May 19, 2023, from Routledge & CRC Press website: <https://www.routledge.com/New-Automation-Technology-for-Acquisitions-and-Collection-Development/Bazirjian/p/book/9780367350239>
16. Patterson, K. (2017). *Library Automation*. New Delhi: Magnum Publishing.
17. Publication, S. (n.d.). Use of LMS In Library Automation. Retrieved May 19, 2023, from <https://shashwatpublication.com/use-of-lms-in-library-automation-book>
18. Software Packages For Library Automation: Buy Software Packages For Library Automation by Bhupendra Narayan Singh at Low Price in India. (n.d.). Retrieved May 19, 2023, from Flipkart.com website: <https://www.flipkart.com/software-packages-library-automation/p/itme7a0a9861104e>
19. Theresa, T. B., & Kumari, R. (2011). *Information Technology & Library Automation* (2011th edition). New Delhi: Commonwealth Publishers.
20. Uma, V., & Suseela, V. J. (2017). *Automation of Library Integrated Operations: A How to Do Manual*. New Delhi: Ess Ess Pubns.
21. Yakkaldevi, A., & Ghante, P. (2014). *Library Automation*. USA: Lulu.com.

## **DADLM-02: INTERNET AND OPEN ACCESS ELECTRONIC RESOURCES**

Course	Credits	Duration (Hrs Per Week)		
DADLM-02 (520621102)		Lecture	Tutorial	Practical/Practice
Internet and Open Access Electronic Resources	4	2	1	1

**Total Marks: 160** (Theory: 60, Practical: 80 (Lab + Viva) and Internal Assessment: 20)

**Duration: 60 Hrs.** (12 hours of Theory and Practical at ACS, 12 hours of Tutorial, 18 hours of Self-study and 18 hours of Self-Practice/Practical)

**Examination: 3 Hrs.**

**Course Objectives:** The main objective of this course is to aware students about E-resources and explain the practical approaches regarding Internet and Open Educational Resources.

**Course Learning Outcomes:** The course will enable the students to:

1. Understand different features and concepts related to internet and variety of E-resources available on Internet.

2. Learn about various Information discovery tools.
3. Acquaint regarding Information search and retrieval strategies.
4. Aware regarding the legal issues and open-source licenses.
5. Familiarise regarding Global and Indian open access initiatives.

### **Unit I: E-Resources: Nature, Types and Characteristics:**

- Internet and Open Educational Resources
- E-Journals, E-Books, Multimedia Resources and Online Resources.
- Information Discovery – Subject Portals/ Gateways/Virtual Libraries, Web 2.0.
- Web Resources

### **Unit II: Information Search and Retrieval System**

- Online Information Services: Search and Retrieval Strategies
- Information Retrieval Techniques
- Ethical use of information
- Generic skills, Information skills, Values and beliefs

### **Unit III: Legal Issues**

- Intellectual Property Rights (IPR), Creative Commons Licenses,
- Legal Issues in Digital Libraries
- Open-source licenses: Data and Cryptography
- Hippocratic License

### **Unit IV: Open Access Initiatives**

- Open Access initiative – Global
- Open Access initiative - India
- National Digital Library of India (NDLI)

### **PRACTICAL/LAB WORK TO BE PERFORMED IN COMPUTER LAB**

- Internet and OER practical, Creative Commons License.

## SUGGESTED READINGS

1. A Basic guide to open educational resources (OER)—UNESCO Digital Library. (n.d.). Retrieved May 19, 2023, from <https://unesdoc.unesco.org/ark:/48223/pf0000215804>
2. Arthur, P. (2020). Nikos Koutras: Building Equitable Access to Knowledge Through Open Access Repositories. *Publishing Research Quarterly*, 36(4), 681–683. <https://doi.org/10.1007/s12109-020-09754-w>
3. BMORRIS. (2017, August 4). Affordable Course Materials: Electronic Textbooks and Open Educational Resources [Text]. Retrieved May 19, 2023, from Association for Library Collections & Technical Services (ALCTS) website: <https://www.ala.org/alcts/resources/monographs/affordable-course-materials>
4. Comer, D. E. (2018). *Computer Networks and Internets*, 6e (Sixth edition). London: Pearson Education.
5. Crawford, W. (2011). *Open Access: What You Need to Know Now*. Chicago: ALA Editions.
6. Jhangra, D. S. (2013). *Basics Of Internet And Web* (First edition). New Delhi: Vayu Education of India.
7. Jones, W. (Ed.). (2014). *E-Journals Access and Management* (1st edition). London: Routledge.
8. Orr, D., Rimini, M., & Damme, D. (2015). *Open Educational Resources: A Catalyst for Innovation*. <https://doi.org/10.1787/9789264247543-en>
9. Ortega, J. L. (2016). *Social Network Sites for Scientists: A Quantitative Survey* (1st edition). Chandos Publishing.
10. Ramappa, T. (2016). *Intellectual Property Rights Law in India* (2nd edition). Hyderabad: Asian Law House.
11. Roy, P., & Kumar, S. (2012). *A Study of Data Retrieval Techniques of Online Databases*. London: LAP Lambert Academic Publishing.
12. Stallings, W. (2003). *Computer Networking with Internet Protocols and Technology: United States Edition*. Upper Saddle River, N.J: Pearson.
13. Techniques for Electronic Resource Management: TERMS and the Transition to Open | ALA Store. (n.d.). Retrieved May 19, 2023, from <https://www.alastore.ala.org/content/techniques-electronic-resource-management-terms-and-transition-open>
14. Thanuskodi, S. (1 C.E.a). Challenges and Opportunities of Open Educational Resources Management. In <https://services.igi-global.com/resolvedoi/resolve.aspx?doi=10.4018/978-1-7998-3559-2>. IGI Global. Retrieved from <https://www.igi-global.com/book/challenges-opportunities-open-educational-resources/www.igi-global.com/book/challenges-opportunities-open-educational-resources/243092>
15. Thanuskodi, S. (1 C.E.b). Handbook of Research on Digital Content Management and Development in Modern Libraries. In <https://services.igi-global.com/resolvedoi/resolve.aspx?doi=10.4018/978-1-7998-2201-1>. IGI Global. Retrieved from <https://www.igi-global.com/book/handbook-research-digital-content->

management/www.igi-global.com/book/handbook-research-digital-content-management/235708

16. The Changing Landscape for Electronic Resources: Content, Access, Delivery, and Legal Issues. (n.d.). Retrieved May 19, 2023, from Routledge & CRC Press website:  
<https://www.routledge.com/The-Changing-Landscape-for-Electronic-Resources-Content-Access-Delivery/Fong-Ward/p/book/9780789024411>
17. The Educator's Guide to Producing New Media and Open Educational Resou. (n.d.). Retrieved May 19, 2023, from <https://www.routledge.com/The-Educators-Guide-to-Producing-New-Media-and-Open-Educational-Resources/Green-Brown/p/book/9781138939585>
18. The Ethos of Digital Environments: Technology, Literary Theory and Philosophy. (n.d.). Retrieved May 19, 2023, from Routledge & CRC Press website:  
<https://www.routledge.com/The-Ethos-of-Digital-Environments-Technology-Literary-Theory-and-Philosophy/Lindberg-Roine/p/book/9780367643324>
19. Wherry, T. L. (2008). *Intellectual Property: Everything the Digital-Age Librarian Needs to Know*. New Delhi: Indiana Publishing House.
20. Yuan, L., Macneill, S., & Kraan, W. (2010). Open Educational Resources – Opportunities and Challenges for Higher Education. *Educational Cybernetics: Reports*.

### DADLM-03: COLLECTION DEVELOPMENT AND DIGITAL LIBRARIES

Course	Credits	Duration (Hrs Per Week)		
DADLM-03 (520621103)		Lecture	Tutorial	Practical/Practice
Collection Development and Digital Libraries	4	2	1	1

**Total Marks: 160** (Theory: 60, Practical: 80 (Lab + Viva) and Internal Assessment: 20)

**Duration: 60 Hrs.** (12 hours of Theory and Practical at ACS, 12 hours of Tutorial, 18 hours of Self-study and 18 hours of Self-Practice/Practical)

**Examination: 3 Hrs.**

**Course Objectives:** The primary objective of this course is to provide an overall basic knowledge of Digital Library Collection, online databases. Students will be given an overview of digital library, architecture, software, features and standards.

