



LIBRARY AND INFORMATION SCIENCE PROSPECTUS

2025-26

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



PROGRAMS OFFERED

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

**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
2025-26**

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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 2025-26 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,

I warmly welcome you all to the Department of Distance and Continuing Education (DDCE) under the Campus of Open Learning (COL), University of Delhi, for the academic session 2025-26. With over 63 years of commitment to "Education for All," our department continues to offer flexible and high-quality programs that enhance career prospects.

Our courses are aligned with the National Education Policy (NEP), through which we focus on experiential learning to improve employability. We support self-paced learning while maintaining academic excellence. Our affordable fee structure makes higher education accessible to students from all economic backgrounds. Additionally, our student-centric approach includes self-learning materials and Personal Contact Program (PCP) classes to enrich the distance learning experience.

The Department of Library and Information Science (LIS), established in 2022, is gradually making its mark in the field. In a short span, our students have shown promising progress, with some already excelling in academia, research, and professional sectors, and have earned two university gold medals for their achievements.

In today's world, skilled library professionals play a crucial role in managing and disseminating knowledge. Libraries, as the heart of educational institutions, shape informed individuals, and our BLISc, MLISc, and PGDADLM programs equip students with the necessary expertise to meet the demands of modern information management.

These courses are designed to provide inclusive and affordable education to learners from all backgrounds. I welcome you to the Department and assure you of a fulfilling and enriching learning experience.

Best Wishes!

Prof. Payal Mago

Principal's Message



Dear Students,

I am pleased to welcome you to the School of Open Learning (SOL), University of Delhi, for the academic session 2025-26. SOL offers distance learning courses in various fields, making education more flexible and accessible. Since its beginning, SOL has been dedicated to providing affordable and quality education using modern technology. Distance learning helps students from all backgrounds achieve their goals. Our focus is on overall student growth, ensuring engaging and effective learning.

In today's world, where information is easily available, knowing how to find and use reliable information is more important than ever. Libraries have always played a key role in education by providing authentic and well-organized information. With the rise of technology, libraries are no longer just physical spaces but also digital hubs where information can be accessed anytime and anywhere. As library services evolve, professionals in this field must be skilled in handling digital resources, organizing information, and using modern tools to make knowledge accessible.

The Department of Library and Information Science, at SOL, was established to meet this need. It offers three courses: Bachelor of Library and Information Science (BLISc), Master of Library and Information Science (MLISc), and Postgraduate Diploma in Automated and Digital Library Management (PGDADLM). These courses help students develop the right skills for careers in information management.

I warmly welcome all the students joining our LIS programmes for the academic year 2025-26. SOL is committed to helping you learn and grow. I hope you have a meaningful and successful journey with us.

Best Wishes!

Prof. Ajay Jaiswal

Academic Staff

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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



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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 https://pgadmission.oldcdu.ac.in/	16 June 2025
2.	Last date of admission	15 September 2025

IMPORTANT INFORMATION –

Any change in Last date of Admission will be notified only on the website – <https://sol.du.ac.in>.

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: Visit to SOL website (<https://sol.du.ac.in/>) for online admission.

Step 2: Go to PG form link (<https://pgadmission.oldcdu.ac.in/>).

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. Foreign nationals should contact the SOL office/ University of Delhi before applying for any of the courses.
- ◆ 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 31st August 2025.
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:

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

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

Students applying under the reserved (SC/ST/ EWS/ OBC/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 2025.

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"> • 50% or above marks in BLISc for General category. • 45% in BLISc for OBC/EWS/PwBD category • Minimum passing marks in BLISc for SC/ST category

Post Graduate Diploma in Automated and Digital Library Management (PGDADLM)	BLISc or MLISc from any recognised university.
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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:
 - a. District Magistrate / Additional District Magistrate /
 - b. Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / City Magistrate / Assistant Commissioner.
 - c. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
 - d. Revenue Officers not below the rank of Tehsildar.
 - e. Sub-Divisional Officer of the area where the candidate or his family normally resides.
 - f. 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.
10. For any dispute, jurisdiction shall be the Delhi Courts only.
11. The cancellation cases of SOL students will not be re-admitted in any circumstances. In such cases the enrolment 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 an individual merit basis.
12. A student who is unable to pass any university examination shall be designated as an ex-student and permitted to reappear for the said examination, subject to the provisions outlined in the University's Regulations concerning the Conditions of Admission to University Examinations.
13. 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 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.

- **Schedule of Fees/Charges Payable Yearly**

Basic Fees and Charges payable by students seeking admission to 1st year of all undergraduate programmes in the semester mode are indicated below. Please note that the fee structure is different for various categories of students. Please read the notes carefully to know if any additional charges are payable depending on your choice of programme.

- **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 -** Supernumerary quota as decided by University of Delhi.
- **Category I-** Sports Quota

Fee Structure

BACHELOR OF LIBRARY AND INFORMATION SCIENCE (BLISc) **(Course Code 782)**

**Category A (SC/ST/OBC/UR), Category B (Column 3.4) FSR & (Column 3.5) NRI,
Category C (PWD)**

S. NO.	HEAD	Category A	Category B		Category C
		(SC/ST/OBC/UR)	(Column 3.4) FSR	(Column 3.5) NRI	(PWD)
1.	Tuition Fee	500	500	500	125

2.	University Student welfare Fund	250	250	250	62.5
3.	College Student welfare Fund	200	200	200	50
4.	University Development Fund	1500	1500	1500	375
5.	College Development Fund	800	800	800	200
6.	University Facilities and Services Charges	1500	1500	1500	375
7.	College Facilities and Services Charges	4800	4800+1500+6000=12300	4800+1500=6300	1200
8.	Economically Weaker Section Support University Fund	250	250	250	62.5
9.	Examination Fee	2020	2020	2020	505
	TOTAL	₹ 11820	₹ 19320	₹ 13320	₹ 2955

Category D (Orphan Students), Category F (Transgender Students)

S.NO.	HEAD	Category D	Category F
		Orphan Students	Transgender Students
1.	Admission fee	10	10
2.	Exam fee	10	10
	Total	₹ 20	₹ 20

Category E (Armed forces and Central Armed Police Forces)

E1 Armed Forces & CAPF, Category E2, Before 5 year-short service, Category E3 Ward of Armed Force

S.NO.	HEAD	Category E1	Category E2	Category E3
		Armed Forces & CRPF	Before 5 year-short service	Ward of Armed Force
1.	Tuition Fee	125	250	375
2.	University Student welfare Fund	250	250	250
3.	College Student welfare Fund	50	100	150
4.	University Development Fund	1500	1500	1500
5.	College Development Fund	200	400	600
6.	University Facilities and Services Charges	1500	1500	1500
7.	College Facilities and Services Charges	1200	2400	3600
8.	Economically Weaker Section Support University Fund	250	250	250
9.	Examination Fee	2020	2020	2020
	TOTAL	₹ 7095	₹ 8670	₹ 10245

Category G (Permanent Employee/Ad hoc/Contractual employees of DDCE/COL/SOL)

S.NO.	HEAD	Category G1	Category G2	Category G3
		Self	Ward	Permanent Emp. Of University of Delhi
1.	Tuition Fee	-	250	0
2.	University Student welfare Fund	250	250	250
3.	College Student welfare Fund	-	100	200
4.	University Development Fund	1500	1500	1500
5.	College Development Fund	-	400	800
6.	University Facilities and Services Charges	1500	1500	1500
7.	College Facilities and Services Charges	-	2400	4800
8.	Economically Weaker Section Support University Fund	250	250	250
9.	Examination Fee	2020	2020	2020
	TOTAL	₹ 5520	₹ 8670	₹ 11320

Category I (Sports quota fee for the entry level)

