DEPARTMENT OF LIBRARY & INFORMATION SCIENCE

University of Delhi, Delhi-110007

PROSPECTUS
2017 - 2018

Second Floor, Tutorial Building, University of Delhi, Delhi-110007
Phone No.: 011-27666656  website: http://dlis.du.ac.in
DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE
UNIVERSITY OF DELHI

Teaching Staff:

Head of the Department: Prof. Mohan

Professors:
1. Dr. (Mrs.) Paramjeet K Walia, M.A. (Delhi); M.L.I.Sc. (Delhi); M.Phil.(Delhi); Ph.D. (LIS) (Delhi)
2. Vacant
3. Vacant

Associate Professors:
1. Dr. Shailendra Kumar, B.Sc. (Delhi); M.L.I.Sc. (Delhi); Ph.D. (LIS) (Raj)
2. Dr. R.K. Bhatt, M.A. (Raj); M.L.I.Sc. (Delhi); Ph.D.(History) (Agra); Ph.D. (LIS) (Agra)
3. Dr. M. Madhusudhan, M.Com. (Kakatiya); M.L.I.S. (Annamalai); P.G.D.L.A.N (UoH); Ph.D. (LIS) (Osmania)
4. Dr. K.P. Singh, M.Sc. (Meerut); M.L.I.Sc. (Delhi); P.G.D.C.A (Kurukshtetra); M.Phil. (LIS) (Alagappa); Ph.D. (LIS) (GNDU)
5. Vacant
6. Vacant

Assistant Professors:
1. Mr. Manish Kumar, M.A (Delhi); M.L.I.Sc. (Delhi); M.Phil. (LIS) (Delhi)
2. Vacant
3. Vacant

Associate Professor-cum Librarian:
1. Dr. (Mrs.) Meera, B.Sc. (BHU); M.L.I.Sc. (BHU); Ph.D. (LIS) (Karnataka)

Non-Teaching Staff

Office:

Incharge : Vacant
Stenographer : Vacant
Junior Assistants : Mr. Vishwanath Manjhi, Mr. Neeraj Kalra & 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
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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. The department has its own website [http://dlis.du.ac.in](http://dlis.du.ac.in), which has been updated regularly for syllabus, admission, research activities and other information.

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. Admission to MLISc., M.Phil., and PhD. Programmes are conducted by inviting Online applications using PG Admission Portal and M.Phil./Ph.D. Admission portal of the University.

The Department during the past 71 years of its existence has played a significant role in Library Science education in the country as whole. Already about 3925 students have taken their Library Science degree from this Department. Out of whom about 2380 students obtained Post graduate Diploma in Library Science/Bachelor’s degree in Library Science; 1291 Master’s degree in Library Science / Master’s Degree in Library and Information Science; and 173 M. Phil. Degrees and 81 Ph.D. in Library and Information Science (as on June, 2017). 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 ICT gadgets, WiFi facility, 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 15 High-end Computers. All the computers in the lab are connected to University’s dedicated Internet connection and WiFi connectivity. WiFi connection is available to all the students, faculty members and staff of the Department.

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

This Lab has 28 All-in-one Desktop Computers, 2 Laptops, 4 Overhead Projectors, 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 the computers are connected to University’s dedicated Internet connection and Wi-Fi connectivity.

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 between Rs.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 42 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.I.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.I.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 freeship 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 withdrawn on 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 Freeship

There is a provision of few free studentships for needy students with good academic record. Application for freeship 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.

6.1.1 Duration

The Bachelor of Library and Information Science (B.L.I.Sc.,) course will be a full time course of one academic year of two semesters.
6.1.2 Intake

62 seats (including candidates belonging to Scheduled Castes, Scheduled Tribes and OBC categories). However, intake of the foreign student (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, age, etc. 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 2017-18. Only candidates who are under 26 years, i.e., born on 1st October, 1991 or later will be eligible for admission. However, in the case of persons working in libraries as Semi-Professional Assistants or Senior Library Assistants for a 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 online <www.du.ac.in>. For further details regarding Registration of B.L.I.Sc. course, please refer to Bulletin of Information, Admission to PG Programmes, which is available online from Post Graduate Admissions (2017-18) portal of the University of Delhi.

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:

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<td>II</td>
<td>Master’s Degree II Division with 50% and above from other Universities.</td>
</tr>
<tr>
<td>III</td>
<td>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.</td>
</tr>
<tr>
<td>IV</td>
<td>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.</td>
</tr>
<tr>
<td>V</td>
<td>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.</td>
</tr>
<tr>
<td>VI</td>
<td>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.</td>
</tr>
</tbody>
</table>

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 within 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 are 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 is 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 (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](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 1st 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 maybe.