**Course Learning Outcomes:** This course will enable the students to:

- i) Learn the internet technology, internet information resources and its evaluation.



- ii) Learn the concept of digital library, know the popular digital library software and its features
- iii) Learn about the copyright and rights management in digital libraries.
- iv) Understand the planning, implementation and accessibility of digital libraries.
- v) Learn about various types of file formats, meta resources, metadata standards and metadata interoperability.

### **Unit I: Internet Technology**

- Internet Services
- Components and their relationships involved in digital libraries.
- Architecture, Interoperability, Compatibility, User Interfaces

### **Unit II: Planning, Implementation and Accessibility of digital libraries**

- Digital Library: An Overview
- Digital Library Architecture
- Popular Digital Library software and their features
- Internet, Extranet and Intranet
- Copyright and Rights Management in digital libraries

### **Unit III: Types of Resources**

- Meta Resources
- Internet Information Resources
- Evaluation of Internet Information Resources

### **Unit IV: Formats and Standards**

- File formats, Identifiers & Handle systems in digital libraries
- Metadata standards – Dublin Core, METS, TEI etc
- Metadata interoperability – Cross walking and mapping

### **PRACTICAL/LAB WORK TO BE PERFORMED IN COMPUTER LAB**

- Electronic Resources and Online Database Practice, Metadata – Cross walking and mapping

## SUGGESTED READINGS

1. Bleyer, M. (1998). *Multi-Agent Systems for Information Retrieval on the World Wide Web*. Diplomarbeiten Agentur diplom.de.
2. Brown, D. (2020). *Computer Networking for Beginners: The Complete Basic Guide to Master Network Security, Computer Architecture, Internet, Wireless Technology, and Communications Systems*. 17 Books Ltd.
3. Brugger, N. (Ed.). (2017). *Web 25: Histories from the First 25 Years of the World Wide Web: 112* (New edition). New York: Peter Lang Publishing Inc.
4. Crowcroft, J., & Handley, M. (2015). *The World Wide Web: Beneath the Surf: 6* (1st edition). London: Routledge.
5. Greenlaw, R. (2017). *INLINE/ONLINE: FUNDAMENTALS OF THE INTERNET AND THE WORLD WIDE WEB 2ND EDITION* (2nd edition). New York: McGraw Hill Education.
6. Jackson, R. (2021). *The Internet and World Wide Web*. US: Stratton Press.
7. Meddeb, A. (2016). *Internet of Things Architectures*. Editions Universitaires Europeennes.
8. Ramamurthy, B., Rouskas, G. N., & Sivalingam, K. M. (Eds.). (2011). *Next-Generation Internet: Architectures and Protocols*. Cambridge: Cambridge University Press.  
<https://doi.org/10.1017/CBO9780511920950>
9. Chaudhuri, S. K. (2017). *An Introduction to Fair Use and Copyright Management of Universities in India*. New Delhi: Ess Ess Pubns.
10. Foulonneau, M., & Riley, J. (2008). *Metadata for Digital Resources: Implementation, Systems Design and Interoperability*. Oxford: Chandos Publishing.
11. Nazeer, B. K. (2008). *Digital Library Architecture*. New Delhi: ANE Books.
12. Ph. D. Balasubramanian, P. (2021). *Digital Libraries*. New Delhi: Ess Ess Pubns.
13. S, V. R. C. (2011). *Design, Architecture And Development of Digital Library*. London: LAP Lambert Academic Publishing.
14. Tassel, J. V. (2006). *Digital Rights Management: Protecting and Monetizing Content* (1st edition). Amsterdam ; Boston: Focal Press.
15. Weihs, J. (2005). *Metadata and Its Impact on Libraries* (1st edition). Westport, Conn: Libraries Unlimited.

## DADLM-04: DIGITIZATION AND DIGITAL LIBRARIES AND DIGITAL PRESERVATION

Course	Credits	Duration (Hrs Per Week)		
		Lecture	Tutorial	Practical/Practice
DADLM-04 (520621104)				
Digitization and Digital Libraries and Digital Preservation	4	2	1	1

**Total Marks: 160** (Theory: 60, Practical: 80 (Lab + Viva) and Internal Assessment: 20)

**Duration: 60 Hrs.** (12 hours of Theory and Practical at ACS, 12 hours of Tutorial, 18 hours of Self-study and 18 hours of Self-Practice/Practical)

**Examination: 3 Hrs.**

**Course Objectives:** The primary objective of this course is to make the students conversant with the Digital Libraries, digitization of resources, archiving and preserving digital collections.

**Course Learning Outcomes:** This course will enable the students to:

- i) Learn the nature, scope, types and major initiatives of digital library.
- ii) Understand the design and organization of digital libraries- its user interface, standards and protocols.
- ii) Understand digitization, archiving and preserving digital collections.
- iii) Learn about accessing, processing, storage, delivery and use of digital resources
- iv) Assessing behavior and needs of digital library user.

### **Unit I: Digital Libraries**

- Digital Library - Definition, nature and scope; Types
- Digital Library Initiatives - Major initiatives in the world and in India
- Design and Organization of Digital Libraries - Architecture, Interoperability, Compatibility
- User Interfaces, Protocols and Standards
- Digital Library Policy

### **UNIT-II: Digitization**

- Digital Representation and Compression
- Publication Format - audio and image
- Scanning, OCRing, Editing and Publishing
- Network platforms, design of a LAN, Server management

### **UNIT-III: Digital Preservation**

- Digital content creation: organization and Management
- Archiving and Preserving Digital Collections.
- DOI, OPEN URL Integration,
- Standards, Protocols and Access Management

#### **UNIT-IV: Digital Collection Management and Evaluation**

- Digital Collection - nature and scope
- Scholarly communication - formats - Multimedia and Internet-related formats
- Identification of accessing, processing, storage, delivery and use of digital resources
- Digital library user - assessment of user behavior and needs

#### **PRACTICAL/LAB WORK TO BE PERFORMED IN COMPUTER LAB**

Hands on experience of DSpace and GSDL Software

#### **SUGGESTED READINGS**

1. Dobрева, M. (2018). *Digital Archives: Management, access and use*. London: Facet Publishing. Retrieved from <http://www.cambridge.org/core/product/identifier/9781783302406/type/BOOK>
2. K, S. (2018). *Essentials of Digital Content Management & Preservation*,. New Delhi: Ess Ess Pubns.
3. Kumar, K. (2014). *Digital Library Initiatives in Engineering Libraries: A Study*. California: Scholars' Press.
4. Lee, S. H. (2012). *Collection management and strategic access to digital resources: The new challenges for research libraries*. Hoboken: Taylor and Francis. Retrieved from [http://www.123library.org/book\\_details/?id=59669](http://www.123library.org/book_details/?id=59669)
5. Leggett, E. R. (2021). *Digitization and digital archiving. A practical guide for librarians*. Blue Ridge Summit: Rowman & Littlefield Publ. Retrieved from <https://search.ebscohost.com/login.aspx?direct=true&scope=site&db=nlebk&db=nlabk&AN=2697963>
6. Myntti, J., & Zoom, J. (2018). *Digital Preservation in Libraries: Preparing for a Sustainable Future*. Chicago: ALA Editions.
7. Purcell, A. D. (2016). *Digital Library Programs for Libraries and Archives: Developing, Managing, and Sustaining Unique Digital Collections*. American Library Association.
8. Sampath Kumar, G. K. (2012). *Digital library automation: Planning, designing and development*. New Delhi: Akhand Pub. House.
9. Tariq, A. (2012). *Design, Development, and Management of Resources for Digital Library Services*. IGI Global.
10. Wei, C.-H., Li, Y., & Gwo, C.-Y. (Eds.). (2012). *Multimedia Storage and Retrieval Innovations for Digital Library Systems*: IGI Global. <https://doi.org/10.4018/978-1-4666-0900-6>

11. Witten, I. H., Bainbridge, D., & Nichols, D. M. (2009). *How to Build a Digital Library*. Morgan Kaufmann.

## SEMESTER – II

### DADLM-05: RESEARCH INFORMATION AND CITATION MANAGEMENT

Course	Credits	Duration (Hrs Per Week)		
DADLM-05 (520621201)		Lecture	Tutorial	Practical/Practice
Research Information and Citation Management	4	2	1	1

**Total Marks: 160** (Theory: 60, Practical: 80 (Lab + Viva) and Internal Assessment: 20)

**Duration: 60 Hrs.** (12 hours of Theory and Practical at ACS, 12 hours of Tutorial, 18 hours of Self-study and 18 hours of Self-Practice/Practical)

**Examination: 3 Hrs.**

**Course Objectives:** Familiarise students with the fundamentals of research methodology in the digital era. Acquaint them with the citation management and data management software. Students will be provided Hands on Training regarding various citation management tools.