S.NO.	HEAD	Category IA (for the entry level)	Category IA ₁ (for the entry level)
		Olympic Games/Asian Games/Commonwealth Games/South Asian Games/World Cup/World Championship/Para World Championship/Para Olympics/Para Asian Games/Special Olympics Bharat(International).	Games/Sports as per the Maulana Abul Kalam Azad(MAKA) Trophy Scheme of the Department of Sports,Ministry of Youth Affairs and Sports (MYAS) Government of India, conducted at International Level.
1.	Tuition Fee	0*	0*
2.	University Student Welfare Fund	250	250
3.	College Student Welfare Fund	0*	0*
4.	University Development Fund	1500	1500
5.	College Development Fund	0*	0*
6.	University Facilities and Services Charges	1500	1500
7.	College Facilities and Services Charges	0*	0*
8.	Economically Weaker Section Support University Fund	250	250

9.	Examination Fee	2020	2020
	TOTAL	₹ 5520	₹ 5520
		*100% fee waiver of SOL fee	*100% fee waiver of SOL fee

Category I (Sports quota fee for the entry level)

S.NO.	HEAD	Category IB (for the entry level)	Category IB ₁ (for the entry level)
		National Games/Federation Cup/Senior National/National/Inter Zonal National/Special Olympic Bharat(National)/Para National Championship.	Khelo India Youth Games Under 17/18/21/ Khelo India University Games/Khelo India para Games/Youth/Junior National/Sub-Junior/Zonal National Competitions.
1.	Tuition Fee	125*	250*
2.	University Student Welfare Fund	250	250
3.	College Student Welfare Fund	50*	100*
4.	University Development Fund	1500	1500
5.	College Development Fund	200*	400*
6.	University Facilities and Services Charges	1500	1500
7.	College Facilities and Services Charges	1200*	2400*
8.	Economically Weaker Section Support University Fund	250	250
9.	Examination Fee	2020	2020
	TOTAL	₹ 7095	₹ 8670
		*75% fee waiver of SOL fee	*50% fee waiver of SOL fee

Category I (Sports quota fee for the entry level)

S.NO.	HEAD	Category IC (for the entry level)
		State Championship/Special Olympics Bharat (State)
1.	Tuition Fee	375*
2.	University Student Welfare Fund	250
3.	College Student Welfare Fund	150*
4.	University Development Fund	1500
5.	College Development Fund	600*
6.	University Facilities and Services Charges	1500
7.	College Facilities and Services Charges	3600*
8.	Economically Weaker Section Support University Fund	250
9.	Examination Fee	2020
	TOTAL	₹ 10245
		*25% fee waiver of SOL fee

MASTER OF LIBRARY AND INFORMATION SCIENCE (MLISc)
(Course Code: 783)

**Category A (SC/ST/OBC/UR), Category B (Column 3.4) FSR & (Column 3.5) NRI,
Category C (PWD)**

S. NO.	HEAD	Category A	Category B		Category C
		(SC/ST/OBC/UR)	(Column 3.4) FSR	(Column 3.5) NRI	(PWD)
1.	Tuition Fee	1000	1000	1000	250
2.	University Student welfare Fund	250	250	250	62.5
3.	College Student welfare Fund	200	200	200	50
4.	University Development Fund	1500	1500	1500	375
5.	College Development Fund	800	800	800	200
6.	University Facilities and Services Charges	1500	1500	1500	375
7.	College Facilities and Services Charges	4800	4800+1500+6000=12300	4800+1500=6300	1200
8.	Economically Weaker Section Support University Fund	250	250	250	62.5
9.	Examination Fee	2520	2520	2520	630
	TOTAL	₹ 12820	₹ 20320	₹ 14320	₹ 3205

Category D (Orphan Students), Category F (Transgender Students)

S.NO.	HEAD	Category D	Category F
		Orphan Students	Transgender Students
1.	Admission fee	10	10
2.	Exam fee	10	10
	Total	₹ 20	₹ 20

Category E (Armed forces and Central Armed Police Forces)

**E1 Armed Forces & CAPF, Category E2, Before 5 year-short service, Category E3
Ward of Armed Force**

S.NO.	HEAD	Category E1	Category E2	Category E3
		Armed Forces & CRPF	Before 5 year-short service	Ward of Armed Force
1.	Tuition Fee	250	500	750
2.	University Student welfare Fund	250	250	250
3.	College Student welfare Fund	50	100	150

4.	University Development Fund	1500	1500	1500
5.	College Development Fund	200	400	600
6.	University Facilities and Services Charges	1500	1500	1500
7.	College Facilities and Services Charges	1200	2400	3600
8.	Economically Weaker Section Support University Fund	250	250	250
9.	Examination Fee	2520	2520	2520
	TOTAL	₹ 7720	₹ 9420	₹ 11120

Category G (Permanent Employee/Ad hoc/Contractual employees of DDCE/COL/SOL)

S.NO.	HEAD	Category G1	Category G2	Category G3
		Self	Ward	Permanent Emp. Of University of Delhi
1.	Tuition Fee	-	500	0
2.	University Student welfare Fund	250	250	250
3.	College Student welfare Fund	-	100	200
4.	University Development Fund	1500	1500	1500
5.	College Development Fund	-	400	800
6.	University Facilities and Services Charges	1500	1500	1500
7.	College Facilities and Services Charges	-	2400	4800
8.	Economically Weaker Section Support University Fund	250	250	250
9.	Examination Fee	2520	2520	2520
	TOTAL	₹ 6020	₹ 9420	₹ 11820

Category I (Sports quota fee for the entry level)

S.NO.	HEAD	Category IA (for the entry level)	Category IA ₁ (for the entry level)
		Olympic Games/Asian Games/Commonwealth Games/South Asian Games/World Cup/World Championship/Para World Championship/Para Olympics/Para Asian Games/Special Olympics Bharat(International).	Games/Sports as per the Maulana Abul Kalam Azad(MAKA) Trophy Scheme of the Department of Sports, Ministry of Youth Affairs and Sports (MYAS) Government of India, conducted at International Level.
1.	Tuition Fee	0*	0*
2.	University Student Welfare Fund	250	250
3.	College Student Welfare Fund	0*	0*
4.	University Development Fund	1500	1500
5.	College Development Fund	0*	0*
6.	University Facilities and Services Charges	1500	1500
7.	College Facilities and Services Charges	0*	0*
8.	Economically Weaker Section Support University Fund	250	250
9.	Examination Fee	2520	2520
	TOTAL	₹ 6020	₹ 6020
		*100% fee waiver of SOL fee	*100% fee waiver of SOL fee

Category I (Sports quota fee for the entry level)

S.NO.	HEAD	Category IB (for the entry level)	Category IB ₁ (for the entry level)
		National Games/Federation Cup/Senior National/National/Inter Zonal National/Special Olympic Bharat(National)/Para National Championship.	Khelo India Youth Games Under 17/18/21/ Khelo India University Games/Khelo India para Games/Youth/Junior National/Sub-Junior/Zonal National Competitions.
1.	Tuition Fee	250*	500*
2.	University Student Welfare Fund	250	250
3.	College Student Welfare Fund	50*	100*
4.	University Development Fund	1500	1500
5.	College Development Fund	200*	400*
6.	University Facilities and Services Charges	1500	1500
7.	College Facilities and Services Charges	1200*	2400*
8.	Economically Weaker Section Support University Fund	250	250
9.	Examination Fee	2520	2520
	TOTAL	₹ 7720	₹ 9420
		*75% fee waiver of SOL fee	*50% fee waiver of SOL fee

Category I (Sports quota fee for the entry level)

S.NO.	HEAD	Category IC (for the entry level)
		State Championship/Special Olympics Bharat (State)
1.	Tuition Fee	750*
2.	University Student Welfare Fund	250
3.	College Student Welfare Fund	150*
4.	University Development Fund	1500
5.	College Development Fund	600*
6.	University Facilities and Services Charges	1500
7.	College Facilities and Services Charges	3600*
8.	Economically Weaker Section Support University Fund	250
9.	Examination Fee	2520
	TOTAL	₹ 11120
		* 25% fee waiver of SOL fee