6.1.10 Deputed Candidates

A maximum of 2 seats will be set apart for deputed candidates out of whom 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’ Registry Office, Room No. 11, First Floor, Conference Centre, University of Delhi, Delhi-110007 (Email: fsr_du@yahoo.com) 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 04-07-2017 (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 11-07-2017 (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

<table>
<thead>
<tr>
<th>Paper No.</th>
<th>Subject</th>
<th>Internal Assessment Marks</th>
<th>Examination Marks</th>
<th>Duration</th>
<th>Total Marks</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-101</td>
<td>Library, Information and Society</td>
<td>30</td>
<td>70</td>
<td>3 Hours</td>
<td>100</td>
<td>4TH=4</td>
</tr>
<tr>
<td>B-102</td>
<td>Library Classification (Theory)</td>
<td>30</td>
<td>70</td>
<td>3 Hours</td>
<td>100</td>
<td>4TH=4</td>
</tr>
<tr>
<td>B-103</td>
<td>Library Classification (Practical)</td>
<td>30</td>
<td>70</td>
<td>3 Hours</td>
<td>100</td>
<td>4TH=4</td>
</tr>
<tr>
<td>B-104</td>
<td>Basics of Information Technology in LIS</td>
<td>30</td>
<td>70</td>
<td>3 Hours</td>
<td>100</td>
<td>4TH=4</td>
</tr>
<tr>
<td>B-105</td>
<td>Basics of Information Technology in LIS</td>
<td>30</td>
<td>70</td>
<td>3 Hours</td>
<td>100</td>
<td>4TH=4</td>
</tr>
<tr>
<td>B-106</td>
<td>Project Work in LIS</td>
<td>30</td>
<td>70</td>
<td>3 Hours</td>
<td>100</td>
<td>4TH=4</td>
</tr>
<tr>
<td></td>
<td>a) Literature Survey</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Field Survey</td>
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<tr>
<td><strong>Second Semester</strong></td>
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</tr>
<tr>
<td>B-107</td>
<td>Management of Library and Information Centres</td>
<td>30</td>
<td>70</td>
<td>3 Hours</td>
<td>100</td>
<td>4TH=4</td>
</tr>
<tr>
<td>B-108</td>
<td>Information Sources and Services</td>
<td>30</td>
<td>70</td>
<td>3 Hours</td>
<td>100</td>
<td>4TH=4</td>
</tr>
<tr>
<td>B-109</td>
<td>Library Cataloguing (Theory)</td>
<td>30</td>
<td>70</td>
<td>3 Hours</td>
<td>100</td>
<td>4TH=4</td>
</tr>
<tr>
<td>B-110</td>
<td>Library Cataloguing (Practical)</td>
<td>30</td>
<td>70</td>
<td>3 Hours</td>
<td>100</td>
<td>4TH=4</td>
</tr>
<tr>
<td>B-111</td>
<td>Internship Programme</td>
<td>70</td>
<td>30</td>
<td></td>
<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Report on Training Activities</td>
<td></td>
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<td></td>
<td>b) Viva-Voce (based on Internship Training)</td>
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</table>

**Total Marks 600**

<table>
<thead>
<tr>
<th>Paper No.</th>
<th>Subject</th>
<th>Internal Assessment Marks</th>
<th>Examination Marks</th>
<th>Duration</th>
<th>Total Marks</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Third Semester</strong></td>
<td></td>
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<td></td>
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<tr>
<td>B-107</td>
<td>Management of Library and Information Centres</td>
<td>30</td>
<td>70</td>
<td>3 Hours</td>
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</tr>
<tr>
<td></td>
<td>a) Report on Training Activities</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>b) Viva-Voce (based on Internship Training)</td>
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<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 semester-I, shall not be allowed to appear in the II semester examination. Such a candidate will have to re-join the course in semester-II in the year immediately following, if otherwise, eligible in the following year, provided requisite attendance is put in by such a candidate in the semester- II and the aggregate of his/her attendance in the semester-I in the previous year and Semester- II of the current year will determine his/her eligibility to appear at the examination of semester- II 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.6,000/-. 

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

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

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

Recommended Books
11. Venkappaiah (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
Postulation 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
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), SaradaRanganathan Endowment for Library Science, Bangalore.

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

**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.
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.

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
2. CHOWDHURY (GG) and CHOWDHURY (Sudatta): Organizing Information - from the shelf to the web (2007), Facet Publishing, London.
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.
Paper B-106: PROJECT WORK: LITERATURE AND FIELDSURVEY

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

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

SECOND SEMESTER

Paper B-107: MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

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

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

UNIT – III: Library Building and Resources Management
Library Building
Collection Development
Acquisition of Periodicals and Serials
Technical Processing of Documents

UNIT – IV: Services and Maintenance of the Library
Circulation Work
Maintenance Shelving and Stock Verification
Preservation
Library Services
Reference and Information Service

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

3. **EVANS (GE) and SAPONARO (MZ):** Developing Library and Information Centre Collections (Ed. 5, 2005) Libraries Unlimited, London.
6. **MATTHEWS (J):** Strategic Planning and Management for Library Managers (2005), Libraries Unlimited, London.
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.
5. FOURIE (D) and DOWELL (D): Libraries in the information age (2002), Libraries Unlimited, New York.
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
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

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

Works of Corporate Bodies
Serial Publications
Works of Editorial Direction

**Recommended Books**
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 of Internship Programme:**

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 (B.L.I.Sc.,) 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 Test. 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: 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, **and** 50% 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 fulfills other conditions of eligibility for admission to BLISc., Course. 50% or above marks in aggregate;

**Category-II: Direct Admission (Merit Category)**

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

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

**Note:**  
i) In the event of any short fall of admission under Category-II, being reserved for candidates who had done B.L.I.Sc., or B.Lib.Sc., from the University of Delhi only, the remaining seats will be offered to the candidates of Category-I 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 online admission to M.L.I.Sc., through Entrance Examination 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-I: 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

Candidate seeking admission to M.L.I.Sc., Course will have to apply online <www.du.ac.in>. For further details regarding Registration of M.L.I.Sc., course, please refer to Bulletin of Information, Admission to PG Programmes, which is available online from Post Graduate Admissions (2017-18) portal of the University of Delhi.

