DEPARTMENT OF DISTANCE & CONTINUING EDUCATION

SCHOOL OF OPEN LEARNING

CAMPUS OF OPEN LEARNING

UNIVERSITY OF DELHI



Post Graduate Diploma in Automated and Digital Library Management (PGDADLM)

Prospectus
2023-2024

Vision & Mission



Vision

To be a leading and path breaking institution in providing accessible skill-based education in the distance learning mode for meeting the challenges of modernizing and digitizing libraries.

Mission

The institution is committed to nurture its young LIS professionals and making them competent to contribute towards achieving our nation's goal of ‘One Nation, One Library’.



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Preamble

The Department of Distance & Continuing Education under the aegis of Campus of Open Learning, University of Delhi started Post Graduate Diploma in Automated and Digital Library Management (PGDADLM) in the academic year 2023-24. The PGDADLM program is recognized by the Distance Education Bureau (DEB) of the University Grants Commission (UGC).

The Department of Distance & Continuing Education is committed to providing affordable and accessible quality education by using the best of ICT tools and techniques in imparting education at distance mode for wholistic development of our students.

By launching this program, the Department of Distance and Continuing Education (DDCE) aims to promote skill-based learning in the field of library and information science (LIS) through distance mode, and to inculcate technical competencies in LIS professionals so that they can excel in all spheres of life.

The PGDADLM program is designed looking into the demand of the technical competencies required in the field of library and information science in today's era. The program is made affordable, accessible, and flexible, so that students from all backgrounds can upgrade their skills at their own pace.

The PGDADLM is a demanding program that expects students to have a good foundational knowledge of the field of library and information science at BLISc or MLISc level.

The program is designed to help students develop the skills they need to work in the field of Library and Information Science in the digital age. It will help them to prepare for a successful career in the field of library and information science.

After completing this program, students will be equipped with the knowledge and skills necessary to address the challenges of automatizing and digitizing libraries around the world. They will be able to work in a variety of settings, including libraries, archives, museums, and information technology companies.

Vice Chancellor's Message



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 2023-24. 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 holisti 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.

Best Wishes!
(Prof. Yogesh Singh)

Director's Message



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)

Principal's Message



Dear Students,

I am happy to welcome you all to the Department of Distance and Continuing Education (DDCE) under the aegis of the School of Open Learning (SOL)/ Campus of Open Learning (COL), University of Delhi. The DDCE acts as an umbrella for departments of various disciplines/fields of study offering their courses through the distance learning mode.

Since its inception, the DDCE has been committed to providing affordable and accessible quality education using the best of ICT tools and techniques in distance learning. We believe that distance learning is a powerful tool for social transformation and that it can be used to provide quality education to students from all walks of life. The DDCE is determined for the holistic development of its students and believes that application of new technology for the delivery of the education will create a more engaging and interactive learning experience for them.

In today's digital age, we have access to a huge amount of information at our fingertips. However, with this abundance of information comes the challenge of determining whether or not it is authentic. Libraries play a significant role in providing access to authentic and information to its users from ocean of information at anytime from anywhere. Automation and Digitization brought a revolutionary change in the functioning of the library and dissemination of information to the world. Today's LIS professionals need to be tech-savvy and skilled to automate and digitize libraries for seamless dissemination of the information. To address this demand, we are pleased to introduce our newly launched program, the Post Graduate Diploma in Automated and Digital Library Management (PGDADLM) at DDCE for the academic session 2023-2024. This new programme on automation and digital library management will equip our students with the skills they need to become LIS mavins and increase their employability in various sectors.

I wholeheartedly welcome the new students to our newly launched PGDADLM programme. We are excited to provide you with skill-based learning experience that will help in your holistic development and open plethora of opportunities for you in LIS field. The School of Open Learning is committed to bring out the best in our students. I wish you have an incredible learning experience with us.

Best Wishes!
(Prof. Ajay Jaiswal)

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SOL/DOE/SOL/CBCS

About Us





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 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 centers'/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 Post Graduate Diploma in Automated and Digital Library Management (PGDADLM) programme. Education is provided in this modality through a variety of media. 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.

About the Programme

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

Post Graduate Diploma in Automated and Digital Library Management (PGDADLM) Programme is an innovative programme utilizing self-instructional materials and information-technology along with interactive personal contact programmes. It aims at developing the professional competencies of the library and information professionals in an automated and networked environment. It provides opportunities for in-depth practical to enhance technological
skills of the learners to develop and manage a computerized
library and information centre. If the present investment on education continues, then there will be huge increase in number of Digital Libraries in future and very few digital librarians to ensure success in managing them.
Much emphasis is given in this course on integration of research, communication and education on a digital platform. The programme is unique in its curriculum, content and delivery and no other university in India offers this programme. It is doing well and attracts candidates from across India from organizations like NGOs, school libraries, public libraries, academic and research institutes.

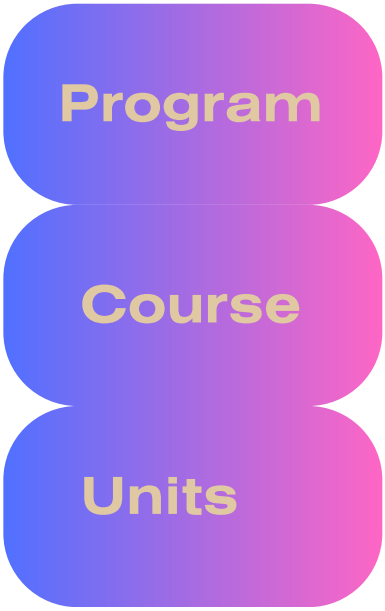
Learning Objectives of Programme

- To provide knowledge about basic principles and fundamentals of LIS;
- To train the learners about various methodology and techniques of librarianship and information handling;
- To make students understand the purpose and function of the automated Library/Information center in the changing scenario of the society;
- To acquaint the learners of the application of different management techniques in managing the Information systems and services;
- To familiarize the students with fundamentals and methodology of planning, designing and developing the Library and Information centers and their services at local, national, regional and global level;
- To make the students aware of application of Information Technology/ICT to LIS;
- Undertake a practical based project work in order to specialize in one of the thrust areas from which the learners will be able to gain technological expertise and apply the same in the area of library automation and networking.
- To build and maintain the reservoir of memory to conserve and communicate culture, heritage, science, art and folk tradition of the nation
- To prepare students in the application of ICT for selection, organization and preservation of knowledge for use.
- To bring out the competent human resource to promote access to the traditional and socially useful knowledge by the process of digitization
- To involve in capacity building activities to create a development oriented, people friendly learning support system.



