DEPARTMENT OF DISTANCE AND CONTINUING EDUCATION
SCHOOL OF OPEN LEARNING,
under the aegis of
CAMPUS OF OPEN LEARNING
UNIVERSITY OF DELHI

मुक्त शिक्षा विकास केन्द्र
मुक्त शिक्षा परिसर
शैक्षणिक अनुसंधान केन्द्र
दिल्ली विश्वविद्यालय, दिल्ली-110007
Open Learning Development Centre (OLDC)
Campus of Open Learning (COL)
Academic Research Center
University of Delhi, Delhi-110007

Programmes offered:

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

Library and Information Science Prospectus 2023-24

VISION & MISSION

VISION

To provide quality teaching & learning embedded with values & ethics to nurture our students to contribute in making aspiring India and develop global outlook.

MISSION

To carry modern education integrated with Indian knowledge system to the remotest individuals of the society by enabling them to be socially and economically responsive leaders through academic inclusion.

PREAMBLE

The Department of Distance & Continuing Education under the aegis of Campus of Open Learning, University of Delhi started the Library and Information Science programmes in the academic year 2022-23. In the Distance Learning mode, the Department's objective is to shape the lives of individuals with the ideas of information science through its learning and practice, by reaching out to all the factions of society and thus, walking one step ahead towards making India, a 'Vishvaguru'.

The BLISc and MLISc courses launched under this program are recognised by the Distance Education Bureau (DEB), UGC. These courses are introduced to provide relevant, continuing and holistic Library and Information Science education, so as to foster the value of knowledge procurement and dissemination of information among young minds, in this globalised world.

The Department looks forward to addressing the need to deliver affordable and accessible quality Library and Information Science Education for augmenting the academic value and skills of higher education aspirants. With a vision to deliver affordable and accessible quality Library and Information Science Education for augmenting the academic value and skills of higher education aspirants, it is sure to emerge as one of the world's leading institutes in Open and Distance Learning in the field of Library and Information Science. As emphasised in the NEP-2020 on Life Long Learning, the best of ICT will be utilised to propagate knowledge beyond boundaries, so as to implement new technological knowledge in the field of Library and Information Science (LIS). In the contemporary world, electronic media has opened versatile avenues and the time is ripe to consider these things in framing a curriculum for LIS. The department's focus is to contemporize its academic content through innovative research, strong community outreach and implementation of new technological knowledge in the field of Library Science.

Greetings to all!

On the completion of 100 glorious years of University of Delhi, it's a matter of pride to be also celebrating the 60th anniversary of the Department of Distance and Continuing Education, School of Open Learning under the aegis of Campus of Open Learning, University of Delhi. It is my privilege to welcome you to the new academic session 2022-23. The Department/School has been extremely successful in catering to the educational needs of students across the nation by providing them with affordable and accessible education. It has played a pivotal role in aiding the lives of students coming from a plethora of backgrounds.

This year marks a renaissance in Distance Education and Open Learning, wherein six new job-oriented professional programmes have been introduced. The new programmes are launched with an aim of meeting different challenges in the globalised world through holistic development, so as to make them able professionals, service providers, policy-makers, managers, librarians and entrepreneurs. The contemporary world demands individuals to be global citizens, and I am sure that these programmes will harness the potential of the human resources of the nation and generate nation-builders of the future.

I extend a warm welcome the upcoming batch to this institute of great excellence and wish them success in their academic and professional lives. All the very best to the Department/School for a new beginning. I am completely assured of the enthused participation of all stakeholders at the Department of Distance and Continuing Education.

(Prof. Yogesh Singh)

Dear Students and all Stakeholders,

I heartily welcome you all to the Department of Distance and Continuing Education under the aegis of the Campus of Open Learning (COL), University of Delhi. In its 60-year-long history, the Department has become a great enabler in the process of "Education for All". The programs available here are independent of any location and are flexible enough to allow students to learn and obtain a recognised and quality degree to advance their career prospects. The courses offered here are tailored as per the needs of the NEP, which will impart experiential learning to students with the aim of enhancing their employability on the job front. The Department allows self-paced learning for the students without compromising on the pedagogy. The Department ensures innovative and updated curricula at par with the standards set in the best universities across India. All this will be done with a nominal fee, which makes it easily affordable to the economically weaker section of students as well. We follow a purely student-centric policy and provide student support by facilitating self-learning materials as well as personal contact programme (PCP) classes. This has aided significantly in enhancing our distance learning programmes. The recent pandemic posed multiple challenges, but we were able to overcome them all by staying up-to-date with the latest developments in technological and pedagogical skills. For a long time, we have been running traditional courses on par with the best curriculum available. But now, in the wake of the latest market-oriented challenges, I introduce you to Library and Information Science as a discipline under the Department of Distance & Continuing Education. Library is one such place which disseminates knowledge in all fields and is the heart of every educational institution. It plays a significant role in shaping the future of every individual by making them information literate. A trained library professional can mentor knowledge seekers by providing the right kind of authentic resources. The present times demand good library professionals who can be the disseminators of information and powerhouses of knowledge.

This new programme is being introduced to meet the challenges of an emerging corporate world and to provide inclusive, accessible and affordable education to students coming from all sections of society.

I welcome you all to the Department and I assure you of a fulfilling experience here.

Best Wishes!

(Prof. Payal Mago)

Dear Aspiring Students,

I am delighted to welcome you all to the Department of Distance and Continuing Education (DDCE), under the aegis of the Campus of Open Learning (COL), University of Delhi, a pioneering institution in the field of Open and Distance Education. It has remained committed to the pursuit of excellence in distance learning since its inception. The DDCE is a renowned higher-learning institution known for its distinctive strengths in providing superior and relevant learning programmes to its learners, keeping in view the demand for the education of the learners in tune with the requirements of the twenty-first century. The DDCE has been at the forefront in providing wings to the aspirations of the economically and socially disadvantaged sections of our society who are unable to access higher education for a variety of reasons. Since its establishment, the DDCE has grown from strength to strength and successfully fulfilled its mandate of providing high-quality educational opportunities, along with a focus on character building, to a large number of students. The DDCE has been dedicated to meeting the aspirations of society, acting as a torchbearer by inculcating basic moral values, community development, and providing fair access to all in the light of changing economic, social and cultural development.

With our top running courses, I now introduce you to our newly launched Library and Information Science program under DDCE. Information plays a significant role in our lives. Looking into today's world of Infodemic, where getting authentic and accurate information is a huge challenge and requires special skill and awareness. Library and Information Science is such a profession that inculcates in our students the ability to find, evaluate, organize, use and communicate information in different forms for themselves and also, being Library and Information professionals, they assist in disseminating the right information to the right user at the right time. Our Library and Information Science program will increase the scope of employability in different sectors by making our students Library and Information experts. I wholeheartedly welcome you to our Library and Information Science program, DDCE and assure you that you will have a wonderful learning experience with us that you will cherish forever.

Best Wishes!

(Prof. Uma Shankar Pandey)

ACADEMIC STAFF	
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	3. Prof. Uma Shankar Pandey	uspandey@sol-du.ac.in
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Political Science	1. Dr. Shakti Prodayani Rout (Assistant Professor)	shaktip@sol-du.ac.in
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CONTENTS

1. PROGRAMMES OFFERED

Bachelor of Library and Information Science (BLISc)

Master of Library and Information Science (MLISc)

For information through audio clip, please click : 🔊

2. LIBRARIANSHIP AS A CAREER

Librarianship is a field of specialisation, pervading for ages. It is a privileged profession that demands an extensive training. In the past years, there have been noteworthy enhancements and changes in the services of library and its collections. The importance of librarians and their responsibilities being reformed in the recent times, has led to an utter demand for specialised training. Librarianship is a popular profession. A librarian's role is to link individuals with the information they require in whatever format it is available. Libraries are now universally recognised as important social institutions. No community is complete without a library. The gradual dissemination of the democratic notion, the expansion of education, the strengthening of research activities, and the quick increase in recorded knowledge production have resulted in the growth and development of libraries and their services. A public library is an important element of the life of a community; an academic library is an important part of a school, college, or university; and a business or special library is crucial in government agencies as well as significant corporate and industrial organisations. Librarianship is a growing field that has now established itself as a distinct discipline in the universe of knowledge. It poses challenges and exciting scenarios to library employees. These libraries require people with strong academic and professional credentials to run them. School and academic libraries employ the vast majority of librarians. Others work in special libraries, business libraries, scientific/research libraries, or public libraries. As a result, library professionals can find employment in virtually every field of government and industry. Experienced librarians can rise to roles like department head, library director, or chief information officer. A doctorate degree, as previously said, can assist one to advance in the field of Library Science.

Learning Objectives of the Programme:
- 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 aware the students of management of Library and Information Centres;
- 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;

3. DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

The Department of Distance & Continuing Education (DDCE) under the aegis of Campus of Open Learning, University of Delhi, is the oldest provider of degrees through distance and flexible learning in India. All the programmes offered by the DDCE are based on the syllabus of University of Delhi and our students are examined in same standard as those studying in regular mode. All the programs offered by DDCE, COL, are recognized by the Distance Education Bureau (DEB), UGC for the Year 2022-23 and is accessible to students across India. This year DDCE has initiated the Library and Information Science program.

The Library and Information Science programmes offered by DDCE fulfil the needs of skilled human resources required in the field of library and information science. Such human resources are needed at various levels in the country's libraries, documentation centres, and information and knowledge centres/institutions. Professionally trained personnel at various levels, for example, are required to manage libraries in schools, colleges, universities, government departments, commercial and industrial establishments, scientific research institutions, R&D establishments, public libraries, and other institutions established by central, state, local, and corporate bodies.

To address this need, DDCE has launched distance education programmes for the Bachelor of Library and Information Science (BLISc) and Master of Library and Information Science (MLISc) courses. Education is provided in this modality through a variety of media, including written courses, audio cassettes, video films, face-to-face counselling, and tele and radio counselling sessions. During academic counselling sessions at study centres, modern day communication technologies are used to impart educational inputs to students in a calm and easy manner, with the goal of providing students with the chance of periodic face-to-face connection with the counsellor. These versatile ways render flexibility and aid in the self-learning process.

The key objectives of the programmes are:

1. To prepare students for the challenges of present day's information workplaces by fostering consistent engagement and both formal and informal partnerships with information professionals and librarians, as well as maximising student opportunities for professional development, leadership, and growth through a variety of academic, professional, and extracurricular options.

