PROGRAM PROJECT REPORT (PPR)

Bachelor of Library & Information Sciences (B.Lib.I.Sc.)

MATS Centre for Distance and Online Education
MATS University, Raipur, Chhattisgarh

MATS UNIVERSITY: VISION

To become a world-class center in providing globally relevant education. MATS will be the Global University, known for the quality academic programs and outstanding faculty, products, and services to students and clients independent of place and time constraints. MATS University will be a benchmark institution for lifelong partnerships with students, the workforce, and public and private enterprises. Building on its proud tradition, MATS University will extend educational opportunities to those who will make our state (Chhattisgarh), our nation, and global society a better place to live and work.

MATS UNIVERSITY: MISSION

To foster an intellectual and ethical environment in which the spirit and skills within MATS will thrive so as to impart high quality education, training, research and consultancy services with a global outlook and human values. To create and develop technocrats, entrepreneurs and business leaders who will strive to & improve the quality of human life. To create truly world class schools of Management Sciences, Engineering Sciences, Information Technology, Life Science, Basic and Applied Sciences, Humanities & Social Sciences and Life Skills.

Dr.Kalpana Chandrakar
(Head of Department)

Dr. Priyanka Jaiswal
Assistant Professor

Dr. Ram Prasad Kurre
Assistant Professor

A. Programme's Mission and Objectives:

Mission:

The mission of the Open and distance learning Bachelor of Library & Information Sciences programme in library science is to equip students with in-depth theoretical knowledge andpractical management skills through accessible, flexible, and innovative online and distanceeducation. The program strives to develop competent business leaders capable of navigatingfuture challenges in a dynamic and evolving library and information environment.

Objectives:

1. To emerge as a leader in library and information science education, fostering knowledge management professionals for the digital age.
2. To provide advanced education in library sciences and knowledge management.
3. To integrate technology with traditional library systems for improved accessibility and efficiency.
4. To produce skilled information professionals who support academic and societal knowledge needs.

B. Relevance of the Programme with University's Mission and Goals:

The open and distance learning Bachelor of Library & Information Sciences programmealigns with MATS University's mission to cultivate a learning environment that encouragescreativity, innovation, and critical thinking. It is designed to offer a high-quality education inbusiness and management, equipping students with the knowledge and skills needed to excelin the corporate world. The programme focuses on developing competent professionalscapable of making meaningful contributions to industry and society. Additionally, it fostersan inclusive and diverse learning atmosphere, preparing students to navigate and succeed inmulticultural and global library and information environments. Through practical andproject- based learning, students enhance their teamwork, leadership, and communicationskills-essential qualities for thriving in the dynamic field of library science.

C. Nature of Prospective Target Group of Learners:

This Programme is specifically designed to meet the requirement of learners who are not able to accomplish their educational goal through the conventional mode of education. The learners who are working professionals, housewives, reside in tribal or rural areas and not able to join the regular programme due to various reasons, are our target group of learners.

Learners who want to enrolled their selves in this particular programme must have graduation in any discipline or equivalent Degree.

D. Appropriateness of Programme to be Conducted in Open and Distance Learning Mode to Acquire Specific Skills and Competence:

The open and distance learning mode of MATS University system places greater emphasis on the learner, where most of the instruction is delivered through distance mode with only a minimal component of face-to-face communication. Students will have the flexibility to learn at their own place. They can access course materials and resources online and progress through the programmes per their convenience. It allows students to attend classes from anywhere, eliminating geographical barriers and offering more opportunities for students to learn and acquire specific skills and competencies. The Open and Distance Learning mode will provide an opportunity to learn in a technology-driven environment for the students where they can access online resources and learning materials, attend virtual classrooms, participate in online discussions, and engage with other students and faculty through various collaborative tools. This provides a highly immersive and interactive learning experience, helping students to develop critical thinking, analytical, and problem-solving skills.
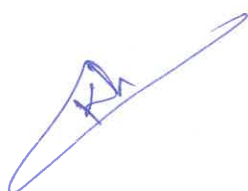
The program is supported by a robust Learning Management System (LMS), which provides access to a wide range of digital resources, including e-tutorials, study materials, assignments, quizzes, discussion forums for doubt resolution, assessment tools, progress tracking features, and result displays.

E. Instructional Design:

Curriculum Design, Detailed Syllabi and Duration

The programme of MATS Centre for Open and Distance Education, offers for the period of one years which is divided in two semesters. This programme comes under the MATS School of Library and Information Sciences.

It is a Graduate programme designed to provide in-depth knowledge of Library administration, covering fundamental to advanced management concepts, strategies, and their applications.

Credit Points:

This programme has a minimum duration of one year. Although learners may complete the programme gradually within the maximum period of three years. The programme has a weight age of credits. The learner has to study 6/6 papers of 22+22=44 credits in each year as per program and scheme.