Programme Structure

The PGDADLM Programme becomes complete with seven (7) courses and a project work/dissertation (total 8 courses). A course is structured in the following way:



Study Methodology of the course

Students must have a definite study programme in order to take maximum advantage of the facilities provided to student by the SOL. Each student admitted to PGDADLM Programme will be attached to a SOL Centre. For their own benefit, candidates are advised to attend majority of the counselling sessions. Alongwith the counselling sessions students will be accompanied with the list of Open Educational Resources for each course for easy understanding and additional guidance. This will also facilitate their preparation ‘for the Term End Examinations. The students are advised to be in regular contact with their respective SOL Study Centres and interact with the Coordinator and Programme Specific In charge as frequently as possible. The facilities provided at the study centres normally include
the following:



- **Counselling sessions in different courses relating to PGDADLM Programme.**
- **Library facility with basic reading materials related to various aspects of the discipline suggested for further reading.**
- **Video programmes specially designed for PGDADLM Programme.**
- **Compulsory Computer Practical sessions for PGDADLM Programme.**



The concept of work centre has been promoted specially for implementing the PGDADLM Programme keeping in view the practical exposure that each candidate should have in Information Technology and the necessary equipment required for the purpose.

Counselling sessions are held according to a schedule drawn beforehand by the SOL. They are usually held on weekends, that is to say, Saturday/Sunday of a week. If necessary, counselling may be held on gazetted holidays also. There will be a minimum of 12 academic counselling sessions for theory and 12 academic counselling sessions for practical for each of the seven courses(except the project).

A student has to secure minimum pass as per University of Delhi norms in each paper for clearing the course.

The practical component of this Programme involves hands-on experience of the candidate to the use of modern Information Communication Technologies consisting of the following aspects:

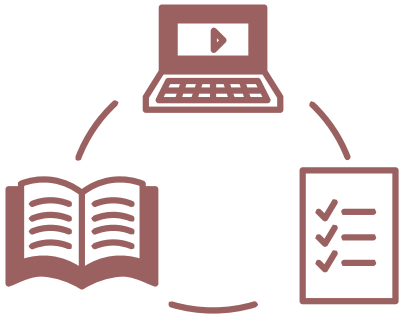
1.Provision of hands-on-experience of a software package for creation of databases, formatting, retrieval and printing of information.

2.Preparation of online search strategies, and searches.

3.Search of CD-ROM bibliographic databases.

4.Internet based searching and generation of services.

5.Hands on practice of library automation package.



ADMINISTRATION



DIRECTOR

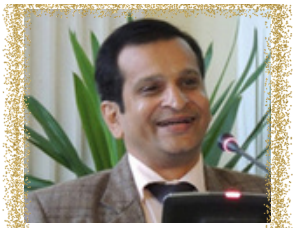
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Dr. Aditi Rao
Assistant Professor



Ms. Rekha Devi
PhD Scholar,
M.Lib.I.Sc. Gold Medalist,
Assistant Professor



Ms. Saloni Priya
Assistant Professor

Structure of the course

Duration **One Year (2 Semesters)**

The maximum period of completing the course is 2 years. Candidates who obtain a failure aggregate or who miss to attend the examination may appear at the subsequent semester examination and complete the Programme (except for the project work).

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

Course Code	Course Title	University Examination		Internal Assessment	Total Marks	Total Credits
		Theory	Practical			
FIRST SEMESTER						
DADLM-01	Library Automation	60	80 (Lab + Viva)	20	160	4
DADLM-02	Internet and Open Access Electronics Resources	60	80 (Lab + Viva)	20	160	4
DADLM-03	Collection development and Digital Libraries	60	80 (Lab + Viva)	20	160	4
DADLM-04	Digitization, Digital Libraries and Digital Preservation	60	80 (Lab + Viva)	20	160	4
	Total Marks	640			**Total Credit Score**	**16**
SECOND SEMESTER						
DADLM-05	Research Information and Citation Management	60	80 (Lab + Viva)	20	160	4
DADLM-06	Content Development	60	80 (Lab + Viva)	20	160	4
DADLM-07	Programming	60	80 (Lab + Viva)	20	160	4
DADLM-08	Project Work	120	40 (Viva)	--	160	4
	Total Marks	640			**Total Credit Score**	**16**
Grand Total (Sem- I and Sem- II)		1280		**Grand Total Credits (Sem- I and Sem- II)**		**32**

Note:

- **The learners would be provided a Lab Manual for practical courses (DADLM-01 to DADLM -07) along with the list of relevant OER for reference.**
- **Open Access e-resources will be provided as a study material.**
- **English will be the medium of instruction and examination.**

Syllabus

Post Graduate Diploma in Automated and Digital Library Management (PGDADLM)

Semester - I

DADLM-01 : LIBRARY AUTOMATION

Course	Credits	Duration (Hrs. Per Week)			Prerequisite
DADLM-01		Lecture	Tutorial	Practical/Practice	
Library Automation	4	2	1	1	NIL

Total Marks: 160 (Theory ACS: 60, Practical: 80 (Lab + Viva) and Internal Assessment: 20)
Duration: 60 Hrs. (12 hours of Theory, 12 hours of Practical ACS, 12 hours of Tutorial, 12 hours of Self-study and 12 hours of Self-Practice/Practical)
Examination: 3 Hrs.

Course Objectives: To provide information about latest concepts of Library Automation especially different Library Software and hardware.

Course Learning Outcomes: The course will enable the students to:
1.Familiarize with approaches to Library Automation
2.Learn practical use of L0i2brary Automation Software especially Koha or SOUL.
3.Acquaint regarding Automation of library housekeeping Operations.
4.Learn various Computerized Information Services such as document circulation, Social Networking applications, DDS, Reference, Alerting Services, Web Scale Discovery Services, Federated Search.

Unit I: Introduction to Library Automation

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

Unit II: Library Automation Planning

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

Unit III: Automation of library housekeeping operations

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

Unit IV: Computerized Information Services

-Library Network, Web Scale Discovery Services, Federated Search
-Assistive technology application in Libraries
-Social Networking application in Libraries
-DDS, Reference, Alerting Service

Practical/Lab work to be performed in Computer Lab
-Hands on experience of KOHA or SOUL software, Middleware and emerging hardware technologies.

SUGGESTED READINGS:

1.A Manual of Library Automation and Networking: Buy A Manual of Library Automation and Networking by Sanjeev at Low Price in India. (n.d.). Retrieved May 19, 2023, from Flipkart.com website: https://www.flipkart.com/manual-library-automation-networking/p/itma2e6d34071e59
2.Ahmad, H. (2016). Integrated Library Management Systems: An Indian Scenario of Modern Library Automation. New Delhi: Ess Ess Pubns.
3. Automation of School Libraries Issues and Challenges: Buy Automation of School Libraries Issues and Challenges by Mamta Amarpuri at Low Price in India. (n.d.). Retrieved May 19, 2023, from Flipkart.com website: https://www.flipkart.com/automation-school-libraries-issues-challenges/p/itmb2b75941227af
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5. Banerjee, A. (2012). Software Packges for Library Automation (1st edition). New Delhi: Abhijeet Publication.
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8. Brooks, J. (2014). Searching And Evaluating Information In Library Management And Automation (First edition). United Kingdom: Koros Press Limited.
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18. Software Packages For Library Automation: Buy Software Packages For Library Automation by Bhupendra Narayan Singh at Low Price in India. (n.d.). Retrieved May 19, 2023, from Flipkart.com website: https://www.flipkart.com/software-packages-library-automation/p/itme7a0a9861104e
19. Theresa, T. B., & Kumari, R. (2011). Information Technology & Library Automation (2011th edition). New Delhi: Commonwealth Publishers.
20. Uma, V., & Suseela, V. J. (2017). Automation of Library Integrated Operations: A How to Do Manual. New Delhi: Ess Ess Pubns.
21. Yakkaldevi, A., & Ghante, P. (2014). Library Automation. USA: Lulu.com.