2. To train LIS professionals who can relate individual librarians' and information professionals' activities and roles to larger organisational, professional, political, economic, social, and technical contexts.

ACADEMIC STAFF

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Director

Prof. U. S. Pandey
Officiating Principal
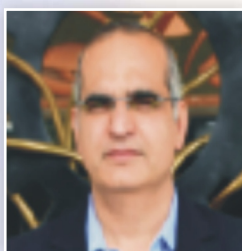
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Assistant Professor,
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Ms. Rekha Devi
(PhD) Gold Medalist
Assistant Professor,
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Ms. Saloni Priya
Assistant Professor,
School of Open Learning

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).

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

Other Instructions

- 'Internal Assessment' will be conducted online and the same will be intimated on SOL website (https://sol.du.ac.in/).

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)

Paper No.	Subject	Credits for Teaching & Learning Hours		Internal Assessment Marks	Examination Marks	Total Marks	Total Credits
		Lect.	TUT.	*			
First Semester							
M-101	Information Systems and Programmes	4	1	30	70	100	5
M-102	Advanced Knowledge Organisation: Classification (Practical)	4	1	30	70	100	5
M-103	Advanced Knowledge Organisation: Cataloguing (Practical)	4	1	30	70	100	5
M-104	Information and Communication Technology Applications in LIS (Theory)	4	1	30	70	100	5
M-105	Research Methodology	4	1	30	70	100	5
M-106	Marketing of Library and Information Products and Services	4	1	30	70	100	5
Total Marks				**600**	**Total Credit Score**		**30**
Second Semester							
M-107	Information and Communication Technology Applications in LIS (Practical)	4	1	30	70	100	5
M-108	Information Storage and Retrieval System	4	1	30	70	100	5
M-109	Information Literacy Applications in LIS	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	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 Infofrmation 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 Scocial Sciences	4	1	30	70	100	5
M-112	Project work:					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 2022-23, 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
- 'Internal Assessment' will be conducted online and the same will be intimated on SOL website (https://sol.du.ac.in/).

5. ADMISSION RELATED INFORMATION

5.1 Key Dates for Admission

Admissions	Date
Availability of Prospectus and start of admission on website (https://sol.du.ac.in)	14th June 2023
Last date of Admission	31st August 2023

Important Information

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

5.2 Online Admission Facility

To provide *Students Support Services* at the door step of the students DDCE, SOL/COL has revamped its 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 for all UG Courses (through SOLwebsite)
1. Go to SOL website and login for online admission.
2. Fill all the relevant information in the course details/personal details page.
3. Upload all scanned copies of the relevant documents. (legible/clear)
4. After successful payment, download the Fee Receipt and Identity Card.

(Note: All admissions are provisional subject to verification of documents.)

5.3 Admission Eligibility

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.
♦ Admission is also open to Indian nationals settled abroad provided they are:
  i) Eligible
  ii) They take the University examination at the Delhi Centre only.
  iii) They submit a duly attested photocopy of the passport.

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.

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

Bachelor of Library and Information Science (BLISc)	Graduation from any recognized university.
Master of Library and Information Science (MLISc)	BLISc course from any recognized university with: • 50% or above marks for General category. • 45% for OBC/EWS/PwBD category • Min. passing marks in BLISc for SC/ST category

5.4 Special Provisions

5.4.1 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.

5.4.2 Relaxations/Concessions

(a) Scheduled Caste/Scheduled Tribe

Ref: AC Resolution No.88, dated 14/06/1983; EC Resolution No.157, dated 24/12/2001

The minimum eligibility requirement for Scheduled caste/ Scheduled Tribe candidates will be that they must have passed the qualifying school/degree examination. Provided that the minimum eligibility for admission to post-graduate courses be the minimum pass marks of the qualifying examination concerned of the University of Delhi. Scheduled Castes/Scheduled Tribe candidates who had passed the last qualifying examination from other Universities, should have secured at least the same percentage of pass marks in the qualifying examination as prescribed for the equivalent examination of Delhi University for purposes of admission to the Post-graduate course of this University.

Where the admission is based on the screening/written test, both for under-graduate and post-graduate courses, the Scheduled Castes/Tribes candidates would also be required to take the test but their merit list will be prepared separately and permitted as per the reservation quota.

(b) Other Backward Classes

Ref: Notification No. Aca.1/2012-13/OBC/588 dated 11/04/2012

The OBC candidates shall be given a relaxation in the minimum eligibility in the qualifying examination and in the minimum eligibility (if any) in the admission entrance test to the extent of 10% of the minimum eligibility marks prescribed for the General category candidates. For example, if the minimum eligibility for admission to a course is 50% for the General category candidates, the minimum eligibility for the OBCs would be 45%.

All those OBC candidates who secure the minimum eligibility marks in the qualifying examination and the minimum eligibility marks (if any) in the entrance test shall be eligible for admission in the order of their merit, keeping in view the availability of seats reserved for them.

Only those candidates who belong to the 'Non-Creamy Layer' and whose castes appear in the Central List of the OBCs shall be eligible to be considered for admission under the OBC Category.

(c) Persons with Disabilities (PwBD)

The PwBD candidates with not less than 40% disability shall be given a relaxation in the minimum eligibility in the qualifying examination and in the minimum eligibility (if any) in the admission entrance test to the extent of 5%.

5.4.3 Admission of Foreign Candidates at Department/School

All foreign candidates residing in India and seeking admission to B.A. (Programme) I B.Com. / B.A. (Hons) English/ B.A. (Hons), Political Science / B.Com. (Hons) Courses in the School of Open Learning and satisfying the course, marks are required to apply to the Deputy 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 Dy. Dean (Foreign Students), Foreign Students Registry, University of Delhi, the consideration of admission of foreign students in different courses of Department will be as follows:-

(i) Nepal and Bhutan nationals enjoy a visa free regime with India. Hence students from these countries may be admitted to correspondence courses.

(ii) Tibetan students on "Special Entry Permit (SEP)" who come to India for education purpose only cannot enroll for correspondence courses. They must pursue regular courses of study.

(iii) 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 School of Open Learning (SOL) courses are advised to apply through FSR office, University of Delhi and fill the Foreign Students Application Form.

5.4.4 Procedure of Change in 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 Indian leading 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)

<div align="center">OR</div>

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

<div align="center">OR</div>

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 30th September.

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.

5.4.5 Internal Assessment

As per the AC Resolution No 14 Dt. 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 2022-23. The details of procedures of Internal Assessment will be available on COL/SOL website.

The **date of internal assessment will be notified on SOL website.**

6. FEE DETAILS

6.1 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.

6.2 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-** Students who belong to Persons with Disabilities Category and are seeking admission with attached proof.

6.3 Fee Structure

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FEE STRUCTURE FOR CATEGORY A

Bachelor of Library and Information Science

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S. No.	Head	Fees in Rupees
1	Tuition Fee	500
2	University Student Welfare Fund	200
3	College Student Welfare Fund	200
4	University Development Fund	1000
5	College Development Fund	400
6	University Facilities and Services Charges	1000
7	*College Facilities and Services Charges	3700
8	Economically Weaker Section Support University Fund	150
9	Examination Fee for Semester I + II	2020
	Total	**9170**

- As an eco-friendly incentive, students who do not wish to take study material in printed form will be given a rebate of Rs. 400/- under the head *College Facilities and Services Charges. However, complete study material will be available on SOL/COL website in downloadable form free of cost.

<div align="center">

Master of Library and Information Science

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S. No.	Head	Fees in Rupees
1	Tuition Fee	1000
2	University Student Welfare Fund	200
3	College Student Welfare Fund	200
4	University Development Fund	1000
5	College Development Fund	400
6	University Facilities and Services Charges	1000
7	*College Facilities and Services Charges	3700
8	Economically Weaker Section Support University Fund	150
9	Examination Fee for Semester I + II	2420
	Total	**10070**

- As an eco-friendly incentive, students who do not wish to take study material in printed form will be given a rebate of Rs. 400/- under the head *College Facilities and Services Charges. However, complete study material will be available on SOL/COL website in downloadable form free of cost.

CATEGORY B – The details of fees are as follows:

- **Special Fee to be collected from Foreign Students**

  As per letter No. Ref. No. FSR/6312, dated 24, Jan.2013 of Dy. Dean, (Foreign Students) University of Delhi, the School 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.

- **Students Availing Facility of Diplomatic Bag**

  The same fees will be charged from the Indian Nationals Residing Aboard as mentioned. However, Rs 1500/- will also be paid by them in the head of college facilities and services charges towards postage expenses.

CATEGORY C – Fee structure for Admission of PwBD category candidates:

- 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.

Notes:

- An additional amount of Rs. 1,500 per year towards postage charges will have to be paid by Category B students.
- The fees and other charges are to be paid in Indian currency (Rupees) along with the application form for admission ONLINE through Credit Card/Debit Card.

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

> **Total fee shall be refunded to those students who withdraw their admission till the last date of regular admission of Delhi University after deducting Rs. 500 (Rupees Five Hundred only) as administrative charges.**

7. EXAMINATION RELATED INFORMATION

7.1   Centre of Examination

The Centre of Examination shall only be Delhi.

7.2   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. 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 or uploading notices on the COL/SOL website. Students are strictly advised to keep in touch with the COL/SOL Website and their respective Student Dashboard for Information and Updates.

The student must download the Date Sheet and Admission Ticket from our website – https://sol.du.ac.in.

7.3   Non-Receipt of Admission Ticket

In the event of non-receipt of the Admission Ticket (Hall Ticket) and Date Sheet referred to above, the PDF format Admission Ticket can be collected by the student from the office of SOL, South Regional Centre, South Moti Bagh, New Delhi and West Regional Centre on production the Identity Card/latest fee receipt issued by the Department seven days before the commencement of the examination. However, PDF format Admission Ticket will be available on COL/SOL website.

7.4   Evaluation Criteria

The examination relating to Programme has two components:

i)   Continuous evaluation 30% (Theory and Practical)

ii)   Term-end examination 70% (Theory and Practical)

On the basis of the aggregate marks obtained in all the courses (Theory, practicals and project work) the division will be awarded as under:

Division	AGGREGATE
1	60%
2	50%
3	40%

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

Rules for Rechecking of Answer Script

1.   Rechecking is to be applied for, within 15 days from the date of publication of result on university website.

2. Rechecking in Practical examination etc. is not undertaken. But in the course/subject where rechecking is permissible the answer books are checked just to ensure that all the questions attempted by the candidate have been valued, that the marks awarded have been totalled correctly and that the total marks have been correctly carried over to the result statement.