**Course Learning Outcomes:** The course will enable the students to:

1. Understand the various concepts related to research and its types in digital era.
2. Understand the importance of significant methods, tools and techniques used in conducting research.
3. Understand the basic concept of online data analysis tools like Jupyter Notebook, Apache Spark and R.
4. Aware regarding concept of reference management and its tools.
5. Learn regarding the bibliometric analysis tools, Performance analysis tools and mapping & visualization tools
6. Acquaint with Web-based Research Information Management system.

#### UNIT-I: Fundamentals of Research Methodology in Digital Era

- Research Process
- Review of digital Literature
- Observations and hypotheses

## **UNIT-II: Data Collection Methods**

- Data Collection tools: Questionnaires, Interviews and Observation
- Reliability and Authenticity of Research Data
- Archiving Research Data
- Online Research data analysis Tools: Jupyter Notebook, Apache Spark and R

## **UNIT-III: Reference Management**

- Reference and citation Management
- Tools: MS word, Mendeley, Endnote, Zotero etc.
- Index creation and Citation Analysis

## **UNIT-IV: Research Collaboration**

- Bibliometric Tools and Software
- Performance analysis tools
- Mapping & visualization tools
- Web-based Research Information Management system

## **PRACTICAL/LAB WORK TO BE PERFORMED IN COMPUTER LAB**

- Hands on Training on Mendeley, Endnote, Zotero
- SciFinder, SciVal, ORCID, Scopus, Web of Science, Google Scholar, Microsoft Academic Search, Mendeley, Impact story, ResearchGate, etc

## **SUGGESTED READINGS**

1. Anandarajan, M. (Ed.). (2014). *e-Research Collaboration: Theory, Techniques and Challenges* (2010th edition). Springer-Verlag Berlin and Heidelberg GmbH & Co. K.
2. Ball, R. (2017). *An Introduction to Bibliometrics: New Development and Trends* (1st edition). Cambridge, MA: Chandos Publishing.
3. Billups, F. D. (2020). *Qualitative Data Collection Tools: Design, Development, and Applications* (1st edition). Thousand Oaks, California: SAGE Publications, Inc.
4. Chauhan, A. K. (2017). *RESEARCH ANALYTICS: A PRACTICAL APPROACH TO DATA ANALYSIS*. New Delhi: Dreamtech Press.

5. *Citation Management Tools: A Practical Guide for Librarians*. (n.d.). Retrieved from <https://rowman.com/ISBN/9781442268371/Citation-Management-Tools-A-Practical-Guide-for-Librarians>
6. Ferguson. (2007). *Research And Information Management*. New Delhi: Viva Books Private Limited.
7. Flick, U. (2014a). *An Introduction to Qualitative Research* (Fifth edition). Los Angeles: SAGE Publications Ltd.
8. Flick, U. (2014b). *The SAGE Handbook of Qualitative Data Analysis*. Los Angeles: SAGE Publications Ltd. <https://doi.org/10.4135/9781446282243>
9. Kumar, S. S. P. T. U. D. (2022). *DATA VISUALIZATION*. NJ: Wiley.
10. Leavy, P. (2017). *Research Design: Quantitative, Qualitative, Mixed Methods, Arts-Based, and Community-Based Participatory Research Approaches* (1st edition). New York ; London: Guilford Press.
11. Managing and Sharing Research Data. (2023, May 6). Retrieved May 20, 2023, from Sage Publications Ltd website: <https://uk.sagepub.com/en-gb/eur/managing-and-sharing-research-data/book262873>
12. Moed, H. F. (2006). *Citation Analysis in Research Evaluation*. Springer Science & Business Media.
13. Ohlmann, J. D. C. J. C. J. F. W. (2022). *DATA VISUALIZATION: EXPLORING AND EXPLAINING WITH DATA* (1st edition). Delhi: Cengage Learning India Pvt. Ltd.
14. Punziano, G., & Delli Paoli, A. (1 C.E.). Handbook of Research on Advanced Research Methodologies for a Digital Society (2 Volumes). In <https://services.igi-global.com/resolvedoi/resolve.aspx?doi=10.4018/978-1-7998-8473-6>. IGI Global. Retrieved from <https://www.igi-global.com/book/handbook-research-advanced-research-methodologies/www.igi-global.com/book/handbook-research-advanced-research-methodologies/270864>
15. R, M. T., Parmar, M., A, S. A., & Asjola, V. (2019). Research Information Management Systems: A Comparative Study. In *Research Data Access and Management in Modern Libraries* (pp. 54–80). IGI Global. <https://doi.org/10.4018/978-1-5225-8437-7.ch003>
16. Roy, D. S. (2021). *Data Visualization: Using Power BI, Orange and Excel* (1st edition). Chennai: Notion Press.
17. The Data Book: Collection and Management of Research Data. (n.d.). Retrieved May 20, 2023, from Routledge & CRC Press website: <https://www.routledge.com/The-Data-Book-Collection-and-Management-of-Research-Data/Zozus/p/book/9780367736088>
18. Wardikar, V. (2015). *Bibliometrics: An Effective Tool for LIS*. London: LAP LAMBERT Academic Publishing.
19. Whitman, M., & Woszczynski, A. (2010). *The Handbook of Information Systems Research*. Hershey, PA: IGI Publishing.



## DADLM-06 CONTENT DEVELOPMENT

Course	Credits	Duration (Hrs Per Week)		
		Lecture	Tutorial	Practical/Practice
DADLM-06 (520621202)				
Content Development	4	2	1	1

**Total Marks: 160** (Theory: 60, Practical: 80 (Lab + Viva) and Internal Assessment: 20)

**Duration: 60 Hrs.** (12 hours of Theory and Practical at ACS, 12 hours of Tutorial, 18 hours of Self-study and 18 hours of Self-Practice/Practical)

**Examination: 3 Hrs.**

**Course Objectives:** The main objective of this course is to aware students regarding the content creation and e-learning. Aware them regarding Web-Based, Multimedia and emerging technologies.

**Course Learning Outcomes:** The course will enable the students to:

1. Understand the concepts of content management systems and content marketing strategy and tools.
2. Familiarise with the concept, types and platforms of E-learning.
3. Know regarding the use of different languages in Web Designing and Web Hosting.
4. Understand the use of Web 2.0, Web 3.0 Tools and Virtual Interaction Tools.
5. Learn the concept of emerging Multimedia Technology.

### UNIT-I: Content Creation

- Introduction to Content Management
- Content Management Systems (CMS)
- Content Creation Strategy
- Content Marketing Strategy and Tools

### UNIT-II: E-learning

- Types of E-learning: Advantages and disadvantages
- E-learning Platforms: Moodle, Blackboard Learn, Canvas, Sakai, Schoology etc.

### **UNIT-III: Web-Based Technology**

- Web Designing and Web Hosting: Markup Language, Scripting Languages, CSS, Web Blogs, and Websites.
- Emerging Web 2.0 Tools: Social Bookmarking: Connotea, Digg, etc. and Reference Management Tools: Endnote Web, Reference Manager; Virtual Learning, Mashup etc.

### **UNIT-IV: Multimedia and emerging Technology**

- Multimedia Technology: YouTube, NPTEL and FLICKR etc.
- Virtual Interaction Tools: Skype, Meebo, Google Talk, Yahoo Messenger, Ajax Chat, MS Teams etc.
- Web 3.0 Tools: Semantic Web, Cloud Computing, Neural Network, and Artificial Intelligence.