DADLM-02 : INTERNET AND OPEN ACCESS ELECTRONICS RESOURCES

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

Total Marks: 160 (Theory ACS: 60, Practical: 80 (Lab + Viva) and Internal Assessment: 20)
Duration: 60 Hrs. (12 hours of Theory, 12 hours of Practical ACS, 12 hours of Tutorial, 12 hours of Self-study and 12 hours of Self-Practice/Practical)
Examination: 3 Hrs.
Course Objectives: The main objective of this course is to aware students about E-resources and provide practical approach regarding Internet and Open Educational Resources.

Course Learning Outcomes: The course will enable the students to:
1. Understand different features and concepts related to internet and variety of E-resources available on Internet.
2. Learn about various Information discovery tools.
3. Acquaint regarding Information search and retrieval strategies.
4. Aware regarding the legal issues and open-source licenses.
5. Familiarize regarding Global and Indian open access initiatives.

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

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

Unit III: Legal Issues

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

Unit IV: Open Access Initiatives

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

Practical/Lab work to be performed in Computer Lab
-Internet and OER practical, Creative Commons License.

SUGGESTED READINGS:

1.A Basic guide to open educational resources (OER)— UNESCO Digital Library. (n.d.). Retrieved May 19, 2023, from https://unesdoc.unesco.org/ark:/48223/pf0000215804

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9.Ortega, J. L. (2016). Social Network Sites for Scientists: A Quantitative Survey (1st edition). Chandos Publishing.

10.Ramappa, T. (2016). Intellectual Property Rights Law in India (2nd edition). Hyderabad: Asian Law House.

11.Roy, P., & Kumar, S. (2012). A Study of Data Retrieval Techniques of Online Databases. London: LAP Lambert Academic Publishing.

12.Stallings, W. (2003). Computer Networking with Internet Protocols and Technology: United States Edition. Upper Saddle River, N.J: Pearson.

13.Techniques for Electronic Resource Management: TERMS and the Transition to Open | ALA Store. (n.d.). Retrieved May 19,2023,from https://www.alastore.ala.org/content/techniques-electronic-resource-management-terms-and-transition-open

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16. The Changing Landscape for Electronic Resources: Content, Access, Delivery, and Legal Issues. (n.d.). Retrieved May 19, 2023, from Routledge & CRC Press website: https://www.routledge.com/The-Changing-Landscape-for-Electronic-Resources-Content-Access-Delivery/Fong-Ward/p/book/9780789024411

17. The Educator's Guide to Producing New Media and Open Educational Resou. (n.d.). Retrieved May 19, 2023, from https://www.routledge.com/The-Educators-Guide-to-Producing-New-Media-and-Open-Educational-Resources/Green-Brown/p/book/9781138939585

18. The Ethos of Digital Environments: Technology, Literary Theory and Philosophy. (n.d.). Retrieved May 19, 2023, from Routledge & CRC Press website: https://www.routledge.com/The-Ethos-of-Digital-Environments- Technology-Literary-Theory-and-Philosophy/Lindberg- Roine/p/book/9780367643324

19. Wherry, T. L. (2008). Intellectual Property: Everything the Digital-Age Librarian Needs to Know. New Delhi: Indiana Publishing House.

20. Yuan, L., Macneill, S., & Kraan, W. (2010). Open Educational Resources – Opportunities and Challenges for Higher Education. Educational Cybernetics: Reports.

DADLM-03 : COLLECTION DEVELOPMENT AND DIGITAL LIBRARIES

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

Total Marks: 160 (Theory ACS: 60, Practical: 80 (Lab + Viva) and Internal Assessment: 20)
Duration: 60 Hrs. (12 hours of Theory, 12 hours of Practical ACS, 12 hours of Tutorial, 12 hours of Self-study and 12 hours of Self-Practice/Practical)
Examination: 3 Hrs.
Course Objectives: The primary objective of this course is to provide an overall basic knowledge of Digital Library Collection, online databases. Students will be given an overview of digital library, architecture, software, features and standards.
Course Learning Outcomes: This course will enable the students to:

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

Unit I: Internet Technology

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

Unit II: Planning, Implementation and Accessibility of digital libraries

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

Unit III: Types of Resources

-Meta Resources

-Internet Information Resources

-Evaluation of Internet Information Resources

Unit IV: Formats and Standards

-File formats, Identifiers & Handle systems in digital libraries

-Metadata standards

– Dublin Core, METS, TEI etc

-Metadata interoperability

– Cross walking and mapping

Practical/Lab work to be performed in Computer Lab

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

SUGGESTED READINGS:

1.Bleyer, M. (1998). Multi-Agent Systems for Information Retrieval on the World Wide Web. Diplomarbeiten Agentur diplom.de.

2.Brown, D. (2020). Computer Networking for Beginners: The Complete Basic Guide to Master Network Security, Computer Architecture, Internet, Wireless Technology, and Communications Systems. 17 Books Ltd.

3.Brugger, N. (Ed.). (2017). Web 25: Histories from the First 25 Years of the World Wide Web: 112 (New edition). New York: Peter Lang Publishing Inc.

4.Crowcroft, J., & Handley, M. (2015). The World Wide Web: Beneath the Surf: 6 (1st edition). London: Routledge.

5.Greenlaw, R. (2017). INLINE/ONLINE: FUNDAMENTALS OF THE INTERNET AND THE WORLD WIDE WEB 2ND EDITION (2nd edition). New York: McGraw Hill Education.

6.Jackson, R. (2021). The Internet and World Wide Web. US: Stratton Press.

7.Meddeb, A. (2016). Internet of Things Architectures. Editions Universitaires Europeennes.

8. Ramamurthy, B., Rouskas, G. N., & Sivalingam, K. M. (Eds.). (2011). Next-Generation Internet: Architectures and Protocols. Cambridge: Cambridge University Press. https://doi.org/10.1017/CBO9780511920950

9. Chaudhuri, S. K. (2017). An Introduction to Fair Use and Copyright Management of Universities in India. New Delhi: Ess Ess Pubns.

10. Foulonneau, M., & Riley, J. (2008). Metadata for Digital Resources: Implementation, Systems Design and Interoperability. Oxford: Chandos Publishing.

11. Nazeer, B. K. (2008). Digital Library Architecture. New Delhi: ANE Books.

12. Ph. D. Balasubramanian, P. (2021). Digital Libraries. New Delhi: Ess Ess Pubns.

13. S, V. R. C. (2011). Design, Architecture And Development of Digital Library. London: LAP Lambert Academic Publishing.

14. Tassel, J. V. (2006). Digital Rights Management: Protecting and Monetizing Content (1st edition). Amsterdam ; Boston: Focal Press.