3. Fee for Revaluation of the result is Rs. 1000/-per paper payable online on DU website.

4. Applications for Revaluation of result, received after 15 days from the date of declaration of result on the University website shall not be entertained.

5. Application form is accepted for Revaluation of results provisionally, subject to the particulars being found correct after scrutiny.

6. The candidate is required to produce a photocopy of his/her current Admission Ticket for verification of Roll No. at the time of submission of application form for Revaluation along with self - addressed envelope of 9" x 4" size with postal stamp worth Rs.5/- affixed on it.

Rules for Revaluation of Answer Script

1. Candidate seeking revaluation are advised to go through these rules and regulations before they apply for revaluation.

2. Revaluation is allowed only in theory papers of non- professional courses, which have not been jointly valued.

3. 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.

4. Revaluation is to be applied for within 15 days of the date of uploading of result on the University website.

5. 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 and also to attach self-addressed envelope of 9"x4" size with postal stamp worth t5 affixed, for sending revaluation result.

6. Entries made by the candidate should be verified by the Principal of the College concerned.

Please Note that:-

1. When you apply for revaluation, you surrender your original performance and will have to accept the revised performance in which:
   - there can be NO CHANGE,
   - there can be an INCREASE in the marks,
   - 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 any one else on his/her behalf.

3. Prescribed fee:

   Rs.1000/- per paper to be deposited with the University Cashier between 9.30 a.m. to 1.00 p.m. and 1.30 p.m. to 3.00 p.m. on all working days after verification of the form at the Revaluation Cell Counter. (WindowNo.1)

4. If the award of the Revaluation varies from the original award, up to and including + 5% of the maximum marks, the original ward will stand.

   (a) If the award of the first Revaluator is beyond ± 5% and upto ± 10% the average of the marks of original examiner and the first Revaluator will be taken.

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

Rules for Supply of Copy of Evaluated Answer Script

1. If the candidate wants a copy of the evaluated answer script, he/ she should select the paper carefully.

2. The application should be submitted between 61st day and 75th day of declaration of result on the University website.

3. The candidate is required to produce a photocopy of his/her current Admission Ticket and/or statement of marks for verifications of Roll No., marks etc., at the time of submission of Application Form.

4. Entries made by the candidate must be verified by the Principal of the College/Head of the Department concerned.

5. The application is to be made by the candidate in his/her own handwriting and with his/her own signature and not by anyone else on his/her behalf.

6. 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 question shall not be admissible.

9. Prescribed Fee: Rs.750 per paper is to be deposited with the University Cashier between 9.30 a.m. and 1.00 p.m. and 1.30 p.m. to 3.00 p.m. on all working/days after verification of the Application by the Examination office.

8. STUDENT SUPPORT SERVICES

8.1 Study Material

1. As per DEB guidelines preparation and provisions of study material without any cost to all the students of Department/School is mandatory requirement. Accordingly, the syllabus for such papers 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 study material is available on SOL Website. The printed study material is either sent by post or distributed at concerned regional centre.

2. This year the competent authority has decided to give rebate of Rs. 400/- in Admission Fee to those students who do not require study material in hardcopy format as an incentive for ecofriendly initiative by saving paper. However, the soft copy of the study material will be available on COL/SOL website without any cost.

3. Rs. 600/- will be charged from the students who wish to take study material in Hardcopy Format later on after having taken a rebate of Rs. 400/- at the time of submission of admission fee.

8.2. Academic Counselling Session (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.

8.3 Open Learning Development Centre (OLDC)

The Campus of Open Learning has established an Educational Technology Lab, Open Learning Development Centre (OLDC) as a resource Centre at Academic Research Centre opposite SGTB Khalsa College, University of Delhi, Delhi-110007. It has been providing technical and resource support for developing basic skills as well as advanced expertise in the field of Distance and Open Education. In OLDC there are laboratories for audio-video e-content development. There is a well-equipped studio which contains all modern equipment to address the present needs of open and distance education/online education.

## 8.4 Educational Technology Lab

The Educational Technology Lab (ET LAB) is actively engaged in promoting the use of Educational Technology at the Institution and also at the national level. Some of its major activities are:

➢ Design & Development of Instructional Resources : In the form of videos and web based.

➢ Provision and maintenance of AV equipment for classroom teaching.

➢ Video and computer based instructional packages.

➢ Organizing training programmes for faculty and professionals across the country.

➢ Video conferencing for faculty selection interviews and meetings.

➢ E-Learning and MOOCs (Massive open online courses)

➢ Undertaking sponsored and research projects.

➢ Dissemination of Instructional Resources : Through development of information brochures and databases.

Facilities

✓ The Educational Technology Services Centre has a computer laboratory with modern multimedia capabilities and internet connectivity.

✓ Non-linear editing set up and Live Streaming setup are available for Post Production and Video streaming.

✓ The Centre has a modern video studio with recording and editing facilities in Digital format.

✓ Video conferencing for faculty selection interviews and meetings.

✓ Training programmes for faculty and professionals across the country.

✓ Video and computer based instructional packages.

✓ Provision and maintenance of AV equipment for classroom teaching.
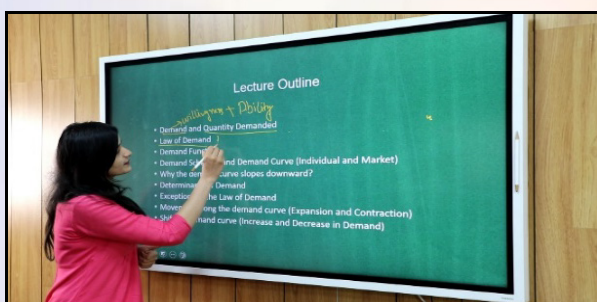
8.5 Project Activity

In order to provide practical understanding of the subject, project activity is a mandated part of the BLISc and MLISc programme as it not only provides field exposure but also enhances the practical/field/research understanding of the learners.

8.6 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 has ample collection of textbooks, general books, reference books, journals and magazines. The Following services/facilities are provided in the library:

1) Registration & Renewal of membership
2) Lending service
3) Reference Service
4) Reading Room facility
5) Book Bank facility
6) N-List (National Library and Information) Services
7) DELNET (Developing Library Network) Services
8) EOC (Equal Opportunity Cell) for visually impaired students

9) Web OPAC Service
- The book/books will be issued for a fortnight (15 days) only.
- The timings of the Library (Subject to change) are as follows:
  09.30a.m. to 5.00 p.m.: (Except Sundays and holidays)

On Sundays and other Holidays, the Library will remain open during Academic Counselling Session, PCP Classes. All students are advised to get themselves registered with the Library within TWENTY DAYS OF THE ALLOTMENT of their Department/School Admission Numbers. Students desirous to become members of the library will have to bring with them the fee receipt along with their Identity Card for registration. Students shall carry their Identity Card on every visit to be shown at the library gate. If this card is lost by the student, a duplicate can be obtained from the School on payment of Rs. 30/-. If any book(s) issued is/ are lost, the students will be required to replace it by the latest edition of the book(s). Reference Books and Magazines are not issued under any circumstances.

8.7 Book Bank

The Department/School has the facility of Book Bank for the marginalized/weaker section student wherein enough books are provided to these students through the semester. The criteria for availing books from the Book Bank is the same as in the case of fee concession.

8.8 Dialogue/Samvad

This is a bilingual Newsletter that attempts to establish a channel of communication between students and teachers.

8.9 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.

8.10 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.

8.11 Fee Concession/Financial Assistant to Students

8.11.1 Fee Concession / Book Bank Facility

- Fee Concession and Book Bank facility is available for students whose family income from all sources is below 2.5 Lakh per annum.
- To avail this facility the applicant must upload Income Certificate (Government/ Private/ Notary) and also tick ( ) in the column in the admission form for fee concession and Book Bank.

Note: Applicants are not entitled to avail this facility if they do not tick ( ) in the appropriate columns and have not uploaded the Income Certificate.

8.11.2 Financial Assistance

Financial Assistance is provided by DDCE,COL/SOL for students belonging to economically weaker section. A student will receive an amount of Rs. 2500/- in addition to exemption of tuition fees. Students should submit an application to the Assistant Registrar Admission North/South/West, along with the documents/ Certificates listed against the various categories given below.

1. Students who belong to the below mentioned categories can avail Financial Assistance on production of the relevant Card/Certficate.

   a) B.P.L (Ration Card), b) A.A.Y. (Ration Card), c) Labour Card, d) PRS (Ration Card), e) PwBD cases of the above four categories (This is an addition to fee waiver).

2. Students who belong to the following Categories can avail of Financial Assistance on producing the relevant certificate along with Income Certificate* of Rs.2.5 Lakhs or Less per Annum.

   Income Certificate issued by the Govt., Revenue Department, Tehsildar, SDM, Patwari.

   (a) Single Parent, (b) Death of Parent/s, (c) Divorced Female Students, (d) Divorce Parents, (e) Medical Cases.

3. Cases of other deserving students will be considered by the Committee. Application to be submitted to Assistant Registrar North, South and West Admission Section along with Income Certificate* of Rs.2.5 Lakhs or Less per annum.

   Income Certificate issued by the Government (State or Central), Revenue Department, Tehsildar, SDM, Patwari.

8.11.3 PwBD Category

As per Delhi University Notification No.Aca.1/082/2001/ PwBD/2012- 2013/355, dated 13th Sept.2013, the following amendment to ordinance (4) of the university has been added after subclause 2 of Ordinance (4) of the said Ordinance. "Provided that the Persons with Physical Disabilities shall be waived off all the fees payable including the Examination fee and other University fees (Except Admission fee). Subscription towards Delhi University Students Union and identity Card fee for pursuing Undergraduate, Post-graduate courses in the University or its Colleges.

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 being done as per PwBD Act-2016.

8.11.4 Facilities for Students with Disabilities

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

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

8.11.5 Financial Assistance to SC/ST Students

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.

8.11.6 Financial Assistance to Transgender Students

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

8.11.7 Fee Concession to University/Department/School Employee/Ward

The University employees and the employees working in affiliated colleges of the University of Delhi on permanent post can be granted exemption from payment of tuition fee. However, the employee has to produce documentary proof for the same. The ward/s of permanent employee of DDCE,COL/SOL are also exempted from paying tuition fee. However, the application must be verified by the Establishment Branch.