Total credits of the B. Lib. & I. Sc. programme are 44. The Teaching & Examination Scheme is as follows:

Semester-wise distribution of Credits for B. Lib. I. Sc.:

Srl. No.	Semester	Number of Credits
1	Semester – 1	22
2	Semester – 2	22
	Total Credits	**44**

A. Requirement of Faculty and Supporting Staff:

Category	Existing
Professor	00
Associate Professor	01
Assistant Professor	02

B. Medium: The course material for the programme is in English language. However, studentscan opt for either Hindi or English language for answering the questions in examinations.

C. Course Structure:

Teaching & Examination Scheme

B.Lib.I.Sc. (FIRST SEMESTER)

Category	Course Type	Paper Code	Subject	Credit Point	Theory		Total Marks
					Internal	External	
Major	Theory	ODL/MSLS/BLIBDSC01	Library and Society	4	30	70	100
Major	Theory	ODL/MSLS /BLIBDSC02	Library Management	4	30	70	100
Major	Theory	ODL/MSLS /BLIBDSC03T	Knowledge Organization – Library Classification (Theory)	4	30	70	100
Major	Theory	ODL/MSLS /BLIBDSC04T	Documentation &Information Science	4	30	70	100
Major	Practice	ODL/MSLS /BLIBDSC03P	Knowledge Organization LibraryClassification (Practice)	3	30	70	100
Major	Practice	ODL/MSLS /BLIBDSC04P	Documentation Practical Process	3	30	70	100
			Total	22	180	420	600

B.Lib.I.Sc. (SECOND SEMESTER)

Category	Course Type	Paper Code	Subject	Credit Point	Theory		Total marks
					Internal	External	
Major	Theory	ODL/MSLS /BLIBDSC05	Reference and InformationSources	4	30	70	100
Major	Theory	ODL/MSLS /BLIBDSC06	Information Services	4	30	70	100
Major	Theory	ODL/MSLS /BLIBDSC07T	Knowledge Organization Cataloguing (Theory)	4	30	70	100
Major	Theory	ODL/MSLS /BLIBDSC08	Information Technology Basics	4	30	70	100
Major	Practice	ODL/MSLS /BLIBDSC07P	Knowledge Organization Cataloguing (Practice)	3	30	70	100
Major	Theory	ODL/MSLS /BLIBDSC09	Academic Libraries	3	30	70	100
			Total	22	180	420	600

Detailed Syllabi:

PAPER 1- LIBRARY AND SOCIETY

Unit -1
Role of Libraries and information centre's in modern society.

Philosophy of Librarianship.

Librarianship as a profession.

Role of the Library Informal and Formal Education.

Role of the Library in improvement of reading habits.

Five Laws of Library Science and Implications in Library & Information Center

Unit-2
Types of Libraries: National, Public, Academic and special.

Development of Libraries with special reference to India.

Libraries movement in U.K. and USA.

Library Legislation need and purpose and advantages.

Library Legislation in Indian States.

Detailed Study of Chhattisgarh Public Library Act.

Unit-3
Intellectual Property Rights (IPR), Copyright, Standard, Trademark.

Delivery of Book Act, Press and Registration Act, Right to Information act.

Professional Associations and their role in the Development of Libraries.

National Level Promoters – RRRLF, ILA, IASLIC etc.

Unit-4
Library Cooperation, Resource Sharing: Concepts, need, purpose.

Area of resource sharing Impact of IT on Resource Sharing,

User studies, User Education, Library Extension Services,

Community information Centre's and services.

Unit-5
IFLA, UNESCO, FID, ALA, ASLIB, DESIDOC: Objectives, Activities and Their Publications.

Organizations: NISCAIR–Objectives, Program and activities.

PAPER- 2, LIBRARY MANAGEMENT

Unit-1
Management: Concept Definition, Scope. Level of Management.

Management School of Thought.

Principles of Management.

Elements of Management Process: POSDCORB.

Functions and Principles of Scientific Management.

Applications in Libraries and Information Centre's.

Unit-2
Building and Planning of Library (Concept, Definition, Need, Purpose Types Policies & Procedures.

Human Resource Management Organizational Structure.

Library collection Development and policy and function of collection Development

Staff Recruitment, Selection and Training, Staff Formula.

Personal Management.

Stock Maintenance Stock verification, methods and advantage.

Unit-3
Financial Management–Concept, Definition, Need and purpose.

Budget and Budgeting Techniques and Methods–PPBS, Zero base budgeting, Budgeting Control.

Cost Effectiveness and Cost Benefit Analysis.

Financial Planning (Sources and generation of income)

Library Administration.

Unit-4
Governance of a library: Need Purpose, Types and Functions.

Acquisition and Processing of Reading Methods.

Technical Processing and its Tools. Circulation–

Methods, Routine Records, Serials Control.

Shelving– Maintenance and Preservation of Library Materials.

Unit-5
Library Organizational and structure.

Operational Planning Techniques (Use of planning tools like Gantt chart, PERT/CPM)

Stock Verification, Management Information System (IS),TQM.

