DEPARTMENT OF LIBRARY & INFORMATION SCIENCE
University of Delhi, Delhi-110007

PROSPECTUS
2015 – 2016

- Bachelor of Library & Information Science (B.L.I.Sc.)
- Master of Library & Information Science (M.L.I.Sc.)
- Master of Philosophy (M.Phil.)
- Doctor of Philosophy (Ph.D.)

Second Floor, Tutorial Building, University of Delhi, Delhi-110007
Phone No.: 011-27666656, website: http://dlis.du.ac.in
e-mail: office@libinfosci.du.ac.in

Price: Rs. 100/-

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE
UNIVERSITY OF DELHI

Teaching Staff:

Head of the Department: Dr.Shailendra Kumar, B.Sc. (Delhi); M.L.I.Sc. (Delhi); Ph.D. (LIS) (Raj)

Professors:
1. Vacant
2. Vacant

Associate Professors:
1. Dr.(Mrs.) Paramjeet K Walia, M.A. (Delhi); M.L.I.Sc. (Delhi); M.Phil.(Delhi); Ph.D. (LIS) (Delhi)
2. Dr. R.K. Bhatt, M.A. (Raj); M.L.I.Sc. (Delhi); Ph.D.(History) (Agra); Ph.D. (LIS) (Agra)
3. Vacant
4. Vacant

Assistant Professors:
1. Dr. K.P. Singh, M.Sc. (Meerut); M.L.I.Sc. (Delhi); P.G.D.C.A (Kurukshetra); M.Phil. (LIS) (Alagappa); Ph.D. (LIS) (GNDUU)
2. Dr. M. Madhusudan, M.Com (Kakatiya); M.L.I.S (Annamalai); P.G.D.L.A.N (Hyd); Ph.D. (LIS) (Osmania)
3. Mr. Manish Kumar, M.A (Delhi); M.L.I.Sc. (Delhi); M.Phil. (LIS) (Delhi)
4. Vacant
5. Vacant

Assistant Professor-cum Librarian:

1. Dr. (Mrs.) Meera, B.Sc; (BHU); M.L.I.SC. (BHU); Ph.D. (LIS) (Karnataka)

Non-Teaching Staff

Office:

Incharge	:	Mrs. Usha Rani
Stenographer	:	Vacant
Junior Assistants	:	Mr. Ravi Kumar &Ms. Poonam Chauhan
Office Attendant	:	Mr. Vinay Kumar Patwal

Department's Library:

Library Incharge	:	Mrs. Renu Rani
Semi-Professional Assistant	:	Vacant
Junior Library & Inf. Assistant	:	Vacant
Library Attendants	:	Mr. Madan Mohan& Mrs. Vandana

CONTENTS

1. LIBRARIANSHIP AS A CAREER

Libraries are now universally recognized as important social institutions. No community is considered complete without a library. The gradual spread of the concept of democracy, the extension of education, the intensification of research activities, and the rapid increase in production of recorded knowledge, have led to the expansion of libraries and the development of their services. A public library is an important element in the life of a community; an academic library is an essential part of an educational institution, school, college or university; a business or special library is indispensable in government departments and large business and industrial organizations. Librarianship is a growing field, which has by now attained the status of a separate discipline in the universe of knowledge. It presents challenges and interesting situations to library personnel. The management of these libraries needs persons with good academic and professional qualifications. Proficiency in one of the natural sciences, social sciences or the humanities is helpful in the professional development of a librarian. Library work is primarily a social service, and therefore, needs young men and women with a sense of dedication and a spirit of service. Those intending to enter the library profession should satisfy themselves that they possess the necessary academic qualifications and the sense of vocation that would enable them to work successfully as librarians. Librarianship as a profession provides a variety of employment opportunities. In fact, it is possible to choose the kind of library to suit one's interest and background. Persons with a superior record and high qualifications can achieve high positions. The salaries in college and university libraries are comparable to those of teachers. Indeed, the salaries of special librarians are high.

2. INFORMATION ABOUT THE DEPARTMENT

The Department of Library and Information Science instituted in 1946, is organized in the Faculty of Arts. The (late) Dr S.R. Ranganathan and (late) Professor S. Das Gupta, renowned librarians and teachers in Library Science took the initiative for establishing this Department, and it was for the first time in the country that a Library Science Department was constituted at par with other teaching departments in this University. (The Department completed its Golden Jubilee in 1996-97 by organizing a national seminar, which was attended by eminent Library and Information Science professionals).

The Department has also been recognized as an Associated Project of UNESCO. It is housed in the Tutorial Building, adjacent to the University Central Reference Library.

For a long time, this was the only Department in the country which, in addition to the B.L.I.Sc., degree was providing education and research facilities at higher levels leading to the M.L.I. Sc., M. Phil., and Ph.D. degrees.

The Department during the past 69 years of its existence has played a significant role in Library Science education in the country as whole. Already about 3579 students have taken their Library Science degree from this Department. Out of whom about 2235 students obtained Postgraduate Diploma in Library Science/ Bachelor's degree in Library Science; 1152Master's degree in Library Science / Master's Degree in Library and Information Science; and 132 M. Phil. Degrees and 60 Ph.D.s in Library and Information Science (as on May, 2013). Old students are occupying senior professional positions not only in India but also outside the country.

3. FACILITIES IN THE DEPARTMENT AND UNIVERSITY

The Department has two air-conditioned Computer Laboratories equipped with various IT gadgets, Department Library and other facilities.

3.1 Computer Laboratory for Research Scholars

The Computer Laboratory is meant for research scholars (i.e. M.Phil. and Ph.D. scholars) and equipped with 8 high-end Computers, 2 Printers, 1Scanner and 1 Photocopier. All the computers in the lab are connected to University's dedicated Internet connection.

3.2 Computer Laboratory for B.L.I.Sc. and M.L.I.Sc. Students

This Lab has 20 Computers, 2 Laptops, 2 Projectors, 1 Network Laser printer and 1 heavy-duty network printer meant for B.L.I.Sc. and M.L.I.Sc. computer practicals. The Department has Local Area Network (LAN) and all he computers are connected to University's dedicated Internet connection.

3.3 Departmental Library

The Department has its own Library of professional books and periodicals. Students will also have an access to reference works and periodicals available in the Delhi University Library System. The Departmental library is having a rich collection of documents on Library and Information Science courses, which is already computerized. The departmental library has 3 Computers and 1 Printer. The Department has created a database of Textbooks, Theses, Dissertations and Project reports with contents and abstracts. These are now available for on-line access. Barcode system is in use for online circulation of books.

3.4 Faculty Rooms

All the faculty rooms have been equipped with desktop computer, laser printer and Internet connection.

3.5 Office of the Department

The Office of the Department has 3 Computers, 2 Printers and Internet connection.

3.6 Other Facilities

(a) Hostel Accommodation
The University maintains 6 halls/hostels of residence for post-graduate students viz., Jubilee-Hall, Gwyer Hall, University Hostel for Women, Meghdoot Hostel for Women, P.G. Men's Hostel and Mansarowar Hostel. Application for admission to the University Halls/Hostel should be made in anticipation of the admission, on the prescribed form obtainable from the respective Halls/Hostels. The Application should reach the Halls/Hostel normally before the first week of July. The Halls/Hostel seats, however, are limited and the University does not guarantee that a seat will be available to a student applying for it. In view of this, the Department cannot entertain requests for reservation of accommodation in advance. Application must be submitted to the Hall's/Hostel's authorities through the Head, Department of Library and Information Science in the prescribed application form available from the Halls/Hostels. Candidates are also advised that they must be in Delhi on the opening day of the session.

(b) Halls of Residence/Hostel Expenses*
Monthly expenses in various hostels of the University vary betweenRs.1500/- to Rs. 2000/- p.m. (approx.). In addition, hostel admission fee (ranging between Rs. 8000/- to Rs. 15,000/- approx.) has to be paid at the time of admission to the hostel as per their fee structure.

* Likely to be revised

(c) Medical Facilities
The University provides limited medical services for all outside students and full medical services for resident students in the WUS Health Centre (North Campus), University of Delhi.

(d) Student's Association
Delhi University Library Science Students' Association (DULSA) established in 1959, is a forum for professional and cultural activities of the students. It also organizes special lectures and field trips from time to time during the session.

4.   JOURNAL OF LIBRARY AND INFORMATION SCIENCE

The Department brings out a research journal entitled 'Journal of Library and Information Science' (JLIS). The Journal was started in June 1976. Its frequency is half yearly and 38 volumes have already been published. The Abstracts of the articles published in the JLIS are also made available on our website: http://dlis.du.ac.in/JLIS.html.

5.   GOLD MEDALS AND SCHOLARSHIPS

5.1   Gold Medals

i)   The 'Gopal Krishan Medal' in Library Science is awarded to the student of the B.L.I.Sc. Course securing the highest marks with first division in every academic year.
ii)   The 'S. Das Gupta Memorial Gold Medal' is awarded to the student of the M.L.l.Sc. Course securing the highest marks with a first division in every academic year.

5.2   S.S. Saith Memorial Scholarship

The Scholarship of the value of Rs. 600/- per month shall be awarded to a student who secured first class and first position in the B.L.I.Sc. Examination of the University of Delhi and joins the M.L.l.Sc. Course. In case, the first student does not join, the scholarship may be awarded to the next eligible student strictly in order of merit in every academic year.

5.3   JLIS Scholarship in B.L.I.Sc.

i)   There shall be a scholarship known as 'JLIS Scholarship in Bachelor of Library Science (B.L.I.Sc.)' of the value of Rs. 260 pm (approx.) to be awarded every year from July-April out of the annual income accruing from the Endowment fund of Rs. 20,000/- created by the Department of Library and Information Science, University of Delhi.
ii)   The scholarship shall be awarded for the duration of the Course retrospectively to a student of B.L.I.Sc. who has passed securing the highest marks with at least 60% in the 1st semester examination of B.L.I.Sc. Course.
iii) No student shall be eligible for the award of this scholarship if he/she is in receipt of any other scholarship/financial assistance other than free ship from any University/State Government/Central Government or any private body.
iv)   In case, a student accepts any other scholarship or financial assistance from any other source as mentioned under clause (iii) above the total amount received from this Endowment Fund shall be refunded by him/her to the University from the date he/she accepts any other scholarship or financial assistance.
v)   If the selected student failed to make satisfactory progress or is found guilty of gross misconduct or is irregular in attendance or discontinues his/her study in the course, his/her scholarship may be suspended or withdraw non the specific recommendation of the Head of the Department of Library and Information Science. In such case, the scholarship shall be offered to the next student in the order of merit subject to his/ her fulfilling the other conditions stipulated in this Ordinance.
vi)   The payment of the scholarship amount will be made to the student through the Head of the Department from July to April each year on presentation of a bill with the certificate to the effect that the student was not in receipt of any other scholarship or financial assistance from any other source during the period and the student is making satisfactory progress in studies.
vii) Any amount accruing from interest from the endowment and not spent in any year shall be added to the fund.

5.4   Free ship

There is a provision of few free studentships for needy students with good academic record. Application for free ship should be made to Head of the Department on the prescribed form after admission.

5.5   Post Matric Scholarship

There is also provision for post matric scholarship to Scheduled Caste/Scheduled Tribe students awarded by respective State Governments.

6.   COURSES OFFERED
The Department offers the following programmes:
- *Bachelor of Library and Information Science*
- *Master of Library and Information Science*
- *Master of Philosophy*
- *Doctor of Philosophy*

6.1   BACHELOR OF LIBRARY AND INFORMATION SCIENCE

A one-year full-time course leading to the degree of Bachelor of Library and Information Science (B.L.I.Sc.).
The objectives of the course are:
a)   to educate the students in the philosophy of librarianship, basic principles, fundamental laws, professional ethics;
b)   to train the students in the skills of information, knowledge processing, organization and retrieval;
c)   to train the students in the management of Library and Information Centres;
d)   to enable the students to understand and appreciate the functions and purpose of Library & Information Centres in the changing social, cultural, technological and economic environment;
e)   to provide the basic knowledge of computer and its application in Library and Information activities; and
f)   to give the students an understanding of the basics of Information Science.

6.1.2   Intake

62 seats (including candidates belonging to Scheduled Castes, Scheduled Tribes and OBC categories). However, intake of the foreign students(Maximum 5) will be in addition to the prescribed intake of 62
seats.

6.1.3   Eligibility Conditions

Candidates seeking admission to the course shall satisfy the following conditions:
a)   Candidates must have passed at least a Bachelor 's Degree examination under (10+2+3) pattern of education with a minimum of 50%marks, or a Bachelor's Degree examination under the (11+3) or (10+2+2)pattern of education with a minimum of 55% marks from the University of Delhi or from any other recognised University.
b)   They must fulfil other conditions of knowledge of languages, ageetc.as may be laid down by the Library Science Courses Admission Committee from time to time.