Category -I: Direct Admission (Merit Category)

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> and/or Department Website <http://dlis.du.ac.in>. Last date of Application is: 24-05-2016 (Tuesday).

Category -II: Admission Through Entrance Test

Candidates seeking admission through Entrance Test 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 the date of birth. Please refer Bulletin of Information and visit PG admission portal of the University of Delhi <http://admission.du.ac.in/pg16/index.php/site/login>. Last Date of Online Application is 24-05-2016 (Tuesday).

6.2.6 Other Conditions

i) An eligible applicant for the academic session 2016-17 must familiarize with the contents of this Bulletin of Information.

ii) Changes made in M.L.I.Sc., Course after the release of this Bulletin shall become effective from the date it is posted on PG admission portal http://admission.du.ac.in/pg16.

iii) University reserves the right to revise, amend, update, or delete any part of this Bulletin without giving any prior notice. Any change so made shall be updated on the PG admission portal.

iv) Applicants are responsible for regularly checking the portal for any updates.

v) For Each Course separate form need to be submitted.

vi) Information once filled cannot be changed.

vii) Only a single candidate can apply from a registration.

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

ix) Registration Fee is Non-Refundable.

x) 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.

xi) Applicant must keep the scanned copies of following documents handy for application

a) Passport size photograph, max size 50KB and dimensions 140px (min. width) X 130px (min. height)

b) Signature, max size 50KB and dimensions 140px (min. width) X 60px (min. height)

c) ID Proof (Self Attested), max size 100KB, any one of the following Aadhar Card, Driving License, PAN Card, Voter's Identity Card, Passport, College Identity Card.

d) Class 10th Certificate (Self Attested) as Date of Birth proof, max size 100KB.

e) Caste Certificate (Self Attested), max size 100KB.
6.2.7 Conduct of Entrance Test

i) The Entrance Test will be conducted on 25 June, 2017* (Tentative).

ii) The Entrance Test will be conducted by the University of Delhi, Delhi-110007 with the help of Head, Department of Library and Information Science. Candidates are required to reach the examination centre as per the date and time mentioned in the Admit Card.

iii) 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.

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

v) Instructions to the candidates with regard to the conduct of Entrance Test and other details, please refer Bulletin of Information and visit the PG admission portal.

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

vii) 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, Information and Society, Library Management, Information Science, and Computer Applications in Library and Information Science. The test would comprise of 100 Multiple Choice Questions (objective type) and two hours duration.

* Any change in the date and time of the M.L.I.Sc., Entrance examination would be notified in the leading newspapers, and DU Website <www.du.ac.in>, or Department website <http://dlis.du.ac.in>.

6.2.8 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 or before 27-07-2017. The information related with the subsequent lists, if any, will be available on the PG admission portal/Notice Board of the Department.

(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 or before 07-07-2017. No personal Communication will be sent to the concerned candidates by the Department. The information related with the subsequent lists, if any, will be available on the PG admission portal.

6.2.9 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.

### 6.2.10 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 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.

### 6.2.11 Certificate Required from Reserved Category Candidates

(a) **Scheduled Caste/ Scheduled Tribe/OBC**
For admission to a seat reserved for Scheduled Caste/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 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 (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/ZilaSainik 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.