**POST GRADUATE DIPLOMA IN AUTOMATED AND DIGITAL LIBRARY
MANAGEMENT (PGDADLM)**

Course Code: 916

**Category A (SC/ST/OBC/UR), Category B (Column 3.4) FSR & (Column 3.5) NRI,
Category C (PWD)**

S. NO.	HEAD	Category A	Category B		Category C
		(SC/ST/OBC/UR)	(Column 3.4) FSR	(Column 3.5) NRI	(PWD)
1.	Tuition Fee	1000	1000	1000	250
2.	University Student welfare Fund	250	250	250	62.5
3.	College Student welfare Fund	200	200	200	50
4.	University Development Fund	1500	1500	1500	370
5.	College Development Fund	800	800	800	200
6.	University Facilities and Services Charges	1500	1500	1500	375
7.	College Facilities and Services Charges	7900	7900+1500+6000=15400	7900+1500=9400	1975
8.	Economically Weaker Section Support University Fund	250	250	250	62.5
9.	Examination Fee	2520	2520	2520	630
	TOTAL	₹ 15920	₹ 23420	₹ 17420	₹ 3980

Category D (Orphan Students), Category F (Transgender Students)

S.NO.	HEAD	Category D	Category F
		Orphan Students	Transgender Students
1.	Admission fee	10	10
2.	Exam fee	10	10
	Total	₹ 20	₹ 20

Category E (Armed forces and Central Armed Police Forces)

**E1 Armed Forces & CAPF, Category E2, Before 5 year-short service, Category E3
Ward of Armed Force**

S.NO.	HEAD	Category E1	Category E2	Category E3
		Armed Forces & CRPF	Before 5 year- short service	Ward of Armed Force
1.	Tuition Fee	250	500	750
2.	University Student welfare Fund	250	250	250
3.	College Student welfare Fund	50	100	150
4.	University Development Fund	1500	1500	1500
5.	College Development Fund	200	400	600
6.	University Facilities and Services Charges	1500	1500	1500
7.	College Facilities and Services Charges	1975	3950	5925
8.	Economically Weaker Section Support University Fund	250	250	250
9.	Examination Fee	2520	2520	2520
	TOTAL	₹ 8495	₹ 10970	₹ 13445

Category G (Permanent Employee/Ad hoc/Contractual employees of DDCE/COL/SOL)

S.NO.	HEAD	Category G1	Category G2	Category G3
		Self	Ward	Permanent Emp. Of University of Delhi
1.	Tuition Fee	-	500	0
2.	University Student welfare Fund	250	250	250
3.	College Student welfare Fund	-	100	200
4.	University Development Fund	1500	1500	1500
5.	College Development Fund	-	400	800
6.	University Facilities and Services Charges	1500	1500	1500
7.	College Facilities and Services Charges	-	3950	7900
8.	Economically Weaker Section Support University Fund	250	250	250
9.	Examination Fee	2520	2520	2520
	TOTAL	₹ 6020	₹ 10970	₹ 14920

Category I (Sports quota fee for the entry level)

S.NO.	HEAD	Category IA (for the entry level)	Category IA ₁ (for the entry level)
		Olympic Games/Asian Games/Commonwealth Games/South Asian Games/World Cup/World Championship/Para World Championship/Para Olympics/Para Asian Games/Special Olympics Bharat(International).	Games/Sports as per the Maulana Abul Kalam Azad(MAKA) Trophy Scheme of the Department of Sports,Ministry of Youth Affairs and Sports (MYAS) Government of India, conducted at International Level.
1.	Tuition Fee	0*	0*
2.	University Student Welfare Fund	250	250
3.	College Student Welfare Fund	0*	0*
4.	University Development Fund	1500	1500
5.	College Development Fund	0*	0*
6.	University Facilities and Services Charges	1500	1500

7.	College Facilities and Services Charges	0*	0*
8.	Economically Weaker Section Support University Fund	250	250
9.	Examination Fee	2520	2520
	TOTAL	₹ 6020	₹ 6020
		*100% fee waiver of SOL fee	*100% fee waiver of SOL fee

Category I (Sports quota fee for the entry level)

S.NO.	HEAD	Category IB (for the entry level)	Category IB ₁ (for the entry level)
		National Games/Federation Cup/Senior National/National/Inter Zonal National/Special Olympic Bharat(National)/Para National Championship.	Khelo India Youth Games Under 17/18/21/ Khelo India University Games/Khelo India para Games/Youth/Junior National/Sub-Junior/Zonal National Competitions.
1.	Tuition Fee	250*	500*
2.	University Student Welfare Fund	250	250
3.	College Student Welfare Fund	50*	100*
4.	University Development Fund	1500	1500
5.	College Development Fund	200*	400*
6.	University Facilities and Services Charges	1500	1500
7.	College Facilities and Services Charges	1975*	3950*
8.	Economically Weaker Section Support University Fund	250	250
9.	Examination Fee	2520	2520
	TOTAL	₹ 8495	₹ 10970
		*75% fee waiver of SOL fee	*50% fee waiver of SOL fee

Category I (Sports quota fee for the entry level)

S.NO.	HEAD	Category IC (for the entry level)
		State Championship/Special Olympics Bharat (State)
1.	Tuition Fee	750*
2.	University Student Welfare Fund	250
3.	College Student Welfare Fund	150*
4.	University Development Fund	1500
5.	College Development Fund	600*
6.	University Facilities and Services Charges	1500
7.	College Facilities and Services Charges	5925*
8.	Economically Weaker Section Support University Fund	250
9.	Examination Fee	2520
	TOTAL	₹ 13445
		*25% fee waiver of SOL fee

- **Examination Fee is subject to change**

Details of the fees categories are as follows:

CATEGORY B – The details of fees are as follows:

Special Fee to be collected from Foreign Students	Indian Nationals Residing Abroad
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 - Supernumerary quota as decided by University of Delhi.

CATEGORY I – Sports quota fee (for the entry level)

- 100% fee waiver of SOL Fee for the Olympic Games/Asian Games/Commonwealth Games/South Asian Games/World Cup/World Championship/Para World Championship/Para Olympics/Para Asian Games/Special Olympics Bharat(International).
- 100% fee waiver of SOL Fee for the Games/Sports as per the Maulana Abul Kalam Azad(MAKA) Trophy Scheme of the Department of Sports,Ministry of Youth Affairs and Sports (MYAS) Government of India, conducted at International Level.
- 75% fee waiver of SOL Fee for the National Games/Federation Cup/Senior National/National/Inter Zonal National/Special Olympic Bharat (National)/Para National Championship.
- 50% fee waiver of SOL Fee for the Khelo India Youth Games Under 17/18/21/ Khelo India University Games/Khelo India para Games/Youth/Junior National/Sub-Junior/Zonal National Competitions.
- 25% fee waiver of SOL Fee for the State Championship/Special Olympics Bharat (State)

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

Criteria For Refund of Fees in Case of Cancellation/Withdrawal of Admission

- Only the hard-copy (offline mode) application of the student duly handwritten by him/her along with the relevant documents (mentioned below) will be accepted at the concerned Regional Centre of SOL for cancellation/withdrawal of admission from the said course.
- The fee shall be refunded to those students who withdraw/cancel their admission within the notified last date of admission, after deducting Rs.500/- as the administrative charges OR as per the prevailing guidelines of UGC-DEB/University/SOL at the time of application.
- Students are advised to please visit the Institute/SOL-Website for the latest updates regarding fee refund before submitting their applications.
- The following documents of the student duly self-attested will be required at the time of submission of application for the refund of fees:
 1. Handwritten Application
 2. Fee Receipt
 3. SOL ID-Card
 4. Bank Passbook
 5. Valid Govt. ID proof such as Adhaar/Pan/Voter ID.