6.1.4 Age Requirement

Candidates seeking admission to this course must be at least 20 years of age before the first day of October in the year in which admission is sought. The maximum age on the first day of October in which the admission is sought shall be 26 years i.e. for the academic session 2015-16. Only candidates who are under 26 years i.e. born on 1st October, 1989 or later will be eligible for admission. However, in the case of persons working in libraries as Semi-Professional Assistants or Senior Library Assistants fora minimum period of three years, the maximum age limit will be 35 years on the first day of October, in which the admission is sought.

6.1.5 Procedure for Admission

Candidate seeking admission to B.L.I.Sc. Course will have to apply for admission on the prescribed Application Form "Marked A" in this Bulletin along with photostat copies of Degrees/Certificates, detailed markssheet, Matriculate/ Secondary School Certificate bearing date of birth. Application duly completed in all respect should reach the Office of The Head, Department of Library and Information Science, Second Floor, Tutorial Building, University of Delhi, Delhi – 110007 in person or reach by post on or before **25.06.2015(Thursday) up to 5.00 p.m.**

6.1.6 Merit Categories

In addition to the eligibility conditions mentioned above, the admission to the B.L.I.Sc. Course will be strictly according to the merit categories (in the order of priority) given below:

Category	Qualifications
I	Master's Degree II Division with 50% and above from the University of Delhi.
II	Master's Degree II Division with 50% and above from other Universities.
III	Bachelor's Degree (Hons.)(10+2+3) with 50% and above or Bachelor's Degree (Hons.) (11+3) with 55% and above from University of Delhi.
IV	Bachelor's Degree (Hons.)(10+2+3) with 50% and above or Bachelor's Degree (Hons.) (10+2+2) or (11+3) with 55% and above from other Universities.
V	Bachelor's Degree (10+2+3) with 50% and above or Bachelor's Degree (10+2+2) or (11+3) with 55% and above from the University of Delhi.
VI	Bachelor's Degree (10+2+3) with 50% and above or Bachelor's Degree (10+2+2) or (11+3) with 55% and above from other Universities.

For the purpose of classification of I, II and III Division, the following will be the criteria:
First Division - 60 per cent and above
Second Division - 50 per cent and above
Third Division - 45 per cent and above

Note:
i) Seats for the above merit categories will be allotted equally to candidates in the Humanities, Social Sciences and Sciences (pure and applied). The criteria for selection with in each of these areas will again be in the order of merit as given above.
ii) In case sufficient number of candidates are not available to fill the seats allotted for any areas viz. the Humanities, Social Sciences and Sciences (pure and applied), the seats will be allotted to other areas.
iii) Special consideration will be given to eligible candidates from the field of Medicine, Engineering, Technology, and Computer Science.

6.1.7   Reservations

The under mentioned categories carry the reservation to their admission: -

a)   Scheduled Castes/Scheduled Tribes

15% for Scheduled Castes and 7½% for Scheduled Tribes of the total seats. No seats be reserved for Scheduled Castes in post-graduate course where the number of seats is less than 7. Where number of seats is 7 or more but less than 15, fifteen percent of the seats be reserved for Scheduled Caste candidates (if no Scheduled Caste candidate is available the seat would go to a Scheduled Tribe candidate, if available). Where the number of seats are 15 or more, reservation of 15% and 7½ % for Scheduled Castes and Scheduled Tribes candidates (interchangeable) will be made respectively.

b)   Physically Handicapped Candidates

The admission of the Physically Handicapped candidates (3%) shall be subject to their medical examination and appropriate recommendations of the Chief Medical Officer, WUS Health Centre s(North Campus), University of Delhi. The recommendation of the Board shall be final for all practical purposes. They should annex Medical Certificate from competent medical authorities along with their application form for admission.

c)   *Children/Widows of the Officers and Men of the Armed Forces including Para-Military personnel killed or disabled during hostilities and who died on duty.*

5% seats in all the courses for Children/Widows of personnel of Armed Forces including Para-Military Forces killed/disabled in action during the hostilities and who died on duty.

d)   Other Backward Classes (OBC) (Non-creamy layer)

27% seats are reserved for the OBC candidates as per the University of Delhi directives on the subjects in accordance with Central Educational Institutional Act 2006.

"The OBC status of the candidates will be determined on the basis of the Central list of OBCs notified by the Ministry of Social Justice &Empowerment on the recommendations of the National Commission for Backward Classes available at the website of the Commission: (http://ncbc.nic.in/backwardclasses/index.html)."

Note: *In case sufficient number of eligible candidates mentioned at (a) (c) and (d) above are not available then the seats will be treated as unreserved in the respective categories.*

6.1.8   Relaxation in the Minimum Eligibility Conditions for Reserved Categories

Candidates belonging to the following categories shall be allowed concession in the minimum eligibility requirements as detailed below:

a)   Scheduled Caste/Scheduled Tribe Candidates

Candidate belonging to Scheduled Caste/Scheduled Tribe shall be allowed concession of 5% marks in minimum eligibility requirements.

b)   Physically Handicapped Candidates

Candidates belonging to Physically Handicapped category shall be allowed concession of 5% marks in the minimum eligibility requirement subject to his/her medical examination and appropriate recommendation of the Chief Medical Officer, WUS Health Centre (North Campus), University of Delhi, Delhi - 110007.

c)   Children/Widows of the Officers and Men of the Armed Forces including Para-Military personnel killed or disabled during hostilities and who died on duty.

Candidates under this category shall be allowed concession of 5% marks in the minimum eligibility requirement. His/her provisional candidature is subject to production of Entitlement Card from the competent authority in this regard.11 12

Note: Admission under the above categories (a), (b) and (c) is open to Indian Nationals only.

6.1.9   Certificate required from Reserved Category Candidates

a)   Scheduled Caste/ Scheduled Tribes/OBC
For admission under seats reserved for Scheduled Caste/Scheduled Tribe/Other Backward Class, a certificate in original from an approved district authority stating the Scheduled Caste/Tribe/Other Backward Class, to which the candidate belongs is required. A list of approved authorities is given below:
i)   District Magistrate/Additional District Magistrate/Deputy Commissioner/Collector/ Additional Deputy Commissioner/ Deputy Collector/1st Class Stipendiary Magistrate/City Magistrate (not below the rank of I Class Stipendiary Magistrate, Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/ Assistant Commissioner (not below the rank of 1^{st}Class Stipendiary Magistrate).
ii)   Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
iii)   Revenue Officer not below the rank of Tehsildar.
iv)   Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.
v)   Administrator/Secretary to Administration/ Development Officer (Locadive& Minicoy Islands).

b)   Physically Handicapped Candidates
i)   The Physically Handicapped candidates should annex Medical Certificate from competent medical authorities along with their application form for admission.
ii)   The admission of the Physically Handicapped candidates shall be subject to his/her medical examination and appropriate recommendations of the Chief Medical Officer, WUS Health Centre (Main Campus), University of Delhi, Delhi - 110007.

c)   Children/Widows of the Officers and Men of the Armed Forces including Para-Military Personnel killed or disabled during hostilities and who died on duty.

For admission of Wards/Children/Widows of Personnel of Armed/Para Military Forces of Delhi killed/disabled in action during hostilities, Entitlement Card in original issued by the Record Officer of the Unit/Regiment of Armed Personnel of the Armed Forces in case of armed personnel or from the Home Ministry in case of Para-Military Forces is required.

The Children/widows of the Officers and men of the Armed Forces including Para-Military personnel who died on duty must submit a Certificate to that effect from the following authorities:
(i) Secretary, Kendriya Sainik Board, Delhi.
(ii) Secretary, Rajya/Zila Sainik Board.
(iii) Officer-in-Charge, Record Office.
(iv) Class I Stipendiary Magistrate.

Note: Candidates belonging to any of the above mentioned reserved category will note that a column has been provided in the Application Form for the purpose. They are required to disclose this fact and indicate the same and are also required to enclose two photostat copies of the Scheduled Caste/Tribe Certificate/ Entitlement Card/Medical Certificate, as the case may be.

6.1.10 Deputed Candidates

A maximum of 2 seats will be set apart for deputed candidates out of which one will be for candidate deputed by Delhi University Library System and another for candidate deputed by the College/Institution maintained by or affiliated to the University of Delhi. Candidates to be considered under this category must fulfil the minimum admission requirements.

In addition they should be: (i) working as Semi-Professional Assistants/Senior Library Assistants for at least 3 years, and (ii) granted study leave with full emoluments, or deputation allowances for the duration of the course of the study. The criteria for selection in this category will also be in order of merit as laid down for other candidates.

6.1.11 Seats for Foreign Students and Procedure for their Admission

Applications of foreign students will be considered by the Admission Committee on individual merit and maximum of 5 seats will be offered to the foreign students. These seats will be in addition to the prescribed intake of 62 seats.

Foreign students, seeking admission to B.L.I.Sc. Course in the Department of Library and Information Science are required to apply directly to the Foreign Students' Advisor, Foreign Students' Registry, Faculty of Management Studies, University of Delhi, Delhi-110007 who will arrange for their admission in the Department. Foreign Students who are stationed in India and have passed last examination from Board/University in India may seek admission on the basis of merit along with other students after obtaining No Objection Certificate from the Foreign Students' Advisor.

6.1.12 List of Selected Candidates

a)   First list of Selected Candidates
First list of selected candidates will be displayed on the Notice Board of the Department of Library and Information Science on **07-07-2015(Tuesday) at 4.30 p.m.**

b)   Second list of Selected Candidates
Second list of selected candidates will be displayed on the Notice Board of the Department of Library and Information Science on **14-07-2015 (Tuesday) at 4.30 p.m.**

Note: No personal communication in any form will be sent to the concerned candidates by the Department.

6.1.13 Scheme of B.L.I.Sc. Papers

Paper No.	Subject	Internal Assessment Marks	Examination Marks	Duration	Total Marks	Credit
First Semester						
B-101	Library, Information and Society	30	70	3 Hours	100	4TH=4
B-102	Library Classification (Theory)	30	70	3 Hours	100	4TH=4
B-103	Library Classification (Practical)	30	70	3 Hours	100	4TH=4
B-104	Basics of Information Technology in LIS	30	70	3 Hours	100	4TH=4

	(Theory)					
B-105	Basics of Information Technology in LIS (Practical)	30	70	3 Hours	100	4TH=4
B-106	Project Work in LIS a) Literature Survey b) Field Survey	30	70	3 Hours	100	4TH=4
					Total Marks	**600**
Second Semester						
B-107	Management of Library and Information Centres	30	70	3 Hours	100	4TH=4
B-108	Information Sources and Services	30	70	3 Hours	100	4TH=4
B-109	Library Cataloguing (Theory)	30	70	3 Hours	100	4TH=4
B-110	Library Cataloguing (Practical)	30	70	3 Hours	100	4TH=4
B-111	Internship Programme					
	a) Report on Training Activities		70			
	b) Viva-Voce (based on Internship Training)		30		100	
	Total Marks: 500			**Grand Total: 1100**		

Note: Each student shall have to undergo an Internship programme at a Library selected by the Department for a period of one month immediately after the second semester examination. Successful completion of the programme is a must for their final results.

6.1.14 Other Instructions
i) Medium of instruction and examination of the course will be English.
ii) The teachers in the Department will assign marks on account of 'Internal Assessment'. The Head of the Department will send the 'Internal Assessment' marks to the University at the end of each semester.
iii) Subject to provision of Ordinance VII, no candidate shall be deemed to have pursued a regular course of study for the academic year unless he/she has attended not less than 75 percent of the lectures, tutorials and discussion classes, taken together, held in each semester and not less than two third of the aggregate of the lectures, tutorials and discussion classes taken together for the two semesters combined.

A candidate who does not fulfil the attendance requirement as above at the end of the Ist semester, shall not be allowed to appear in the II semester examination. Such a candidate will have to re-join the course in IInd semester in the year immediately following, if otherwise, eligible in the following year, provided requisite attendance is put in by such a candidate in the II semester and the aggregate of his/her attendance in the I semester in the previous year and II Semester of the current year will determine his/her eligibility to appear at the examination of II semester of current year.

iv) The pass marks required for each paper will be 40% and 45% in aggregate of a semester. Marks secured by the candidates in the internal assessment will be included in total marks of each paper.
v) The total marks obtained in the first semester and the second semester examination will determine the classification of the final result which will be as follows:

Minimum marks to secure a place in the first division will be 60 percent, in the second division 50 percent, and in the third division and pass 45 percent.

vi) Failed Candidates

a) A candidate who fails in one or more papers in the first semester or the second semester examination will be allowed to reappear in 4 succeeding semesters.
b) A candidate who has secured 40 percent or more marks in any paper shall not be permitted to reappear in that paper at a subsequent examination.

vii) Library Tour/ Educational Tour

Every year the Department organises visits to reputed Libraries/Documentation Centres in Delhi and outside Delhi in which participation by B.L.I.Sc. students shall be compulsory. An estimated expense to be incurred by the students is approximately Rs. 5,000/-.