8.12 DEB-UGC Recognition

All the Courses offered by Department/School, are recognized by the Distance Education Bureau UGC for the Year 2022-23.

9. OTHER IMPORTANT INFORMATION

9.1 Documents to be uploaded at the time of Admission.

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

Bachelor of Library and Information Science (BLISc)	• *Self-attested copy of Class-X Certificate and Marksheet bearing date of birth (10 KB to 200 KB, PDF/JPEG Format)* • *Self-attested copy of Class-XII Certificate and Marksheet (10 KB to 200 KB, PDF/JPEG Format)* • *Graduation marksheet and provisional Certificate/Degree (10 KB to 200 KB, PDF/JPEG Format)* • *Recent Photograph and Signature. (10 KB to 200 KB, JPEG only)* • *PwBD certificate for PwBD candidates*
Master of Library and Information Science (MLISc)	• *Self-attested copy of Class-X Certificate and Marksheet bearing date of birth (10 KB to 200 KB, PDF/JPEG Format)* • *Self-attested copy of Class-XII Certificate and Marksheet (10 KB to 200 KB, PDF/JPEG Format)* • *Graduation marksheet and provisional certificate/ Degree (10 KB to 200 KB, PDF/JPEG Format)* • *BLISc marksheet and provisional Certificate/ Degree (10 KB to 200 KB, PDF/JPEG Format)* • *Recent Photograph and Signature. (10 KB to 200 KB, JPEG only)* • *Reserved Category certificate (SC/ST/OBC/EWS/ PwBD) (10 KB to 200 KB, PDF/JPEG Format)*

9.2   Additional Information:

1. 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.

2. 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.

3. 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.

4. There is no restriction on admission in any course for gap year students.

5. There is no provision of admission for compartmental candidates in UG Courses.

6. A candidate who registers himself/herself under SC/ST Category is required to produce the Category Certificate of Scheduled Caste/Scheduled Tribe in his/her own name. The Issuing Authority of the SC/ST Certificate must be any one of the following:

    i)   District Magistrate / Additional District Magistrate /

    ii)   Collector I Deputy Commissioner / Additional Deputy Commissioner I Deputy Collector / 1st Class Stipendiary Magistrate / City Magistrate / Asstt. Commissioner.

    iii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.

    iv)   Revenue Officers not below the rank of Tehsildar.

    v)   Sub-Divisional Officer of the area where the candidate or his family normally resides.

    vi)   Administrator / Secretary to Administrator /Development Officer(Laccadive and Minicoy Island).

7. 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 taken into account.

8. Candidates must ensure their respective eligibility to the course to which they apply. The Department/School reserves the right to cancel any admission at any stage if the candidate is found to be ineligible as per rules and regulations prescribed by the University from time to time. For any dispute, jurisdiction shall be the Delhi Courts only.

9. As per Distance Education Bureau (DEB) wide notification no.F.No.1-8/2022(DEBI) dated 13.07.2022 there is no need to appear in CUET 2022 to take Admissions in the courses offered through Distance Mode.

9.3 List of Holidays

List of declared holidays for the year 2023-24 session is provided below for the reference of students:

HOLIDAYS		
Id-ul-Zuha (Bakrid)	29th June 2023	Thursday
Muharram	29th July 2023	Saturday
Independence Day	15th August 2023	Tuesday
Janmashtami	07th September 2023	Thursday
Mila-un-Nabi or Id-e-Milad	28th September 2023	Thursday
Mahatma Gandhi's Birthday	02nd October 2023	Monday
Dussehra	24th October 2023	Tuesday
Diwali	12th November 2023	Sunday
Guru Nanak's Birthday	27th November 2023	Monday
Christmas Day	25th December 2023	Monday

9.4 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 -

   involve physical assault or threat to use physical force

   a. violates the status, dignity and honor of women students

   b. violates the status, dignity and honor of students belonging to the scheduled castes and tribes

   c. exposes students to ridicule and contempt and affects their self-esteem

   d. 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. Not withstanding 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.

10. STUDENT'S BYTES
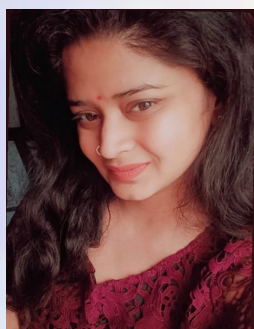
This is Vandana Varma, Student of (MLISc) first batch of SOL University of Delhi. I choose Delhi University (SOL) because it provides the best facilities and environment for the students of the campus. The faculty members are very hardworking and responsible. My opinions on the course curriculum, academics and facilities are the best for the students of the campus. Delhi University SOL provided us the opportunity of an internship of one month period of time and I feel blessed to have the opportunity.

I am Anshika, a fellow student of BLISc, SOL DU Batch 2022~2023. I admire of how well the Faculty as well as the Teachers have welcomed and nurtured us with the best of their guidance. Both the Teachers as well as Faculty members have provided us unconditional support in every inch of this course, be it live classes which comes handy when one is absent or be it one-on-one dicussion, we were given all and every help possible throughout this course. I am very thankfull of my Teachers and Faculty members for their unstinted support. They have helped me in performing the best in every twist and turns of this career oriented course. Thank you!

Rahul Shah, BLISc- Librarianship is a growing field, which requires practical experience, proficiency, and professionalism. BLIS offered by SOL, Delhi University is providing relevant curriculum and pedagogy, which is crucial in contemporary period. The course also focussed on providing basic knowledge of computer and its application in Library and Information activities for the students. The faculties are supportive, and work with the principle of skilling, scaling, and smart work. The Programme will help those who are already employed in different types of libraries and aspire for better employment. It also provides a platform for the fresh mind who wishes to pursue a career in library and information science.

I still remember our orientation on the first day by Projes sir. "Each and every one of you is really important to us. If you don't understand anything, pause and ask. We shall provide remedial classes also". These words are true across the entire course till now. We are provided excellent infrastructure equipped with projectors in each classroom, computer labs to learn library automation , hardcopies of classification schemes , very green and clean premises enabling efficient learning. Joint Director sir and all three faculty madams are also constant support to us for administrative purposes. -- Kirti Jain, BLISc.

I am Kunal Kumar, student of BLISc from the School of Learning. My experience with all the faculty members are delightful and amazing and I feel lucky to get a chance to learn new and important things this semester. One of the most important tools that I have learned are goal setting, note taking and researching and for that I am really thankful to Prof. Projes Roy sir who always taking time from his busy schedule and be there to solve my problems and to other teachers who were very supportive and gave me advice and solve the queries. After completion of this course, I will pursue for MLISc and PhD in library science to enhance my knowledge and career advancement. Finally, I wish all the future students' good luck and a successful experience with this course.

I am Sunidhi Student of (School of Open Learning ,University of Delhi) I am pursuing BLISc from SOL DU this is our first batch here and we learned alot our faculty (Prof. Projes Roy, Ms. Saloni Priya, Mrs.Rekha Devi, Dr. Aditi Rao, Dr. Shehbaz Naqvi, Dr. O.P Verma and rest of the members of BLISc are so much passionate, dedicated to their profession, they taught very well to us clarify our each and every doubt whenever we need them they helped us in learning this new concept so well, throughout our project work they helped us to innovate more in every field, with this we are not only prepared for Masters exam, but I am sure that we are well prepared for further competitive exams our study material is truly precise with the syllabus every thing is done in planned way with proper guidance, I hope those Students who want to pursue Library and Information Science in future this will be the best platform to learn. At last I just want to thanks our respected Prof. Projes Roy sir, not only for teaching us but motivating us in every manner sir you will be always be an inspiration for me.

Myself Shubham and I am pursuing Master's in Library and Information Science from University of Delhi from 2022-23 Batch. It's a great initiative by DU SOL to start a program for Library and information science through distance mode for both BLIS and MLIS I have been waiting this for a long time and we all will get live classes also recordings of those classes available so we can easily access at any time they also provide doubts clearing sessions in evening also the practical classes available for different subjects and main thing is they also provide paid internships in the reputed firms as per your qualifications so each and every one can also get the practice in hand as per their profile they are definitely providing the better study material as well as best lecturer for the subjects and specific topics.

11. EXPERT TALKS

The department organized international and national expert talks for our faculties and students of the Department of Library and Information Science, School of Open Learning/ Campus of Open Learning, University of Delhi.

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

FIRST SEMESTER

Paper- B-101 - LIBRARY, INFORMATION AND SOCIETY*

UNIT – I: Role of Libraries

Library as a Social Institution

Development of Libraries in India

Role of Library and Information Centres in Modern Society

Five Laws of Library Science

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

National Library of India: Concept, Functions and Services

Public Libraries, Academic Libraries and Special Libraries

Professional Associations: ILA, IASLIC, CILIP, ALA, Aslib, SLA

National and International Organizations: RRRLF, UNESCO and IFLA

Digital Libraries

UNIT – III: Library Legislation

Library Legislation: Need, Purpose, Objectives and Model Library Act

Library Legislation in India: Structure and Salient Features

Press and Registration Act

Delivery of Books (Public Libraries) Act

UNIT – IV: Information and Communication

Information: Characteristics, Nature, Value and Use of Information

Conceptual difference between Data, Information and Knowledge

Communication channels, models and barriers

National Knowledge Commission and Information Policy

Information Intermediaries

UNIT – V: Library and Information Profession

Professional Skills and Competencies

Professional Ethic

Role of Library and Information Professionals in Digital Era

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

Recommended Books

1. **BHATT (R K):** History & Development of Libraries in India (1995), Mittal Publications, NewDelhi.

2. **CHAPMAN (EA) and LYNDEN (FC)**: Advances in Librarianship (2000), Academic Press, SanDiego.

3. **CHOWDHURY (GG), BURTON (PF) and McMENEMY(D):** Librarianship: the complete introduction (2008), Neal-Schuman Publishers, New York.

4. **FEATHER (J):** The Information Society: a study of continuity and change (Ed. 5. 2008), FacetPublishing, London.

5. **KHANNA (JK):** Library and Society (1955), Research Publication, Kurukshetra.

6. **KRISHAN KUMAR:** Library Organisation (1993),Vikas, New Delhi.

7. **MARTIN (W J):** The information Society (1988) Aslib, London.

8. **PRASHER (R G):** Information and its Communication (1991), Medallion Press, New Delhi.