### **PRACTICAL/LAB WORK TO BE PERFORMED IN COMPUTER LAB**

- Hands on Training on HTML, XML and other software

### **SUGGESTED READINGS**

1. Ashok, B. (2009). *Multimedia Technologies* (1st edition). New York: McGraw Hill Education.
2. Baldwin, K. (Ed.). (2019). *Multimedia Technologies: Designs, Tools and Applications*. NY: Willford Press.
3. Bangia, R. (2007). *Multimedia and Web Technology* (First Edition). New Delhi: Laxmi Publications.
4. Barker, D. (2016). *Web Content Management: Systems, Features, and Best Practices* (1st edition). Beijing ; Boston: O'Reilly.
5. Bradley, P. (2007). *How to Use Web 2.0 in Your Library*. London: Facet Publishing.
6. Dhande, A. S. (2014). *Web 2.0 Applications in Library*. New Delhi: Ess Ess Publications.
7. Eden, B. L. (2008). *Content Management Systems for Libraries: Case Studies*. Lanham, Md: Scarecrow Press.
8. Jain, S. (2015). *Web Designing and Development Training Guide* (First Edition). Delhi: BPB Publication.
9. K, S. (2018). *Essentials of Digital Content Management & Preservation*,. New Delhi: Ess Ess Pubns.

10. Lemay, L., Colburn, R., & Kyrnin, J. (2016). *MASTERING HTML, CSS & Java Script Web Publishing* (First Edition). Delhi: BPB Publications.
11. PRIYADARSHINI, R. A. (2018). *E-LEARNING*. New Delhi: DISCOVERY PUBLISHING HOUSE PVT LTD.
12. Roux, A. le. (2016). *The Content Creation Strategy Guide: How To Plan, Create and Automate Content for Website and Social Media*. Anchen le Roux International.
13. Roy, U. K. (2010). *Web Technologies*. Oxford: Oxford University Press.
14. The Art of Content Creation: Tips and Tricks for YouTube by Bill Vincent | Goodreads. (n.d.). Retrieved May 20, 2023, from <https://www.goodreads.com/book/show/136343395-the-art-of-content-creation>
15. Traver, A. (Ed.). (2018). *Emerging Technologies in E-Learning*. NY: Willford Press.
16. Vickler, A. (2021). *Web development: Web design with CSS*. USA: Ladoo Publishing LLC.
17. Walter, C. (Ed.). (2018). *Principles of E-Learning: New Learning and Assessment*. NY: Willford Press.
18. West, C. (2023). *ChatGPT Content Creation: SEO, YouTube, Book Writing & More Made Easy: Grow and become a better writer in 2023 | Money Making Tips*. Independently published.

### DADLM-07: PROGRAMMING

Course	Credits	Duration (Hrs Per Week)		
DADLM-07 (520621203)		Lecture	Tutorial	Practical/Practice
Programming	4	2	1	1

**Total Marks: 160** (Theory: 60, Practical: 80 (Lab + Viva) and Internal Assessment: 20)

**Duration: 60 Hrs.** (12 hours of Theory and Practical at ACS, 12 hours of Tutorial, 18 hours of Self-study and 18 hours of Self-Practice/Practical)

**Examination: 3 Hrs.**

**Course Objectives:** The primary objective of this course is to promote “hands-on” mode of learning.

**Course Learning Outcomes:** This course will enable the students to:

- i) Learn features, functions, structure of various programming languages.
- ii) Develop the computer programming skills.

## **JAVA**

### **Unit-I:**

- Introduction to Java Features & Features of Object-Oriented Programming, Data types in Java, Variables Declaration, Strings in Java, Operators in Java, Java Control Statements (if, if else, Switch-case), Iteration Statements in Java (for, while, do-while)

### **Unit-2:**

- Java Classes, Creating Objects, Constructors, Static Members, Inheritance, Method Overriding, Super Keyword, Polymorphism, Abstract Classes, Interfaces, Multithreading

### **PRACTICAL/LAB WORK TO BE PERFORMED IN COMPUTER LAB**

- Hands on Training on JAVA

### **SUGGESTED READINGS**

1. E. Balaguruswamy. (2010). Programming with Java, 4th Ed. New York: McGraw Hill.
2. Herbtz Schildt. (2006) Java: The Complete Reference. 7th Ed. New York: McGraw Hill.
3. Head First Java. (2005). 2nd Ed. USA: Orielly Media Inc.
4. Cay S. Horstmann, Gary Corness. (2013). Core Java 2 Volume 1 - Fundamentals. 9th Ed. USA: Prentice Hall.

**OR**

### **C++**

- Overview of C++, Classes and Objects, Operator Overloading, Inheritance Extending Classes, Streams and Templates

### **PRACTICAL/LAB WORK TO BE PERFORMED IN COMPUTER LAB**

- Hands on Training on C++

### **SUGGESTED READINGS**

1. Herbtz Schildt (2017). C++: The Complete Reference. 4th Ed. New York: McGraw Hill.
2. E Balaguruswamy (2008). Object Oriented Programming with C++. Tata McGraw-Hill Education

3. Herbtz Schildt (2017). C: The Complete Reference. 4th Ed. New York: McGraw Hill.
4. Brian W. Kernighan and Dennis M. Ritchie (1988). The C Programming Language. USA: Prentice Hall software Series

**OR**

### **PYTHON**

- Introduction to Python, Functions, Control Structures, Strings, Data Types: Lists, Sets, Tuples, Dictionary, File Handling, Classes & Object

### **PRACTICAL/LAB WORK TO BE PERFORMED IN COMPUTER LAB**

- Hands on Training on Python

### **SUGGESTED READINGS**

1. Downey, A. B. (2015). Think Python–How to think like a Computer Scientist (2nd Edition). O'Reilly.
2. Severana, O. C. (2018). Python for Everybody (Exploring Data in Python 3). Shroff Publisher.
3. Dromey, R.G (2006). How to Solve it by Computer. Pearson. 2. Guttag, J. V. (2016).
4. Taneja, S., & Kumar, N. (2017). Python Programming- A modular Approach. USA: Pearson.

### **DADLM-08 PROJECT WORK**

Course	Credits	Duration (Hrs Per Week)		
		Lecture	Tutorial	Practical/Practice
DADLM-08 (520621204)				
Project Work	4	-	-	-

**Total Marks: 160** (Theory: 120 and Practical: 40 (Viva))

**Examination: 3 Hrs.**

- In addition to the theoretical and practical components of the seven courses, the student must submit Project Work (DADLM-08), which is considered a course of 4 credits. The purpose of Project Work is to provide an opportunity for the students to develop skills in the areas they have studied in the various courses of this programme. A student has to secure a minimum passing mark as per University of Delhi norms in the Project Work Course. For Project Work, students are advised to select a topic for the project in consultation with the mentors in any area of their study. The project may be assigned individually or in a group.

## Other Relevant Information

### Regional Centres

Complete details of contact information for the Department/School and its South and West Regional Centres are provided below. Students may contact the Department/School in case of any problem.	provides essential information services related to updating of student's profile, status of degree, Marksheet, Exam Form/Demand Letter, Academic Counselling Sessions, Old Question Papers, Study Materials, Syllabus, Faculty Members contact timing etc. Students can visit at <a href="https://sol.du.ac.in">https://sol.du.ac.in</a> .
In addition, the Department/School has a website also which	

NORTH CAMPUS	SOUTH CAMPUS	WEST CAMPUS	EAST CAMPUS
<b>North Regional Centre</b>  Department of Distance & Continuing Education, School of Open Learning/ Campus of Open Learning, University of Delhi,  5, Calvary Lane, Delhi-110007	<b>South Regional Centre</b>  Department of Distance & Continuing Education, School of Open Learning/ Campus of Open Learning, University of Delhi,  South Moti Bagh, (Old Motilal Nehru College Building), New Delhi	<b>West Regional Centre</b>  Department of Distance & Continuing Education, School of Open Learning/ Campus of Open Learning, University of Delhi,  C-2, Keshav Puram, University of Delhi, Delhi - 110035	<b>East Regional Centre</b>  Department of Distance & Continuing Education, School of Open Learning/ Campus of Open Learning, University of Delhi,  Plot No – 4, Fc – 10  Tahirpur, Delhi - 110095
PABX/Enquiries - 27667600, 27667581, 27667645, 27666780	PABX/Enquiries - 24151600, 26882897, 26879462	Contact – 011-2781469	<b>Under Construction</b>
Email Id – skverma@sol-du.ac.in	Email Id – jkhuntia@sol-du.ac.in	Email Id - sksharma@sol-du.ac.in	Email Id -
Fax – 27667242	Fax – 24104027		

### Activities Conducted at Regional Centres

The following services are provided at the Regional Centres of the Department/School.