15. Weihs, J. (2005). Metadata and Its Impact on Libraries (1st edition). Westport, Conn: Libraries Unlimited.

DADLM-04 : DIGITIZATION AND DIGITAL LIBRARIES AND DIGITAL PRESERVATION

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

Total Marks: 160 (Theory ACS: 60, Practical: 80 (Lab + Viva) and Internal Assessment: 20)
Duration: 60 Hrs. (12 hours of Theory, 12Hours of Practical ACS, 12 Hours of Tutorial, 12 Hours of Self-study and 12 Hours of Self-Practice/Practical)
Examination: 3 Hrs.

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

Course Learning Outcomes: This course will enable the students to:
i) Learn the nature, scope, types and major initiatives of digital library.
ii) Understand the design and organization of digital libraries- its user interface, standards and protocols.
iii) Understand digitization, archiving and preserving digital collections.
iv) Learn about accessing, processing, storage, delivery and use of digital resources
v) Assessing behavior and needs of digital library user.

Unit I: Digital Libraries

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

UNIT-II: Digitization

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

UNIT-III: Digital Preservation

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

UNIT-IV: Digital Collection Management and Evaluation

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

Practical/Lab work to be performed in Computer Lab

- Hands on experience of DSpace and GSDL Software

SUGGESTED READINGS

1.Dobreva, M. (2018). Digital Archives: Management, access and use. London: Facet Publishing. Retrieved from http://www.cambridge.org/core/product/identifier/9781783302406/type/BOOK

2.K, S. (2018). Essentials of Digital Content Management & Preservation,. New Delhi: Ess Ess Pubns.

3.Kumar, K. (2014). Digital Library Initiatives in Engineering Libraries: A Study. California: Scholars' Press.

4.Lee, S. H. (2012). Collection management and strategic access to digital resources: The new challenges for research libraries. Hoboken: Taylor and Francis. Retrieved from http://www.123library.org/book_details/?id=59669

5.Leggett, E. R. (2021). Digitization and digital archiving. A practical guide for librarians. Blue Ridge Summit: Rowman & Littlefield Publ. Retrieved from https://search.ebscohost.com/login.aspx?direct=true&scope=site&db=nlebk&db=nlabk&AN=2697963

6. Myntti, J., & Zoom, J. (2018). Digital Preservation in Libraries: Preparing for a Sustainable Future. Chicago: ALA Editions.

7. Purcell, A. D. (2016). Digital Library Programs for Libraries and Archives: Developing, Managing, and Sustaining Unique Digital Collections. American Library Association.

8. Sampath Kumar, G. K. (2012). Digital library automation: Planning, designing and development. New Delhi: Akhand Pub. House. 9. Tariq, A. (2012). Design, Development, and Management of Resources for Digital Library Services. IGI Global.

10. Wei, C.-H., Li, Y., & Gwo, C.-Y. (Eds.). (2012). Multimedia Storage and Retrieval Innovations for Digital Library Systems: IGI Global. https://doi.org/10.4018/978-1-4666-0900-6

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

Semester - II

DADLM-05 : RESEARCH INFORMATION AND CITATION MANAGEMENT

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

Total Marks: 160 (Theory ACS: 60, Practical: 80 (Lab + Viva) and Internal Assessment: 20)
Duration: 60 Hrs. (12 hours of Theory, 12 hours of Practical ACS, 12 hours of Tutorial, 12 hours of Self-study and 12 hours of Self-Practice/Practical)
Examination: 3 Hrs.

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

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

UNIT-I: Fundamentals of Research Methodology in Digital Era
-Research Process
-Review of digital Literature
-Observations and hypotheses

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

UNIT-III: Reference Management

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

UNIT-IV: Research Collaboration

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

Practical/Lab work to be performed in Computer Lab

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

SUGGESTED READINGS:

1.Anandarajan, M. (Ed.). (2014). e-Research Collaboration: Theory, Techniques and Challenges (2010th edition). Springer-Verlag Berlin and Heidelberg GmbH & Co. K.

2.Ball, R. (2017). An Introduction to Bibliometrics: New Development and Trends (1st edition). Cambridge, MA: Chandos Publishing.

3.Billups, F. D. (2020). Qualitative Data Collection Tools: Design, Development, and Applications (1st edition). Thousand Oaks, California: SAGE Publications, Inc.

4.Chauhan, A. K. (2017). RESEARCH ANALYTICS: A PRACTICAL APPROACH TO DATA ANALYSIS. New Delhi: Dreamtech Press.

5.Citation Management Tools: A Practical Guide for Librarians. (n.d.). Retrieved from https://rowman.com/ISBN/9781442268371/Citation-Management-Tools-A-Practical-Guide-for-Librarians

6.Ferguson. (2007). Research And Information Management. New Delhi: Viva Books Private Limited.

7.Flick, U. (2014a). An Introduction to Qualitative Research (Fifth edition). Los Angeles: SAGE Publications Ltd.

8.Flick, U. (2014b). The SAGE Handbook of Qualitative Data Analysis. Los Angeles: SAGE Publications Ltd. https://doi.org/10.4135/9781446282243

9.Kumar, S. S. P. T. U. D. (2022). DATA VISUALIZATION. NJ:Wiley.

10.Leavy, P. (2017). Research Design: Quantitative, Qualitative, Mixed Methods, Arts-Based, and Community-Based Participatory Research Approaches (1st edition). New York ; London: Guilford Press.

11. Managing and Sharing Research Data. (2023, May 6). Retrieved May 20, 2023, from Sage Publications Ltd website: https://uk.sagepub.com/en-gb/eur/managing-and-sharing-research-data/book262873

12. Moed, H. F. (2006). Citation Analysis in Research Evaluation. Springer Science & Business Media.

13. Ohlmann, J. D. C. J. C. J. F. W. (2022). DATA VISUALIZATION: EXPLORING AND EXPLAINING WITH DATA (1st edition). Delhi: Cengage Learning India Pvt. Ltd.

14. Punziano, G., & Delli Paoli, A. (1 C.E.). Handbook of Research on Advanced Research Methodologies for a Digital Society (2 Volumes). In Https://services.igi-global.com/resolvedoi/resolve.aspx?doi=10.4018/978-1-7998- 8473-6. IGI Global. Retrieved from https://www.igi-global.com/book/handbook-research-advanced-research-methodologies/www.igi-global.com/book/handbook-research-advanced-research-methodologies/270864

15. R, M. T., Parmar, M., A, S. A., & Asjola, V. (2019). Research Information Management Systems: A Comparative Study. In Research Data Access and Management in Modern Libraries (pp. 54–80). IGI Global. https://doi.org/10.4018/978-1-5225- 8437-7.ch003

16. Roy, D. S. (2021). Data Visualization: Using Power BI, Orange and Excel (1st edition). Chennai: Notion Press.

17. The Data Book: Collection and Management of Research Data. (n.d.). Retrieved May 20, 2023, from Routledge & CRC Press website: https://www.routledge.com/The-Data-Book-Collection-and-Management-of-Research-Data/Zozus/p/book/9780367736088