Other Fees

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 come after one year or more / Any other Misc. certificate which is to be issued to the students on their request.	500/-

Payment Gateway

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: -

ICICI BANK - dupaymentquery@icici.com Phone - 7304922057

Axis Bank - ritu.shakya@axisbank.com Phone - 01141674015

IDBI (Payu) - Care@payu.in Phone - 8882278924

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 and project work) the division will be awarded. To fulfil the requirements in all the Programmes, a candidate has to score minimum passing marks as per the University of Delhi.

Minimum Acceptable Level of Academic Standards

The minimum acceptable level of achievement that a student must demonstrate to be eligible for the award of academic credit or a qualification is the minimum acceptable level of academic standards. The Letter Grades and Grade Points which shall be used to reflect the outcome of assessment process of the student's performance is indicated below:

Letter Grades and Grade Points

Letter Grade	Grade Point
O (outstanding)	10
A+ (Excellent)	9
A (Very Good)	8
B+ (Good)	7
B (Above Average)	6
C (Average)	5
P (Pass)	4
F (Fail)	0
Ab (Absent)	0

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 21 days from the date of publication of result on university web site.

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 totaled 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 website 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 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

1. When you apply for revaluation, you surrender your original performance and will have to accept the revised performance in which there can be NO CHANGE, there can be an increase or there can be a DECREASE in the marks.
2. 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.
3. Prescribed fee: Rs.750/- per paper to be deposited online on the University website: www.du.ac.in.
4. If the award after Revaluation varies from the original award, up to and including + 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

Re-evaluator (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 answerscript, 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 endeavour 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 SERVICES

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 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 a 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 is a constituent of the Campus of Open Learning, University of Delhi. Designed to be a resource centre, we provide technical and resource support for developing basic skills as well as advanced expertise in the field of distance education and open learning, while drawing upon academic resources of the University of Delhi.



The objectives and functions of the Open Learning Development Centre (OLDC) is:

to facilitate the School of Open Learning in converting the currently correspondence-based educational programmes to the open and distance learning mode using educational technologies.

to provide technical and resource support to plan and design new educational programmes in the open and distance learning mode, to be offered by the Department of Distance and Continuing Education and the School of Open Learning, University of Delhi.

to initiate and undertake training and capacity building to strengthen the professional and technical capacities of the faculty of the School of Open Learning (SOL), as well as other interested faculty members of the University of Delhi.

to harness potential of information and communications technologies and facilitate planning, design and execution of innovative approaches to learning to strengthen the teaching & learning processes.

to initiate and facilitate networking among teachers within the University of Delhi and across Universities, for the development of new and flexible teaching-learning practices.

Armed with the aforementioned mandate, the Open Learning Development Centre (OLDC) focuses on enhancing education through innovative learning methods and advanced technology, supported by a range of facilities designed to meet diverse student's needs. By integrating modern technology and pedagogy, we aim to enhance the quality of teaching and provide facilities to follow best practices for curriculum development and assessment.

At the Content Development Lab of OLDC, we ensure that the content created for effective pedagogical methods, ensuring qualitative teaching and effective learning for students, is of high quality, adaptable and adaptive according to the educational pursuits and interests of the Open and Distance Learners (ODLs).

The Advanced Software Development Unit of OLDC has been continuously engaged in ensuring a hassle-free experience for our 4.5lakh ODLs by resorting to apt tech intervention from time to time. The development of PRAGYAN LMS and COL Radio platform are notable steps in this regard.

PRAGYAN LMS

With the launch of PRAGYAN, a Learning Management System (LMS), OLDC has taken a significant step to redefine open and distance learning provided by SOL. PRAGYAN facilitates students with a digital platform which allows them to track their performance and identify areas of improvement. By integrating modern technology with pedagogy, PRAGYAN provides students with a dynamic and supportive environment to study and grow.

PRAGYAN has revolutionized the way students at SOL (around 4.5 lakh in total!) learn and interact with their coursework. This innovative platform offers a host of features that enhance the overall learning experience.

One of the most significant benefits of PRAGYAN is the ability to take internal assessments online, directly through the platform, thereby eliminating the need for physical submission. This saves time and provides a more flexible and accessible way to engage with the course material. The PRAGYAN platform offers a comprehensive library of Study Learning Materials (SLMs) that can be accessed anytime, anywhere. These SLMs serve as valuable aids for students, helping them to understand complex concepts and prepare effectively for exams.

PRAGYAN has proven to be a game-changer for SOL students. It helps foster a more interactive and collaborative learning environment. Students can connect with their peers and engage in discussions, sharing insights and ideas. By providing convenient access to online assessments, study materials, and a collaborative learning environment, the platform empowers students to take control of their education and achieve their academic goals at their own pace.

COL RADIO



Campus of Open Learning Radio (COL Radio) offers a digital platform for connecting students worldwide. It provides students with interactive and engaging educational content. Students have access to a range of resources, including lectures by renowned professors, interviews with experts, educational podcasts, academic updates, and other information. It offers students access to the content relevant to their pursuits and interests and supplements

the traditional educational system.

COL Radio is run by a dedicated team of educators, content creators, and technical staff who work in tandem to create, curate, and broadcast podcasts. Podcasts are categorized into academic and informative themes. Under the academic theme, it provides material related to various disciplines taught at the School of Open Learning by supplementing learning materials with lectures, discussions, and interviews. They enhance classroom learning and provide in-depth knowledge. It also provides a platform for students to express their views and share experiences and talents. By providing a supporting environment that allows learners to express themselves and be creative, COL Radio ensures sustainability to evolve with emerging trends in technology and requirements of education. This flexibility allows COL Radio to remain responsive to the dynamic nature of distance learning and continue delivering high-quality educational content that is relevant to the needs of our large and diverse bunch of ODLs. The platform intends to inform, entertain and inspire through a blend of music, talk shows, and community-driven & community-centric programmes.

By integrating academic enrichment, social advocacy, and financial sustainability, COL Radio enhances educational experiences and empowers students to perform to their full potential. It is a dynamic and responsive platform, evolving with advancements in technology and education so that learners are continually equipped with high-quality and engaging content.

Educational Technology Media Lab

The Educational Technology Media (ETM) Lab at the OLDC is central to help transform education through technology. This facility plays a critical role in the creation of Audio & Video learning materials, designed to enhance the educational experience of our ODLs. Our ETM Lab has taken a significant step in the direction of blended learning experience by producing high-quality audio and video resources, offering students an immersive and flexible approach to learning.

At the heart of the ETM Lab's work is the creation of audiovisual content that complements traditional Self-Learning Materials (SLMs). While SLMs are structured to provide in-depth knowledge, video and audio materials add a new dimension, making learning more dynamic and engaging. These multimedia materials serve as a powerful tool for explaining complex concepts, enabling students to visualize and understand topics more effectively. Whether it's through video lectures, interactive demonstrations, or audiobooks, the team at ETM Lab ensures that students have access to a wide array of learning formats to choose from.

The lab also produces audiobooks, which are immeasurably valuable for students, especially for those who prefer auditory learning or want to study while multitasking. They also cater to students with visual impairments or those who find it easier to absorb information through listening rather than reading.

Another exciting initiative from the ETM Lab is the production of podcasts and interviews with subject matter experts, educators, and thought leaders. These podcasts help students to gain insights into various fields, learn from experienced professionals, and stay updated on the latest trends and developments in education. By incorporating these into our learning ecosystem, we create a well-rounded platform for knowledge sharing and professional

growth.

The ETM Lab's efforts are further extended through its collaboration with OLDC's YouTube channel, "COL Radio." Here, the content developed by ETM Lab is made available to a wider audience, providing not only COL/SOL students but also the broader learning community with access to valuable educational resources. Interviews, discussions, tutorials, and video bulletins produced in the ETM Lab are regularly uploaded to keep students informed and engaged with current trends and events. As we continue to invest in technology-driven education, the ETM Lab will remain at the forefront of our efforts to provide students with the best possible tools for success.