6.1.15 Courses of Study for B.L.I.Sc.

First Semester

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

UNIT – I: Role of Libraries

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

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

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

UNIT – III: Library Legislation

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

UNIT – IV: Information and Communication

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

UNIT – V: Library and Information Profession

Professional Skills and Competencies
Professional Ethics

Role of Library and Information Professionals in Digital Era

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

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

Paper: B-102   LIBRARY CLASSIFICATION (Theory)

UNIT - I: Elements of Library Classification

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

UNIT - II: Theory and Development

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

UNIT – III: Approaches to Library Classification

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

UNIT – IV: Notation and Construction of Classification Number

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

UNIT – V: General and Special Classification Schemes

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

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

Paper- B-103 - LIBRARY CLASSIFICATION (Practical)

UNIT – I: Colon Classification (Ed. 6)

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

UNIT – II: Dewey Decimal Classification (Latest Edition)

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

UNIT – III: Colon Classification (Ed. 6)

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

UNIT – IV: Dewey Decimal Classification (Latest Edition)
Classification of Documents using Tables 1 to 7

Recommended Books
1.   **DEWEY (Melvil):** Dewey Decimal Classification (Ed. 21, 1996) Forest Press, Dublin, USA.
2.   **KAULA (P N):** A Treatise on Colon Classification (1985), Sterling Publishers, New Delhi.
3.   **RANGANATHAN (SR):** Elements of Library Classification (1989),Sarada RanganathanEndowment for Library Science, Bangalore.
4.   **RANGANATHAN (SR):** Colon Classification (Ed.6, 1960),Sarada Ranganathan Endowment for Library Science, Bangalore.

5.   **SATIJA (M P):** Manual for Practical Colon Classification (Rev. Ed.3, 1995), Sterling Publishers, New Delhi.
6.   **SATIJA (MP):** The Theory and Practice of the Dewey Decimal Classification System(2007), Chandos Publishing, Oxford.

Paper- B-104 - BASICS OF INFORMATION TECHNOLOGY INLIS (Theory)

UNIT – I: Introduction to Computers

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

UNIT – II: Library Automation

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

UNIT – III: Database Management Systems

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

UNIT – IV: Web Interface to WINISIS Databases

Introduction to Web Interface: WWWISIS
Introduction to Web Servers: Apache Server and Internet Information Server
Web Interface Software: GENISIS

UNIT – V: Introduction to Internet

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

Recommended Books
1.   **DEEPALI (Talagala):** Web Interface for CDS/ISIS: GENISIS (webv.3.0, 2003), Sri Lanka Library Association, Colombo.
2.   **HARAVU (L J):** Library Automation Design, Principles and Practice (2004), Allied Publishers, New Delhi.
3.   **INFLIBNET.** Software for University Libraries User Manual (2003) INFLIBNET, Ahmedabad

4. **NEELAMEGHAN (A) and LALITHA (S K):** Tutor +: A Learning and Teaching Package on Hypertext Link Commands in WINISIS(2001),Sarada Ranganathan Endowment for Library Science, Bangalore.
5. **NEGUS (Christopher):** Linux Bible.(2005), John Wiley, New York.
6. **RAJARAMAN (V):** Introduction to Information Technology (2007), Prentice-Hall of India, New Delhi.
7. **SIMPSON (Alan):** Windows XP Bible.(2004) John Wiley, New York.
8. **SIMPSON (Alan) and JONES (Bradley L):** Windows Vista Bible.(2007), John Wiley, New York.
9. **UNESCO**: CDS/ISIS for windows: reference manual (vo1.5, 2004) UNESCO, Paris.
10. **WALKENBACH (John):** et al. Office 2007 Bible.(2007) John Wiley, New York.

Paper:B-105   BASICS OF INFORMATION TECHNOLOGY INLIS (Practical)

UNIT – I: Operating Systems and Application Software

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

UNIT – II: Database Creation and Library Software
Installation and Creation of Databases: Import, Export, Hyperlinks and Printing of Records using WINISIS
Alice for Windows: Installation, Configuration and Functions
Installation, Configuration and Application of SOUL

UNIT – III: Database Web Interface
GENISIS: Installation, Configuration and Functions
Web Interface to WINISIS using GENISIS23 24

UNIT – IV: Online and Offline Searching
Web Searching
Advanced Internet Searching
Search through Meta Search Engines
Offline Databases
Internet and E-mail

Recommended Books
1. **CHOWDHURY (GG) and CHOWDHURY (Sudatta):** Searching CD-ROM and Online Information Sources (2000) Library Association, London.
2. **CHOWDHURY (G G) and CHOWDHURY (Sudatta):** Organizing Information - from the shelf to the web (2007), Facet Publishing, London.
3. **COOPER (Michael D):** Design of Library Automation Systems: File Structures, Data Structures and Tools (1996), John Wiley, New York.
4. **INFLIBNET:** Software for University Libraries User Manual (2003), INFLIBNET, Ahmedabad.
5. **NEELAMEGHAN (A) and LALITHA (SK):** Tutor + : A Learning and Teaching Package on Hypertext Link Commands in WINISIS(2001),Sarada Ranganathan Endowment for Library Science, Bangalore.
6. **NEGUS (Christopher):** Linux Bible.(2005), John Wiley, New York.
7. **SIMPSON (Alan):** Windows XP Bible.(2004), John Wiley, New York.
8. **UNESCO.** CDS/ISIS for windows: reference manual (vo1.5, 2004), UNESCO, Paris.
9. **WALKENBACH (John):** et al. Office 2007 Bible (2007) John Wiley, New York.
10. **WINSHIP (Ian) and McNAB (Alison):** The Student's Guide to the Internet (2000), Library Association, London.

Paper: B-106   PROJECT WORK: LITERATURE AND FIELDSURVEY

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

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

SECOND SEMESTER

Paper: B-107   MANAGEMENT OF LIBRARY ANDINFORMATION CENTRES

UNIT – I: Principles of Library Management

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

UNIT – II: Financial and Human Resource Management

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

UNIT – III: Library Building and Resources Management

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

UNIT – IV: Services and Maintenance of the Library

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

UNIT – V: Library Records and Statistics
Staff Manual
Library Statistics
Annual Report

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

Paper: B-108   INFORMATION SOURCES AND SERVICES

UNIT- I: Fundamental Concepts

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

UNIT- II: Sources of Information

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

UNIT- III: Reference and Information Services

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

UNIT- IV: Types of Information Services

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

UNIT- V: Information Literacy Programmes

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

Recommended Books
1.   **CHENEY (FN) and WILLIAMS (WJ):** Fundamental Reference Sources (Ed. 3, 2000) ALA, Chicago.
2.   **CRAWFORD (John)**: Evaluation of Library and Information Services (2000) ASLIB, London.
3.   **FARMER (LSJ)** (E d.2007): The Human Side of Reference and Information Services in Academic Libraries: Adding Value in the Digital World, Chandos Publishing, Oxford.
4.   **FOSKETT (DJ)**: Information Service in Libraries (Ed.2. 1967) Archon Book Hamden,   Connecticut.
5.   **FOURIE (D) and DOWELL (D)**: Libraries in the information age (2002), Libraries Unlimited,   New York.
6.   **KATZ (William A)**: Introduction to reference work: Reference Service and Reference Process (v.2, Ed. 5, 1987) McGraw-Hill, New York
7.   **KRISHAN KUMAR:** Reference Service (Ed. 3, 1996) Vikas Publishing, New Delhi.
8.   **RANGANATHAN (S R)**: Reference Service (Ed 2, 1989) Ranganthan Endowment for Library Science, Bangalore.
9.   **WALFORD (A J)**: Guide to Reference Books (Vol.3, Ed. 4, 1980) Library Association, London.
10.   **WOODSWORTH (Anne) and WILLIAMS (James F)**: Managing the Economics of Owning, learning and contracting out information services (1993) Gower, London.

Paper: B-109   LIBRARY CATALOGUING (Theory)

UNIT – I: Fundamental Concepts and Historical Developments

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

UNIT – II: Types of Catalogue Entries

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

UNIT – III: Choice and Rendering of Headings

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

UNIT – IV: Subject Cataloguing

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

UNIT –V: Trends in Library Cataloguing

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

Recommended Books
1. **AMERICAN LIBRARY ASSOCIATION**, et al. Anglo-American Cataloguing rules (Rev. Ed. 1998) Library Association, London.
2. **BOWMAN (J H)**: Essential Cataloguing (2003) Facet Publishing, London.
3. **HUNTER (EJ) and BAKEWELL (K G B)**: Advanced cataloguing (1989) Clive Bingley, London.
4. **KUMAR (G) and KUMAR (K)**: Theory of Cataloguing (Rev. Ed.5, 1993) South Asia Books, New Delhi.
5. **MILLER (J)**, Ed. Sears List of Subject Headings (Ed.15, 1994) Wilson, New York.
6. **RANGANATHAN (S R)**: Classified catalogue code with additional rules for dictionary catalogue code (Ed. 5 (with amendments) 1989)Sarada Ranganathan Endowment for Library Science, Bangalore.
7. **READ (J)**: Cataloguing without tears: managing knowledge in the information society (2003) Chandos Publishing, Oxford.
8. **TAYLOR (AG) and MILLER (David P)**: Wynar's introduction to Cataloguing and Classification (Ed.10, 2006) Libraries Unlimited, London.

Paper: B-110   LIBRARY CATALOGUING (Practical)

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

UNIT - I: Classified Catalogue Code

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

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

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

UNIT - III: Classified Catalogue Code

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

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

Works of Corporate Bodies
Serial Publications

Works of Editorial Direction

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

Paper: B-111   INTERNSHIP PROGRAMME

UNIT- I: Internship Programme

A. Report on Internship Programme
B. Viva-Voce

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

Note: Each student shall have to undergo an Internship Programme at a library, selected by the Department for a period of one month, immediately after the Second Semester Examination.

6.2   MASTER OF LIBRARY AND INFORMATION SCIENCE

A one-year full-time course after the Bachelor of Library and Information Science leading to the degree of Master of Library & Information Science (M.L.I.Sc.).

The objectives of the course are:
a)   to impart the students a thorough understanding of patterns of knowledge development and its organization;
b)   to train the students in the advanced skills of information/knowledge, gathering, processing, organization and retrieval;
c)   to train the students in information/ knowledge analysis, repackaging and marketing;
d)   to provide the advanced practical training in ICT applications in information environment including library automation, digitization, networking and communication system;
e)   to train the students in the analysis, planning and management of the systems of library and information centres; and
f)   to provide an understanding of research methods and activities of research organizations.

6.2.1   Duration

The Master of Library and Information Science (M.L.I.Sc.) course will be full time course of one academic year of two semesters.

6.2.2   Intake

46 seats (including candidates belonging to Scheduled Castes, Schedules Tribes and OBC candidates) are divided equally under Category I and Category II. Admission to Category I is on the basis of Merit (Direct

Admission) and Category II through Entrance Exam. However, the intake of the Foreign Students (Maximum 4) will be in addition to the prescribe intake of 46 seats.