1. Dispatch/Distribution of Study Material to the students.
2. Facility of borrowing books from the library and use of Reading Room.
3. Organization of Academic Counselling Sessions on working days/Saturdays/Sundays.

## Laws to Protect Students

### Prohibition and Punishment for Ragging (ORDINANCE XV-C)

1. Ragging, in any form is strictly prohibited, within the premises of College/ Department or Institution and any part of Delhi University system as well as on public transport.
2. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.
3. Ragging for the purposes of this Ordinance, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students; and includes individual or collective acts or practices which -
  - a. involve physical assault or threat to use physical force.
  - b. violates the status, dignity and honor of women students.
  - c. violates the status, dignity and honor of students belonging to the scheduled castes and tribes.
  - d. exposes students to ridicule and contempt and affects their self-esteem.
  - e. entails verbal abuse and aggression, indecent gestures and obscene behavior.
4. The Principal of a College, the Head of the Department or an Institution, the authorities of the College, or University Hostel or Halls of Residence shall take immediate action on any information of the occurrence of ragging.
5. Notwithstanding anything in Clause (4) above, the Proctor may also suo moto enquire into any incident of ragging and make a report to the Vice-Chancellor of the identity of those who have engaged in ragging and the nature of the incident.
6. The Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
7. If the Principal of a College or Head of the Department or Institution or the Proctor is satisfied that, for some reason, to be recorded in writing, it is not reasonably practical to hold such an enquiry, he/ she may so advise the Vice- Chancellor accordingly.
8. When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, his/ her decision shall be final.
9. On the receipt of a report under Clause (5) or (6) or a determination by the relevant authority under clause (7) disclosing the occurrence of ragging incidents described in Clause 3(a), (b) and (c), the Vice-Chancellor shall direct or order rustication of a student or students for a specific number of years.
10. The Vice-Chancellor may in other cases of ragging order or direct that any student or students be expelled or be not for a stated period, admitted to a course of study in a college, departmental examination for one or more years or that the results of the student or students concerned in the examination or examinations in which they appeared be cancelled.
11. In case any students who have obtained degrees or diplomas of Delhi University are found guilty; under this Ordinance, appropriate action will be taken under Statute 15 for withdrawal of degrees or diploma conferred by the University.
12. For the purpose of this Ordinance, abetment to ragging whether by way of any act, practice or incitement of ragging will also amount to ragging.
13. All Institutions within the Delhi University system shall be obligated to carry out instructions/ directions issued under this Ordinance, and to give aid assistance to the Vice-Chancellor to achieve the effective.

**Note:** Order of the Vice-Chancellor in pursuance of Ordinance XV-C:

Where incident(s) of ragging are reported to the Vice-Chancellor by any authority under this Ordinance, the students(s) involved in ragging, shall be expelled for a specified term, designated in the order. Non-students involved in reports of ragging will be proceeded with under the criminal law of India; they will also be rendered ineligible for a period of five years from seeking enrolment in any of the institutions of the University of Delhi. Students against whom necessary action is taken under this note, will be given post decisional hearing, with strict adherence to the

## The Disciplinary/Anti-Ragging Committee of School of Open Learning

S. No.	Name	Designation
1	Prof. U.S. Pandey, Dy. Director, West Regional Centre, SOL	Chairperson
2	Prof. Suman Kumar Verma, Dy. Director, North Regional Centre, SOL	Member
3	Prof. J. Khuntia, Deputy Director, South Regional Centre, SOL	Member
4	Prof. Projes Roy, Joint Director, DDCE, SOL, COL	Member
5	Dr. Pramod Tiwari, Joint Director, DDCE, SOL, COL	Member
6	Dr. Seema Suri, Associate Professor, SOL	Member
7	Dr. Rajat Arora, Assistant Professor, SOL	Member
8	Dr. Ravi, Assistant Professor, SOL	Member
9	Dr. O.P. Sharma, Deputy Registrar, SOL	Member
10	Mr. Sanjay Agarwal, Assistant Registrar, SOL	Member
11	Ms. Nisha Section Officer, SOL	Member
12	Mr. Sunil Kumar, Senior Personal Assistant, SOL	Coordinator

## The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith incidental thereto.

Whereas sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment.

And whereas the protection against sexual harassment and the right to work with dignity are universally recognized human rights by international conventions and instruments such as Convention on the Elimination of all forms of discrimination against Women, which has been ratified on the 25th of June 1993 by the Government of India.

And whereas it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual

harassment at workplace.

For details, please see the website <http://indiacode.nic.in/acts-in-pdf/142013.pdf>.

### **Members of ICC @ SOL**

S. No.	Name	Designation
1.	Dr. Seema Suri, Associate Professor	Chairperson
2.	Dr. Abhilasha, Assistant Professor	Member
3.	Sh. Rahul Dev Ambedkar, Assistant Professor	Member
4.	Ms. Niyati Sharma Advocate, High Court	Legal Advisor and External Member



5.	Ms. Meena, Section Officer	Member
6.	Ms. Anita, Section Officer	Member
<b>Students' Representatives for the period 2022-2023</b>		
8.	Ms. Muskan Handa, Student M. Com	Student Rep, ICC
9.	Ms. Anshu Verma, Student B.A.(Hons.)	Student Rep, ICC
10.	Mr. Harsh Vats, Student B.A. Programme	Student Rep, ICC

Students can write to: icchelp@sol-du.ac.in

### Some Important Points to Note by the Fresher Students while visiting Delhi University

1. Do not get intimate with strangers and do not allow any person to use your mobile phone or reveal your residential address to them.
2. Do not accept eatables/ drinks from strangers.
3. Please collect information about admission only from centers authorized by Delhi University. Do not contact strangers for this purpose.
4. Do not interact with any person posing as an agent to get admission. Such people may lure you to adopt short cuts to get admission.
5. The admission procedure in Delhi University is fully transparent and is on the basis of marks obtained and as per the procedure laid down.
6. Police Control Room- 100.

### Women/Students' - Helpline - 1091/1291

**ACP - Civil Lines Delhi Police**

Phone : 23810113

e-mail : delpol@vsnl.co.in

SHO – Maurice Nagar

Delhi Police

phones: 27667178, 27666332



### Student Grievance Redressal Committee (SGRC)

In compliance with to the UGC notification dated 11th April, 2023 regarding the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023, Prof. Sanjay Bhatt, Retired Professor, Department of Social Work, University of Delhi has been appointed as the Ombudsperson for School of Open Learning, Campus of Open Learning for a period of three years or until he attains the age of 70 years, which is earlier, from the date of assuming office.

<b>Student Grievance Redressal Committee (SGRC)</b>		
<b>S.No.</b>	<b>Name</b>	<b>Designation</b>
1.	Prof. Suman Kumar Verma	Chairperson
2.	Prof. J. Khuntia	Member
3.	Prof. Bhawani Rani Das	Member
4.	Dr. Seema Suri	Member
5.	Dr. Sneh Chawla	Member
6.	Sh. Dhanesh Mishra, B. Com (20-1-44-000424)	Special Invitee

#### **University of Delhi Notification on Right to Information Act, 2005**

1. An application for obtaining information under the Right to Information Act, 2005 can be made to the Public Information Officer.
2. The prescribed fee for filing the application is Rs.10/- by way of cash, against proper receipt, or by way of bank demand draft or banker's cheque or Indian Postal Order payable to the Officiating Principal, Department of Distance & Continuing Education, School of Open Learning, University of Delhi at Delhi.
3. An appeal can be pre offered before the 1st Appellate Authority against the decision of the Public Information Officer.
4. Manuals prepared under Section 4(1)(b) of the Right to Information Act, 2005 are available on the website of SOL <https://sol.du.ac.in>

## PUBLIC INFORMATION OFFICER

Department of Distance & Continuing Education, School of Open Learning, Campus of Open Learning (North Campus)

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Assistant Registrar

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University of Delhi.