### 6.2.12 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 of 46 seats.

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

<table>
<thead>
<tr>
<th>Paper No.</th>
<th>Subject</th>
<th>Internal Assessment Marks</th>
<th>Semester Examination</th>
<th>Duration</th>
<th>Total Marks</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M-101</td>
<td>Information Systems and Programmes</td>
<td>30</td>
<td>70</td>
<td>3 Hours</td>
<td>100</td>
<td>4TH=4</td>
</tr>
<tr>
<td>M-102</td>
<td>Advanced Knowledge Organisation: Classification (Practical)</td>
<td>30</td>
<td>70</td>
<td>3 Hours</td>
<td>100</td>
<td>4TH=4</td>
</tr>
<tr>
<td>M-103</td>
<td>Advanced Knowledge Organisation: Cataloguing (Practical)</td>
<td>30</td>
<td>70</td>
<td>3 Hours</td>
<td>100</td>
<td>4TH=4</td>
</tr>
<tr>
<td>M-104</td>
<td>Information and Communication Technology Applications in LIS (Theory)</td>
<td>30</td>
<td>70</td>
<td>3 Hours</td>
<td>100</td>
<td>4TH=4</td>
</tr>
<tr>
<td>M-105</td>
<td>Research Methodology</td>
<td>30</td>
<td>70</td>
<td>3 Hours</td>
<td>100</td>
<td>4TH=4</td>
</tr>
<tr>
<td>M-106</td>
<td>Marketing of Library and Information Products and Services</td>
<td></td>
<td></td>
<td></td>
<td>100</td>
<td>4TH=4</td>
</tr>
<tr>
<td><strong>Total Marks</strong></td>
<td></td>
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<td></td>
<td></td>
<td>600</td>
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<tr>
<td><strong>Second Semester</strong></td>
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</tr>
<tr>
<td>M-107</td>
<td>Information and Communication Technology Applications in LIS (Practical)</td>
<td>30</td>
<td>70</td>
<td>3 Hours</td>
<td>100</td>
<td>4TH=4</td>
</tr>
<tr>
<td>M-108</td>
<td>Information Storage and Retrieval System</td>
<td>30</td>
<td>70</td>
<td>3 Hours</td>
<td>100</td>
<td>4TH=4</td>
</tr>
<tr>
<td>M-109</td>
<td>Information Literacy Applications in LIS</td>
<td>30</td>
<td>70</td>
<td>3 Hours</td>
<td>100</td>
<td>4TH=4</td>
</tr>
<tr>
<td><strong>M-110  Elective Papers (Opt any one course from the following courses)</strong></td>
<td></td>
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</tr>
<tr>
<td>110(a)</td>
<td>Public Library and Information System</td>
<td>30</td>
<td>70</td>
<td>3 Hours</td>
<td>100</td>
<td>4TH=4</td>
</tr>
<tr>
<td>110(b)</td>
<td>Academic Library and Information System</td>
<td>30</td>
<td>70</td>
<td>3 Hours</td>
<td>100</td>
<td>4TH=4</td>
</tr>
<tr>
<td>110(c)</td>
<td>Research and Technical Library and Information System</td>
<td>30</td>
<td>70</td>
<td>3 Hours</td>
<td>100</td>
<td>4TH=4</td>
</tr>
<tr>
<td>110(d)</td>
<td>Health Science Library and Information System</td>
<td>30</td>
<td>70</td>
<td>3 Hours</td>
<td>100</td>
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</tr>
<tr>
<td>110(e)</td>
<td>Agricultural Sciences Library and Information System</td>
<td>30</td>
<td>70</td>
<td>3 Hours</td>
<td>100</td>
<td>4TH=4</td>
</tr>
<tr>
<td>110(f)</td>
<td>Engineering and Technological Library and Information System</td>
<td>30</td>
<td>70</td>
<td>3 Hours</td>
<td>100</td>
<td>4TH=4</td>
</tr>
<tr>
<td><strong>M-111 Elective Interdisciplinary Papers (Opt any one course from the following courses)</strong></td>
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<tr>
<td>111(a)</td>
<td>Print and Electronic Sources and Literature in Humanities</td>
<td>30</td>
<td>70</td>
<td>3 Hours</td>
<td>100</td>
<td>4TH=4</td>
</tr>
<tr>
<td>111(b)</td>
<td>Print and Electronic Sources and Literature in Natural Sciences</td>
<td>30</td>
<td>70</td>
<td>3 Hours</td>
<td>100</td>
<td>4TH=4</td>
</tr>
<tr>
<td>111(c)</td>
<td>Print and Electronic Sources and Literature in Social Sciences</td>
<td>30</td>
<td>70</td>
<td>3 Hours</td>
<td>100</td>
<td>4TH=4</td>
</tr>
<tr>
<td><strong>M-112  Project work:</strong> a) Project Report b) Viva-Voce**</td>
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<tr>
<td>Project Report</td>
<td></td>
<td>70</td>
<td></td>
<td></td>
<td>70</td>
<td>4TH=4</td>
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<tr>
<td>Viva-Voce</td>
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<td>30</td>
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<tr>
<td><strong>Total Marks: 600</strong></td>
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<tr>
<td><strong>Grand Total: 1200</strong></td>
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</tbody>
</table>
The project 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 semester-I, shall not be allowed to appear at the semester –I 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 semester-I, but has not been able to put in the requisite attendance in the semester-II and/or in the aggregate of the two semesters, he/she shall not be permitted to appear at the semester-II examination. Such a candidate will have to re-join the course in the semester-II in the year immediately following, if otherwise eligible. In the following year, requisite attendance put in by such a candidate in the semester-II and the aggregate of his attendance in the semester-I in the previous year and semester-II of the current year will determine his eligibility to appear at the examination of semester-II 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 semester-II 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.

vii) Library Tour

Every year the Department organises visits to Libraries/Documentation Centres in Delhi and outside Delhi in which students participation is generally expected.
6.2.15 Courses of Study for M.L.I.Sc.*

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

FIRST SEMESTER

COMPULSORY COURSES

Paper M-101: INFORMATION SYSTEMS AND PROGRAMMES

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

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

UNIT – III: Global Information Systems
Programmes and Activities of UNESCO, UNISIST & IFLA, INIS, AGRIS, INSPEC & MEDLARS, etc.