9. **RANGANATHAN (S R):** Five laws of Library Science (Ed. 2,1989), Sarada RanganathanEndowment for Library Science, Bangalore.

10. **SINGH (S P):** Special Libraries in the Electronic Environment (2005), Bookwell, New Delhi.

11. **VENKTAPPAIAH (V) and MADHUSUDHAN (M):** Public Library Legislation in the newMillennium (2006), Bookwell, New Delhi.

Paper: B-102 LIBRARY CLASSIFICATION (Theory)

UNIT - I: Elements of Library Classification

Concepts, Terminology

Need, Purpose and Functions

Species of Classification Schemes

UNIT - II: Theory and Development

Historical Development

General Theory: Normative Principles

Modes of Formation of Subjects

UNIT – III: Approaches to Library Classification

Postulational Approach and Systems Approach

Fundamental Categories, Facet Analysis and Facet Sequence

Phase Relation and Common Isolates

Devices in Library Classification

UNIT – IV: Notation and Construction of Classification Number

Notation: Need, Purpose, Types and Qualities

Call Number: Class Number, Book Number and Collection Number

Construction of Class Numbers

UNIT – V: General and Special Classification Schemes

Dewey Decimal Classification

Universal Decimal Classification

Colon Classification

Current Trends in Library Classification

Recommended Books

1. **KRISHAN KUMAR:** Theory of Classification (1993),Vikas, New Delhi.

2. **MANN (Margaret):** Introduction to Cataloguing and the Classification of Books (Ed. 2, 1943)ALA, Chicago.

3. **RANGANATHAN (SR):** Descriptive account of the Colon Classification (1990) Sarada RanganathanEndowment for Library Science, Bangalore.

4. **RANGANATHAN (SR):** Prolegomena to Library Classification (Ed 3, 1989),Sarada RanganathanEndowment for Library Science, Bangalore.

5. **SAYERS (WCB):** Manual of Classification for Librarians (Rev. by Arthur Malt by Ed. 5, 1975),Andre Deutsch, London.

6. **SAYERS (WCB):** Introduction to Library Classification (Rev. by Arthur Malt by Ed. 9, 1958),Grafton, London.

7. **WYNAR (Bohdan S):** Introduction to Cataloguing and Classification (Ed 7, 1985) LibrariesUnlimited, New York.

Paper- B-103 - LIBRARY CLASSIFICATION (Practical)

UNIT – I: Colon Classification (Ed. 6)

Introduction, Structure and Organization

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 Organization

Steps in Classification

Classification of Documents using Table 1 and 2

Use of Relative Index

UNIT – III: Colon Classification (Ed. 6)

Use of Common Isolates, Phase Relations and Devices

Classification of Documents with Compound and Complex Subjects

UNIT – IV: Dewey Decimal Classification (Latest Edition)

Classification of Documents using Tables 1 to 7

Recommended Books

1. **DEWEY (Melvil):** Dewey Decimal Classification (Ed. 21, 1996) Forest Press, Dublin, USA.

2. **KAULA (P N):** A Treatise on Colon Classification (1985), Sterling Publishers, New Delhi.

3. **RANGANATHAN (SR):** Elements of Library Classification (1989), Sarada Ranganathan Endowmentfor Library Science, Bangalore.

4. **RANGANATHAN (SR):** Colon Classification (Ed.6, 1960), Sarada Ranganathan Endowment forLibrary Science, Bangalore.

5. **SATIJA (M P):** Manual for Practical Colon Classification (Rev. Ed.3, 1995), Sterling Publishers,New Delhi.

6. **SATIJA (MP):** The Theory and Practice of the Dewey Decimal Classification System (2007),Chandos Publishing, Oxford.

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

UNIT – I: Introduction to Computers

Computers: Generations, Types, Input and Output Devices, Computer Architecture

Data Representation and Storage

Introduction to System Software and Application Software

Operating Systems: DOS, Window XP, Vista, Windows NT, Linux, etc.

Word Processing, Spreadsheets, PowerPoint Presentation

Graphics Software: Basic Functions and Potential Uses

Communication Software

UNIT – II: Library Automation

Library Automation: Planning and Implementation

In-house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC, etc.

Bibliographic Standards: CCF and MARC 21

Introduction to Metadata: Types of Metadata Dublin Core

Library Software Packages: Overview and House Keeping Operations

Case Studies: WINISIS, Alice for Windows and SOUL

UNIT – III: Database Management Systems

Database: Concepts and Components

Database Structures, File Organization and Physical Design

Database Management System: Basic Functions, Potential Uses

UNIT – IV: Web Interface to WINISIS Databases

Introduction to Web Interface: WWWISIS

Introduction to Web Servers: Apache Server and Internet

Information ServerWeb 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

Recommended Books

1. **DEEPALI (Talagala):** Web Interface for CDS/ISIS: GENISIS (webv.3.0, 2003), Sri Lanka LibraryAssociation, Colombo.

2. **HARAVU (L J):** Library Automation Design, Principles and Practice (2004), Allied Publishers, NewDelhi.

3. **INFLIBNET.** Software for University Libraries User Manual (2003) INFLIBNET, Ahmedabad

4. **NEELAMEGHAN (A) and LALITHA (S K):** Tutor +: A Learning and Teaching Package on Hypertext Link Commands in WINISIS(2001),Sarada Ranganathan Endowment for Library Science, Bangalore.

5. **NEGUS (Christopher):** Linux Bible.(2005), John Wiley, New York.

6. **RAJARAMAN (V):** Introduction to Information Technology (2007), Prentice-Hall of India, NewDelhi.

7. **SIMPSON (Alan):** Windows XP Bible.(2004) John Wiley, New York.

8. **SIMPSON (Alan) and JONES (Bradley L):** Windows Vista Bible.(2007), John Wiley, New York.

9. **UNESCO**: CDS/ISIS for windows: reference manual (vo1.5, 2004) UNESCO, Paris.

10. **WALKENBACH (John):** et al. Office 2007 Bible.(2007) John Wiley, New York.

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

UNIT – I: Operating Systems and Application Software

Installation and Functions of Different Operating Systems: Window XP, Vista, Windows NT, LinuxSetting of Desktop, Library Server and its Maintenance.

Creating Presentations with PowerPoint

Editing and Formatting Word Documents

UNIT – II: Database Creation and Library Software

Installation and Creation of Databases: Import, Export, Hyperlinks and Printing of Records using WINISIS

Alice for Windows: Installation, Configuration and Functions

Installation, Configuration and Application of SOUL

UNIT – III: Database Web Interface

GENISIS: Installation, Config. and FunctionsWeb Interface to WINISIS using GENISIS 23 24

UNIT – IV: Online and Offline Searching

Web Searching

Advanced Internet Searching

Search through Meta Search EnginesOffline Databases

Internet and E-mail

Recommended Books

1. **CHOWDHURY (GG) and CHOWDHURY (Sudatta):** Searching CD-ROM and OnlineInformation Sources (2000) Library Association, London.

2. **CHOWDHURY (G G) and CHOWDHURY (Sudatta):** Organizing Information - from the shelf tothe web (2007), Facet Publishing, London.

3. **COOPER (Michael D):** Design of Library Automation Systems: File Structures, Data Structuresand Tools (1996), John Wiley, New York.

4. **INFLIBNET:** Software for University Libraries User Manual (2003), INFLIBNET, Ahmedabad.

5. **NEELAMEGHAN (A) and LALITHA (SK):** Tutor + : A Learning and Teaching Package on Hypertext Link Commands in WINISIS(2001),Sarada Ranganathan Endowment for Library Science, Bangalore.

6. **NEGUS (Christopher):** Linux Bible.(2005), John Wiley, New York.

7. **SIMPSON (Alan):** Windows XP Bible.(2004), John Wiley, New York.

8. **UNESCO.** CDS/ISIS for windows: reference manual (vo1.5, 2004), UNESCO, Paris.

9. **WALKENBACH (John):** et al. Office 2007 Bible (2007) John Wiley, New York.

10. **WINSHIP (Ian) and McNAB (Alison):** The Student's Guide to the Internet (2000), LibraryAssociation, London.

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

Objectives:

i) to train the students in literature searching using print and online sources on the assigned area of study;

ii) to train the students in preparing bibliography and documentation list on the assigned area of study;

iii) to expose the students with the real working environment of a library by assigning them a topicrelated with the library operations, and

iv) to train them in preparing the state-of-the-art report on the assigned area of study.

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

SECOND SEMESTER

Paper: B-107 MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

UNIT – I: Principles of Library Management

Management vs Administration

General Principles and their Application

Library Organisation Structure and Library Governance

Library Planning: Need, Objectives and Procedures

Basics of Total Quality Management

UNIT – II: Financial and Human Resource Management

Library Finance and Sources of Finance

Library Budget,

Budgeting and Accounting

Human Resource Management: Selection, Recruitment, Training, Development, Performance Appraisal

UNIT – III: Library Building and Resources Management

Library Building

Collection Development

Acquisition of Periodicals and Serials

Technical Processing of Documents

UNIT – IV: Services and Maintenance of the Library

Circulation Work

Maintenance Shelving and Stock Verification

Preservation

Library Services

Reference and Information Service

UNIT – V: Library Records and Statistics

Staff Manual

Library Statistics

Annual Report

Recommended Books:

1. **BRYSON (Jo):** Effective library and information centre management (1990) Gower, Hants.

2. **CLAYTON (PR) and GORMAN (GE):** Managing Information Resources in Libraries: CollectionManagement in Theory and Practice (2006), Facet Publishing, London.

3. **EVANS (GE) and SAPONARO (MZ):** Developing Library and Information Centre Collections (Ed.5, 2005) Libraries Unlimited, London.

4. **KATZ (WA):** Collection Development- the Selection of Materials for Libraries (1980), Holt, Rinehart and Winston, New York.

5. **KRISHAN KUMAR:** Library Management in Electronic Environment (2007), Har-Anand Publications, New Delhi.

6. **MATTHEWS (J):** Strategic Planning and Management for Library Managers (2005), LibrariesUnlimited, London.

7. **MITTAL (R):** Library Administration- theory and practice (2007), EssEss, New Delhi.

8. **RANGANATHAN (SR):** Library Administration (2006),EssEss,New Delhi.

9. **SEETHARAMA (S):** Guidelines for Planning of Libraries and Information Centres (1990),IASLIC, Calcutta.

10. **STUEART (R D) and MORAN (B B):** Library and Information Centre Management (2007),Libraries Unlimited, London.