18. Wardikar, V. (2015). Bibliometrics: An Effective Tool for LIS. London:LAP LAMBERT Academic Publishing.

19. Whitman, M., & Woszczynski, A. (2010). The Handbook of Information Systems Research. Hershey, PA: IGI Publishing.

DADLM-06 : CONTENT DEVELOPMENT

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

Total Marks: 160 (Theory ACS: 60, Practical: 80 (Lab + Viva) and Internal Assessment: 20)
Duration: 60 Hrs. (12 hours of Theory, 12 hours of Practical ACS, 12 hours of Tutorial, 12 hours of Self-study and 12 hours of Self-Practice/Practical)
Examination: 3 Hrs.
Course Objectives: The main objective of this course is to aware students regarding the content creation and e-learning. Aware them regarding Web-Based, Multimedia and emerging technologies.
Course Learning Outcomes: The course wi ll enable the students to:
1.Understand the concepts of content management systems and content marketing strategy and tools.
2.Familiarize with the concept, types and platforms of E-learning.
3.Know regarding the use of different languages in Web Designing and Web Hosting.
4.Understand the use of Web 2.0, Web 3.0 Tools and Virtual Interaction Tools.
5.Learn the concept of emerging Multimedia Technology.

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

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

UNIT-III: Web-Based Technology

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

UNIT-IV: Multimedia and emerging Technology -

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

Practical/Lab work to be performed in Computer Lab

- Hands on Training on HTML, XML and other softwares

SUGGESTED READINGS:

1.Ashok, B. (2009). Multimedia Technologies (1st edition). New York: McGraw Hill Education.
2.Baldwin, K. (Ed.). (2019). Multimedia Technologies: Designs, Tools and Applications. NY: Willford Press.
3.Bangia, R. (2007). Multimedia and Web Technology (First Edition). New Delhi: Laxmi Publications.
4.Barker, D. (2016). Web Content Management: Systems, Features, and Best Practices (1st edition). Beijing ; Boston: O'Reilly.
5.Bradley, P. (2007). How to Use Web 2.0 in Your Library. London: Facet Publishing.
6.Dhande, A. S. (2014). Web 2.0 Applications in Library. New Delhi: Ess Ess Publications.
7.Eden, B. L. (2008). Content Management Systems for Libraries: Case Studies. Lanham, Md: Scarecrow Press.
8.Jain, S. (2015). Web Designing and Development Training Guide (First Edition). Delhi: BPB Publication.
9. K, S. (2018). Essentials of Digital Content Management & Preservation,. New Delhi: Ess Ess Pubns.
10. Lemay, L., Colburn, R., & Kyrnin, J. (2016). MASTERING HTML, CSS & Java Script Web Publishing (First Edition). Delhi: BPB Publications.
11. PRIYADARSHINI, R. A. (2018). E-LEARNING. New Delhi: DISCOVERY PUBLISHING HOUSE PVT LTD.
12. Roux, A. le. (2016). The Content Creation Strategy Guide: How To Plan, Create and Automate Content for Website and Social Media. Anchen le Roux International.
13. Roy, U. K. (2010). Web Technologies. Oxford: Oxford University Press.
14. The Art of Content Creation: Tips and Tricks for YouTube by Bill Vincent | Goodreads. (n.d.). Retrieved May 20, 2023, from https://www.goodreads.com/book/show/136343395-the- art-of-content-creation
15. Traver, A. (Ed.). (2018). Emerging Technologies in E-Learning. NY: Willford Press.
16. Vickler, A. (2021). Web development: Web design with CSS. USA: Ladoo Publishing LLC.
17. Walter, C. (Ed.). (2018). Principles of E-Learning: New Learning and Assessment. NY: Willford Press.
18. West, C. (2023). ChatGPT Content Creation: SEO, YouTube, Book Writing & More Made Easy: Grow and become a better writer in 2023 | Money Making Tips. Independently published.

DADLM-07 : PROGRAMMING

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

Total Marks: 160 (Theory ACS: 60, Practical: 80 (Lab + Viva) and Internal Assessment: 20)
Duration: 60 Hrs. (12 hours of Theory, 12 hours of Practical ACS, 12 hours of Tutorial, 12 hours of Self-study and 12 hours of Self-Practice/Practical)
Examination: 3 Hrs.

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

Course Learning Outcomes: This course will enable the students to:
i) Learn features, functions, structure of various programming languages.
ii) Develop the computer programming skills.

JAVA

Unit-1

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

Unit-II:

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

OR

PYTHON

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

OR

C++

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

Practical/Lab work to be performed in Computer Lab
-Hands on Training on JAVA/ C++/ Python



SUGGESTED READINGS FOR JAVA:

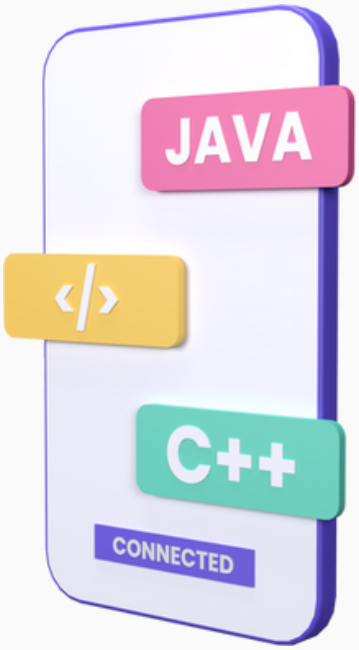
1.E. Balaguruswamy. (2010). Programming with Java. 4th Ed. New York: McGraw Hill.
2.Herbtz Schildt. (2006) Java: The Complete Reference. 7th Ed. New York: McGraw Hill.
3. Head First Java. (2005). 2nd Ed. USA: Orielly Media Inc.
4. Cay S. Horstmann, Gary Corness. (2013). Core Java 2 Volume 1 - Fundamentals.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

SUGGESTED READINGS FOR C++ :

1.Herbtz Schildt (2017). C++: The Complete Reference. 4th Ed. New York: McGraw Hill.
2.E Balaguruswamy (2008). Object Oriented Programming with C++. Tata McGraw-Hill Education
3.Herbtz Schildt (2017). C: The Complete Reference. 4th Ed. New York: McGraw Hill.
4.Brian W. Kernighan and Dennis M. Ritchie (1988). The C Programming Language. USA: Prentice Hall software Series

SUGGESTED READINGS FOR PYTHON:

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





DADLM-08 : PROJECT WORK

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

Total Marks: 160 (Theory ACS: 120 and Practical: 40 (Viva)
Credits: 4
Examination: 3 Hrs.

In addition to theoretical and practical components of seven courses, a student has to submit Project Work/Dissertation (DADLM-08) which is considered as a full course of 4 credits. The purpose of Project Work is to provide an opportunity to the students to develop skills in the areas which they have studied in the various courses of this programme. A student has to secure a minimum passing marks as per University of Delhi norms in the Project Work Course. For the purpose of Project Work, Students are advised to select a topic for work in consultation with the mentors in any area of his/her course of study.





ADMISSION PROCEDURE

Key Dates for Admission

Availability of Prospectus and start of admission on website (https://sol.du.ac.in)	**28th August 2023**
Last date of Admission	**30th September 2023**

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

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 PGDADLM programme (Through SOL website)

1. Go to SOL website and login for online admission.
2. Fill all the relevant information in the course details page/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.