UNIT – IV: Resource Sharing, Library Networks and Library Consortia
Programmes and Activities of INFLIBNET and DELNET
CSIR E-Journals Consortium, UGC-INFONET Digital Library Consortium

UNIT – V: Information Services and Information Products
Information Services
Literature Search
Documentation Services, Translation Services
CAS, SDI, Document Delivery Service, Alert Services and INTERNET Services

Recommended Books
7. NEELAMEGHAN (A) and PRASAD (K N), Eds. Information systems, networks and services in India (2 vols. 1998), Ranganathan Centre for Information Studies, Chennai.
Paper M-102: ADVANCED KNOWLEDGE ORGANISATION: CLASSIFICATION (Practical)

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

UNIT- II: Advance Applications of UDC
Introduction to Common Auxiliaries and Special Auxiliaries
Application of Common Auxiliaries, Special Auxiliaries, Devices, etc.
Classification of Complex Subject Documents

Recommended Books

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

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

UNIT–I: Web Technologies in Libraries
Implication of WWW on Library Websites, Web OPACs
Web 2.0 and Web 3.0: Features and Functions
Web Directories, Subject Gateways, Library Portals, etc.
Weblogs (blogs), Podcasts, RSS Feeds, Instant Messaging, Wikis, Flickr, etc.
UNIT-II: Integrated Library Automation and Networking Software
Open Source Library Software and Applications
Web based Library Management Software
Library Software Securities Parameters
Virtual Library

UNIT–III: Multimedia and Institutional Repositories
Multimedia Applications in Libraries
Image Creation using Photoshop and Corel Draw etc.
Institutional Repositories: Greenstone Digital Library, Dspace, 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
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
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.
6. LANCASTER (F W) and POWELL (R R): Basic research methods for librarians. 1985. Ablex publishing, New Jersey.
Paper M-106: MARKETING OF LIBRARY AND INFORMATION PRODUCTS AND SERVICES

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

UNIT–II: Strategies and Techniques
Strategic Planning
Marketing Research
Marketing Process

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

UNIT–IV: Management Consultancy
Evolution, Need and Objectives
Voluntary versus Authenticated Consultancy
Impact of Management Consultancy on Librarianship
Role of Library Associations and LIS Schools

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

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

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

UNIT–I: Website Designing and Navigational Tools
Designing Static and Dynamic Library Websites
Designing Mobile Websites
Developing Web Directories, Subject Gateway and Library Portals
Designing and Developing Library Blogs, RSS Feeds, Wikis and Flickr etc.
Image Creation using Photoshop, Corel Draw, etc.

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

UNIT–III: Audio and Video Conferencing
Audio Conferencing
Video Conferencing

UNIT–IV: Advanced Searching and Metadata Creation
Downloading MARC 21 Records using Z39.50 Protocol
Federated Search
Creation of Metadata

Recommended Books
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
2. **CLEVELAND (Donald B) and CLEVELAND (Ana D)**: Introduction to indexing and abstracting (2001) Libraries Unlimited, Colorado.
4. **GOSH (S N) and SATPATHI (J N)**: Subject indexing system: concepts, methods and techniques (1998) IASLIC, Calcutta.
7. **LANCASTER (F Wilfred)**: Indexing and abstracting in theory and practice (Ed. 3, 2003) University of Illinois, Urbana.
Paper M-109: INFORMATION LITERACY APPLICATIONS IN LIS

UNIT–I: Fundamental of Information Literacy
Concept, Need and Objectives
Areas of Information Literacy
Standards and Models in Information Literacy
Role of Institution in Information Literacy

UNIT–II: Information Literacy Programmes
Scope of Information Literacy Programme
National Programmes in Information Literacy
International Programmes in Information Literacy

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

UNIT–IV: Application of Information Literacy in Library and Information Centres
Information Literacy for Users
Information Literacy for Professionals
Information Literacy for Research and Development

UNIT–V: Trends in Information Literacy
Web based Information Literacy System
OPAC Information Literacy System
Life Long Learning System

Recommended Books

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

**Paper M-110 (a): PUBLIC LIBRARY AND INFORMATION SYSTEM**

**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
5. **IFLA**: Guidelines for public libraries (revised 2000), The Hague, IFLA.

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

**UNIT–I: Academic Libraries and their Development**
Objectives and Functions
History and Development of Libraries with Special Reference to India
Role of Libraries in Formal and Non-Formal Education System
UGC and its Role in the Development of College and University Libraries

**UNIT–II: Collection Development and Management**
Periodicals, Conference Literature, Grey Literature and Government Publications
Non-Book Materials
Electronic Resources and Online Databases

**UNIT–III: Library Organization and Administration**
Organizational Structure
Staff Manual, Library Surveys, Statistics and Standards, etc.

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

**UNIT–V: Financial and Human Resource Management**
Determination of Finance, Sources of Finance
Types of Budget
Nature, Size, Selection, Recruitment, Qualification and Training
Responsibilities and Duties
Competency Development

**Recommended Books**
8. **RANGANATHAN (S R)**: School and college libraries (1942), Madras Library Association, Madras.
10. **WHITE (Carl M)**: Survey of university of Delhi (1965), Planning Unit, University of Delhi, Delhi
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
7. SAHA (J): Special libraries and information services in India and the USA (1969), Scarecrow, New York.
Paper M-110 (d): HEALTH SCIENCE LIBRARY AND INFORMATION 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 AND 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 40 years of agricultural research in India (1989) ICAR, 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.

Paper M-110 (f): ENGINEERING &TECHNOLOGICAL LIBRARY AND 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 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: 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 AND 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
3. CHANDLER (G): How to find out about literature (Rev. Ed. 5, 1982), Pergamon Press, Oxford.
6. KENNA (Stephanie) and Ross (Seamus), Ed., Networking in the humanities: Proceeding (1995), Bowker-Saur, London.