Break-up of seats for General, Scheduled Caste, Scheduled Tribe and OBC in each category is as under:

(a)   **Total Seats Available for Category I: 23**

General	:	12
Scheduled Castes	:	03
Scheduled Tribe	:	02
OBC	:	06

(b)   **Total Seats Available for Category II: 23**

General	:	12
Scheduled Castes	:	03
Scheduled Tribes	:	02
OBC	:	06

6.2.3   Eligibility Conditions

Category I: Direct Admission i.e. Minimum Marks Requirement without Entrance Test

a) B.L.I.Sc. or B.Lib.Sc. from University of Delhi only; and   60% or above marks in aggregate;

b) Bachelor's Degree examination under (10+2+3) pattern of education from University of Delhi or any other University whose examination is recognized as equivalent to University of Delhi   50% or above marks in aggregate;

<center>or</center>

Bachelor's Degree Examination under the (11+3) or (10+2+2) pattern of education from University of Delhi or any other University whose examination is recognized as equivalent to University of Delhi;   55% or above marks in aggregate;

c) Fulfils other conditions of eligibility for admission to BLISc. Course

Category II: Admission through Entrance Test

a) Bachelor's Degree examination under (10+2+3) pattern of education from University of Delhi or any other University whose examination is recognized as equivalent to University of Delhi   50% or above marks in aggregate;

<center>or</center>

Bachelor's Degree examination under the (11+3) or (10+2+2) pattern of education from University of Delhi or any other University whose examination is recognized as equivalent to University of Delhi;   55% or above marks in aggregate;

b) B.L.I.Sc. or B.Lib.Sc. Course from University of Delhi or any other University whose examination is recognized as equivalent to University of Delhi; and   50% or above marks in aggregate;

c) Fulfils other conditions of eligibility for admission to BLISc.
Course

Note:
i)   in the event of any short fall of admission under Category I, being reserved for candidates who had done B.L.I.Sc. or B.Lib.Sc from University of Delhi ONLY, the remaining seats will be offered to the candidates of Category II who have qualified the entrance test and are in the waiting list in order of merit or vice-versa;

ii)   Candidates having passed their B.L.I.Sc. or B.Lib.Sc. from the University of Delhi, are advised to apply for admission to M.L.I.Sc.. through Entrance Test also;

iii)   However, in the event of his/her selection in both the categories, he/she will not be considered for admission to M.L.I.Sc. under Category II: Entrance Test based Merit.

6.2.4 Age Requirement

Applicant must be 21 years of age on the 1st October of the year in which he/she seeks admission to the course.

6.2.5 Procedure for Admission (Check Online University Website)

a) Category I: **Direct Admission Without Entrance Test**

Candidates seeking admission on the basis of merit, obtained in the B.L.I.Sc./B.Lib.Sc. exam of the University of Delhi Only, will have to apply for admission Online together with copies each of the detailed mark sheet of B.L.I.Sc./B.Lib.Sc. exam., Graduation Degree, Matriculation/Secondary School Certificate bearing date of birth. Please check online at DU Website: www.du.ac.in. Last Date of Online Application is **30-04-2015 (Thursday).**

b) Category II: **Through Entrance Test**

Candidates seeking admission through Entrance Test will have to apply for admission Online together with copies of each of the detailed mark sheet of B.L.I.Sc./B.Lib.Sc. exam., Graduation Degree, Matriculation/ Secondary School Certificate bearing the date of birth. Please check online at DU Website: www.du.ac.in.
Last Date of Online Application is **30-04-2015(Thursday)..**

c)   **Other Conditions**

(i)   Candidates appeared or having appeared at the B.L.I.Sc./B.Lib.Sc. examination (as the case may be) held in April/May, 2015 shall also be considered to the entrance test provisionally. However, such of candidates must submit their statement of marks issued by University of having secured minimum prescribed eligibility requirements before taking the admission slip, failing which they will forfeit their right of admission, in any case. No application either complete or incomplete will be entertained after the last date of receipt of online application, in any case.

(ii)   Erasing, cutting and omission or supplying the false information may lead to cancellation of candidature. For any lapse on this account, the entire responsibility is of the candidates.

(iii)   No change will be permitted after the submission of completed online application.

(iv)   Incomplete application form will be rejected and the Entrance Test Fee sent along with the Application Form will be forfeited. Examination Test fee will also be forfeited in case the applicant is not found eligible to appear in the Entrance Test.

6.2.6 Conduct of Entrance Test

The Entrance Test will be conducted on Sunday **28th June, 2015.**

i)   The Entrance Test will be conducted by the Head, Department of Library and Information Science, University of Delhi, Delhi-110007. Candidates are required to reach the examination centre by 9:30 a.m.

ii)   Entry in any of the Admission Test Paper shall not be allowed after the commencement of the Exam.

iii)   The Entrance Test would be based on the topics listed in the syllabus of B.Lib.Sc./B.L.I.Sc., University of Delhi which shall include the basics of subject areas, namely, classification, cataloguing, reference sources, reference service, library and society, library management, information science and computer applications in library and information science. The test would comprise of two Papers:

Paper I -   Classification, Cataloguing, Reference Sources and Reference Service.
            Max. Marks: 100, Time Allowed: 1 Hour

Paper II -   Library and Society, Library Management, Information Science & Computer Applications.
            Max. Marks: 100, Time Allowed: 1 Hour

* The change in the date of Entrance Test would be notified in the leading newspapers, on the Notice Board of the Department and its website: http://dlis.du.ac.in

6.2.7 Conditions for Entrance Test

i)   The exam shall begin at 10.00 a.m. The Duration of the Entrance Test would be of total Two hours with Total Maximum Marks 200. No candidate shall be allowed to appear for the exam after10.00 a.m. under any circumstance.

ii)   The Question Papers shall consist of objective and/or short answer type questions.

iii)   The instructions to the candidates with regard to the conduct of Entrance Test has been mentioned on the back of the Admission Ticket.

iv)   The medium of Entrance Test shall be English and the standard of the Test will be as per the Syllabus of B.L.I.Sc./B.Lib.Sc. of the subject concern prescribed by the University of Delhi.

v)   **Centre for the Entrance Test:**   **Department of Library and Information Science, Second Floor, Tutorial Building, University of Delhi, Delhi** will be the Sole Centre of Entrance Test.

vi)   Issue of Admission Ticket for Entrance Test to be collected online. No Correspondence in any for in this regard will be entertained.

vii)   The mark sheet of the Entrance Test will not be supplied to the candidates.

6.2.8 Reservations

The under mentioned categories carry the reservation to their admission:-

(a)   **Scheduled Castes/Scheduled Tribes**
15% for Scheduled Castes and 7½ % for Scheduled Tribes of the total seats.
Please refer other details regarding reservation at section 6.1.7 (a)

(b)   **Physically Handicapped Candidates**
The admission of the Physically Handicapped candidates (3%) shall be subject to their medical examination and appropriate recommendations of the Chief Medical Officer, WUS Health Centre (North Campus), University of Delhi.

The recommendation of the Board shall be final for all practical purposes. They should annex Medical Certificate from competent medical authorities along with their application form for admission.

(c)   Children/Widows of the Officers and Men of the Armed Forces including Para-Military Personnel killed or disabled during hostilities and who died on duty

5% seats in all the courses for Children/Widows of personnel of Armed Forces including Para-Military Forces killed/disabled in action during the hostilities and who died on duty;

(d)   Other Backward Classes (OBC) (Non-creamy layer)
27% seats are reserved for the OBC candidates as per the University of Delhi directives on the subjects in accordance with Central Educational Institutional Act 2006.
Please refer other details regarding reservation at section 6.1.7(d).

Note: In case sufficient number of eligible candidates mentioned at(a),(c) and (d) above are not available, then the seats will be treated as UNRESERVED in the respective categories.

6.2.9   Relaxation in the Minimum Eligibility Conditions for Reserved Categories
Candidates belonging to the following categories shall be allowed concession sin the minimum eligibility requirements as detailed below:

(a)   Scheduled Caste/Scheduled Tribe Candidates
Candidate belonging to Scheduled Caste/Scheduled Tribe shall be allowed concession of 5% marks in minimum eligibility requirements;

(b)   Physically Handicapped Candidates
Candidates belonging to Physically Handicapped Category shall be allowed concession of 5% marks in the minimum eligibility requirement subject to their medical examination and appropriate recommendation of the Chief Medical Officer, WUS Health Centre (Main Campus), University of Delhi;

(c)   Children/Widows of the Officers and Men of the Armed Forces including Para-Military personnel killed or disabled during hostilities and who died on duty.
Candidates under this category shall be allowed concession of 5% marks in the minimum eligibility requirement. Their provisional candidature is subject to production of Entitlement Card from the competent authority in this regard.

Note:- Admission under the above categories (a), (b) and (c) is open to Indian Nationals only.

6.2.10 Certificate Required from Reserved Category Candidates

(a)   Scheduled Caste/ Scheduled Tribe/OBC
For admission to a seat reserved for Scheduled Castes/Scheduled Tribes/Other Backward Class, a certificate in original from an approved district authority stating the Scheduled Caste/Tribe/Other Backward Class, to which the candidate belongs. A list of approved authorities is given below:
i)   District Magistrate/Additional District Magistrate/Deputy Commissioner/Collector/ Additional Deputy Commissioner/Deputy Collector/I Class Stipendiary Magistrate/City Magistrate (not below the rank of 1st Class Stipendiary Magistrate, Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/ Assistant Commissioner (not below the rank of 1st Class Stipendary Magistrate).
ii)   Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
iii)   Revenue Officer not below the rank of Tehsildar.
iv)   Sub-Divisional Officer of the area where the candidate and/or his/herfamily normally resides.
v)   Administrator/Secretary to Administration/ Development Officer (Locadive & Minicoy Islands).

(b) **Physically Handicapped Candidates**

i)   The Physically Handicapped candidates should annex Medical Certificate from competent medical authorities along with their application form for admission.

ii)   The admission of the Physically Handicapped candidates shall be subject to his/her medical examination and appropriate recommendations of the Chief Medical Officer, WUS Health Centre (North Campus), University of Delhi, Delhi - 110007

(c) **Children/Widows of the Officers and Men of the Armed Forces including Para-Military personnel killed or disabled during hostilities and who died on duty**

For admission for Wards/Children/Widows of Personnel of Armed/Para Military Forces of Delhi killed/disabled in action during hostilities, Entitlement Card in original issued by the Record Officer of the Unit/Regiment of Armed Personnel of the Armed Forces in case of armed personnel or from the Home Ministry in case of Para-Military Forces.

The Children/widows of the Officers and men of the Armed Forces including Para-Military personnel who died on duty must submit a Certificate to that effect from the following authorities:

(i)   Secretary, Kendriya Sainik Board, Delhi.

(ii)   Secretary, Rajya/Zila Sainik Board.

(iii)   Officer-in-Charge, Record Office.

(iv)   I Class Stipendiary Magistrate.

Note: Candidates belonging to any of the above mentioned reserved category will note that a column has been provided in the Application Form for the purpose. They are required to disclose this fact and indicate the same and are also required to enclose two photostat copies of the Scheduled Caste/Tribe Certificate/Entitlement Card/Medical Certificate, as the case may be.

6.2.11 Seats for Foreign Students and Procedure of their Admission

Application of foreign students will be considered by the Admission Committee on individual merit and maximum 4 seats will be offered to the foreign students and these will be in addition to the prescribed intake of46seats.

Foreign students, seeking admission to M.L.I.Sc. Course of the Department of Library and Information Science are required to apply directly to the Foreign Students' Advisor, Foreign Students' Registry, Faculty of Management Studies, University of Delhi, Delhi-110007 who will arrange for their admission in the Department. Foreign Students who are stationed in India and have passed last examination from Board/University in India may seek admission on the basis of merit along with other students after obtaining No Objection Certificate from the Foreign Students' Advisor.

Foreign national having qualifying degree from foreign University is exempted from the Entrance Test for admission in M.L.I.Sc. Course.

6.2.12 List of Selected Candidates

(a) **First List of Category I**

List of candidates selected on Merit Basis (General & Reserve Categories) will be displayed on the Notice Board of the Department on **24-06-2015 (Wednesday).**

(b) **First List of Category II**

List of candidates selected through Entrance Test (General and Reserved Categories) will be displayed, on the Notice Board of the Department on**03-07-2015 (Friday).**No personal Communication will

be sent to the concerned candidates by the Department.