Admission Eligibility

- 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:

1. Eligible
2. They take the University examination at the Delhi Centre only.
3. 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.

Important : Examination at Delhi centre only.

Candidates seeking admission to the course shall satisfy the following conditions: BLISc or MLISc from any recognized University.

Special Provisions

Age

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

Relaxations/Concessions

(A) Scheduled Caste/Scheduled Tribe
Ref: AC Resolution No.88, dated 14/06/1983; EC Resolution No.157, dated24/12/2001

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

All those OBC candidates who secure the minimum eligibility marks in the qualifying examination shall be eligible for admission.

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 to the extent of 5%.

Admission of Foreign Candidates at Department/ School

All foreign candidates residing in India and seeking admission to PGDADLM Course 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.



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)

OR

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.

OR

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

6. (i) Application for change of name will be entertained only when the applicant is a student of the University of Delhi at the time of applying for change of name.

(ii) Application for change of name from a person who is not a student of the University at the time of submission of application or who has already completed his/her course of study shall not be considered.

7. The process of changing of name may require at least 2 weeks' time after submission of application.
8. Application of students of any class for change of name shall be accepted only after 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.

Documents to be uploaded at the time of Admission

While filling up the application form of Post Graduate Diploma in Automated and Digital Library Management (PGDADLM), following documents are required:

- 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) **OR** MLISc 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)

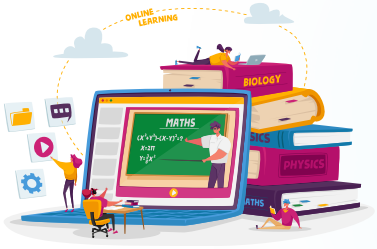


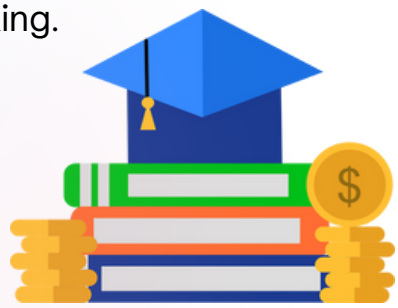


Fee Details

Mode of Payment of Fees

Online: The candidates are requested to pay their fee at the time of admission through debit card/credit card/net banking. The institute makes all transactions only in the account from where the fees have been debited. In order to avoid any inconvenience in future, the students are advised to use their own/mother/father/debit/credit card or Net Banking.





Categories

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.

Fee Structure for Category- A

S. No.	Head	Fees in Rupees
1.	Tution Fees	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 & Services Charges	1000
7.	College Facilities & Services Charges	6800
8.	Economically Weaker Section Support University Fund	150
9.	Delhi University Students Union (DUSU) Fund	Not Applicable
10	Examination Fee (Semester I & II)	2320
	Total	**13070**



Fee Structure for Category- B

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.

Fee Structure for Category- C

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

Important Notes:

- 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.



Withdrawal of Admission & Refund of Admission/Examination Fee

(i) Refund of Admission Fee	Quantum of fee to be refunded
(a) As per UGC Letter No D.O. No. 2.71/2022 (PP.II) dated 2nd August, 2022 regarding fee refund policy 2022-23 to avoid Financial Hardship being faced by parents, it has been decided by UGC that full refund of fees should be made by the higher educational institutions on account of all cancellations of admissions/ migrations of students upto 15 November, 2022 for the academic session 2022-23 as special case.	Full Fees
(b) In the event of death of a candidate after commencement of admission.	Full fee after deduction of, Rs.100/- (admission fee) will be refunded to the parents of the student
After the last date of Admission (30th September 2023) (c) When a student applies for withdrawal of admission within 15 days from the date of his/her admission. The Student will have to apply personally for cancellation of admission and refund of fee will be credited in the same bank account, as mentioned in the Admission Form.	Full fee after deduction, of Rs. 500/-
After the last date of Admission (30th September 2023) (d) When a student applies for withdrawal of admission after 15 days but within a month from the date of his/her admission. Note: No fee will be refunded after one month of the date of admission. No admission will be cancelled, and fee will be refund. If applied through email. The student will have to apply personally for cancellation of admission and refund of fee with written application.	Full fee after deduction, of Rs.1000/-
(ii) In the event of death of a candidate before commencement of examination In the event of student's inability to continue his/her studies at least one month before the commencement of the examination duly certified by the Principal/Head of the Department/Dean of the faculty.	Full fee will be refunded to the parents of the student Full fee after deduction of Rs.200/-
(iii) When cancellation of admission is due to the concealment/falsification of facts. Submission of false/fake documents/certificate.	No Fee will be refunded.

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 Under-graduate 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 / First Class Stipendiary Magistrate / City Magistrate / Assistant Commissioner.

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

iv) Revenue Officers not below the rank of Tehsildar.

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

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

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 university notification vide letter No. Acad.- l/Equivalance/2012/143 dated 28th May 2012: "The Committee recommended that the Madarsa affiliated with the corresponding State Madarsa Boards and the certificates/ qualifications of the Madarsa Boards which have been granted equivalence by the corresponding State Board of Education to that of their Senior Secondary Education, Council of Boards of School Education in India (COBSE) and/or by any other School Examination Board be recognized at par with Senior Secondary Certificate of CBSE for the purpose of admission in the Under-graduate courses.

10. 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.

Examination Related Information

Examination Centre shall only be Delhi.

Admission Ticket and Date Sheet

The Admission Ticket containing Examination Roll Number, Examination Centre and the Date Sheet for the examination will only be available on the COL/SOL website. 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.

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, **North 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.

Examination and Evaluation

The examination relating to PGDADLM Programme has following components:
i. Internal Assessment
ii. Lab and Viva-Voce
iii. Term-end examination (Theory and Practical)

Continuous evaluation is related to the assignments that each student has to submit including participation in practical assignments for exposure to Information Technology, which a student has to successfully complete. Every student has to complete and submit assignments for all the courses except DADLM-008 (Project Work/Dissertation). The Tutor Marked Assignments (TMAs and Practical) are to be submitted to the SOL Centres. The evaluation of the performance of the students in Tutor Marked Assignments and Practical Assignments will be done by the teacher and marks/ grades will .be awarded to each student. Submission of all the assignments is compulsory. Term-end examinations for all the eight courses constitute the second part of the examination. Answer scripts relating to the term end examination will also be evaluated as per Delhi University norms. For project work/dissertation, there is no continuous evaluation.

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%

To fulfil the requirements of PGDADLM Programme, a candidate has to score minimum passing marks as per Delhi University norms in both continuous evaluation as well as in the final 2nd Semester Examination. Candidates who obtain a failure aggregate or who miss to attend the examination may appear at the subsequent semester examination and complete the Programme.

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" x 4" 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.

Rechecking/Revaluation of Scripts

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.