Paper: B-108 INFORMATION SOURCES AND SERVICES

UNIT- I: Fundamental Concepts

Meaning, Definition, Importance, Nature and Characteristics

Printed and Electronic Information Sources

Types of Information Sources and Services Criteria for Evaluation of Reference Sources

UNIT- II: Sources of Information

Primary Information Sources: General introduction (Periodicals, Conferences, Patents, Standards, Thesis/Dissertations, Trade Literature etc.)

Secondary Information Sources: Dictionaries, Encyclopaedias, Biographical, Geographical, Bibliographies,Indexing and Abstracting, Newspaper Indexes and Digests, Statistics, Handbooks and Manuals

Tertiary Information Sources: Directories, Year books, Almanacs, Bibliography of Bibliographies, Union Catalogues.

UNIT- III: Reference and Information Services

Users and their Information Needs

Theory and Functions of Reference and Information Service

Enquiry Techniques

Role of Reference Librarian and Information Officer in Electronic Environment

UNIT- IV: Types of Information Services

Documentation Services: Abstracting and Indexing Services

Alerting Services, CAS, SDI, Reprographic Service, Translation Service,Document Delivery and Referral Service

UNIT- V: Information Literacy Programmes

Concept, Objectives, Initiation of Users

Users and their Information needs: Categories of users, Ascertaining users

Information needsInformation Literacy Products

Recommended Books

1. **CHENEY (FN) and WILLIAMS (WJ):** Fundamental Reference Sources (Ed. 3, 2000) ALA,Chicago.

2. **CRAWFORD (John)**: Evaluation of Library and Information Services (2000) ASLIB, UK.

3. **FARMER (LSJ)** (E d.2007): The Human Side of Reference and Information Services in AcademicLibraries: Adding Value in the Digital World, Chandos Publishing, Oxford.

4. **FOSKETT (DJ)**: Information Service in Libraries (Ed.2. 1967) Archon Book Hamden, Connecticut.

5. **FOURIE (D) and DOWELL (D)**: Libraries in the information age (2002), Libraries Unlimited, NewYork.

6. **KATZ (William A)**: Introduction to reference work: Reference Service and Reference Process (v.2,Ed. 5, 1987) McGraw-Hill, New York

7. **KRISHAN KUMAR:** Reference Service (Ed. 3, 1996) Vikas Publishing, New Delhi.

8. **RANGANATHAN (S R)**: Reference Service (Ed 2, 1989) Ranganthan Endowment for LibraryScience, Bangalore.

9. **WALFORD (A J)**: Guide to Reference Books (Vol.3, Ed. 4, 1980) Library Association, London.

10. **WOODSWORTH (Anne) and WILLIAMS (James F)**: Managing the Economics of Owning,learning and contracting out information services (1993) Gower, London.

Paper: B-109 LIBRARY CATALOGUING (Theory)

UNIT – I: Fundamental Concepts and Historical Developments

Library Catalogue: Definition, Objectives, Purposes and Functions

History and Development of Library Catalogue Codes

Physical Forms of Catalogues

Types of Catalogues

UNIT – II: Types of Catalogue Entries

Kinds of Entries

Data Elements in Different Types of Entries

Filing of Entries in Classified and Alphabetical Catalogues

UNIT – III: Choice and Rendering of Headings

Personal Authors: Western and Indic Names

Corporate Authors

Pseudonymous, Anonymous Works and Uniform Titles

Non-Print Resources

UNIT – IV: Subject Cataloguing

Subject Cataloguing: Concept, Purpose and Problems

Chain Indexing

Subject Headings Lists: LCSH, SLSH

UNIT –V: Trends in Library Cataloguing

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

Recommended Books

1. **AMERICAN LIBRARY ASSOCIATION**, et al. Anglo-American Cataloguing rules (Rev. Ed. 1998) Library Association, London.

2. **BOWMAN (J H)**: Essential Cataloguing (2003) Facet Publishing, London.

3. **HUNTER (EJ) & BAKEWELL (KGB)**: Advanced cataloguing (1989) Clive Bingley, UK.

4. **KUMAR (G) and KUMAR (K)**: Theory of Cataloguing (Rev. Ed.5, 1993) South Asia Books, New Delhi.

5. **MILLER (J)**, Ed. Sears List of Subject Headings (Ed.15, 1994) Wilson, New York.

6. **RANGANATHAN (S R)**: Classified catalogue code with additional rules for dictionary catalogue code (Ed. 5 (with amendments) 1989) Sarada Ranganathan Endowment for Library Science, Bangalore.

7. **READ (J)**: Cataloguing without tears: managing knowledge in the information society (2003) Chandos Publishing, Oxford.

8. **TAYLOR (AG) and MILLER (David P)**: Wynar's introduction to Cataloguing and Classification (Ed.10, 2006) Libraries Unlimited, London.

Paper: B-110 - LIBRARY CATALOGUING (Practical)

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

UNIT - I: Classified Catalogue Code

Works of Single and Shared Authorship

Works of Mixed Responsibilities

Editorial Publications

Series Publications

Multi- volumed Works & Pseudonymous

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

Works of Single and Shared Authorship

Works of Shared Responsibilities

Editorial Publications

Multivolume and Pseudonymous

UNIT - III: Classified Catalogue Code

Works of Corporate Authorship

Works of Conflict of Authorship

Periodical Publications

Ordinary and Artificial Composite Books

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

Works of Corporate Bodies

Serial Publications

Works of Editorial Direction

Recommended Books

1. **AMERICAN LIBRARY ASSOCIATION**: Anglo-American Cataloguing rules (Rev Ed. 2, 1998) Library Association, London.

2. **MILLER (Joseph)**, Ed. Sears list of subject headings (Ed 15, 1994) Wilson, New York.

3. **RANGANATHAN (S R)**: Classified catalogue code with additional rules for dictionary catalogue code (Ed. 5 (with amendments) 1989) Sarada Ranganathan Endowment for Library Science, Bangalore.

Paper: B-111 - INTERNSHIP PROGRAMME

UNIT- I: Internship Programme

A.   Report on Internship Programme

B.   Viva-Voce

Objectives:

i)   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

ii) to train them in preparing the Internship Report in a prescribed format based on their practicaltraining 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, immediately after the Second Semester Examination.

MASTER OF LIBRARY AND INFORMTATION SCIENCE
FIRST SEMESTER
COMPULSORY COURSES

Paper: M-101 INFORMATION SYSTEMS AND PROGRAMMES*

UNIT – I: Information Systems and Organisations

Information Organisation as a System: Basic Concepts, Types and Characteristics of an Information System

Kinds of Information System: Libraries, Documentation Centres and Information Centres

Data Centres, Information Analysis Centres, Referral Centres and Clearing Houses

Archives and Translation Pools: Functions and Services

UNIT – II: National Information System and Policy

Planning and Design of National Information System

National Information Policy

National Information Systems: NISCAIR, DESIDOC, NASSDOC, SENDOC, NDCMC, ENVIS, etc.

UNIT – III: Global Information Systems

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

UNIT – IV: Resource Sharing, Library Networks and Library Consortia

Programmes and Activities of INFLIBNET and DELNET

CSIR E-Journals Consortium, UGC-INFONET Digital Library Consortium

UNIT – V: Information Services and Information Products

Information ServicesLiterature Search

Documentation Services, Translation Services

CAS, SDI, Document Delivery Service, Alert Services and INTERNET Services

Information Products: Newsletter, In-house Journal, State of the Art Report, Trend Report, etc.

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

Recommended Books

1. **ATHERTON (Pauline):** Handbook for information system and services (1997), UNESCO, Paris.
2. **BAMAN (P)**: Studies on information systems, services and programs in India and abroad (1993)Ajanta, Delhi.
3. **BARUA (B P)**: National policy on library and information systems and services for India:perspectives and projections. 1992. Popular Prakashan, New Delhi.
4. **BURCH (J G) and GRUDNITSKI (G)**: Information systems: theory and practice (1986) Wiley,Singapore.
5. **KENT (A):** Resource sharing in libraries: why, how, when next action step (1974) Marshal Dekker,New York.
6. **KOCHTANEK (TR) and MATTHEWS (JR):** Library information systems: from library automation to distributed information access solutions (2002) Libraries Unlimited, West Westport.

7. **NEELAMEGHAN (A) and PRASAD (K N),** Eds. Information systems, networks and services inIndia (2 vols. 1998) Ranganathan Centre for Information Studies, Chennai.

8. **ROWLEY (J)**: The basics of information system (Ed 2, 1996) Library Association, London.

9. **VICKERY (BC):** Information systems (1973) Butterworths, Washington.

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

UNIT- I: Fundamentals of UDC

Introduction to *Universal Decimal Classification* (Latest Edition): Structure, Principles and Organisation

Classification of Simple and Compound Subject Documents

UNIT- II: Advance Applications of UDC

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

Recommended Books

1. **FOSKET (A C):** Universal Decimal Classification (1973) Clive Bingley, London.

2. **McLLWAINE (I C):** The Universal Decimal Classification: a guide to its use (2007) UDCConsortium, The Hague, Netherlands.

3. **UNIVERSAL DECIMAL CLASSIFICATION:** (Latest Edition) British standards institution,London.

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

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

UNIT–I: Non-Book Materials

Complexities of Periodicals

Manuscripts

Cartographic Materials Microforms Graphic Materials

UNIT–II: Electronic Resources

Sound Recordings

Motion Pictures

Video Recordings

Computer Files

Web Resources

Recommended Books

1. **AMERICAN LIBRARY ASSOCIATION:** Anglo-American Cataloguing Rules (Latest Edition)Library Association, London.

2. **LIBRARY OF CONGRESS SUBJECT HEADINGS:** (Latest Edition) Library of Congress,Washington.

3. **WILKIE (Chris):** Managing film and video collections (1999) ASLIB, London.

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

UNIT–I: Web Technologies in Libraries

Implication of WWW on Library Websites, Web OPACs Web 2.0 and Web 3.0: Features and Functions

Web Directories, Subject Gateways, Library Portals, etc.

Weblogs (blogs), Podcasts, RSS Feeds, Instant Messaging, Wikis, Flickr, etc.

UNIT-II: Integrated Library Automation and Networking Software

Open Source Library Software and Applications

Web based Library Management Software Library Software Securities Parameters

Virtual Library

UNIT–III: Multimedia and Institutional Repositories

Multimedia Applications in Libraries

Image Creation using Photoshop and Corel Draw etc.