6.2.13 Scheme of M.L.I.Sc. Papers

Paper No.	Subject	Internal Assessment Marks	Semester Examination	Duration	Total Marks	Credit
First Semester						
M-101	Information Systems and Programmes	30	70	3 Hours	100	4TH=4
M-102	Advanced Knowledge Organisation: Classification (Practical)	30	70	3 Hours	100	4TH=4
M-103	Advanced Knowledge Organisation: Cataloguing (Practical)	30	70	3 Hours	100	4TH=4
M-104	Information and Communication Technology Applications in LIS (Theory)	30	70	3 Hours	100	4TH=4
M-105	Research Methodology	30	70	3 Hours	100	4TH=4
M-106	Marketing of Library and Information Products and Services				100	4TH=4
				Total Marks	**600**	
Second Semester						
M-107	Information and Communication Technology Applications in LIS (Practical)	30	70	3 Hours	100	4TH=4
M-108	Information Storage and Retrieval System	30	70	3 Hours	100	4TH=4
M-109	Information Literacy Applications in LIS	30	70	3 Hours	100	4TH=4
M-110 Elective Papers (Opt any one course from the following courses)						
110(a)	Public Library and Information System	30	70	3 Hours	100	4TH=4
110(b)	Academic Library and Information System	30	70	3 Hours	100	4TH=4
110(c)	Research and Technical Library and Information System	30	70	3 Hours	100	4TH=4
110(d)	Health Science Library and Information System	30	70	3 Hours	100	4TH=4
110(e)	Agricultural Sciences Library and Information System	30	70	3 Hours	100	4TH=4
110(f)	Engineering and Technological Library and Information System	30	70	3 Hours	100	4TH=4
M-111* Elective Interdisciplinary Papers (Opt any one course from the following courses)						
111(a)	Print and Electronic	30	70	3 Hours	100	4TH=4

	Sources and Literature in Humanities					
111(b)	Print and Electronic Sources and Literature in Natural Sciences	30	70	3 Hours	100	4TH=4
111(c)	Print and Electronic Sources and Literature in Social Sciences	30	70	3 Hours	100	4TH=4
M-112	Project work: a) Project Report b) Viva-Voce	70 30			100	4TH=4
	Total Marks: 600			**Grand Total: 1200**		

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

6.2.14 Other Instructions

i)   Medium of instruction and examination of the course shall be English.

ii)   The teachers in the Department will assign marks on account of Internal Assessment. The Head of the Department will send the Internal Assessment marks to the University at the end of each semester.

iii)   "Subject to provision of Ordinance VII; no candidate shall be deemed to have pursued a regular course of study for the academic year unless he/she has attended not less than 75 percent of the lectures, tutorials and discussion classes, taken together, held in each semester and not less than two third of the aggregate of the lectures, tutorials and discussion classes taken together for the two semesters combined.

A candidate who does not fulfil attendance requirements as above at the end of the Ist semester, shall not be allowed to appear at the I semester examination and shall be required to discontinue the course forth with.
Such a candidate may seek fresh admission in the following years in accordance with the eligibility conditions applicable at that time.

In case a candidate has put in the requisite attendance at the end of Ist semester, but has not been able to put in the requisite attendance in the II semester and/or in the aggregate of the two semesters, he/she shall not be permitted to appear at the II semester examination. Such a candidate will have to re-join the course in the IInd semester in the year immediately following, if otherwise eligible. In the following year, requisite attendance put in by such a candidate in the II semester and the aggregate of his attendance in the Ist semester in the previous year and II semester of the current year will determine his eligibility to appear at the examination of II semesters of the current year.

iv)   The pass marks required for each paper will be 40 percent and 45% in aggregate of a semester.

v)   The total of marks obtained in the first and second semester examination will determine the classification of results, which will be as follows: Minimum marks to secure a place in the first division will be 60%, second division 50% and for the third division and a pass 45% of the total marks.

vi)   Failed Candidates

(a)   A candidate who fails in one or more papers in the first semester examination or the second semester examination will be allowed to reappear in four succeeding semesters.

(b)   A candidate who has secured 40 per cent or more marks in any paper shall not be permitted to reappear in that paper at a subsequent examination.

(c)   A candidate who fails to secure 40 per cent marks in Paper M-112 of IInd semester examination shall
        be required to submit a fresh Project Report on a subject to be assigned to him/her by the Department,
and for this purpose he/she shall be required to attend the Department occasionally for
        supervision of his/her project work.45 46

vii)   Library Tour

Every year the Department organises visits to Libraries/Documentation Centres in Delhi in which students participation is generally expected.

6.2.15 Courses of Study for M.L.I.Sc.

<div align="center">

FIRST SEMESTER
COMPULSORY COURSES

</div>

Paper: M-101 INFORMATION SYSTEMS ANDPROGRAMMES*

UNIT – I: Information Systems and Organisations

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

UNIT – II: National Information System and Policy

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

UNIT – III: Global Information Systems

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

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

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

UNIT – V: Information Services and Information Products

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

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

Recommended Books
1. **ATHERTON (Pauline):** Handbook for information system and services (1997), UNESCO, Paris.
2. **BAMAN (P)**: Studies on information systems, services and programs in India and abroad (1993) Ajanta, Delhi.
3. **BARUA (B P)**: National policy on library and information systems and services for India: perspectives and projections. 1992. Popular Prakashan, New Delhi.
4. **BURCH (J G) and GRUDNITSKI (G)**: Information systems: theory and practice (1986) Wiley, Singapore.
5. **KENT (A):** Resource sharing in libraries: why, how, when next action step (1974) Marshal Dekker, New York.
6. **KOCHTANEK (TR) and MATTHEWS (JR):** Library information systems: from library automation to distributed information access solutions (2002) Libraries Unlimited, West Westport.
7. **NEELAMEGHAN (A) and PRASAD (K N),** Eds. Information systems, networks and services in India (2 vols. 1998) Ranganathan Centre for Information Studies, Chennai.
8. **ROWLEY (J)**: The basics of information system (Ed 2, 1996) Library Association, London.
9. **VICKERY (BC):** Information systems (1973) Butterworths, Washington.

PAPER: M-102   ADVANCED KNOWLEDGEORGANISATION: CLASSIFICATION (Practical)

UNIT- I: Fundamentals of UDC

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

UNIT- II: Advance Applications of UDC

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

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

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

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

UNIT–I: Non-Book Materials

Complexities of Periodicals
Manuscripts
Cartographic Materials
Microforms Graphic Materials

UNIT–II: Electronic Resources

Sound Recordings

Motion Pictures
Video Recordings
Computer Files
Web Resources

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

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

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

UNIT-II: Integrated Library Automation and Networking Software

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

UNIT–III: Multimedia and Institutional Repositories

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

UNIT–IV: Introduction of Networks

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

UNIT–V: Emerging Technologies in Libraries

RSS Feeds Technology and Libraries
Library Security Technology: RFID, Barcode, Smart Card and CCTV, etc.
Video Conferencing and Audio Conferencing
Functional Requirements for Bibliographic Records (FRBR)
Digital Content Management System

Federated Search and Multimedia Databases Search
Protocols: Z39.50 Standard for Retrieval and OAI-PMH
Artificial Intelligence and Libraries
Expert Systems in Libraries

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

Paper: M-105   RESEARCH METHODOLOGY

UNIT–I: Introduction to Research

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

UNIT–II: Types of Research Methods

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

UNIT–III: Research Techniques

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

UNIT–IV: Statistics and its Applications

Descriptive Statistics – Measures of Central Tendency: & Dispersion, Correlations and linear regression, Chi-Square test, t-test, z-test, f-test.51 52
Presentation of Data: Tabular, Graphic, Bar Diagram and Pie Chart, etc.
Report Writing
Statistical Packages – MS-Excel, SPSS, and Web-based Statistical Analysis Tools, etc.

UNIT–V: Metric Studies and Style Manuals

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

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

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

UNIT–I: Fundamental Concepts

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

UNIT–II: Strategies and Techniques

Strategic Planning
Marketing Research
Marketing Process

UNIT–III: Promotion of LIS Products and Services

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

UNIT–IV: Management Consultancy

Evolution, Need and Objectives
Voluntary versus Authenticated Consultancy
Impact of Management Consultancy on Librarianship

Role of Library Associations and LIS Schools

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

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

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

SECOND SEMESTER

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

UNIT–I: Website Designing and Navigational Tools

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

UNIT–II: Integrated Library Management Systems and Institutional Repositories

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

UNIT–III: Audio and Video Conferencing

Audio Conferencing
Video Conferencing

UNIT–IV: Advanced Searching and Metadata Creation

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

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

Paper: M-108   INFORMATION STORAGE AND RETRIEVALSYSTEM

UNIT–I: Fundamental Concepts

Concept, Characteristics, Objectives, Types, Operations and Design
Compatibility of ISAR System
Information Retrieval Process and Search Strategy
Evaluation of ISAR System
Vocabulary Control Tools: Classification Schedules, Subject Heading Lists and Thesaurus
Need, Structure and Construction of Thesaurus
Principles and Evolution of Bibliographic Description

UNIT–II: Knowledge Management

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

UNIT–III: Bibliographic Description

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

UNIT–IV: Search Techniques and Information Retrieval

Man and Machine Retrieval System

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

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

Paper: M-109　　　　INFORMATION LITERACY APPLICATIONSINLIS

UNIT–I:　　Fundamental of Information Literacy

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

UNIT-II:　　Information Literacy Programmes

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

UNIT–III:　　Methodology of Information Literacy

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

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

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

UNIT-V:　　Trends in Information Literacy

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

Recommended Books

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

ELECTIVE COURSES (Opt Any One Course from the available Electives)

Paper: M-110 (a)   PUBLIC LIBRARY AND INFORMATIONSYSTEM

UNIT–I: Public Libraries and their Development

Objectives and Functions
History and Development of Libraries with Special Reference to India
Role of Public Libraries in Society
Agencies and their Role in Promotion and Development of Public Libraries in India

UNIT–II: Collection Development and Management

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

UNIT–III: Library Organization and Administration

Organizational Structure

Staff Manual, Library Surveys, Statistics and Standards, etc.

UNIT–IV: Information Services

CAS, SDI, Abstracting and Indexing Services
Library Bulletin, Newspaper Clipping Services
Computerized Services
Resource Sharing and Networking

UNIT–V: Financial and Human Resource Management

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

Recommended Books
1. **BARUA (B P):** National policy on library and information systems and services for India: perspectives and projections (1992) Popular Bombay
2. **BATT (Chris):** Information technology in public libraries (1998) London Library Association Publishing, London.
3. **BHATT (R K):** UNESCO: development of libraries and documentation centres in developing countries (2004) KK Publications, New Delhi.
4. **HIGGINS (S E):** Youth services and public libraries (2007) Chandos Publishing, Oxford.
5. **IFLA**: Guidelines for public libraries (revised 2000) The Hague, IFLA.
6. **INDIA:** Advising committee for libraries (Ed. 2, 1958) Manager of Publications, Delhi.
7. **JAGANAYAK (S S):** Role of libraries in socio-economic, cultural and educational development. (1997) Classical Publication, New Delhi.
8. **PATEL (Jashu) and KRISHAN KUMAR:** Libraries and librarianship in India (2001) Greenwood Press, Westport, Connecticut.
9. **THOMAS (V K):** Public libraries in India: development and finance (1997) Vikas Publication, New Delhi.
10. **WOODRUM (Pat)**, Ed. Managing public libraries in 21st century (1989) The Hawork Press, New York.

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

UNIT–I: Academic Libraries and their Development

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

UNIT–II: Collection Development and Management

Periodicals, Conference Literature, Grey Literature and Government Publications
Non-Book Materials
Electronic Resources and Online Databases61 62

UNIT–III: Library Organization and Administration

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

UNIT–IV: Information Services

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

UNIT–V: Financial and Human Resource Management

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

Recommended Books
1.   **BAKER (David),** Ed. Resource management in academic libraries (1997) Library Associations, London.
2.   **BROPHY (Peter):** The academic library (2000) Library Association, London.
3.   **BUDD (J M):** The academic library: the context, its purpose and its operation (1988) Libraries Unlimited, London.
4.   **CHAPMAN (Liz):** Managing acquisitions in library and information Services (2001) Library Association, London.
5.   **DOWLER (L)**: Ed. Gateways to knowledge: the role of academic libraries in teaching, learning and research (1998) The MIT Press, London.
6.   **JORDON (Peter):** The academic library and its users (1998) Gower Publishing Limited, London.
7.   **LINE (Maurice B),** Ed. Academic library management (1990) Library Association, London.
8.   **RANGANATHAN (S R):** School and college libraries (1942) Madras Library Association, Madras.
9.   **WEBB (Sylvia P):** Personal development in information work (Ed2.1991) Aslib, London.
10.   **WHITE (Carl M):** Survey of university of Delhi (1965) Planning Unit, University of Delhi, Delhi

Paper: M-110(c)   RESEARCH & TECHNICAL LIBRARY& INFORMATION SYSTEM

UNIT-I: Research and Technical Libraries and their Development

Objectives and Functions
History and Development of Libraries with Special Reference to India
Role of Special Libraries and its Relationship with Parent Organization
Types and Functions of Special Libraries
Agencies and their Role in the Promotion and Development of Research and Technical Libraries

UNIT-II: Collection Development and Management

Periodicals, Conference Literature, Grey Literature, Patents, Standards, Specifications and Government Publications

Non-Book Materials
Electronic Resources and Online Databases

UNIT-III: Library Organization and Administration

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

UNIT-IV: Planning and Organization of Various Information Services

CAS, SDI, Abstracting and Indexing Services
Library Bulletin, Newspaper Clipping Services
Computerized Services
Resource Sharing and Networks: RLIN, OCLC etc.