5 Cavalry Lane, University of Delhi, Delhi-110007,

Tel. No.: 27667581 27667600, 27667645,

27666578 (Ext. 208), 27008330

Fax No.: 27667242

Department of Distance & Continuing Education, School of Open Learning, Campus of Open Learning (South Campus)

**Sh. Suraj Kumar**

Section Officer

(Admission, Exam & APIO) Department of Distance & Continuing Education,  
School of Open Learning/Campus of Open Learning,  
University of Delhi.

South Study Centre, South Moti Bagh,

(Old Moti Lal Nehru College Building), New Delhi-110021 Tel. No.: 24151603

Fax No.: 24104037

### Appellate Authority

**Prof. Ajay Jaiswal**

Principal

Department of Distance & Continuing Education,  
School of Open Learning/Campus of Open Learning,  
University of Delhi.

5, Cavalry Lane,

University of Delhi,

Delhi-110007, Tel. No.:

27667581 27667600,

27667645,

27666578 (Ext. 208), 27008330

Fax No.: 27667242

## **SKILL BASED COURSES OFFERED AT OLDC**

### Short-Term Courses for Students of DDCE,SOL/COL

University of Delhi, through its Campus of Open Learning, has introduced short-term courses to enhance the employability of the students enrolled with School of Open Learning. These courses have been designed with a focus on the areas where human resources are needed. At the end of the course, students are jointly awarded a certificate by the University of Delhi and the Industry Partner. Most of the courses are of 6 months duration which includes 2 months of internship with the relevant industry. After completion of the internship, deserving students are assisted and placed with suitable organizations.

*Presently, the following Short-term Professional Courses are offered by COL.*

### Online Mode

Skill sessions will be delivered in online mode, login credentials and detailed time-table will be sent to the registered E-mail ID. स्किल सत्र की सभी कक्षाएं ऑनलाइन माध्यम से कराई जाएंगी। जिसके लिए लॉगिन क्रेडेंशियल और विस्तृत समय सारिणी पंजीकृत ई-मेल आईडी पर भेजी जाएगी।

S. No.	Name of the Course	Knowledge Partner	Approx Duration
1.	<a href="#"><u>English Proficiency</u></a>	Cambridge University Press and Assessment	25-30 Hours
2.	<a href="#"><u>Personal Finance (Self-Paced Learning)</u></a>	NergyVidya	30 Hours
3.	<a href="#"><u>GST Executive (Self-Paced Learning)</u></a>	NergyVidya	30 Hours
4.	<a href="#"><u>GST Executive (Online-Trainer Led)</u></a>	NergyVidya	30 Hours
5.	<a href="#"><u>Statutory Executive (Self-Paced Learning)</u></a>	NergyVidya	60 Hours
6.	<a href="#"><u>Statutory Executive (Online-Trainer Led)</u></a>	NergyVidya	60 Hours
7.	<a href="#"><u>Finance Executive (Self-Paced Learning)</u></a>	NergyVidya	90 Hours
8.	<a href="#"><u>Finance Executive (Online-Trainer Led)</u></a>	NergyVidya	90 Hours
9.	<a href="#"><u>GST Assistant OJT (Self-Paced Learning)</u></a>	NergyVidya	150 Hours

S. No.	Name of the Course	Knowledge Partner	Approx Duration
10.	<a href="#"><u>Accounts Assistant OJT (Self-Paced Learning)</u></a>	NergyVidya	150 Hours
11.	<a href="#"><u>Applied Psychometrics and Scale Construction*</u></a>	Dept of Psychology, SOL	6 Months
12.	<a href="#"><u>Counselling and its Applications*</u></a>	Dept of Psychology, SOL	6 Months

### Offline Mode

Skill sessions will be delivered in the COL, University of Delhi and detailed time-table will be sent to the registered E-mail ID. स्किल सत्र की सभी कक्षाएं मुक्त शिक्षा परिसर, दिल्ली विश्वविद्यालय में आयोजित किए जाएंगे और विस्तृत समय-सारिणी पंजीकृत ई-मेल आईडी पर भेजी जाएगी।

S. No.	Name of the Course	Knowledge Partner	Approx Duration
1.	<a href="#"><u>Certified Market Expert (CMX)</u></a>	FinX	120 Hours
2.	<a href="#"><u>Wealth Management Program</u></a>	FinX	100 Hours
3.	<a href="#"><u>Statutory Executive (Offline-Trainer Led)</u></a>	NergyVidya	60 Hours
4.	<a href="#"><u>Finance Executive (Offline-Trainer Led)</u></a>	NergyVidya	90 Hours
5.	<a href="#"><u>GST Assistant OJT (Offline-Trainer Led)</u></a>	NergyVidya	150 Hours
6.	<a href="#"><u>Medical Transcription</u></a>	Selectronics	6 Months

### Lab based offline mode

Skill sessions will be delivered in the COL, University of Delhi and detailed time-table will be sent to the registered E-mail ID. स्किल सत्र की सभी कक्षाएं मुक्त शिक्षा परिसर, दिल्ली विश्वविद्यालय में आयोजित किए जाएंगे और विस्तृत समय-सारिणी पंजीकृत ई-मेल आईडी पर भेजी जाएगी।

S. No.	Name of the Course	Knowledge Partner	Approx Duration
1.	<a href="#"><u>AC Refrigerator Repairing</u></a>	Samarth Bharat	1 Month
2.	<a href="#"><u>Bakery and Confectionery</u></a>	Samarth Bharat	3 Months
3.	<a href="#"><u>Beauty and Hair Lab</u></a>	Samarth Bharat	3 Months
4.	<a href="#"><u>Stenography, Secretarial Practices, and IT Skills</u></a>	Open Learning Development centre SOL/ COL	5 Months
5.	<a href="#"><u>Radio Jockeying, Anchoring, T.V Journalism</u></a>	Open Learning Development centre SOL/ COL	3 Months
6.	<a href="#"><u>Animation, Motion Graphics, Photography and Video Editing</u></a>	Open Learning Development centre SOL/ COL	6 Months
7.	<a href="#"><u>Graphic Design and DTP</u></a>	Open Learning Development centre SOL/ COL	6 Months
8.	Motor Driving for Girls (Car)	---	21 Days

For More Information, please visit our website: -

[https://sol.du.ac.in/skill\\_courses/index.php](https://sol.du.ac.in/skill_courses/index.php)

**Important Information:**

- Admissions on first cum first serve basis (as per the number of seats in each course).
- For Courses having fees above Rs. 1000/- on completion of the Batch Size of 40-50 students 10% supernumerary seats shall be given to the Economically Weaker Section on subsidized rates (available after screening of the candidates).

**Help line number:**

- 9318354363
- 9318354636

**Email-id:**

- skillcentre.cisbc@col.du.ac.in

**Address for Skill Courses (Centre):**

- OLDC, Second Floor, ARC Building, University of Delhi,  
Opposite S.G.T.B. Khalsa College, Delhi-110007

## Students' Testimonials



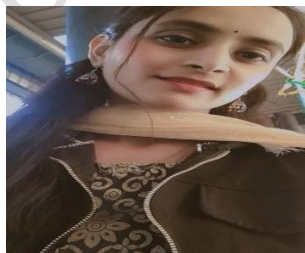
I am Payal Singh, currently enrolled in the MLISc program at the School of Open Learning, University of Delhi. I also did my BLISc from here and I can confidently say my experience here with BLISc to MLISc has been transformative. Despite being a distance learning program, the availability of faculty played a significant role. The course provided a comprehensive and well-organised foundation in Library and information science. The administration and facilities are great but more importantly, the support and guidance given by our faculties Prof. Projes Roy, Mr. Amit Tiwari, Dr. Kadiresan, and others is exemplary.