Paper M-111 (b): PRINT, ELECTRONIC SOURCES AND 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.
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
2. HOSELITZ (Bert F): Reader’s guide to the social sciences (Rev. Ed.1972), Free Press, Glencoe.
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 areas 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) A graduate degree (i.e., B.A/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) Master’s degree in Library and Information Sciences 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 fulfill 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.

6.3.2 Procedure for Admission

For further details regarding Registration of M.Phil., please refer to Bulletin of Information, Admission to M.Phil/Ph.D. Programme, which is available online from M.Phil/ Ph.D. Admissions (2017-18) portal of the University of Delhi.

6.3.3 Scheme of M.Phil. Papers

<table>
<thead>
<tr>
<th>Paper No.</th>
<th>Subject</th>
<th>Internal Assessment Marks</th>
<th>Examination Marks</th>
<th>Duration</th>
<th>Total Marks</th>
</tr>
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<tbody>
<tr>
<td>First Semester (Part I)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Research Methods</td>
<td>25</td>
<td>75</td>
<td>3 Hours</td>
<td>100</td>
</tr>
<tr>
<td>II</td>
<td>Library Planning and Management</td>
<td>25</td>
<td>75</td>
<td>3 Hours</td>
<td>100</td>
</tr>
<tr>
<td>III</td>
<td>Opt any one of the following:</td>
<td></td>
<td></td>
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<tr>
<td>III (a)</td>
<td>University and College Library System</td>
<td>25</td>
<td>75</td>
<td>3 Hours</td>
<td>100</td>
</tr>
<tr>
<td>III (b)</td>
<td>Research and Technical Library System</td>
<td>25</td>
<td>75</td>
<td>3 Hours</td>
<td>100</td>
</tr>
<tr>
<td>III (c)</td>
<td>Public Library System</td>
<td>25</td>
<td>75</td>
<td>3 Hours</td>
<td>100</td>
</tr>
<tr>
<td>III (d)</td>
<td>Information Processing and Organisation</td>
<td>25</td>
<td>75</td>
<td>3 Hours</td>
<td>100</td>
</tr>
<tr>
<td>III (e)</td>
<td>Information Transfer and Dissemination</td>
<td>25</td>
<td>75</td>
<td>3 Hours</td>
<td>100</td>
</tr>
<tr>
<td>III (f)</td>
<td>Comparative Librarianship</td>
<td>25</td>
<td>75</td>
<td>3 Hours</td>
<td>100</td>
</tr>
<tr>
<td>III (g)</td>
<td>Education for Library and Information Science</td>
<td>25</td>
<td>75</td>
<td>3 Hours</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Total Marks</td>
<td></td>
<td></td>
<td></td>
<td>300</td>
</tr>
</tbody>
</table>

| Second Semester (Part-II) |
| Dissertation | 150 | |
| Viva-Voce Examination | 50 | |
| Total Marks: 200 | Grand Total: 500 |

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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.

6.3.4 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 3/4th of the lectures, seminars, colloquia, and delivered/organised during the course of each semester.

v) For other details, please refer to Bulletin of Information, Admission to M.Phil./Ph.D. Programme, which is available online from M.Phil./Ph.D. admission portal of the University of Delhi.

6.3.5 Time Schedule

Semester –I:

20-07-2017 (Thursday) (Tentative): Classes begin

November/December, 2017: Examination for Semester- I

Semester- II:
January, 2018: Semester begins

June 2017: Submission of Dissertation and Viva-Voce

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

6.3.6 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.

6.3.7 Failed Candidates

a) Provided that a student who clears at least two courses in the Semester-I (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.

6.3.8 Courses of Study for M.Phil*

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

Semester-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 perspectives 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 LIBRARY SYSTEM

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 |
| Library Personnel | : | |
| 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
Library Personnel:
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 AND ORGANIZATION

Classification: Recent development and trends for the future
Subject indexing: Critical study of the different lists of subject headings
Thesaurus and Thesauro facets methodology for developing Thesaurus

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

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

COURSE III (e): INFORMATION TRANSFER AND DISSEMINATION

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 AND INFORMATION 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.)

The Department offers Ph. D. Programme in Library and Information Science. Hence, the programme is interdisciplinary in nature and carried comparative perspective. Keeping the importance of research in present scenario and to enhance the quality of research the syllabus for the Course Work, named as the Ph.D. Course Work, as a pre-requisite to continue with the programme in the department, has been redesigned. The programme aims at facilitating research students joining the programme from the current academic year (2015-16) onwards to understand essentials of quality research. The course further aims at familiarizing the perspectives, pedagogy and their implications in various areas of investigations. The course aims at developing the following skills: (i) Investigation, (ii) Evaluation, (iii) Reasoning, (iv) Comprehension, (v) Analysis, (vi) Writing, and (vii) Editing, Proof Reading and Designing.

Research in Library problems leading to the Ph.D. degree. Candidates seeking admission to Ph.D. programme will have to apply for admission Online together with copies of each of the detailed mark sheet of M.Phil., M.L.I.Sc., B.L.I.Sc./B.Lib.Sc. examination, Graduation Degree, Matriculation/Secondary School Certificate bearing the date of birth. Please visit M.Phil./Ph.D. Admissions (2017-18) portal of the University of Delhi.