UNIT - V: Financial and Human Resource Management

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

Recommended Books
1.   **AUGER (C P):** Information sources in grey literature (Ed. 3, 1994) Bowker, London.
2.   **CHAPMAN (Liz)**: Managing acquisitions in library and information services (2001) Library Associations, London.
3.   **GROGAN (N):** Science and technology: an introduction to the literature (Ed. 4, 1982) Clive Bingley, London.
4.   **HERNON (Peter) and WHITMAN (John R):** Delivering satisfaction and service quality: a customer-based approach for libraries (2001) American Library Association, Chicago.
5.   **LAWES (Ann),**: Ed. Management skills for the information manager (19930 Gower Publishing, London.
6.   **RAITT (David):** Ed. Libraries for the new millennium (1997) Library Association, London.
7.   **SAHA (J):** Special libraries and information services in India and the USA (1969) Scarecrow, New York.
8.   **SCAMMELL (AW):** Ed. Handbook of special librarianship and information work (Rev. Ed. 7, 1997) Aslib, London.
9.   **SINGH (S P):** Special libraries in the electronic environment (2005) Book well, New Delhi.
10.   **STRAUSS (L J):** Scientific and technical libraries: their organization and administration (Ed. 2, 1972) Beckey and Hayes, New York.

Paper: M-110 (d)   HEALTH SCIENCE LIBRARY ANDINFORMATION SYSTEM

UNIT–I: Health Science Libraries and their Development

Objectives and Functions
History and Development of Libraries with Special Reference to India
Role of Medical Libraries
Information Policies in Health and Family Welfare
Agencies and their Role in the Promotion and Development of Medical Libraries in India

UNIT–II: **Collection Development and Management**

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

UNIT–III: **Library Organization and Administration**

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

UNIT–IV: **Information Services**

CAS, SDI, Abstracting and Indexing Services
Library Bulletin, Newspaper Clipping Services
Computerized Services
Resource Sharing and Networking
Information Literacy Programmes

UNIT–V: **Financial and Human Resource Management**

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

Note: Reading list to be provided by the concerned Teacher.

Paper: M-110(e)   **AGRICULTURAL SCIENCES LIBRARY& INFORMATION SYSTEM**

UNIT–I: **Agricultural Science Libraries and their Development**

Objectives and Functions
History and Development of Libraries with Special Reference to India
Role of ICAR, Committees and Other Agencies in the Development of
Agricultural Libraries in India

UNIT–II: **Collection Development and Management**

Periodicals, Conference Literature, Grey Literature, Patents, Standards, Specifications and Government Publications etc.
Non-Book Materials
Electronic Resources and Online Databases

UNIT–III: **Library Organization and Administration**

Organizational Structure

Staff Manual, Library Surveys, Statistics and Standards etc.

UNIT–IV: Information Services

CAS, SDI, Abstracting and Indexing Services
Library Bulletin, Newspaper Clipping Services
Computerized Services
Resource Sharing and Networking: AGRIS, INAGRIS, CABI, etc.
Information Literacy Programmes

UNIT–V: Financial and Human Resource Management

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

Recommended Books
1. **BHATT (V S):** Information resources in agricultural research in 40years of agricultural research in India (1989) ICAR, New Delhi.
2. **CHOTEY LAL (C):** Agricultural libraries and information systems: a hand book for users (1998) R K Techno Science Agency, New Delhi.
3. **DAYMATH (Y) and RUTTAN (V W):** Agricultural development: an international perspective (1979) John Hopkins, Baltimore.
4. **DESHMUKH (P P):** Standardization of library and information services with special reference to scientific and agricultural libraries (1990) ABC, New Delhi.
5. **KUMAR (P S G):** Agricultural librarianship: M.L.I.Sc. elective paper (2008) B.R. Publication, New Delhi.
6. **SHARMA (R D):** The agricultural information network for India (1989) Society for Information Science, New Delhi.
7. **SUBBAIHA (R):** Agricultural librarianship in India: an overview (1988) Metropolitan, New Delhi.
8. **SWAMINATHAN (M S):** Report of the working group on agricultural research and education for the formulation of the eighth plan (1989) Planning Commission, ICAR, New Delhi.

Paper: M-110 (f)   ENGINEERING &TECHNOLOGICALLIBRARY & INFORMATION SYSTEM

UNIT–I: Engineering and Technological Libraries and their Development

Objectives and Functions
History and Development of Libraries with Special Reference to India
Role of Engineering and Technological Libraries
Role of Agencies in the Growth and Development of Engineering and Technological Libraries in India

UNIT–II: Collection Development and Management

Periodicals, Conference Literature, Grey Literature, Patents, Standards,
Specifications and Government Publications67 68
Non-Book Materials
Electronic Resources and Online Databases

UNIT–III: Library Organization and Administration

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

UNIT–IV: Information Services

CAS, SDI, Abstracting and Indexing Services
Library Bulletin, Newspaper Clipping Services
Computerized Services
Resource Sharing and Networking: INDEST – AICTE Consortium
Information Literacy Programmes

UNIT–V: Financial and Human Resource Management

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

Note: Reading list to be provided by the concerned teacher.

ELECTIVE INTERDISCIPLINARY COURSES (Opt any one course from the available electives)

Paper: M-111 (a) PRINT, ELECTRONIC SOURCES &LITERATURE IN HUMANITIES

UNIT–I: Historical Development

Scope of the Discipline and its Development
Research Trends in Humanities: Religion, Philosophy, Fine Arts and Literature

UNIT–II: User Studies and Information Seeking Behaviour

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

UNIT–III: Information Sources and Evaluation

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

UNIT–IV: Databases and Internet Services

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

UNIT–V: Role of Contributors and Institutions

Activities of Research Institutions and Professional Organisations in the Growth and Development of Humanities with Particular Reference to India, UK and USA
Contributions made by the Prominent Thinkers in the field of Religion, Philosophy, Fine Arts and Literature

Recommended Books

1. **ASHEIM (Lester):** et al. Humanities and the library: problem in the interpretation, evaluation and use of library materials (1970) ALA, Chicago.
2. **BALAY (Robert)**, Ed. Guide to reference books (Ed.11, 1996) ALA, Chicago.
3. **CHANDLER (G):** How to find out about literature (Rev. Ed. 5, 1982) Pergamon Press, Oxford.
4. **CRANE (R S)**: Idea of the humanities (v. 1. 1967) University of Chicago Press, Chicago.
5. **JONES (W T):** Sciences and the humanities: conflict and reconciliation (1965) University of California Press, Berkeley.
6. **KENNA (Stephanie) and Ross (Seamus),** Ed. Networking in the humanities: Proceeding (1995) Bowker-Saur, London.

Paper: M-111 (b)   PRINT, ELECTRONIC SOURCES& LITERATURE IN NATURAL SCIENCES

UNIT–I: Historical Development

Scope of the Discipline and its Development
Research Trends in Natural Sciences: Physical and Biological Sciences

UNIT–II: User Studies and Information Seeking Behaviour

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

UNIT–III: Information Sources and Evaluation

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

UNIT–IV: Databases and Internet Services

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

UNIT–V: Role of Contributors and Institutions

Activities of Research Institutions and Professional Organisations in the Growth and Development of Natural Sciences with Particular Reference to India, UK and USA
Contributions made by the Prominent Natural Scientists in the field of Physical and Biological Sciences

Recommended Books
1.   **AMERICAN CHEMICAL SOCIETY**: Searching the chemical literature (1979) American Chemical Society, Washington.
2.   **BERNAL (J D):** Social function of science (1964) MIT Press, Cambridge.
3.   **BROWN (C H):** Scientific serials (1956) Association of College and Research Libraries, Chicago.
4.   **DAMPIER (William Cecil):** History of science and its relations with philosophy and religion (1961) Cambridge University Press, London.
5.   **GROGAN (Denis):** Science and technology: introduction to the literature (Ed. 4, 1982) Clive Bingley, London.
6.   **MOSER (Diane K) and SPANGENBUR (G):** The history of science (1994) University Press, New Delhi.
7.   **SPANGENBURG (R) and MOSER (D K):** The History of Science in the 19th century (1994) University Press, Hyderabad.
8.   **WELFORD'S GUIDE TO REFERENCE MATERIAL: (**Vol.1, Ed.8, 1999) Library Association, London.

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

UNIT–I: Historical Development

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

UNIT–II: User Studies and Information Seeking Behaviour

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

UNIT–III: Information Sources and Evaluation

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

UNIT–IV: Databases and Internet Services

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

UNIT–V: Role of Contributors and Institutions

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

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

2. **HOSELITZ (Bert F):** Reader's guide to the social sciences (Rev. Ed.1972) Free Press, Glencoe.
3. **MAJUMDAR (R C):** Historiography in modern India (1970) Asia Publishing House, Bombay.
4. **MANN (Peter H):** Methods of sociological enquiry (1968) Schocken Books, New York.
5. **McKENZIE (W J M):** Ed. Guide to the social sciences (1966) Weidenfied and Nicolson, London.
6. **UNNITHAN (T K N):** Ed. Sociology for India (1967) Prentice Hall, New Delhi.
7. **WHITE (C M):** et al. Sources of information in the social sciences (Ed. 2, 1973) Bedminster Press, Tolowa, N.J

Paper:M-112   PROJECT WORK

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

6.3   MASTER OF PHILOSOPHY (M.Phil.)

A one-year full-time course of two semesters after the Master's degree in Library and Information Science leading to the Master of Philosophy (M.Phil.) in Library & Information Science.

The main objectives of the M.Phil. Course are:
a)   to make the student proficient in methods and techniques of research and their application to the problems in Library and Information Science;
b)   to give the students specialised knowledge in respect of selected are as in Library and Information Science; and
c)   to prepare the students for further research leading to Ph.D. or other research degree.

6.3.1 Eligibility Conditions
Candidates seeking admission to the course shall satisfy the following conditions:
a)   They must possess a graduate degree (i.e. BA/B.Com/B.Sc etc.) in any discipline and Bachelor's degree in Library and Information Science, both degrees with 50% or more marks, from the University of Delhi or from any other University recognized as equivalent thereto.
b)   They must possess Master's degree in Library and Information Science with a minimum of 55% marks from the University of Delhi or from any other University recognized as equivalent thereto. However, the above condition of minimum marks shall not apply in the case of the Teachers of the University of Delhi.
c)   They must fulfil other conditions as may be laid down by the M.Phil. Committee from time to time with regard to age, knowledge of language(s), admission test/interview etc.
d)   Any Candidate, other than the Teachers of the University of Delhi, who is employed, shall not be admitted to this course unless he/she produces a valid certificate of leave from the employer.
e)   In all cases of admission the decision of the M.Phil. Committee of the Department shall be final.

Procedure for Admission

Candidate seeking admission to M.Phil Course will have to apply for admission on the prescribed Application Form "Marked A" in this Bulletin along with photostat copies of Degrees/Certificates, detailed mark sheet, Matriculate/ Secondary School Certificate bearing date of birth. Application duly completed in all respect should reach the Office of The Head, Department of Library and Information Science, Second Floor, Tutorial Building, University of Delhi, Delhi – 110007 in person or reach by post on or before **08-07-2015(Wednesday) up to 5.00 p.m.**

6.3.2 Scheme of M.Phil. Papers

Paper No.	Subject	Internal Assessment Marks	Examination Marks	Duration	Total Marks	
First Semester (Part I)						
I	Research Methods	25	75	3 Hours	100	
II	Library Planning and Management	25	75	3 Hours	100	
III	Opt any one of the following:					
III (a)	University and College Library System	25	75	3 Hours	100	
III (b)	Research and Technical Library System	25	75	3 Hours	100	
III (c)	Public Library System	25	75	3 Hours	100	
III (d)	Information Processing and Organisation	25	75	3 Hours	100	
III (e)	Information Transfer and Dissemination	25	75	3 Hours	100	
III (f)	Comparative Librarianship	25	75	3 Hours	100	
III (g)	Education for Library and Information Science	25	75	3 Hours	100	
					Total Marks	**300**
Second Semester Part-II						
Dissertation		150				
Viva-Voce Examination		50			200	
Total Marks: 200				**Grand Total: 500**		

Note:-

(a)   The topic and the other details of the Dissertation for each candidate   shall   be   finalized   by   the M.Phil. Committee. Other rules in this regard shall be as given in Ordinance VI with regard to the M.Phil. Programme.

(b)   The dissertation shall be submitted only when the supervisor concerned is/are   satisfied   that   the dissertation is worthy of consideration in part   fulfilment of the M.Phil. degree, provided that the application for submission of dissertation shall also be countersigned by the Head of the Department concerned. The dissertation may include results of original research, a fresh   interpretation   of existing facts and data, or a review article of critical nature, or may take such other form as may be determined by the M.Phil. Committee.