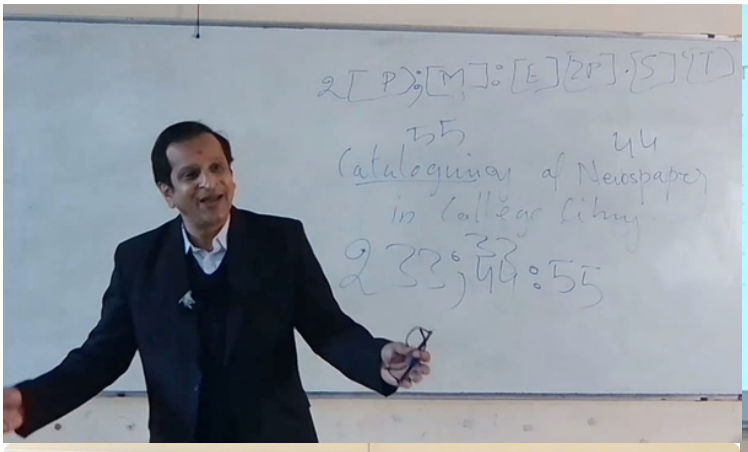
Rules for Supply of Copy of Evaluated Answer Script

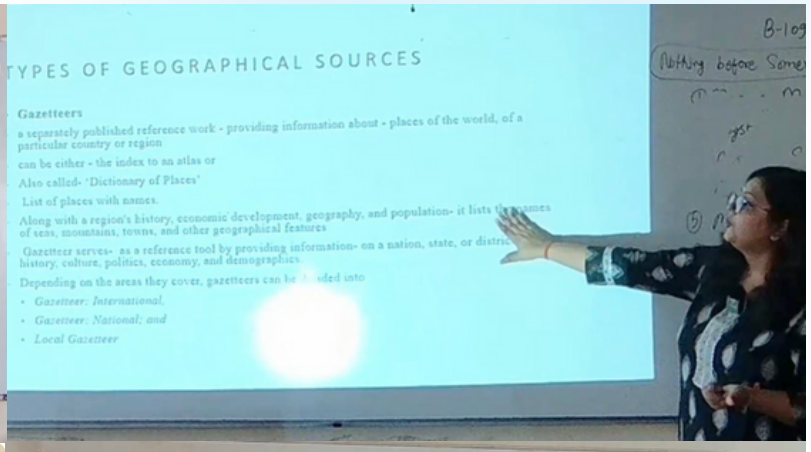
1. If the candidate wants a copy of the evaluated answer script, he/ she should select the paper carefully.
2. The application should be submitted between 61st day and 75th day of declaration of result on the University website.
3. The candidate is required to produce a photocopy of his/her current Admission 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 endeavor to provide a copy of Answer- Script within 30 days of submission of application. The student is required to collect the copy of the evaluated answer script within a period of 15 days from the date of intimation of availability of the script on the University website.
7. If a student finds any error in totaling 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 totaling 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.

Student's Support Services

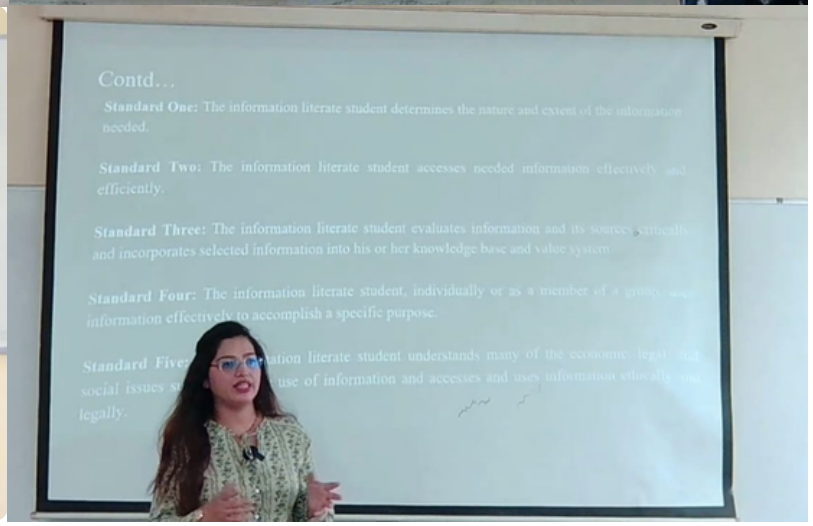
Academic Counselling Session (ACS)

Academic Counseling Sessions (ACS) are conducted on Sundays and Gazetted holidays to provide maximum face-to-face counseling to students. The ACS for all courses also gets live streamed on YouTube to help students learn at their own pace from anywhere.









The duration of Academic Counselling Sessions (ACS) for the courses are as follows:

FIRST SEMESTER

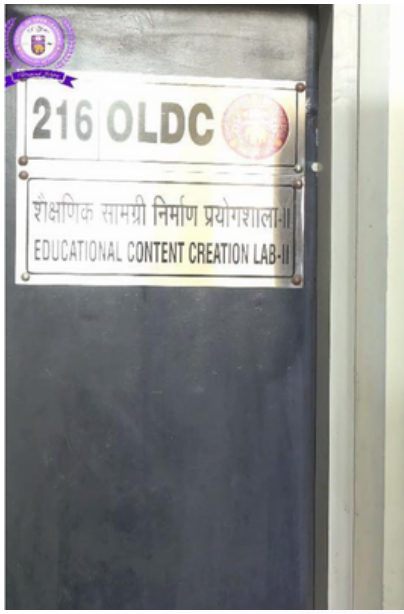
S.No.	Course Code	Hours of Counselling Theory + Practical	Tutorial	Self-Study	Self-Practice/ Practical
1.	DADLM-01	24	12	12	12
2.	DADLM-02	24	12	12	12
3.	DADLM-03	24	12	12	12
4.	DADLM-04	24	12	12	12

SECOND SEMESTER

5.	DADLM-05	24	12	12	12
6.	DADLM-06	24	12	12	12
7.	DADLM-07	24	12	12	12
8.	DADLM-08	-	-	-	-

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.







Project Activity

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





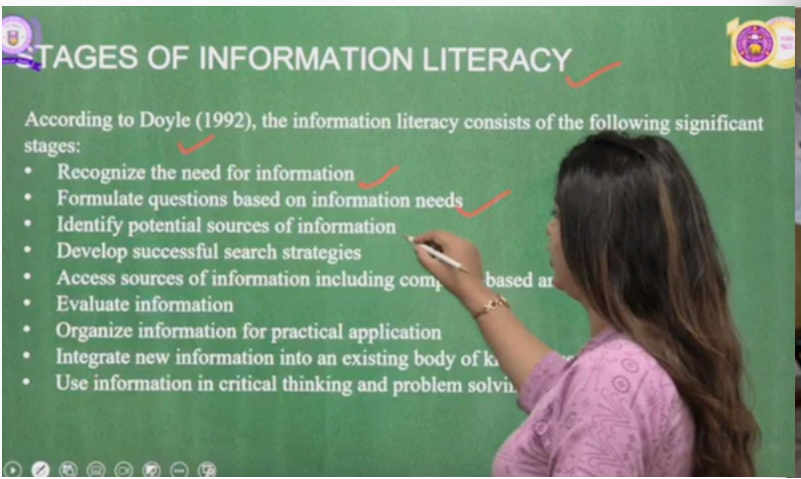
Educational Technology Lab (ET LAB)

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:

1. Design & Development of Instructional Resources : In the form of videos and web based.
2. Provision and maintenance of AV equipment for classroom teaching.
3.Video and computer based instructional packages.
4. Organizing training programmes for faculty and professionals across the country.
5. Video conferencing for faculty selection interviews and meetings.
6. E-Learning and MOOCs (Massive open online courses)
7. Undertaking sponsored and research projects.
8. 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.