SVKIRL

The Swami Vivekanand Knowledge and Information Resource Library (SVKIRL), stands as a testament to the transformative power of education. As a fully automated and highly resourceful automated information centre specialising in the field of distance education, this library has set benchmarks in providing comprehensive academic support to the library users, pursuing flexible learning pathways. SVKIRL boasts of an extensive collection of resources that cater to the diverse academic needs of its users.

Centre for Innovative Skill Based Courses (CISBC)

The Centre for Innovative Skill based Courses (CISBC) was launched on 31st January 2024, under OLDC, COL, University of Delhi, to provide the necessary support to students in equipping them with skill sets, making them job-ready in the future, thereby enhancing their employability quotient. Courses offered under CISBC primarily focus on equipping students with "real world skills" that they can use straightaway in jobs.

Following is the list of courses currently being offered by CISBC, under OLDC

Course Offered at OLDC

S. No.	Name of Course	Duration	Eligibility
1	Applied Psychometrics and Scale Construction	48 Hours	UG in Psychology
2	Counselling and its Applications	48 Hours	UG in Psychology
3	Medical Transcription	6 Months	12th pass from any stream
4	AC Refrigerator Repairing	1 Month	10th pass from any stream
5	Bakery and Confectionery	3 Months	10th pass from any stream
6	Beauty and Hair Lab	3 Months	10th pass from any stream
7	Stenography, Secretarial Practices	5 Months	12th pass from any stream
8	Radio Jockeying, Anchoring, T.V. Journalism	3 Months	10th pass from any stream

9	Animation, Motion Graphics	3 Months	10th pass from any stream
10	Photography, Video Editing	4 Months	12th pass from any stream
11	Graphic Design and DTP	6 Months	12th pass from any stream
12	Motor Driving for Girls (Car)	21 Days	12th pass from any stream
13	Certificate in Basic Computer Application	3 Months	10th pass from any stream
14	Certificate in Introduction to Computer Networking	3 Months	12th pass from any stream
15	Basic Drone Technology & Operations Course	15 Days	10th pass from any stream
16	Assembly & Repair of Drone	2 Months	12th pass from any stream
17	Python Programming Basics	3 Months	12th pass from any stream
18	Certificate course in Advanced Accounting & Financial Management	16 Hours	12th pass from any stream
19	Certificate course in Basics of Accounting and GST	16 Hours	12th pass from any stream
20	Certificate Course in Digital & Social Media Marketing	6 Months	12th pass from any stream
21	Journalism & Mass Communication	3 Months	10th pass from any stream
22	Nail Art Training	1 Month	10th pass from any stream
23	RO Repairing	10 Days	10th pass from any stream
24	Certificate Course in English Comprehensive Course (Online)	3 Months	12th pass from any stream
25	Certificate Course in English Comprehensive Course (Offline)	3 Months	12th pass from any stream
26	Certificate Course in Library and Information Science	3 Months	12th pass from any stream
27	CFMP (Certified Financial Market Practitioner) Level 1	80 Hours	12th pass from any stream
28	CFMP (Certified Financial Market Practitioner) Level 2	60 Hours	12th pass from any stream
29	NISM-Series- XII	50 Hours	12th pass from any stream

30	NISM-Series-VIII: Equity Derivatives Certification Examination	20 Hours	12th pass from any stream
31	Wealth Management	1 Month	12th pass from any stream
32	Introduction to Basic Electrical Systems	2 Months	10th pass from any stream

June 2025 onwards, OLDC is also launching 8 foreign language courses under CISBC, with certification from University of Delhi. Highly qualified faculty members from the respective Departments will deliver these language courses. The courses being offered are in the following foreign languages:

- French
- German
- Italian
- Portuguese
- Chinese
- Japanese
- Korean

Disclaimer: All rights related to the skill course's structure and time-table and that of the language courses are reserved by the Centre for Innovation and Skill Based Courses (CISBC), OLDC.

Schedule of every skill-based course or language course being offered by CISBC, OLDC is subject to the number of enrollments per course.

Schedule of every skill-based course or language course being offered by CISBC, OLDC is subject to the availability of trainers.

Important Information:

- Registrations in these courses are open for all, including University of Delhi students.
- Admissions are on first cum first serve basis (as per the number of seats in each course)
- Fees once paid will not be refunded.

Helpline numbers:

011-65213030

011-27008300

Toll Free: 1800118301

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

QR CODE:



Website: <https://oldc.col.du.ac.in/v1/skill-course/index>

Project Activity

In order to provide practical understanding of the subject, all the LIS courses have the project component which provides the students with 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.

Revision Classes

To facilitate better learning of the students, in addition to the PCP classes a 5-hour online revision classes for each subject are conducted on MS teams platform before the commencement of semester examinations.

Fee Concession / Financial Support Scheme

1. Financial Support to Economically Weaker Students

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 must 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.

Category	Family Income (in Rupees)	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 Passbook showing the student Name, Account Number and IFSC code.

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

2. 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.

3. 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 concessions are 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.

4. 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.

5. Financial Assistance to Transgender Students

Transgender Students have to pay Rs. 20/- (Admission fee Rs. 10/- and Examination Fee Rs. 10/-) at the time of admission. These candidates are exempted from all types of fees.

6. 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.

SPORTS EXCELLENCE AND INCENTIVE POLICY

(EMPOWERING STUDENTS SPORTSPERSONS AT SCHOOL OF OPEN LEARNING, UNIVERSITY OF DELHI)

The National Education Policy (2020) aims at fostering holistic development of students that involves not only theoretical knowledge of concepts but an equal and important role of sports, signifying those sports is not only an extra-curricular but it is a co-curricular component essential for student's physical and mental well-being. Drawing upon this importance of sports in students life, The School of Open Learning introduces sports excellence and incentive policy with aim to empower students sportsperson.

The policy aims to encourage and support students with exceptional credentials in sports by providing an opportunity to learn along with their passion. The sports excellence and incentive policy will involve providing fee waiver, professional coaching, sports kits, refreshments, cash prizes and other encouraging incentives in an all inclusive way beautifying the role of sports nationally and internationally for every diverse field of sport, be it para-sports, special sports, state-level championships and international tournaments. Establishing a clear and transparent criteria division that will provide an impartial merit-based order of disbursement by a competent sports committee. This will help in building a strong sports culture and foster passion of the students by supporting them through financial backbone and motivational strength.

A. Main Objectives of the Sports Excellence and Incentive Policy

Encourage Excellence in Sports

To promote and reward outstanding performances in sports by providing cash awards, fee waivers, and recognition to students excelling at international, national, and state-level competitions.

Support and Motivate Participation

To foster inclusivity and increased participation in sports by recognizing achievements across

diverse competitions (including para-sports and Special Olympics), thereby creating opportunities for all students.

Ensure Transparency and Fairness

To establish clear and structured criteria for awarding incentives, ensuring an equitable, merit-based system governed by a competent sports committee.

These objectives aim to build a strong sports culture while supporting student-athletes' financial and motivational needs.