6.3.3   Other Instructions

i)   Medium of instruction and examination of the course shall be English.

ii)   Students shall be required to work on full-time basis for both the semesters. However, this condition shall not be applicable in the case of teachers of Library Science working in this University.

iii)   Marks on account of Internal Assessment will be assigned by the teacher(s) concerned in the Department on the basis of participation by the student in the seminars, colloquia, assignments etc.

iv)   No candidate shall be deemed to have pursued a regular course of study unless it is certified by the Head of the Department of Library and Information Science that the candidate has attended not less than 3/4[th]of the lectures, seminars, colloquia, and delivered/organised during the course of each semester.

v)   Time Schedule

Semester First
21-07-2015 (Tuesday) (Tentative): Classes begin

February, 2016: Examination for Semester I

Semester II
February, 2016: Semester begins
August, 2016: Submission of dissertation and viva- voce

Note: Any change in the above time schedule will be notified accordingly by the Department.

vi)   Final Result
a)   Pass: 50% marks separately in the aggregate of written papers, aggregate of practical papers and in the project report/dissertation including viva-voice.
b)   First Division 60% marks in the aggregate.
c)   First Division with Distinction: 75% marks in the aggregate.

vii)   Failed Candidates
a)   Provided that a student who clears at least two courses in the Part I examination may be allowed to proceed with his/her dissertation work. Such a student shall be permitted to submit his/her dissertation when he/she has passed the examination in all the courses as prescribed in Part I. In the case of students who have not cleared all the courses at the examination as prescribed in Part I, the M.Phil. Committee of the Department will arrange special examinations in the remaining courses at a suitable stage of the programme.
b)   A Candidate who fails in one or more Courses in the first semester examination will be allowed to reappear in the following Semester.
c)   A candidate who has secured 50% or above in any Course shall not be permitted to reappear in that paper at a subsequent Examination.
d)   A candidate who fails to secure 50% in dissertation shall be required to submit a fresh dissertation on a subject to be assigned to him/her by the M.Phil. Committee and for this purpose he/she shall be required to meet his/her Supervisor regularly.

6.3.4   Courses of Study for M.Phil.

Part I

COURSE-I: RESEARCH METHODS

Nature and role of research in library and information science.

Design of a scientific research study. Research methods and their application to library and information science

Collection and analysis of data: Statistical methods. Survey method

Experimental method. Analysis and interpretation of data. Writing of report including presentation of data

Case study of research methodology used in survey reports and other Studies of libraries/documentation centres/information centres, etc.

COURSE-II: LIBRARY PLANNING AND MANAGEMENT

Planning methodology

Comparative analysis of recent managerial philosophies and practice with a special reference to attitudes, motivation, problem solving, decision making, organization theory, human relations, personnel management, etc.

Organization structures; Library system

Government of the library

Personnel management; Human relations in management, staffing, staff Development

Applications of system study techniques to library organizations and library Situations

Evaluation of library procedures and services. Time and motion studies Performance testing

Cost benefit analysis

Financial management

COURSE-III (a): UNIVERSITY AND COLLEGE LIBRARY SYSTEM

Changing perspective in higher education and their implication for development of libraries

Types of Universities (including Open University) and their impact on library Services

Current state of university and college libraries in selected developed and developing countries.

Library government: Constitution and powers

Changing patterns in library organizations: Library system structure and provision of services

Library Personnel

Library Finance	:	Cost benefit studies and analysis
Library collections	:	Use and evaluation
University and college	:	Their relationship with other library networks at national and international levels
Library services	:	Their evaluation and effectiveness Use of computers and other mechanical devices Planning for future development Plans

COURSE-III (b): RESEARCH AND TECHNICAL LIBRARYSYSTEM

Changing perspectives in R & D and their implication for the development of libraries

Current state of research and technical libraries in selected developed and developing countries. NISSAT

Library government	:	Constitution and power
Changing patterns in library organization	:	Library systems, Structure and provision of service
<u>Library Personnel</u>	:	
Library Finance	:	Cost benefit studies and analysis
Library Collection	:	Use and Evaluation
Research and technical library networks	:	Their relationship with other library networks at national and international levels
Library service	:	Their evaluation and effectiveness Use of computers and other mechanical devices
Planning for future development	:	Preparation of development plans, case studies of selected research and technical libraries

COURSE-III (c): PUBLIC LIBRARY SYSTEM

Changing perspective in education and society and their implications for the development of Public Libraries

Current state of public libraries in selected development and developing countries

Library government	:	Constitution and power
Changing patterns in library organization	:	Library systems, Structure and provision of service
<u>Library Personnel</u>	:	
Library Finance	:	Cost benefit studies and analysis
Library Collection	:	Use and Evaluation
Research and technical library networks	:	Their relationship with other library networks at national and international levels
Library service	:	Their evaluation and effectiveness Use of computers and other mechanical devices
Planning for future development	:	Preparation of development plans,

COURSE-III (d): INFORMATION PROCESSING ANDORGANIZATION

| Classification | : | Recent development and trends for the future |
| Subject indexing | : | Critical study of the different lists of subject headings The saurus and the sauro facets methodology for developing the saurus |

Pre-coordinate and post-coordinate systems of subject indexing: PRECIS, POPSI.

| Standards for bibliographical description | : | National and international Evaluation of information systems |

COURSE III (e): INFORMATION TRANSFER ANDDISSEMINATION

Role of information in planning, decision making, management etc.

Information communication media and methods

Trends in communication of information

Barriers to communication

Information marketing

Information gathering habits of the users

Information services CAS, SDI, abstracting services, digests, technical notes, state-of the art and trend reports, etc. and their evaluation

Search strategy

Document delivery systems; translation; reprography

COURSE-III (f): COMPARATIVE LIBRARIANSHIP

Definition and scope of comparative librarianship. Librarianship in ancient, medieval and modern times.

Comparative study of library development of different library systems Merits and demerits of library systems

Issues in modern librarianship

COURSE III (g): EDUCATION FOR LIBRARY ANDINFORMATION SCIENCE

Sociology of library and information science education

Trends in library and information science education: National and International levels

Level of courses in education for librarianship and their objectives

Curriculum design: Methodology

Teaching techniques and evaluation of student performance

Faculty development

Development of research programme in library and information science

Manpower planning and its impact on library and information education programme.

6.4 DOCTOR OF PHILOSOPHY (Ph.D.)

Research in Library problems leading to the Ph.D. degree

For details regarding Registration of Ph.D., please refer to the Handbook of Information, which is available from the Board of Research Studies(Arts), Arts Faculty, University of Delhi, Delhi - 110007.

7. GENERAL INFORMATION FOR ADMISSION AND COURSES

7.1 Application Form for Admission

The Prospectus with the Application Form will be available from the Office of the Department of Library and Information Science, Second Floor, Tutorial Building, University of Delhi, Delhi- 110007 on cash payment

of Rs. 100/- between 10.00 a.m. to 3.00 p.m. on all working days.

7.2 Application Form by Post

The Prospectus with the Application Form for BLISc. & M.Phil. can also be obtained by post on remitting a crossed bank draft of Rs. 100/- for each course in favour of Registrar, University of Delhi, payable at State Bank of India, Service Branch, New Delhi (Code No.: 7687). A self-addressed envelope of size (25cms x 17 cms) with postage stamp worth Rs. 25/- affixed should also be enclosed with the request. Draft must be purchased only from the branches of State Bank of India. Draft of other banks will not be accepted. The request for the Prospectus should be addressed to Head, Department of Library and Information Science, Second Floor, Tutorial Building, University of Delhi, Delhi-110007.

7.3 Online Admission Form

Candidate may download the online Admission Form from the Department's website http://dlis.du.ac.in/Download/eform.pdf and enclose a Demand Draft of Rs. 100/- for each form in favour of Registrar, University of Delhi, payable at State Bank of India, Service Branch, New Delhi (Code No.7687). The duly completed application form should reach the office of the Department on or before the last date of receipt of application form.

7.4 Last Date for Submission of Application Forms

The last date for submission of Application Forms for the B.L.I.Sc.Courseis **25-06-2015 (Thursday).** In case of those candidates whose result is not declared before the last date of submission of application, should apply in time and intimate the result not later than**07-07-2015 (Tuesday) 12.00 Noon.**

7.5 Admission Committee

Admission to B.L.I.Sc. and M.Phil. Courses are made by the Library Science Courses Admission Committee. Admission to M. Phil. Course is made by the M.Phil. Committee. The decision of the respective Admission Committees will be final in all cases.

7.6 Documents Required with Application Form

Application must be accompanied by self-attested copies of:

a)   Matriculation or higher secondary or senior secondary certificates a proof of age, and
b)   The University degree or degrees along with mark-sheets.

Incomplete application in any respect will not be considered for admission.

7.7 Submission of Documents

Candidates who are admitted to B.L.I.Sc.; M.L.I Sc. and M. Phil. Course will be required to submit:

The change in date if any for submission of forms for these courses would be notified in the leading newspapers, on the Notice Board of the Department and its website: http://dlis.du.ac.in
(a)   Original of their credentials,
(b)   Passport size photograph, and
(c)   Necessary fees by the date mentioned in the letter of admission.

7.8   Submission of Leave Certificate

Persons working in Libraries, Documentation/Information Centres and admitted to the B.L.I.Sc./M.L.I.Sc./M.Phil. Course will be required to submit the certificate of their being on leave for the academic session from their employer, latest by **09-07-2015.**

7.9   Simultaneous Courses

(a)   No student should be allowed to pursue two degree courses simultaneously, in conformity to the Academic Council Resolution No. 49dated 14.05.1975
(b)   In case a student seeks migration before completing the degree course in which he is already admitted, for doing some other degree course at some other University/Institution an undertaking should be submitted by him/her stating that he/she forfeits the credit for part examination if any, passed by him/her previously in case he re-joins this University.

7.10   Admission Dispute

Dispute, if any arising out of or relating to any matter whatsoever, concerning the process of admission shall be subject to exclusive jurisdiction of the competent court in Delhi only.

7.11   Teaching Arrangements

The teaching and the laboratory work will be done by the teachers of the Department.

7.12   Attendance

Attendance at lectures and practical shall be compulsory for B.L.I.Sc., M.L.I.Sc. and M Phil Courses and the students shall be required to put in minimum 75% Attendance of total number of lectures and practicals held for each University Examination.

7.13   Admission Lists

Admission lists of all the Courses of General and Reserved Candidates will be displayed on the Notice Board of the Department after 4.30 p.m. on the dates mentioned at the end of the prospectus. No personal communication would be sent by mail to anyone.

7.14   Classes

A student has to pursue a regular course of study as prescribed by the University for Theory/Practicals/Tutorials/Seminars in the Department.

8.   ESTIMATE OF EXPENSES
8.1   Annual Charges (in Rupees)
i)   Admission Fee   15.00
ii)   Enrolment Fee   50.00 (if enrolled in DU)
                                                                        100.00 (if not enrolled in DU)
iii)   Special Annual Fee   5.00

iv)	Library Fee	12.00
v)	Athletic Association Fee	10.00
vi)	University Students' Union Fee	20.00
vii)	WUS Membership Fee	120.00
		(240.00 for Hostlers)
viii)	Identity Card Fee	5.00
ix)	Cultural Fee	10.00
x)	Lab.-cum-Library fee for BLISc., MLISc. & M.Phil.	100.00
xi)	Library Security (REFUNDABLE) for BLISc., MLISc., M.Phil. and Ph.D. students (vide AC Res. No. 362 dt. 30.03.1977 and EC Res. No. II dt. 14.04.77n Ordinance VI partially amended by EC dated 07.12.1976 and EC Res. No. 152 (3) dated 05.02.1989 etc.	1000.00
xii)	Annual subscription for Ph.D. and M.Phil. students (as per above stated AC and EC Resolution)	20.00
xiii)	University Development Fund Fee	600.00
xiv)	Department Development Fee	120.00
xv)	University Library Development Fund Fee	200.00
xvi)	DULSA (Delhi University Library Science Students' Association) Membership Fee	400.00
xvii)	Computer Lab Fee	
xviii)	Special Fee from Foreign students in addition to the foreign student Registration Fee	US$ 100 per year
xix)	NSS Funds Fee (vide Circular No.: NSS/DU/15/2001-02/205 dated 19.04.2001)	20.00

Note:
i) Library Security deposit is refundable on claim within two years of the expiry of membership and after the period of two years, deposit money lapses to the University.
ii) The membership of DULSA is optional. However, it is desired that every student in the Department should be a member of this Association.