Institutional Repositories: Greenstone Digital Library, D space, and E-prints etc.

UNIT–IV: Introduction of Networks

Types of Networks: Network Components, Categories, LAN Standards and Inter-Network Wireless Networking and Emerging Networking Technologies

Data Networks: Integrated Services Digital Network (ISDN), Digital Subscribers Line (DSL), Asynchronous Transfer Mode (ATM), etc. Network Software: Network Operating Systems, Domain Name System and Network Management Systems, etc.

OSI Network Model and TCP/IP Reference Model

UNIT–V: Emerging Technologies in Libraries

RSS Feeds Technology and Libraries

Library Security Technology: RFID, Barcode, Smart Card and CCTV, etc.

Video Conferencing and Audio Conferencing

Functional Requirements for Bibliographic Records (FRBR)

Digital Content Management System

Federated Search and Multimedia Databases Search Protocols: Z39.50 Standard for Retrieval and OAI-PMHArtificial Intelligence and Libraries

Expert Systems in Libraries

Recommended Books

1. **BRADLEY (Phil):** How to use web 2.0 in your library (2007) Facet Publishing, London.
2. **CLYDE (Laurel)**: Weblogs and libraries (2004) Chandos Publishing,Oxford.
3. **EVANS (Woody):** Building library 3.0: issues in creating a culture of participation (2010) ChandosPublishing, Oxford.
4. **GRIFFITHS (Peter):** Managing your internet and intranet services:the information professional'sguide to strategy (Ed.2, 2004) Facet Publishing, London.
5. **JANCZEWSKI (Lech)**: Internet and intranet security management: risks and solutions (2000) Idea,Hershey.
6. **KROSKI (Ellyssa):** Web 2.0 for librarians and information professionals (2008) Neal SchumanPublishers, New York.

7. **LIU (Jia):** Metadata and its applications in the digital library: approaches and practices (2007)Libraries Unlimited, Westport.

8. **PRIMARY RESEARCH GROUP STAFF:** Academic library websites benchmarks (2008)Primary Research Group, New York.

9. **VINCE (J):** Introduction to virtual reality (2004) Springer, London.

10. **WISE (Richard):** Multimedia: a critical introduction (2000) Routledge, London.

Paper: M-105 - RESEARCH METHODOLOGY

UNIT–I: Introduction to Research

Research: Concept, Need and Purpose Research Problem and Research Design

Literature Review

Hypothesis: Definition, Types, Sources and Functions

UNIT–II: Types of Research Methods

Historical, Survey and Experimental Case Study

Scientific Research and Statistical Research etc.

UNIT–III: Research Techniques

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

UNIT–IV: Statistics and its Applications

Descriptive Statistics – Measures of Central Tendency: & Dispersion, Correlations and linear regression, Chi-Square test, t-test, z-test, f-test.51 52

Presentation of Data: Tabular, Graphic, Bar Diagram and Pie Chart, etc.Report Writing

Statistical Packages – MS-Excel, SPSS, and Web-based Statistical Analysis Tools, etc.

UNIT–V: Metric Studies and Style Manuals

Scientometrics, Infometrics and Webometrics

Manual Structure, Style, Contents- ISI, MLA, APA, CHICAGO, etc.

Recommended Books

1. **ALVESSON (M) and SKOLDBERG (K):** Reflexive methodology: new vistas in qualitativeresearch (Ed. 2 Rev. 2010) Sage Publication, London.

2. **BUSHA (CH):** Research methods in librarianship (1990) Academic Press, New York.

3. **GOODE (WJ) and HATT (PK):** Methods in social research (1982) McGraw-Hill, NY.

4. **GREENFIELD (T):** Research methods: guidance for postgraduates (1996) Hodder Arnold, London.

5. **KRISHAN KUMAR:** Research methods in library and information science (Rev. Ed. 1999)Har-Anand Publications, New Delhi.

6. **LANCASTER (F W) and POWELL (R R):** Basic research methods for librarians. 1985. Ablexpublishing, New Jersey.

7. **POWELL (RR) and SILIPIGNI (CL):** Basic research methods for Librarians (Ed. 4, 2004)Libraries Unlimited, Westport.

8. **SINGH (SP):** Research methods in social sciences: a manual forde signing questionnaires (2002)Kanishka, New Delhi.

9. **SLATER (M):** Ed. Research methods in library and information studies (1990) Library AssociationPublishing, London.

10. **YOUNG (PV):** Scientific social survey and research (Rev. Ed. 4, 1984) Prentice Hall, New Delhi.

Paper: M-106 - MARKETING OF LIBRARY ANDINFORMATION 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 StrategiesAdvertising, Sales Promotion

Public Relation

Electronic Marketing

UNIT–IV: Management Consultancy

Evolution, Need and Objectives

Voluntary versus Authenticated Consultancy

Impact of Management Consultancy on Librarianship

Role of Library Associations and LIS Schools

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

Information Analysis and Consolidation: Concept, Need and Purpose

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

Recommended Books

1. **BAKEWELL (K G):** Managing user-centred libraries and information services (Ed. 2, 1997)Maxwell, London.

2. **BUTCHER (Helen):** Meeting manager's information needs (1998) ASLIB, London.

3. **CARPENTER (J) and DAVIES (R):** Quantification of the overseas consulting market for professional consultancy services in librarianship and information science and information management (1992) Research and Development, British Library, London.

4. **COOTE (Helen) and BATCHELOR (Bridget):** How to market your library services effectively(Ed. 2, 1997) Aslib, London.

5. **GUPTA (D K):** et al. Marketing library and information services: international perspectives (2006) K.G. Saur, Munich.

6. **HELINSKY (Z):** A short-cut to marketing the library (2008) Chandos Publishing, Oxford.

7. **JAIN (Abhinandan K)**: et al. Marketing information products and services: a primer for librariesand information professionals (1999) Tata McGraw-Hill, New Delhi.

8. **KOTLER (Philip):L** Marketing management (Ed.12, 2002) Prentice Hall, Delhi.

9. **KOTLER (Philip) and ARMSTRONG (Gary)**: Principle of marketing (Ed. 7, 1996) Prentice- Hallof India, New Delhi.

10. **ROWLEY (Jenifer):** Information marketing (2001) Ashgate London.

SECOND SEMESTER

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

UNIT–I: Website Designing and Navigational Tools

Designing Static and Dynamic Library Websites

Designing Mobile Websites

Developing Web Directories, Subject Gateway and Library Portals

Designing and Developing Library Blogs, RSS Feeds, Wikis and Flickr etc.

Image Creation using Photoshop, Corel Draw etc.

UNIT–II: Integrated Library Management Systems and Institutional Repositories

Installation and Configuration, Hands on Functional Modules of an Integrated Library Management System(Open Source)

Web based Library Management Software

Installation and Configuration, Hands on Collection Building using GLI in Local and Web Library Modes andMetadata Creation

Customization of Green stone Digital Library Software

UNIT–III: Audio and Video Conferencing

Audio Conferencing

Video Conferencing

UNIT–IV: Advanced Searching and Metadata Creation

Downloading MARC 21 Records using Z39.50 Protocol

Federated Search

Creation of Metadata

Recommended Books

1. **BATES (Chris):** XML in theory and practice (2003) John Wiley, Chichester.

2. **BRADLEY (Phil):** How to use web 2.0 in your library (2007) Facet Publishing, London.

3. **COX, (Christopher N):** Federated search: solution or setback for online library services (2006) TheHaworth Press, Philadelphia.

4. **DONNELLY (V):** Designing easy-to-use websites: a hands-on approach to structuring successfulwebsites (2000) Addison-Wesley, Boston.

5. **LOWERY (Joseph W):** Dreamweaver MX bible. (2002) Wiley Publishing, Indian apolis.

6. **LYNCH (P J) and HORTON (S)**: Web style guide: basic design principles for creating web sites.(Ed.3, 2010) Yale University Press, London.

7. **McCLELLAND (Deke):** Photoshop 7 bible. (2003) Wiley Publishing, New York.

8. **SIMMONS (Curt):** Microsoft office front page 2003 bible with CDROM (2003) Wiley Publishing,Indian apolis.

9. **ULLMAN (Larry)**: Building a web site with ajax: visual quick pro guide (2007) Peachpit Press,Berkeley.

10. **WITTEN (Ian H) , BODDIE (Stefan) and THOMPSON(John):** Greenstone digital library user'sguide (2006) New Zealand Digital Library Project, New Zealand.

Paper: M-108 - INFORMATION STORAGE AND RETRIEVALSYSTEM

UNIT–I: Fundamental Concepts

Concept, Characteristics, Objectives, Types, Operations and Design Compatibility of ISAR System

Information Retrieval Process and Search StrategyEvaluation of ISAR System

Vocabulary Control Tools: Classification Schedules, Subject Heading Lists and ThesaurusNeed, Structure and Construction of Thesaurus

Principles and Evolution of Bibliographic Description

UNIT–II: Knowledge Management

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

UNIT–III: Bibliographic Description

Rules for Bibliographic Description Standards for Bibliographic Record Formats Metadata Concept

Metadata Standards: Dublin Core, MARC 21, etc.

UNIT–IV: Search Techniques and Information Retrieval

Man and Machine Retrieval System

Search Strategies: Boolean Operations, Proximity Search, Heuristic Search, Navigational Search, etc.Internet Searching and Meta Search Engines

Data Mining, Data Harvesting and Semantic Web Knowledge Management Retrieval

Recommended Books

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

Paper: M-109 - INFORMATION LITERACY APPLICATIONSINLIS

UNIT–I: Fundamental of Information Literacy

Concept, Need and ObjectivesAreas of Information Literacy

Standards and Models in Information Literacy

Role of Institution in Information Literacy

UNIT-II: Information Literacy Programmes

Scope of Information Literacy Programme

National Programmes in Information Literacy

International Programmes in Information Literacy

UNIT–III: Methodology of Information Literacy

Information Literacy Products: Library Brochure, Database Brochure, Web based Access Instructions,Information Bulletin

Designing of Information Literacy Programme

Implementation of Information Literacy Programmes

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

Information Literacy for Users Information Literacy for Professionals

Information Literacy for Research and Development

UNIT-V: Trends in Information Literacy

Web based Information Literacy System

OPAC Information Literacy System

Life Long Learning System

Recommended Books

1. **AMERICAN ASSOCIATION OF SCHOOL LIBRARIANS ANDASSOCIATIONS FOR EDUCATIONAL COMMUNICATIONSAND TECHNOLOGY:** Information Standards for Student Learning (1998) American Library Association, Chicago.