B. Incentive Categories and Awards

Category	Level of Sports Competition	Certificate Issuing Authority	Positions (1st, 2nd, 3rd) Cash Award	Participation Cash Award	Fee Waiver	Remarks
A	Olympic Games/ Asian Games/ Commonwealth Games/ South Asian Games/ World Cup/ World Championship/ Para World Championship/ Para Olympics/ Para Asian Games/ Special Olympics Bharat (International)	IOC / OCA / CGF / SAOC / ISF / IPC / Special Olympics Bharat (International) recognized and funded by the Ministry of Youth Affairs and Sports (MYAS)	Rs. 1,00,000	Rs. 50,000	100% full fee waiver of SOL at entry level University dues only	The cash award will be given to the student at the end of the academic year.
A1	Games/Sports as per the Maulana Abul Kalam Azad (MAKA) Trophy Scheme of the Department of Sports,	ISF / IOA / NSF recognized and funded by Ministry of Youth Affairs and Sports	Rs. 75,000	Rs. 35,000	100% full fee waiver of SOL at entry level University dues only	The cash award will be given to the student at the end of the academic

Category	Level of Sports Competition	Certificate Issuing Authority	Positions (1st, 2nd, 3rd) Cash Award	Participation Cash Award	Fee Waiver	Remarks
	Ministry of Youth Affairs and Sports (MYAS), Government of India, conducted at International level	(MYAS)				year.
B	National Games/ Federation Cup/ Senior National/ National/ Inter-Zonal National/ Special Olympic Bharat (National)/ Para National Championship	National Sports Federation (NSF) / Special Olympic Bharat (National)	1st : Rs. 40,000 2nd : Rs. 30,000 3rd : Rs. 20,000	—	75% full fee waiver at entry level University dues + 25% of SOL fee	The cash award will be given to the student at the end of the academic year.
B1	Khelo India Youth Games Under 17/18/21/ Khelo India University Games/ Khelo India Para Games/ Youth/ Junior National/ Sub-Junior/ Zonal	National Sports Federation (NSF) / Special Olympic Bharat (National)	1st : Rs. 30,000 2nd : Rs. 20,000 3rd : Rs. 10,000	—	50% full fee waiver at entry level University dues + 50% of SOL fee	The cash award will be given to the student at the end of the academic year.

Category	Level of Sports Competition	Certificate Issuing Authority	Positions (1st, 2nd, 3rd) Cash Award	Participation Cash Award	Fee Waiver	Remarks
	National Competitions					
C	State Championship/ Special Olympics Bharat (State)	State Sports Association (SSA)	1st : Rs. 15,000 2nd : Rs. 10,000 3rd : Rs. 5,000	–	25% full fee waiver at entry level University dues + 75% of SOL fee	The cash award will be given to the student at the end of the academic year.

C. Notes

Cash award will not be given for tournaments held more than once a year (July–June) of the relevant year.

Cash award will be given to the bonafide student (SOL) of the academic year (July–June of the relevant year) for which she/he is applying for the award.

In case of a student securing a position in multiple tournaments in different games/sports, only one highest amount of cash award will be admissible to the student, irrespective of the number of sports/events in which she/he has participated and won a position. For example, if a student wins medals in two or more different games/sports in one year, then only the single highest achievement (in any one of the two or more games/sports) will be considered.

For World Cup/World Championship/Asia Cup/Asian Championship/Commonwealth Championship (4-year cycle), the proportionate cash award will be given for 1 year (1/4), 2 years (1/2), 3 years (3/4), and so on in this 4-year cycle.

In the event of any inconsistency or dispute with respect to this cash award/prize scheme, the interpretation given by the Sports Committee shall be final and binding.

The Sports Committee may convene multiple meetings during the academic year, as and when

required, to ensure timely decision-making, grievance redressal, and effective implementation of the policy.

The Sports Committee reserves the right to revise or modify the structure and amount of Cash Awards and Fee Waivers under various incentive categories, based on institutional needs, available resources, and prevailing circumstances.

A student who does not fall under any of the specified incentive categories but demonstrates potential to win medals or represent the SOL in recognized sports events may be provided with sports equipment, kits, or allowances at the discretion of the Sports Committee.

D. Composition of the Proposed Sports Committee

- ☞ Director, COL/Nominee – Chairperson
- ☞ Principal, SOL – Ex officio member
- ☞ One external member to be nominated by the Chairperson
- ☞ Four/six members to be nominated by the Chairperson/Competent Authority

DEB-UGC Recognition

All the Programmes offered by the Department/School are recognized by the Distance Education Bureau (DEB) 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. 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).

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
Total Marks					600	Total Credit Score	30

Second Semester

Second Semester								
Paper No.	Subject	Credits for Teaching & Learning hours		Internal Assessment Marks	Examination Marks	Total Marks	Total Credits	
		Lect.	Tut.	*				
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
Total Marks					500	Total Credit Score	25	
Grand Total (Marks) (Sem.-I and Sem.- II)		1100		Grand Total Credits (Sem.-I and Sem. II)			55	

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	Paper: B -102 LIBRARY CLASSIFICATION (Theory)
<p>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</p> <p>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</p> <p>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</p> <p>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</p> <p>UNIT – V: Library and Information Profession Professional Skills and Competencies Professional Ethics Role of Library and Information Professionals in Digital Era</p>	<p>UNIT - I: Elements of Library Classification Concepts, Terminology, Need, Purpose and Functions Species of Classification Schemes</p> <p>UNIT - II: Theory and Development Historical Development General Theory: Normative Principles Modes of Formation of Subjects</p> <p>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</p> <p>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</p> <p>UNIT – V: General and Special Classification Schemes Dewey Decimal Classification Universal Decimal Classification Colon Classification Current Trends in Library Classification</p>

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

<p style="text-align: center;">Paper- B-104 BASICS OF INFORMATION TECHNOLOGY IN LIS (Theory)</p>	<p style="text-align: center;">Paper-B-105 BASICS OF INFORMATION TECHNOLOGY IN LIS (Practical)</p>
<p>UNIT – I: Introduction to Computers</p> <p>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</p> <p>UNIT – II: Library Automation</p> <p>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</p>	<p>UNIT – I: Operating Systems and Application Software</p> <p>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</p> <p>UNIT – II: Database Creation and Library Software</p> <p>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</p> <p>UNIT – III: Database Web Interface</p> <p>GENISIS: Installation, Configuration and Functions</p>

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 Server and Internet Information Server
Web Interface Software: GENISIS

UNIT – V: Introduction to Internet

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

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

Paper- B-106

PROJECT WORK: LITERATURE AND FIELD SURVEY

Objectives:

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

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	Paper: B-108 INFORMATION SOURCES AND SERVICES
<p>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</p> <p>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</p> <p>UNIT – III: Library Building and Resources Management Library Building Collection Development Acquisition of Periodicals and Serials Technical Processing of Documents</p> <p>UNIT – IV: Services and Maintenance of the Library Circulation Work Maintenance Shelving and Stock Verification Preservation Library Services Reference and Information Service</p> <p>UNIT – V: Library Records and Statistics Staff Manual Library Statistics Annual Report</p>	<p>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</p> <p>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.</p> <p>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</p> <p>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</p> <p>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</p>
Paper: B-109 LIBRARY CATALOGUING (Theory)	Paper: B-110 LIBRARY CATALOGUING (Practical)
UNIT – I: Fundamental Concepts and Historical Developments	UNIT - I: Classified Catalogue Code Works of Single and Shared Authorship

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, SLISH

UNIT –V: Trends in Library Cataloguing

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

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

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

Paper: B-111 INTERNSHIP PROGRAMME

Report on Internship Programme - Viva-Voce

Objectives:

1. 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
2. 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. 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).