LIBRARY FACILITIES

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.



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.

Dialogue/Samvad

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

Identity Card

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



Student Counselling Facility

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

Fee Concession/Financial Assistant to Students

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.

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.

Financial Assistance provided to EWS

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 Government/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.

Fee Concession/Financial Assistant to Students

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.

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.

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).

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.

DEB-UGC Recognition

All the Courses offered by Department/School, are recognized by the Distance Education Bureau UGC for the Year 2023-24.



GALLERY





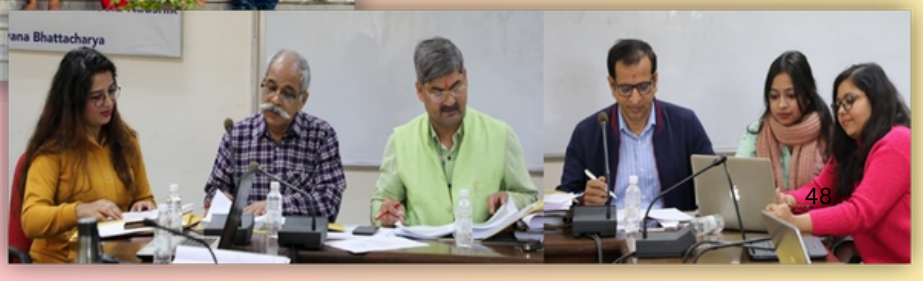








PHOTO ALBUM



Other Related Information



List of Holidays

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

Prohibition and Punishment for Ragging (ORDINANCE XV-C)

1.Ragging, in any form is strictly prohibited, within the premises of College/ Department or Institution and any part of Delhi University system as well as on public transport.
2. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.
3. Ragging for the purposes of this Ordinance, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students; and includes individual or collective acts or practices which -
a. involve physical assault or threat to use physical force
b. violates the status, dignity and honor of women students
c. violates the status, dignity and honor of students belonging to the scheduled castes and tribes
d. exposes students to ridicule and contempt and affects their self-esteem
e. entails verbal abuse and aggression, indecent gestures and obscene behavior.
4.The Principal of a College, the Head of the Department or an Institution, the authorities of the College, or University Hostel or Halls of Residence shall take immediate action on any information of the occurrence of ragging.
5. 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 Clause3(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.



Members & Conveners

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
ADMN. & STUDENTS WELFARE COMMITTEE	**DEVELOPMENT & PLANNING COMMITTEE**	**RADIO TALK & SRS COMMITTEE/ AUDIO-VISUAL COMMITTEE**
Prof. Suman Kr. Verma **Convener**	Sh. P.K Satapathy **Convener**	Prof. Suman Kr. Verma **Convener**
Prof. J. Khuntia	Prof. Suman Kr. Verma	Prof. J. Khuntia
Prof. Ajay Jaiswal	Prof. J. Khuntia	Dr Md. Asghar Ali
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		
PURCHASE COMMITTEE	**Co-ordinators**	
Prof. J. Khuntia **Convener**	Prof. Projes Roy	Library & Information Science
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 Science
	Dr Suchita Yadav	Sanskrit
		Education
		EVS
TEACHERS INCHARGE		
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	

Administrative Staff

ADMINISTRATIVE STAFF			
Designation	**Name**	**Email Id**	**Contact Number**
Deputy Registrar	Dr. O P Sharma	Opsharma67@sol-du.ac.in	27008310
	Raja Ram	rajaram@sol-du.ac.in	27008330
Assistant Registrar	Sanjay Aggarwal (PCP, E&C, Degree)	sanjayagrawal@sol-du.ac.in	24151622
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	Bache Singh Satpola (Add. Charge Unit I-VIII)	bssatpola@sol-du.ac.in	27008458
	Mukesh Chand Meena (Add. Charge Mailing and Printing)	mukeshm@sol-du.ac.in	27008455
	Sh. Rajesh Kumar (Add. Charge AR Estab)	Rajeshkumar2@sol-du.ac.in	27008333
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	Prem Chand, Unit II	premchand@sol-du.ac.in	27008319
	Ashwani Kumar, Accounts I	ashwani@sol-du.ac.in	27008335
	Meena Kumari, Unit IV	meenakumari@sol-du.ac.in	27008318
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	Bache Singh Satpola, Unit III	bssatpola@sol-du.ac.in	27008458
	Pradeep Bajpayee (General Section)	pradeepbajpayee@sol-du.ac.in	27008320
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	Rajesh Kumar, Estab.I	Rajeshkumar2@sol-du.ac.in	27008333
	Umesh Chandra, PCP		27008428
	Ms. Nisha, Accounts II	nisha@sol-du.ac.in	27008337
	Vijay Pal, Unit I	vijaypal@sol-du.ac.in	27008309
	Suresh Chand Verma, Unit V	sureshverma@sol-du.ac.in	27008320
	Ms. Anita, E & C	anita@sol-du.ac.in	27008517
	Mukesh Chand Meena, Mailing-Printing		
	Gajender Kumar Sharma, Unit VIII	Gajendra1@sol-du.ac.in	27008314
	Satyapal, Unit VII	satyapal@sol-du.ac.in	27008463
	Rajesh Kumar, Store	rajeshkumar1@sol-du.ac.in	
	Suraj Kumar, SRC	surajkumar@sol-du.ac.in	24151612
	Vinod Bhandari, WRC	vinodbhandari@sol-du.ac.in	
	Ashok Kumar, Estab. II	Akumar1973@sol-du.ac.in	27008331
	Khajan Chand, ILLL	khajanchand@sol-du.ac.in	
	Vishal Taneja, General	vishaltaneja@sol-du.ac.in	27008392
Junior Programmer	Sanjay Gupta, SRC	sgupta@sol-du.ac.in	
	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	

Note: Please add 011 – state code if you are dialing from outside Delhi.

Frequently Asked Questions (FAQs)



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. 28.	
4.	What is the last date of payment?	30th September 2023	
5.	What is the fee to be deposited with the admission form?	Courses	Annual Fee
		PGDADLM	Rs. 13,070/-
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.	What is the Minimum Eligibility for taking admissions?	Please refer page no. 28	
9.	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.	

Contact

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Instagram

https://www.instagram.com/dusolofficial/
https://www.instagram.com/duoldcofficial/

Facebook

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

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

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

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

The School of Open Learning, University of Delhi reserves the right to suitably modify, update or delete any part of the Prospectus withoutany prior notice. For any dispute involving the Department of Distance & Continuing Education, School of Open Learning, Campus of Open Learning, University of Delhi, the jurisdiction for legal purposes will be only Delhi.

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