2. **AMERICAN LIBRARY ASSOCIATION:** Information Literacy: a position paper on information problem solving (2000) availableat:www.ala.org/assl.positions/PS_infolit.html (accessed 21 July 2003)

3. **ASSOCIATION OF COLLEGE AND RESEARCHLIBRARIES:** Objectives for InformationLiteracy Instruction: A Model Statement for Academic Librarians. (2001). ACRL, available at: www.ala.org/acrl/guides/objinfolit.html (accessed 21 July 2003).

4. **BALDWIN (VA):** Information Literacy in Science & Technology Disciplines, Library Conference Presentation and Speech s(2005) University of Nebraska, Lincoln. Available at: http://digitalcommons.unl.edu/library_talks/11

5. **DELCOURT (M) and HIGGINS (CA)**: Computer technologies in teacher education: the measurement of attitudes and self-efficacy. Journal of Research and Development in Education (1993) 27; 31-7.

6. **EISENBERG (MB):** et al. Information Literacy: Essential Skills for the Information Age (2nd ed. 2004) Libraries Unlimited, Westport.

7. **GRASSIAN (ES):** Learning to lead and manage information literacy instruction (2005) Neil Schuman Publishers, New York.

8. **GRASSIN (ES) and KAPLOWITZ (J R):** Information Literacy Instruction: Theory and Practice(2001) Neal Schuman, New York.

9. **SMITH (S):** Web-based Instruction: A Guide for Libraries (2001) American Library Association,Chicago.
10. **TIGHT (M):** Lifelong Learning: Opportunity or Compulsion? British Journal of Education Studies(Vol. 46; 3 September 1998); 251-263.

ELECTIVE COURSES

Paper: M-110 (b) - ACADEMIC LIBRARY AND INFORMATIONSYSTEM

UNIT–I: Academic Libraries and their Development

Objectives and Functions

History and Development of Libraries with Special Reference to IndiaRole of Libraries in Formal and Non-Formal Education System

UGC and its Role in the Development of College and University Libraries

UNIT–II: Collection Development and Management

Periodicals, Conference Literature, Grey Literature and Government Publications

Non-Book Materials

Electronic Resources and Online Databases

UNIT–III: Library Organization and Administration

Organizational Structure

Staff Manual, Library Surveys, Statistics and Standards etc.

UNIT–IV: Information Services

CAS, SDI, Abstracting and Indexing Services Library Bulletin, Newspaper Clipping Services

Computerized Services

Resource Sharing and Networking: INFLIBNET, UGC-INFONET Digital Library Consortium, etc.

Information Literacy Programmes

UNIT–V: Financial and Human Resource Management

Determination of Finance, Sources of FinanceTypes of Budget

Nature, Size, Selection, Recruitment, Qualification and Training

Responsibilities and Duties

Competency Development

Recommended Books

1. **BAKER (David),** Ed. Resource management in academic libraries (1997) Library Associations,London.
2. **BROPHY (Peter):** The academic library (2000) Library Association, London.
3. **BUDD (J M):** The academic library: the context, its purpose and its operation (1988) LibrariesUnlimited, London.
4. **CHAPMAN (Liz):** Managing acquisitions in library and information Services (2001) LibraryAssociation, London.
5. **DOWLER (L)**: Ed. Gateways to knowledge: the role of academic libraries in teaching, learning andresearch (1998) The MIT Press, London.
6. **JORDON (Peter):** The academic library and its users (1998) Gower Publishing Limited, London.

7. **LINE (Maurice B),** Ed. Academic library management (1990) Library Association, London.

8. **RANGANATHAN (S R):** School and college libraries (1942) Madras Library Association, Madras.

9. **WEBB (Sylvia P):** Personal development in information work (Ed2.1991) Aslib, London.

10. **WHITE (Carl M):** Survey of university of Delhi (1965) Planning Unit, University of Delhi, Delhi

ELECTIVE INTERDISCIPLINARY COURSES

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

UNIT–I: Historical Development

Scope of the Discipline and its Development

Research Trends in Social Sciences: History, Political Science, Economics and Sociology

UNIT–II: User Studies and Information Seeking Behaviour

Information Needs of Users Information Seeking Behaviour

User Studies: Importance, Objectives and Types

Planning User Survey

Methods of User Service

UNIT–III: Information Sources and Evaluation

Primary, Secondary and Tertiary Sources

Evaluation of Secondary Sources: Print and Electronic Resources

UNIT–IV: Databases and Internet Services

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

UNIT–V: Role of Contributors and Institutions

Activities of Research Institutions and Professional Organisations in the Growth and Development of SocialSciences with Particular Reference to India, UK and USA

Contributions made by the Prominent Social Scientists in the field of History, Political Science, Economicsand Sociology

Recommended Books

1. **DEUTCHER (C G):** et al. Guide to historical literature (1951) Macmillan, New York.

2. **HOSELITZ (Bert F):** Reader's guide to the social sciences (Rev. Ed.1972) Free Press, Glencoe.

3. **MAJUMDAR (R C):** Historiography in modern India (1970) Asia Publishing House, Bombay.

4. **MANN (Peter H):** Methods of sociological enquiry (1968) Schocken Books, New York.

5. **McKENZIE (W J M):** Ed. Guide to the social sciences (1966) Weidenfied and Nicolson, London.

6. **UNNITHAN (T K N):** Ed. Sociology for India (1967) Prentice Hall, New Delhi.

7. **WHITE (C M):** et al. Sources of information in the social sciences (Ed. 2, 1973) Bedminster Press,Tolowa, N.J

Paper:M-112 - PROJECT WORK

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

MEMBERS AND CONVENERS OF STAFF COUNCIL COMMITTEE LIST 2023-2024		
PCP COMMITTEE	**PRINTING COMMITTEE**	**LIBRARY COMMITTEE**
Prof. J. Khuntia **Convener**	Dr. Sneh Chawla **Convener**	Ms. Nalini Prabhakar **Convener**
Prof. Suman Kr. Verma	Prof. Suman Kr. Verma	Prof. Suman Kr. Verma
Dr. Kumar Bijoy	Prof. J. Khuntia	Prof. J. Khuntia
Dr. Md. Asghar Ali	Prof. Sudhir Kr. Sharma	Prof. Projes Roy
Dr. Bhawani Rani Das	Sh. Prabahat Kumar	Dr. Md. Asghar Ali
Sh. Prabhat Kumar	Dr. Md. Asghar Ali	Dr. Meenakshi Vyas
Dr. Neeta Gupta	Ms. Nalini Prabhakar	Sh. Prabhat Kumar
Ms. Ritika Sharma	Dr. Shakti P. Rout	Dr. Sneh Chawla
Dr. Suchita Yadav	Dr. Suchita Yadav	Dr. Suchita Yadav
Dr. Shakti P. Rout	Ms. Aditi Rao	Dr. Shakti P. Rout
Ms. Saloni Priya		Ms. Aditi Rao
Ms. Manisha Yadav		Ms. Rekha Devi
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Prof. Projes Roy	Dr. Md. Asghar Ali	Prof. Sudhir Kr. Sharma
Dr. Kumar Bijoy	Dr. Seema Jain	Sh. Prabhat Kumar
Dr. Md. Asghar Ali	Sh. Prabhat kumar	Sh. K.B Gupta
Dr. Meenakshi Vyas	Sh. K.B Gupta	Sh. P.K Satapathy
Sh. Prabhat Kumar	Dr. Shakti P. Rout	Dr. Shakti P. Rout
Dr. Seema Suri	Dr. Suchita Yadav	Dr. Suchita Yadav
Dr. Suchita Yadav	Ms. Rekha Devi	Ms. Aditi Rao
Dr. Shakti P. Rout	Dr. Reema Aggarwal	
Dr. Reema Aggarwal		
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Prof. Ajay Jaiswal	Dr. Kumar Bijoy	Financial Studies
Prof. Projes Roy	Dr. Kumar Bijoy	Management Studies
Sh. K.B. Gupta	Dr. Shakti P Rout	Political Sc.
	Dr. Suchita Yadav	Sanskrit
		Education
		EVS

TEACHER INCHARGES	
Sh. P.K Satapathy	English
Dr. Meenakshi Vyas	Hindi
Prof. J. Khuntia	Economics
Sh. K.B Gupta	Commerce
Sh. Prabhat Kumar	History
Prof. Suman Kr. Verma	Mathematics
Dr. Md. Asghar Ali	Urdu

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	Vishal Taneja, General	vishaltaneja@sol-du.ac.in	27008392
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	Varun Sharma	varuns@sol-du.ac.in	
	Rishabh Dev Bhardwaj	rishabhb@sol-du.ac.in	
Book Producer	Vijay Bhandari	vbhandari@sol-du.ac.in	27008364
Senior Personal Assistant	Sunil Kumar	sunil@sol-du.ac.in	27008304
In charge Library	Ms. Preeti Sharma	preeti@sol-du.ac.in	27008338
Production Superintendent	Bhuvan Singh Rawat	bhuwan@sol-du.ac.in	

14. 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 Page no. 11
4.	What is the last date of payment?	
5.	What is the fee to be deposited with the admission form?	**Courses** — **Annual Fee** BLISc — Rs. 9,170/- MLISc — Rs. 10,070/-
6.	Does the Annual Admission Fee include Examination Fee of 1st and 2nd Semester?	Yes
7.	What is the mode for submitting admission and examination form?	Candidates can submit both examination and admission forms through online mode only.
8.	In which format will the study material be provided?	The study material is available in both online and printed format. In case students do not opt for the hard copy of the study material, then Rs. 400/- will be less in the head of "College Facilities and Services Charges". Further, online material will be freely available on the SOL website.
9.	What is the Minimum Eligibility for taking admissions?	Please refer page no. 11
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.

SOCIAL MEDIA INFORMATION

Offical Social Media Pages of SOL

Instagram : DUSOLOFFICAL
https://www.instagram.com/dusolofficial

Facebook : SOLUnivofDelhi
https://www.facebook.com/SOLUnivofDelhi

Twitter : SOL_UnivofDelhi
https://twitter.com/SOL_UnivofDelhi

YouTube : DUSOL OFFICIAL
https://www.youtube.com/c/DUSOLOfficial

Linkedin : DDCE-SOL-COL-DU
https://www.linkedin.com/in/ddce-sol-col-du

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