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

<i>Paper No.</i>	<i>Subject</i>	<i>Credits for Teaching & Learning Hours</i>		<i>Internal Assessment Marks</i>	<i>Examination Marks</i>	<i>Total Marks</i>	<i>Total Credits</i>
		<i>Lect</i>	<i>Tut.</i>	<i>*</i>			
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 2025-26, 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	PAPER: M-102 ADVANCED KNOWLEDGE ORGANISATION: CLASSIFICATION (Practical)
<p>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</p> <p>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.</p> <p>UNIT – III: Global Information Systems Programmes and Activities of UNESCO, UNISIST & IFLA, INIS, AGRIS, INSPEC & MEDLARS, etc.</p> <p>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</p> <p>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.</p>	<p>UNIT- I: Fundamentals of UDC Introduction to Universal Decimal Classification (Latest Edition): Structure, Principles and Organisation Classification of Simple and Compound Subject Documents</p> <p>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</p> <p>Paper: M-103 ADVANCED KNOWLEDGE ORGANISATION: CATALOGUING (Practical)</p> <p>Cataloguing of Non-Book Material and Electronic Resources According to AACR (Latest Edition)</p> <p>UNIT-I: Non-Book Materials Complexities of Periodicals, Manuscripts, Cartographic Materials, Microforms, Graphic Materials</p> <p>UNIT-II: Electronic Resources Sound Recordings Motion Pictures Video Recordings Computer Files Web Resources</p>
Paper: M-104 INFORMATION AND COMMUNICATION TECHNOLOGY APPLICATIONS IN LIS (Theory)	Paper: M-105 RESEARCH METHODOLOGY
<p>UNIT-I: Web Technologies in Libraries Implication of WWW on Library Websites, Web OPACs Web 2.0 and Web 3.0: Features and Functions</p>	<p>UNIT-I: Introduction to Research Research: Concept, Need and Purpose Research Problem and Research Design</p>

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

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

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

SECOND SEMESTER

Paper: M-107 INFORMATION AND COMMUNICATION TECHNOLOGY APPLICATIONS IN LIS (Practical)	Paper: M-108 INFORMATION STORAGE AND RETRIEVAL SYSTEM
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	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

<p>Paper: M-109 INFORMATION LITERACY APPLICATIONS IN LIS</p>	<p>Paper: M-110 (b) ACADEMIC LIBRARY AND INFORMATION SYSTEM (ELECTIVE COURSES)</p>
<p>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</p> <p>UNIT-II: Information Literacy Programmes Scope of Information Literacy Programme National Programmes in Information Literacy International Programmes in Information Literacy</p> <p>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</p> <p>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</p> <p>UNIT-V: Trends in Information Literacy Web based Information Literacy System OPAC Information Literacy System Lifelong Learning System</p>	<p>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</p> <p>UNIT-II: Collection Development and Management Periodicals, Conference Literature, Grey Literature and Government Publications Non-Book Materials Electronic Resources and Online Databases</p> <p>UNIT-III: Library Organization and Administration Organizational Structure Staff Manual, Library Surveys, Statistics and Standards etc.</p> <p>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</p> <p>UNIT-V: Financial and Human Resource Management Determination of Finance, Sources of Finance Types of Budgets Nature, Size, Selection, Recruitment, Qualification and Training Responsibilities and Duties Competency Development</p>

<p style="text-align: center;">Paper: M-111 (c)</p> <p style="text-align: center;">PRINT, ELECTRONIC SOURCES& LITERATURE IN SOCIAL SCIENCES</p> <p style="text-align: center;">(ELECTIVE INTERDISCIPLINARY COURSES)</p>	<p style="text-align: center;">Paper:M-112 PROJECT WORK</p>
<p>UNIT-I: Historical Development</p> <p>Scope of the Discipline and its Development Research Trends in Social Sciences: History, Political Science, Economics and Sociology</p> <p>UNIT-II: User Studies and Information Seeking Behaviour</p> <p>Information Needs of Users Information Seeking Behaviour User Studies: Importance, Objectives and Types Planning User Survey Methods of User Service</p> <p>UNIT-III: Information Sources and Evaluation Primary, Secondary and Tertiary Sources Evaluation of Secondary Sources: Print and Electronic Resources</p> <p>UNIT-IV: Databases and Internet Services Networked and Distributed Databases Consortia and Subject Gateways Internet Resources and Services</p> <p>UNIT-V: Role of Contributors and Institutions</p> <p>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</p>	<p>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.</p> <p>The Project Report will be submitted at the end of second semester on the date to be decided by the Department.</p>

3. 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 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

<i>Course Code</i>	<i>Course Title</i>	<i>University Examination</i>		<i>Internal Assessment</i>	<i>Total Marks</i>	<i>Total Credits</i>
		<i>Theory</i>	<i>Practical</i>			
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 (520621101): LIBRARY AUTOMATION

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.

DADLM-02 (520621102): INTERNET AND OPEN ACCESS ELECTRONIC RESOURCES

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.

DADLM-03 (520621103): COLLECTION DEVELOPMENT AND DIGITAL LIBRARIES

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.

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

DADLM-04 (520621104): DIGITIZATION AND DIGITAL LIBRARIES AND DIGITAL PRESERVATION

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

SEMESTER – II

DADLM-05 (520621201): RESEARCH INFORMATION AND CITATION MANAGEMENT

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

DADLM-06 (520621202): CONTENT DEVELOPMENT

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

DADLM-07 (520621203): PROGRAMMING	
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	
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++	
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	

DADLM-08(520621204): PROJECT WORK
<p>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.</p>

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.		In addition, the Department/School has a website also which 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 https://sol.du.ac.in .	
NORTH CAMPUS	SOUTH CAMPUS	WEST CAMPUS	EAST CAMPUS
North Regional Centre Department of Distance & Continuing Education, School of Open Learning/ Campus of Open Learning, University of Delhi, 5, Calvary Lane, Delhi-110007	South Regional Centre 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	West Regional Centre 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	East Regional Centre Department of Distance & Continuing Education, School of Open Learning/Campus of Open Learning, University of Delhi, Plot No – 4, Fc – 10 Tahirpur, Delhi - 110095
Contact – 01165213030	Contact – 01124151600	Contact – 9911191926	Contact – 9818579225
Email Id – ddnorth@sol.du.ac.in	Email Id – ddsouth@sol.du.ac.in	Email Id - ddwest@sol.du.ac.in	Email Id - ddeast@sol.du.ac.in

Activities Conducted at Regional Centres

1. The following services are provided at the Regional Centres of the Department/School.
2. Dispatch/Distribution of Study Material to the students.
3. Facility of borrowing books from the library and use of Reading Room.
4. Organization of Academic Counselling Sessions on working days/Saturdays/Sundays.

SOL Call Centre/Helpline:

☎ Ph: 01165213030

☎ Ph: 01127008300

☎ Toll-free: 1800118301

CAMPUS CONDUCT & GRIEVANCE REDRESSAL

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 rules of natural justice.

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 Discipline Committee for PCP Classes		
S.No.	Name	Designation
1.	Prof. Suman Kumar Verma	Professor
2.	Dr. Chander Shekhar Singh	Assistant Professor
3.	Dr. Sumit Sahni	Assistant Professor
4.	Dr. Lata Singh	Assistant Professor
5.	Dr. O. P. Sharma	Deputy Registrar

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
Students' Representatives for ICC		
8.	Ms. Shivangi Bhanot, Psychology (Hons.), Sem 2	Student Rep, ICC
9.	Ms. Eesha Madan, Psychology (Hons.), Sem 2	Student Rep, ICC

Students can write to: icchelp@dusol.ac.in

Some Important Points to Noted 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- 112.

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.

Student Grievance Redressal Committee (SGRC)		
S.No.	Name	Designation
1.	Prof. Suman Kumar Verma	Chairperson
2.	Prof. J. Khuntia	Member
3.	Dr. Seema Suri	Member
4.	Dr. Sneh Chawla	Member
5.	Sh. Dhanesh Mishra, B. Com	Special Invitee

Other Committee

Committee for North-East Students		
S.No.	Name	Designation
1.	Dr. Vijay Kumar Tiwary	Nodal Officer
2.	Dr. Kancharakuntla Praveen	Member
3.	Dr. Shachindra Mohan	Member
4.	Ms. Pushpita Kumari	Member
5.	Ms. Tanusha Jain	Member

Equal Opportunity Cell (for persons with benchmark disability (PWBD))		
S.No.	Name	Designation
1.	Dr. Md. Asghar Ali	Nodal Officer
2.	Dr. Ravi Kumar	Member
3.	Mr. Devendra Dilip Pai	Member

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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**Department of Distance & Continuing Education, School of Open Learning,
Campus of Open Learning (West Regional Centre)**

Sh. Suresh Verma
Section Officer
(APIO) Department of Distance & Continuing Education,
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Appellate Authority

Prof. Ajay Jaiswal
Principal
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Delhi-110007
Email Id.: principal@sol.du.ac.in

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, Dr. Amit Tiwari, Dr. Kadiresan, and others is exemplary.