This program equipped me with the necessary tools and establish a solid foundation for pursuing a successful career as a library and information science professional. Eventually, I received University Gold Medal for scoring highest marks in the BLISc course in University of Delhi. Apart from offline classes, online classes and most importantly revision classes are also provided to the students. Moreover, SOL's emphasis on practical learning from hands-on projects to internships, has equipped me with the skills and knowledge needed to succeed in the competitive field of Library and Information Science. I appreciate the learning environment, optimal resources, and excellent infrastructure provided by dept. of Lib. and Inf. Sc., School of Open Learning, University of Delhi. At last, I'm honored to have had the opportunity to learn from Dr. Projes Roy Sir who not only imparts knowledge, but he also has been a mentor, motivator, and inspiration to me.



I am Kunal Kumar, being a student of Master of library and Information Science Batch 2023-24, I am really grateful of School of Open learning for starting BLISC and MLISC courses. My journey of doing BLISC to MLISC from School of Open Learning resourceful and amazing. I am really thankful to my professor Dr. Projes Roy who is out of my favorite he was always in every aspect. My gratitude to Mr. Amit Tiwari sir and Dr. Aditi Rao Mam who guided me and encouraged Me for the right path for career. School of open Learning is excellent in terms of faculty members, infrastructure and labs. It provides PCP classes also for the betterment of students.

Faculty members are always ready to devote extra time to solve the problems of students. Studying at School of open Learning brought an added value to my life. It gave me an opportunity to meet a different kind of people and learn a number of things. I have received great support from the library and information science department. it's been almost 2 years with SOL and now I will go ahead from Ph.D. admission and aimed to become Assistant Professor / Librarian. Sol will always be part of my throughout journey. After scoring 8.33 CGPA in BLISc and 9.17 SGPA in MLISC I semester, I would always remember as an incredible experience with whole family and mates.



I am Gurpreet Kaur student of (School of Open Learning, University of Delhi) I am pursuing BLISc from SOL DU, I am happy to be a part of this course. In this course, I have learnt a lot from our respected faculties. Whenever we need them throughout the course, they were readily available. I am happy that I have not only got teachers but also got such a wonderful mentor. Finally, I want to thank our respected mentor Dr. Projes Roy Sir, I am thankful for his guidance and motivation.





I, as Anshika, someone who understands the challenge of balancing work and studies, can confidently say that DU SOL's MLISc distance learning program was the key to unlocking a major achievement for me. The experience itself was nothing short of enriching and transformative. It offered the perfect blend of academic depth and flexibility, allowing me to pursue my passion for library science seamlessly alongside my personal and professional commitments.

The curriculum itself was a fascinating exploration of the intricate facets of library science. We delved into Academic Library, Information and Communication technology, Information storage and Information Literacy, alongside practical applications of cutting-edge software like Greenstone and Koha. However, the true highlight of the program was the faculty. Esteemed professors like Dr. Projesh Roy Sir, Amit Sir, and Kadiresan Sir provided invaluable guidance and mentorship. Their expertise, coupled with their talent for making complex concepts clear and engaging, significantly enhanced my learning experience.

Earning my MLISc through DU SOL has equipped me with not only the requisite knowledge and skills but also a profound appreciation for the dynamic world of libraries and information management. It's an achievement I'm incredibly proud of, and I'm confident it will propel me forward in this exciting field. Thank you!



I am Divya Sajnani, a Bachelor of Library and Information Science student at School of Open Learning, University of Delhi. The course provided me the practical skills in the information acquisition, organisation and retrieval. Through hands-on projects and discussions, I gained a holistic understanding of the field and am confident in pursuing a career in the field of knowledge organization and management. The course is enriched by a diverse group of mentors, including Professor Projesh Roy, Dr. Kadiresan, Dr. Amit Tiwari, Dr. P. K Bhattacharya, Dr. Aditi Rao and others. The faculty members' contributions, including engaging lectures, insightful feedback, and a nurturing learning environment, played crucial roles in shaping my academic journey.



I am Maila Khan, I enrolled in the Post Graduate Diploma in Automation Digital Library Management (PGDADLM) at School of Open Learning, Delhi University and I must say it exceeded my expectations. The comprehensive curriculum equipped me with the necessary skills to excel in the rapidly evolving field of library management. The flexibility of the online learning platform allowed me to balance my studies with my professional commitments. The knowledgeable faculty members provided invaluable guidance and support throughout the program. I highly recommend this course to anyone looking to advance their career in library management.





I am Shivam Moradia, currently a student of the PGDADLM at the School of Open Learning, University of Delhi. It has significantly helped us understand all the practical aspects of Library and Information Science. This course specifically focuses on the practical applications of library management, digital archives, and information retrieval systems, among other aspects. The faculty members have played a significant role in guiding the concepts learned in this course. The faculty members have greatly supported this learning process, inspired my enthusiasm for the subject, and encouraged further reflection on the application of this field.

The faculty has in-depth industry knowledge and has strengthened my understanding of the applications related to this field. This teaching approach is well-designed in that it includes theories and then connects them to real-life situations and case studies to guide practice in LIS. Moreover, the course also takes into account all the major areas of focus and makes sure that students must be well aware of those key areas of this field when exposed to these broad areas of interest. The digital age is served in this course, from digital preservation methods to information architecture; all topics are tailor-made to meet the challenges of the digital age.



I am Pratibha, student of MLISc 2023-2024 batch, School of Open Learning, University of Delhi. I did my BLISc from DU SOL itself. As I recently qualified UGC – NET December 2023 examination in LIS under the guidance of Prof. Projes Roy Sir, Dr. N. Kadiresan Sir and Mr. Amit Tiwari Sir. The academic Coordinators are really supportive, and their guidance helped me a lot to gain valuable experience and knowledge related to this field.

Now come to SLM which is effective for self-preparation. PCP doubt sessions and revision classes are very helpful, interactive and student centered also there are recorded lectures which provide support to students who suffer from issue of time management. Apart from this, SOL library initiated accessibility of DU e- library 24/7 from where we can read and download relevant e-resources related to our need as well as we got N- List access too. Overall, I had a great experience with SOL. I would recommend this professional course to anyone according to their interest because value of this degree is totally equivalent to regular mode and cost effective. Lastly I just conclude with “Google can bring you back 100,000 answers, a librarian can bring you back the right one”.

## MEMBERS AND CONVENERS OF STAFF COUNCIL COMMITTEE LIST 2024-2025

STAFF COUNCIL SECRETARY: - Dr. Nupur Gosain			
PCP COMMITTEE		PRINTING COMMITTEE	
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Dr. Lata Singh		Mr. Rahul Dev Ambedkar	
Dr. Nupur Gosain		Ms. Vidyut Singh	
Ms. Asha Yadav		Dr. Rema Thareja	
Dr. Rajat Arora		Ms. Damini Kumari	
Dr. Pankaj Sharma		Mr. Vishnu Prasad Semwal	
Dr. Praveen Mamgai		Dr. N. Kadiresan	
Mr. Amit Tiwari		Dr. Ravindra Pratap Singh	
Dr. Einstein Charles R		Dr. Kancharakuntla Praveen	
Dr. Md. Jahidul Dewan		Dr. Ravi Prakash Yadav	
Mr. P.K Satpathy		Dr. Neeta Gupta	
Dr. Ravi Kumar		Ms. Manisha Yadav	
Dr. Ruhee Mittal		Mr. Mukesh Kumar	
Mr. Devender Dalip Pai		Ms. Sukanshika Vatsa	
Prof. Suman Kr. Verma		Prof. Suman Kr. Verma	
Dr. Md. Asghar Ali		Dr. Md. Asghar Ali	
ADMN. & STUDENTS WELFARE COMMTT.		DEVELOPMENT & PLANNING COMMITTEE	
Prof. Suman Kr. Verma - Convener		Dr. Bhardwaj Shukla - Convener	
Mr. Rahul Dev Ambedkar		Dr. Lata Singh	
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Ms. Garima Sirohi		Dr. Om Prakash	
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Mr. Mukesh Kumar		Mr. Shivu Kumar	
Mr. Shaitan Singh		Prof. Suman Kr. Verma	
Dr. Md. Asghar Ali		Dr. Md. Asghar Ali	
TEACHERS INCHARGE			
Dr. Lata Singh		Biology	Dr. Chander Shekhar Singh
Dr. Pankaj Sharma		Commerce	Mr. Amit Tiwari
Ms. Asha Yadav		Computer Science	Dr. Rajat Arora
Dr. Ruhee Mittal		Economics	Prof. Suman Kr. Verma
Dr. Seema Suri		English	Sh. Devendra Dilip Pai
Dr. Einstein Charles. R		EVS	Dr. Nupur Gosain
Dr. Ravi Kumar		Financial Studies	Dr. Parveen Mamgai
Dr. Md. Jahidul Dewan		Hindi	Dr. Md. Asghar Ali
			History
			Lib. & Inf. Science
			Management
			Mathematics
			Political Science
			Psychology
			Sanskrit
			Urdu