For further details regarding Registration of Ph.D., please refer to Bulletin of Information. Admission to M.Phil./Ph.D. Programme, which is available online from M.Phil./Ph.D. Admissions 2017-18 portal of the University of Delhi.
6.4.1 Major Research Areas in Library and Information Science


6.4.2 Eligibility Conditions

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

a) They must possess Master’s degree in Library and Information Science with minimum of 55% marks from the University of Delhi or from any other University recognized as equivalent thereto.

b) They must fulfil other conditions as may be laid down by the Departmental Research Committee (DRC) from time to time with regard to age, knowledge of language(s), admission test/interview, etc.

c) 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.

d) In all cases of admission the decision of the DRC of the Department shall be final.

6.4.3 Admission to the Programme: As per Ordinance –IV B of the University of Delhi.

6.4.4 Number of Seats: As per the vacancies available every year, please refer to Bulletin of Information, Admission to M.Phil./Ph.D. Programme, which is available online from M.Phil./ Ph.D. admission portal of the University of Delhi.

6.4.5 Ph.D. Course Work

As per the university ordinance and new guidelines, the research scholars who are provisionally registered under the Ph. D. Programme in academic year 2015-16 onwards will have to undergo a Ph.D. Course Work.

6.4.6 Programme Structure

The Ph. D. Course work shall comprise of one Semester (i.e. 6 months) in which there shall be three compulsory papers:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Name of the Paper</th>
<th>Theory</th>
<th>Internal Assessment (Assignments, Attendance &amp; Seminar)**</th>
<th>Max Marks</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester- I</td>
<td><strong>Paper-I</strong>: Research Methodology In Library and Information Science</td>
<td>75</td>
<td>25</td>
<td>100</td>
<td>3 Hrs</td>
</tr>
<tr>
<td></td>
<td><strong>Paper-II</strong>: Application and Tools of Technologies in Library and Information Science</td>
<td>75</td>
<td>25</td>
<td>100</td>
<td>3 Hrs</td>
</tr>
<tr>
<td></td>
<td><strong>Paper-III</strong>: Advances in Specific Research Area</td>
<td>75</td>
<td>25</td>
<td>100</td>
<td>3 Hrs</td>
</tr>
</tbody>
</table>
a) Medium of instruction: English
b) Each paper will be of 6 hours instruction/studies per week.
c) The student shall be evaluated at the end of semester. Total marks for Semester-I is 300 (Paper-I 100 marks, Paper-II 100 marks and Paper-III 100 marks). **Pass marks is 50% in each paper.** If a student is not able to complete a course with 50% marks, the student shall be allowed to reappear only once in the examination in the subsequent academic year (As per the University Ordinance-VI-B).
d) The final research proposals will be presented before the DRC within the stipulated period as prescribed by the ordinance.
e) The minimum attendance required during the Course Work period is not less than 75% of the total classes.

6.4.7 Courses of Study for Ph.D. Course Work

**PAPER –I: RESEARCH METHODOLOGY IN LIBRARY AND INFORMATION SCIENCE**

**Unit-1: Introduction to Research Methodology**

Research Problem and Research Design  
Formulation of Hypotheses

**Unit-2: Research Methods in LIS**

Types of Research Methods: Quantitative and Qualitative  
Research Techniques and Tools: Questionnaire, Interview, Observation, Schedule, Check-list, Library Records and Reports.  
Metric Studies in LIS

**Unit-3: Data Analysis and Interpretation**

Data Analysis: Statistical Methods  
Data Analysis: Computer Processing  
Interpretation and Presentation of Results

**Unit-4: Report Writing**

Research Report Writing  
Style Manuals  
IPR and Plagiarism
Reference Books:


PAPER – II: APPLICATION AND TOOLS OF TECHNOLOGIES IN LIBRARY AND INFORMATION SCIENCE

Unit-1: Data Analysis Tools
   Spreadsheet
   SPSS
   Citation Analysis Tools:
   Refwork, Mendeley, etc.
   Citation Data Bases: Web of Science and Scopus

Unit-2: Citation and Anti-Plagiarism Tools
   Online Citation Tools: EasyBib, Biblio, Endnote etc.
   Anti-Plagiarism Tools: Turnitin, Authenticat, Urkund, etc.

Unit-3: Online Data Search
   Advance Search Techniques: Federated Search Systems
   Online Data Systems: Subject Gateways, Institutional Repository, Web Directory, etc.

Unit-4: Web Designing and Development of Information System
   Website Designing
   Content Management Systems

Reference Books:


**PAPER – III: ADVANCES IN SPECIFIC RESEARCH AREA**

**Unit-1: Historical Development in Research Area**
- Growth and Development in Research Area
- Contributors in Research Area
- Institutions in Research Area

**Unit-2: Trends in Research Area**
- Changing Perspective in Research Area
- International Trends in Research Area
- Current State in Research Area

**Unit-3: World Literature in Research Area**
- Print Information Resources
- Electronic Information Resources
- Selection of Information Sources

**Unit-4 Scope and Objectives of Research Area**
- Scope of Research Area
- Objectives of Research Area
- Assumptions and Prepositions in Research Area

**References:**

**Note:** List of Reference Books will be provided by the concern Teacher.

**7. GENERAL INFORMATION FOR ADMISSION AND COURSES**

**7.1 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 and Ph.D. course by Departmental Research Committee (DRC). The decision of the respective Admission Committees will be final in all cases.
7.2 **Documents Required with Application Form**
Application must be accompanied by self-attested copies of:

a) Matriculation or higher secondary or senior secondary certificate as 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.**

7.3 **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.