8.2 Tuition Fee
i)	BLISc. (Rs. 20/- per month)	180.00 for the session
ii)	MLISc. (Rs. 24/- per month)	216.00 for the session

8.3 Examination Fee
i)	BLISc.	200.00 (for each paper)
ii)	MLISc.	200.00 (for each paper)
iii)	Statement of Marks (Marksheet) Fee	100.00 per semester
iv)	Examination Form Fee	10.00 per semester

8.4 Other Expenses
	Textbooks, stationery and participation in students' activities etc.	2000.00

Note:- Admission fee, tuition fee, examination fee, etc. for the M.Phil. course shall be paid by the student as per rules of the University.

9. MAINTENANCE OF DISCIPLINE AMONG STUDENTS OFTHE UNIVERSITY

Ordinance-XV-B
i) All powers relating to discipline and disciplinary action are vested with the Vice-Chancellor.
ii) The Vice-Chancellor may delegate all or such powers as he/ she deems proper to the proctor and to such other persons as he/she specifies in this behalf.

iii)   Without prejudice to the generality of power to enforce discipline under the ordinance, the following shall amount the acts of gross indiscipline:

a)   Physical assault, or threat to use physical force against any member of teaching and non-teaching staff of any institution/Department and against any student within the University of Delhi;

b)   carrying of, use of or threat to use of any weapons;

c)   any violation of the provisions of the Civil Rights Protection Act, 1976;

d)   violation of the status, dignity and honour of students belonging to scheduled castes and tribes;

e)   any practice whether verbal or otherwise derogatory of woman;

f)   any attempt at bribing or corruption in any manner;

g)   wilful destruction of institutional property;

h)   creating ill-will or intolerance on religious of communal grounds;

i)   causing disruption in any manner of the academic functioning of the University system

j)   ragging as per Ordinance XV-C.

iv)   Without prejudice to the generality of his/her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/her appropriate, the Vice Chancellor, may in the exercise of his/her powers aforesaid order or direct that any student or students:

a)   be expelled; or

b)   be, for a stated period rusticated; or

c)   be not for a stated period, admitted to a course or courses of study in a college, department or institution of the University; or

d)   be fined with a sum of rupees that may be specified; or

e)   be debarred from taking a university or college or departmental examination or examinations for one or more years; or

f)   that the result of the student or students concerned in the examination or examinations in which he/she or they have appeared be cancelled.

v)   The Principals of the Colleges, Heads of the Halls, Deans of Faculties, Heads of teaching Departments in the University, the Principal, School of Correspondence Courses and Continuing Education and Librarian shall have the authority to exercise at such disciplinary powers over students in their respective Colleges, Institutions, Faculties and teaching Departments, in the University as may be necessary for the proper conduct of the institutions, Halls and teaching in the concerned Departments. They may exercise their authority through, or delegate authority to, such of the teachers in their colleges, institutions or departments as they may specify for these purposes.

vi)   Without prejudice to the powers of the Vice-Chancellor and the Proctor as aforesaid, detailed rules of discipline and proper conduct shall be framed. These rules may be supplemented, where necessary, by the Principals of Colleges, Heads of Halls, Deans of Faculties and Heads of Teaching Departments in this University. Each student shall be expected to provide himself/herself with a copy of these rules.

vii)   At the time of admission, every student shall be required to signed declaration that on admission he/she submits himself/herself to the disciplinary jurisdiction of the Vice-Chancellor and the several authority to exercise disciplinary jurisdiction of the Vice-chancellor and the several authorities of the University who may be vested with the authority to exercise discipline under the Acts, the Statutes, the Ordinances and the rules that have been framed there under by the University.

10.   PROHIBITION OF AND PUNISHMENT FOR RAGGING (Ordinance-XV-C)

i)   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.

ii)   Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.

iii) 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 anyway considered junior or inferior by other students and includes individual or collective acts or practices which:
    (a)   involve physical assault or threat, use of physical force;
    (b)   violate the status, dignity and honour of women students;
    (c)   violate the status, dignity and honour of students belonging to the scheduled castes and tribes;
    (d)   expose students to ridicule and contempt and effect their self-esteem;
    (e)   entail verbal abuse and aggression, indecent gestures and obscene behaviour.

iv)   The Principal of a College, the Head of the Department of an Institution, the authorities of College, or University Hostel or Hall of Residence shall take immediate action on any information of the occurrence of ragging.

v)   No 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.

vi)   The Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.

vii) 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.

viii) When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, his/her decision shall be final.

ix)   On the receipt of a report under Clause (51 or (6) or a determination by the relevant authority under Clause (7) disclosing the occurrence of ragging incidents described in Clause 3(a), (b) and (c); the Vice Chancellor shall direct or order rustication of a student or students for a specific number of years.

x)   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 result of the student or students concerned in the examination or examinations in which they appeared be cancelled.

xi)   In case of students who have obtained degrees of Delhi University are found guilty under this Ordinance an appropriate action under Statute 15for withdrawal of degrees conferred by the University shall be initiated.

xii) For the purpose of this Ordinance, abetment to ragging will also amount to ragging.

xiii) All institutions within the Delhi University System, shall be obligated to carry out instructions/directions issued under this Ordinance, and to give aid and assistance to the Vice-Chancellor to achieve the effective implementation of the Ordinance.

11.   ACADEMIC YEAR 2015-2016
The Academic year consists of two semesters. The duration of each semester is available on the University Website www.du.ac.inandimportant dates are given last pages of the Prospectus.

12.   IMPORTANT DATES (Tentative)

B.L.I. Sc.:
i)	Last Date for the Submission of Application Forms	: 25-06-2015 (Thursday)
ii)	First List of Candidates	: 07-07-2015 (Tuesday)
iii)	Second List of Candidates	: 14-07-2015 (Tuesday)
iv)	Classes begin w.e.f.	: 21-07-2015 (Tuesday)

M.L.I. Sc.:
i)	List of Category I : Merit Basis Candidates (General & Reserved)	:24-06-2015 (Wednesday)
ii)	Entrance Test	: 28-06-2015 (Sunday)

Venue: Department of Library & Information Science, Tutorial Building, Univ. of Delhi, Delhi-7
Reporting Time: 1.00PM

iii)	List of Category II : Entrance Test Candidates (General & Reserved)	: 03-07-2015 (Friday)
iv)	Classes begin w.e.f.	: 21-07-2015 (Tuesday)

M.Phil.:

i)	Last Date for receipt of Application Forms	: 08-07-2015 (Wednesday)
ii)	List of Eligible applicants for Admission Interview	:10-07-2015 (Friday)
iii)	Admission Interview of eligible Applicants	:15-07-2015 (Wednesday)
iv)	List of selected candidates for admission	: 16-07-2015 (Thursday)
v)	Classes begin w.e.f.	: 21-07-2015 (Tuesday)

**Admission Lists will be displayed on the Notice Board of the Department only.
No personal communication would be sent by any other mode of communication.**

DD.No.:-………………….. Dated:-……………………….. Form Sr. No………………

FORM – A

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE
UNIVERSITY OF DELHI, DELHI-110007
Application Form for Admission to B.L.I.S.c./M.Phil. Courses, 2015-16

FOR OFFICE USE ONLY
Stream……………………………………
% of Marks……………………………..
Merit Cat………………………………..
Res. Cat………………………………….

1. *To be filled in by the candidate. The last date for receipt of application for B.L.I.S.c. is 25.06.2015, M.Phil. is 08.07.2015*
2. *Application must be accompanied by self-attested copies of Matriculation/ Secondary School Certificate & Degree obtained, along with mark-sheets.*
3. *Application received incomplete in any respect shall not be considered for admission.*

Head,
Department of Library and Information Science,
Tutorial Building,
University of Delhi,
Delhi-110007.

Sir/Madam,

I am applying herewith for admission to the Bachelor's Degree Course in Library and Information Science/Master of Philosophy in the Department of Library and Information Science for the academic session 2015-16 and submit the following particular in support of my application:

1. Name Miss/Mrs./Mr. (in block letters) …………………………………………………………………………………………
   Phone No.: (Residence)……………………………………………………Mobile No.:……………………………………………
2. Father's Name Shri……………………………………………………Occupation and address……………………………………
   ………
   Mother's Name Mrs……………………………………………Occupation and address ……………………………………………
   ………
3. Guardian's Name, relationship, and address (for correspondence) ………………………………………………………
   ………
   Pin……………………………………………………………………Phone No……………………………………………………………
4. Permanent Address ……
   ………
   ………………………………………………………………………Pin…………………………………………Phone No…………………………………
5. Date of Birth ⬜⬜⬜⬜⬜⬜⬜⬜ Age as on 01.10.2015 ………..Years ……Months……………Days
6. Nationality……………………………………………… Religion…………………………………Mother Tongue………………………………
7. Please tick () mark in the appropriate Category
   a. General…… b. Scheduled Caste…… c. Scheduled Tribe…….. d. OBC…… e. Physically handicapped…….

   f. Children/Widows of Armed Personnel, Killed/Disabled in action in wars, including paramilitary personnel who died while on duty……………………………

8. Pattern of Graduation (mark) : (10+2+3) …………………. (10+2+2+1) …………………………. (11+2+2) ………………

9. Educational Record (Graduation and Onwards)

Examination Passed	Course (Hons./Gen)	University	Regular/ Corres/ Dist. Edu.	Year of Passing	Max. Marks	Marks Obtained	% age	Division	Subject Studied
Graduation									
Post Graduation									
B.L.I.S.c./B.Lib. Sc.									
M.L.I.S.c./M/Lib.Sc.									
Others									

10. If Employed, give current employment detail below:-

Institution	Position held	Period	Scale of Pay	Basic Salary
………………………	………………….	………………….	………………….	……………………
………………………	………………….	……………………	………………….	……………………..
………………………	………………….	…………………	………………….	……………………

11. University of Delhi enrolment number ……………………………………………………………………………………..
   (Issued earlier by University of Delhi, if the candidate had earlier passed any course from Delhi University)

12. Hostel accommodation required? YES/NO. If Yes then apply separately for it on the prescribed form………………

13. In case you have applied for other courses in the University, then give the name of such courses in the order of
preference…….

I solemnly affirm and declare that the facts stated are correct. I enclose self-attested copies of the required credentials.

I hereby declare that on admission, I shall submit myself to the disciplinary jurisdiction of the Vice-Chancellor and the other authorities of the University who may be vested with the authority to exercise discipline under the Act, the Statutes, the Ordinance and the Rule that have been framed by the University.

Yours faithfully

Dated……………………………..2015   Signature of the Applicant

APPLICATION TO DEPUTED CANDIDATES (FOR B.L.I.Sc. ONLY)

Certified that Miss/Mrs./Mr…………………………………………………………………has been working in this Library as ………………………………………………………………………….since …………………………………………………………if admitted, he/she shall be granted study leave, as specified in the Prospectus, for the duration of the B.L.I.Sc. course.

Signature of the Deputing Authority…………………………………

Name in full ……………………………………………………………………

Dated:…………………………. 		Address with Official Seal……………………………………………

APPLICATION TO THOSE WORKING IN LIBRARIES/INFORMATION/ DOCUMENTATION CENTRE

Certified that Miss/Mrs./Mr. …………………………………………………has been working in this Library/Information /Documentation Centre as …………………………………………since …………………………in the grade of………………if admitted, he/she shall be granted leave to pursue his/her study of full time students for the duration of the course.

Signature of the Deputing Authority……………………………………….

Name in full ………………………………………………………………………..

Dated:…………………………. 		Address with Official Seal……………………………………………………

DECISION OF THE ADMISSION COMMITTEE

ADMTTED/NOT ADMITTED

Dated: ……………………2015 				Signature of the Convener
Admission Committee

CHECK LIST

Self-Attested copies of the following certificates should be attached with the application form in the following order:-

1. Detailed B.L.I.sc. /B.Lib. Sc., and M.L.I.Sc. Examination Degree alongwith Mark-sheet (for M.Phil. admission)
2. Detailed Post Graduation Degree alongwith Mark-sheet for B.L.I.Sc. admission (if applicable).
3. Detailed Graduation Degree alongwith Mark-sheet (for B.L.I.Sc. Admission).
4. Senior Secondary School Certificate.
5. Matriculation/Secondary School Certificates showing date of birth.
6. Character Certificates from the school/College last attended.
7. S.C./S.T./Physically Handicapped Certificates, (if Applicable)
8. Entitlement Card issued by the Record Office of the Unit/Regiment, (if Applicable).
9.

Number of Enclosures…………………………………………..

- -

For OFFICE USE

Department of Library and Information Science
University of Delhi, Delhi-110007

Received an application form alongwith self-attested copies of required documents from Mr./Ms……………………… ……………………………………………seeking admission to B.L.I.S.c./M.Phil. course for the Academic Session 2015-16.

Dated………………….2015   Dealing Asstt.