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	Dr. Pradeep Kumar	<a href="mailto:kambojardeep@rediffmail.com">kambojardeep@rediffmail.com</a>	
Assistant Registrar	Sanjay Aggarwal (Accounts)	<a href="mailto:sanjayagrawal@sol-du.ac.in">sanjayagrawal@sol-du.ac.in</a>	
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	Indu Rawat, Unit VI	<a href="mailto:indurawat@sol-du.ac.in">indurawat@sol-du.ac.in</a>	
	Ravi Mehra, General Store		
	Umesh Kumar, General-M		
	Shiv Kumar, Unit I		
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	Ved Prakash, SRC		
Junior Programmer	Sanjay Gupta, SRC	<a href="mailto:sgupta@sol-du.ac.in">sgupta@sol-du.ac.in</a>	
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	Rishabh Dev Bhardwaj	<a href="mailto:rishabhb@sol-du.ac.in">rishabhb@sol-du.ac.in</a>	
Book Producer			
Senior Personal Assistant	Sunil Kumar	<a href="mailto:sunil@sol-du.ac.in">sunil@sol-du.ac.in</a>	
In charge Library	Ms. Nirmala Devi		
Production Superintendent	Bhuvan Singh Rawat	<a href="mailto:bhuwan@sol-du.ac.in">bhuwan@sol-du.ac.in</a>	

## FREQUENTLY ASKED QUESTIONS

Frequently Asked Questions																						
1.	Has the University Curriculum Framework - 2022 (Under NEP) also been adopted in the Department of Distance & Continuing Education, School of Open Learning, Campus of Open Learning, University of Delhi?	Yes, The Department of Distance & Continuing Education, School of Open Learning, Campus of Open Learning, University of Delhi has adopted UGCF – 2022 (Under NEP). The Curriculum and Syllabus of the Department/School is the same as that of the University of Delhi.																				
2.	Is CUET compulsory for the candidates who wish to take admission in Department/School?	No, as per Distance Education Bureau (DEB) guidelines, CUET is not mandatory for the candidates who want to take admission in the Department/School.																				
3.	Is a Candidate required to register or to take direct admission for library and information science courses offered in the Department/School?	As there is no seat limit hence candidates can take direct admission in the courses offered by the Department/School. However, the candidate must check the minimum eligibility criteria as specified in this prospectus.																				
4.	What is the last date of payment?	(PLEASE DO NOT WAIT FOR THE LAST DATE)																				
5.	What is the fee to be deposited with the admission form?	<table><tr><th>Courses</th><th>Annual Fee</th></tr><tr><td>BLISc</td><td>Rs. 9,670/-</td></tr><tr><td>MLISc</td><td>Rs. 10,670/-</td></tr><tr><td>PGDADLM</td><td>Rs. 13,770/-</td></tr><tr><td>PwBD Category (Attach Proof)</td><td>PwBD candidates shall be given concession of 75% of the total fees as compared to the other students taking admission in a particular programme of the university.</td></tr><tr><td>Orphan Category (Attach Proof)</td><td>Rs. 20/- (Admission fee 10 Rs., Examination fee Rs. 10)</td></tr><tr><td>Transgender</td><td>Full fee waiver</td></tr><tr><td>Armed Forces and Central Police Armed Forces</td><td><ul style="list-style-type: none"><li>• In service personnels will get 75% fee waiver.</li><li>• Superannuated personnels (not superannuated before 5 years) falling in the category will get 50 % fee waiver.</li></ul>Wards of personnels will get 25% fee waiver.</td></tr><tr><td>University/Department/SOL Employee Ward</td><td><ul style="list-style-type: none"><li>• Permanent Employee/Adhoc employee/Contractual employees of DDCE/COL/SOL- full fee concession (except university fee dues).</li><li>• Ward of Permanent Employee/Adhoc employee/Contractual employees of DDCE/COL/SOL 50% fee concession (except university fee dues).</li><li>• Permanent Employees of University of Delhi: exempted from tuition fee only.</li></ul></td></tr><tr><td>Supernumerary Quota</td><td>Apart from above other supernumerary quota as decided by University of Delhi.</td></tr></table>	Courses	Annual Fee	BLISc	Rs. 9,670/-	MLISc	Rs. 10,670/-	PGDADLM	Rs. 13,770/-	PwBD Category (Attach Proof)	PwBD candidates shall be given concession of 75% of the total fees as compared to the other students taking admission in a particular programme of the university.	Orphan Category (Attach Proof)	Rs. 20/- (Admission fee 10 Rs., Examination fee Rs. 10)	Transgender	Full fee waiver	Armed Forces and Central Police Armed Forces	<ul style="list-style-type: none"><li>• In service personnels will get 75% fee waiver.</li><li>• Superannuated personnels (not superannuated before 5 years) falling in the category will get 50 % fee waiver.</li></ul> Wards of personnels will get 25% fee waiver.	University/Department/SOL Employee Ward	<ul style="list-style-type: none"><li>• Permanent Employee/Adhoc employee/Contractual employees of DDCE/COL/SOL- full fee concession (except university fee dues).</li><li>• Ward of Permanent Employee/Adhoc employee/Contractual employees of DDCE/COL/SOL 50% fee concession (except university fee dues).</li><li>• Permanent Employees of University of Delhi: exempted from tuition fee only.</li></ul>	Supernumerary Quota	Apart from above other supernumerary quota as decided by University of Delhi.
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		Orphan Category (Attach Proof)	Rs. 20/- (Admission fee 10 Rs., Examination fee Rs. 10)																			
		Transgender	Full fee waiver																			
		Armed Forces and Central Police Armed Forces	<ul style="list-style-type: none"><li>• In service personnels will get 75% fee waiver.</li><li>• Superannuated personnels (not superannuated before 5 years) falling in the category will get 50 % fee waiver.</li></ul> Wards of personnels will get 25% fee waiver.																			
		University/Department/SOL Employee Ward	<ul style="list-style-type: none"><li>• Permanent Employee/Adhoc employee/Contractual employees of DDCE/COL/SOL- full fee concession (except university fee dues).</li><li>• Ward of Permanent Employee/Adhoc employee/Contractual employees of DDCE/COL/SOL 50% fee concession (except university fee dues).</li><li>• Permanent Employees of University of Delhi: exempted from tuition fee only.</li></ul>																			
Supernumerary Quota	Apart from above other supernumerary quota as decided by University of Delhi.																					
❖ For more information about the fees structure visit the relevant section of the prospectus.																						
6.	Does the Annual Admission Fee include Examination Fee of 1 <sup>st</sup> and 2 <sup>nd</sup> Semester?	Yes																				

7.	What is the mode for submitting admission and examination form?	Candidates can submit both examination and admission forms through online mode only.
8.	In which format will the study material be provided?	The study material is available in both online and printed format. In case students do not opt for the hard copy of the study material, then Rs. 400/- will be less in the head of "College Facilities and Services Charges". Further, online material will be freely available on the SOL website.
9.	What is the Minimum Eligibility for taking admissions?	Please refer to the relevant page of this prospectus
10.	How can the students register themselves with the library after seeking admission?	The students can register themselves with the library after showing the Fee Receipt in original, along with their respective Identity Cards.



## GALLERY







## Our Official Social Media Pages

Stay connected and updated with the latest news, events, and announcements from School of Open Learning, University of Delhi. (DU SOL). Scan the QR code or click on the link below to follow our official page on all platforms with the username DUSOLOfficial.



**DU SOL OFFICIAL**



Link: <https://tinyurl.com/3ervre32>



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