7.4 **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 08-07-2016.

7.5 **Simultaneous Courses**
(a) No student should be allowed to pursue two degree courses simultaneously, in conformity to the Academic Council Resolution No. 49, dated 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.

7.6 **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.

7.7 **Teaching Arrangements**
The teaching and the laboratory work will be done by the teachers of the Department.

7.8 **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.

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

7.10 **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)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Admission Fee</td>
<td>15.00</td>
</tr>
<tr>
<td>ii) Enrolment Fee</td>
<td></td>
</tr>
<tr>
<td>(if enrolled in DU)</td>
<td>50.00</td>
</tr>
<tr>
<td>(if not enrolled in DU)</td>
<td>100.00</td>
</tr>
<tr>
<td>iii) Special Annual Fee</td>
<td>5.00</td>
</tr>
<tr>
<td>iv) Library Fee</td>
<td>12.00</td>
</tr>
<tr>
<td>v) Athletic Association Fee</td>
<td>10.00</td>
</tr>
<tr>
<td>vi) University Students’ Union Fee</td>
<td>20.00</td>
</tr>
<tr>
<td>vii) WUS Membership Fee</td>
<td>120.00</td>
</tr>
<tr>
<td>viii) Identity Card Fee</td>
<td>5.00</td>
</tr>
<tr>
<td>ix) Cultural Fee</td>
<td>10.00</td>
</tr>
<tr>
<td>x) Lab.-cum-Library fee for BLISc.,MLISc. &amp; M.Phil.</td>
<td>100.00</td>
</tr>
<tr>
<td>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. 14.04.77) Ordinance VI partially amended by EC dated 07.12.1976 and EC Res. No. 152 (3) dated 05.02.1989 etc.</td>
<td>1000.00</td>
</tr>
<tr>
<td>xii) Annual subscription for Ph.D. and M.Phil. students (as per above stated AC and EC Resolution)</td>
<td>20.00</td>
</tr>
<tr>
<td>xiii) University Development Fund Fee</td>
<td>600.00</td>
</tr>
<tr>
<td>xiv) Department Development Fee</td>
<td>120.00</td>
</tr>
<tr>
<td>xv) University Library Development Fund Fee</td>
<td>200.00</td>
</tr>
<tr>
<td>xvi) DULSA (Delhi University Library Science Students’ Association) Membership Fee</td>
<td>800.00</td>
</tr>
<tr>
<td>xvii) Computer Lab Fee</td>
<td></td>
</tr>
<tr>
<td>xviii) Special Fee from Foreign students in addition to the foreign student Registration Fee</td>
<td>US$ 100 per year</td>
</tr>
<tr>
<td>xix) NSS Funds Fee (vide Circular No.: NSS/DU/15/2001-02/205 dated 19.04.2001)</td>
<td>20.00</td>
</tr>
</tbody>
</table>

**Note:**

i) Library Security deposit is refundable on claim within two years of the expiry of membership and after the period of two years, deposits 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**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) BLISc. (Rs. 20/- per month)</td>
<td>180.00 for the session</td>
</tr>
<tr>
<td>ii) MLISc. (Rs. 24/- per month)</td>
<td>216.00 for the session</td>
</tr>
</tbody>
</table>
**8.3 Examination Fee**

- **i)** BLISc. 200.00 (for each paper)
- **ii)** MLISc. 200.00 (for each paper)
- **iii)** Statement of Marks (Mark sheet) 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.

**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 OF THE 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 or 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 authorities 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 behavior.

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, its 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 15 for 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 2017-2018

The Academic year consists of two semesters. The duration of each semester is available on the University Website: www.du.ac.in and important 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 : 20-06-2017 (Tuesday)

ii) First List of Candidates : 04-07-2017 (Tuesday)

iii) Second List of Candidates : 11-07-2017 (Tuesday)

iv) Classes begin w.e.f. : 20-07-2017 (Thursday)

**M.L.I. Sc.:**

i) Last Date for the Submission of Application Forms : 20-06-2017 (Tuesday)

ii) List of Category I : Merit Basis Candidates : 27-06-2017 (Tuesday)

   (General & Reserved)

iii) Entrance Test *(Date is tentative, for specific date kindly correlate with DU website or confirm from Department)* : 25-06-2017 (Sunday)

iv) List of Category II: Entrance Test Candidates : 07-07-2017 (Friday)

   (General & Reserved)

v) Classes begin w.e.f. : 20-07-2017 (Thursday)

**M.Phil.:**

i) Last Date for receipt of Application Forms (to be notify) : Check for DU Website

ii) List of Eligible applicants for Admission Interview : 20-07-2017 (Tuesday)

iii) Admission Interview of eligible Applicants : 12-07-2017 (Wednesday)

iv) List of selected candidates for admission : 17-07-2017 (Monday)

v) Classes begin w.e.f. : 20-07-2017 (Thursday)

*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.*