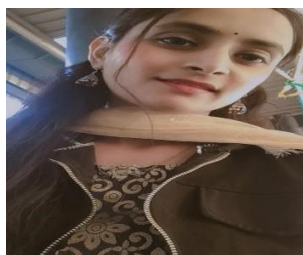
This program equipped me with the necessary tools and establish a solid foundation for pursuing a successful career as a library and information science professional. Eventually, I received University Gold Medal for scoring highest marks in the BLISc course in University of Delhi. Apart from offline 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 Dr. 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. Projes 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 Sajani, 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 Projes 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 Dr. 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 centred 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	
Dr. Chander Shekhar Singh - Convener		Dr. Aniruddh Vijay - Convener	
Dr. Lata Singh		Mr. Rahul Dev Ambedkar	
Dr. Nupur Gosain		Ms. Vidyut Singh	
Ms. Asha Yadav		Dr. Reema Thareja	
Dr. Rajat Arora		Ms. Damini Kumari	
Dr. Pankaj Sharma		Mr. Vishnu Prasad Semwal	
Dr. Praveen Mangai		Dr. N. Kadiresan	
Dr. 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		Dr. 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	
Dr. Nupur Gosain		Ms. Vidyut Singh	
Dr. Charu Gupta		Ms. Varsha Agarwal	
Ms. Barkha Jamwal		Dr. Abhilasha	
Ms. Garima Sirohi		Dr. Om Prakash	
Dr. Praveen Mangai		Dr. N. Kadiresan	
Dr. Amit Tiwari		Dr. Vijay Kumar Tiwary	
Dr. Chander Shekhar Singh		Dr. Sumit Sahni	
Dr. Einstein Charles R		Dr. Pushpita Kumari	
Ms. Monika Jaiswal		Mr. P.K Satpathy	
Ms. Nalini Prabhakar		Ms. Juhi Jham	
Dr. Ravi Kumar		Prof. J. Khuntia	
Mr. Mukesh Kumar		Mr. Shivu Kumar	
Mr. Shaitan Singh		Prof. Suman Kr. Verma	
Dr. Md. Asghar Ali		Dr. Md. Asghar Ali	
TEACHERS INCHARGE (2025-26)			
Mr. Rahul Dev Ambedkar		Biology	Dr. Pramod Kumar Tiwari
Dr. Bhardwaj Shukla		Commerce	Dr. Vijay Kumar Tiwary
Ms. Aishwarya Anand Arora		Computer Science	Dr. N. Kadiresan
Mr. Pranav Pilaniya		Economics	Dr. Reema Aggarwal
Dr. Priyanka Sachdeva		Education	Prof. Suman Kr. Verma
Dr. Himani Kapoor		English	Dr. Sukanshika Vatsa
Dr. Sumit Sahni		EVS	Ms. Vidyut Singh
Ms. Juhi Jham		Financial Studies	Mr. Vishnu Prasad Semwal
Dr. Md. Asghar Ali		Urdu	

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	Mukesh Chand Meena (Unit I to IV)	arssu1@sol.du.ac.in
	Sh. Chhitij Awasthi (Establishment)	aretablissement@sol.du.ac.in
	Sh. Virendra Kumar (Unit – V to VIII)	arssu2@sol.du.ac.in
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	Ravi Mehra, General Store	generalsections@sol.du.ac.in
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	Mrs. Vijay Laxmi	
	Mr. Devinder Parkash	
	Mrs. Kusum Goel	
Junior Programmer	Sanjay Gupta, SRC	sgupta@dusol.ac.in
	Rishabh Dev Bhardwaj	rishabhb@dusol.ac.in
Book Producer		
Senior Personal Assistant	Sunil Kumar, West Regional Centre	sunil@dusol.ac.in
In charge Library	Mr. Raj Kishore Tiwari	
Production Superintendent	Bhuvan Singh Rawat	

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?	Courses
		Annual Fee
		BLISc (Category A)
		Rs. 11820/-
		MLISc (Category A)
		Rs. 12820/-
		PGDADLM (Category A)
		Rs. 15920/-
		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
		Rs. 20/- (Admission fee 10 Rs., Examination fee Rs. 10)
		Armed Forces and Central Police Armed Forces
		<ul style="list-style-type: none"> •In service personnels will get 75% fee waiver. •Superannuated personnels (not superannuated before 5 years)

		<p>falling in the category will get 50 % fee waiver.</p> <p>Wards of personnels will get 25% fee waiver.</p>
	University/Department/SOL Employee Ward	<ul style="list-style-type: none"> • 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.
	Sports Quota (Entry Level)	<ul style="list-style-type: none"> • 100% fee waiver of SOL Fee for the Olympic Games/Asian Games/Commonwealth Games/South Asian Games/World Cup/World Championship/Para World Championship/Para Olympics/Para Asian Games/Special Olympics Bharat(International). • 100% fee waiver of SOL Fee for the Games/Sports as per the Maulana Abul Kalam Azad(MAKA) Trophy Scheme of the Department of Sports, Ministry of Youth Affairs and Sports (MYAS) Government of India, conducted at International Level. • 75% fee waiver of SOL Fee for the National Games/Federation Cup/Senior National/National/Inter Zonal National/Special Olympic Bharat (National)/Para National Championship. • 50% fee waiver of SOL Fee for the Khelo India Youth Games Under 17/18/21/ Khelo India University Games/Khelo India para Games/Youth/Junior

		National/Sub-Junior/Zonal National Competitions. • 25% fee waiver of SOL Fee for the State Championship/Special Olympics Bharat (State)
		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 st and 2 nd 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.
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





मुक्त शिक्षा विद्यालय, मुक्त शिक्षा परिसर, दिल्ली विश्वविद्यालय के मेधावी विद्यार्थियों को उनकी उत्कृष्ट उपलब्धियों के लिए बधाई



सुश्री रितिका, एम.ए. (इतिहास)
प्रो. टी.के. वेकट सुब्रह्मण्यम स्वर्ण पदक
प्रो. लाला राम मोहन पुरस्कार



सुश्री विधि जैन, एम.कॉम.
ममता गुप्ता मेमोरियल गोल्ड मेडल
जयनारायण वैश्य पुरस्कार



श्री कुणाल, एम.लिब. एससी.
प्रो. एस. दास गुप्ता स्वर्ण पदक



श्री नरेन्द्र सिंह, एम.बी.ए.
प्रो. ए. दास गुप्ता स्वर्ण पदक
डॉ. वी.के.आर.वी. राव पदक

माननीय कुलपति, प्रोफेसर योगेश सिंह का उनके अमूल्य सहयोग एवं मार्गदर्शन के लिए हम हार्दिक आभार व्यक्त करते हैं।

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This Prospectus is a compendium of inputs assembled and collated from various Sections, Branches, Faculties, Departments, other DU institutions and the related sources. Due care has been taken to reproduce the authentic official version of rules and regulations and other relevant information in this Prospectus, to the extent possible.

It should in no case, be construed as a warranty, expressed, or implied, regarding completeness and accuracy of the information so provided, as a ready reference.

The Department of Distance & Continuing Education, School of Open Learning, Campus of Open Learning, University of Delhi, disclaims any liability towards any individual for any loss or damage caused to him/her arising out of any action taken on the basis of this information, which may be due to inadvertent omissions, clerical errors or for any other reason whatsoever.

The Department of Distance & Continuing Education, School of Open Learning, Campus of Open Learning, University of Delhi reserves the right to suitably modify, update or delete any part of the Prospectus without any prior notice. For any dispute involving the Department of Distance & Continuing Education, School of Open Learning, Campus of Open Learning, University of Delhi, the jurisdiction for legal purposes will be only Delhi.