PAPER- 3, LIBRARY CLASSIFICATION THEORY

Unit-1
Classification – Definition, need and purpose.

Library Classification–Meaning, need, purpose and functions.

Knowledge Classification Vs Book Classification.

Theory and Development of Library Classification.

Species of Schemes of Library Classification

Unit-2
Universe of Knowledge: Structure and Attributes.

Different Types of Subjects and their modes of formation.

Knowledge Classification and its Canons.

Hospitality in array and Chain.

Facet, Analysis.

Five Fundamental Categories & their Postulate.

Principles for facet sequence.

Unit-3
Types of Isolates: Common, Special.

Devices used in Classification (Chronological, Geographical, Subject, Alphabetical, Enumeration, Super imposition and Phase Devices).

Systems and Specials.

Unit-4
Notation: Definitions, Need and Functions

Types and canons of notations.

Mnemonics: Types and Canons.

Indicator Digits.

Zone analysis and Sector Notation.

Systems of Book Number.

Unit-5
Study of Selected Schemes of Classification–DDC

Current Trends in Library Classification.

Role of DRTC, CRG and FID.

Salient Features of CC.

PAPER- 4, DOCUMENTATION & INFORMATION SCIENCE

Unit-1
Documentation: Meaning and Definitions its aim, Scope and development.

Documentation: work and their scope.

Documentation: source and their scope.

Documentation: List their kinds and preparation.

Unit-2
Information: Meaning, definition, objectives, Needs.

Information: Science: Its definition, Aims and scope.

Information: Seeking behavior: Meaning, Needs, Processes and their Kinds.

Information: Generation and Diffusion.

Unit-3
Canons of Abstracting.

Study of Chemical abstracts, Biological Abstracts, Psychological abstracts, Sociologicalabstracts, Library and Information

Science abstracts, Indian Science Abstracts, Indian Library Science Abstracts.

Unit-4
Indexing: Meaning, Definition, Functions and Types of Indexing.

Pre-co-ordinate Indexing, Chain Indexing, PRECIS, POPSI.

Post-co-ordinate Indexing: Term Entry System & Peek-a-boo-systems.

Uniterm Indexing & Citation Indexing.

KWIC & KOWC.

Unit-5
Documentation Centers: Meaning, Definition, Need, Objectives and Functions.

Local Library Networks: CALIBNET, MALIBNET, MYLIBNET, BONET, ADINET,

National Library NETWORKS: INFLIBNET, DELNET,VINITI, UNISIST, NISSAT.

PAPER- 5
LIBRARY CLASSIFICATION PRACTICE

Unit-1
Colon Classification (6th Edition): Introduction, Structure and Organization.

Step in Classification.

Classification of Documents with Basic Subjects.

Classification of Documents with Compound Subjects.

Unit-2

Dewey decimal classification (19Edition): Introduction, Structure and Organization.

Steps in Classification.

Classification of Documents using Table 1&2.

Use of Relative Index.

Unit-3

Colon Classification (6thEdition): Use of Common Isolates, Phase Relations and devices.

Classification of Documents with Compound Subjects.

Dewey decimal classification (19Edition): Classification of DocumentsusingTables1 to7.

Unit-4

Comparative Study of DDC and CC

PAPER- 6 Documentation Practical Process
(Total Credit = 3)

Unit 01

Documentation Centre

Translation Service Centre: Types, Guideline, Translation Pools & Tools,

Translation Agency: National, International

OPA

Unit 02

Abstract & Abstracting: Quality of Good Abstract.

Stages of Abstracting Indexing services: Indexing Periodicals, Index to NEWS Paper

Citation Indexes; Shaperd's Citation Index, Pre and Post Coordinating Index

Unit 03

Documentation: Acquisition, Accessioning, Stock Verification, Reprography Service.

Bibliography: Bibliography of Bibliography, National, International and Trade Bibliography

Unit 04

Information Seeking Behavior Model.

Standardization for Library Material and Services.

Reference Management: Mendel, ZETERO, MLA, APA

PAPER- 1, REFERENCE & INFORMATION SOURCES

Unit01
Information Sources: Concept, and Need for information.

Types of Information Sources: Documentary: Primary, Secondary, and Tertiary

Types of Information Sources: Non Documentary: Organizations and Humans.

Types of Reference Sources.

The Reference Process.

Unit02
Categories of Reference

Dictionaries

Encyclopedia

Hand book, Manuals, Yearbook.

Standards,Patents,Trade catalogues.

Unit03
Geographical Sources.

Biographical Sources.

Reference Sources of Current Events.

Statistical Information Services.

Literature Search

Unit04
Study of Bibliographical tools.

Bibliographies Need and types.

Bibliographical Control.

National Bibliography (BNB&INB).

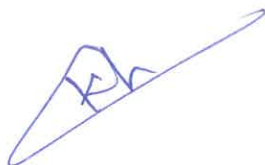Trade Bibliography.

Subject Bibliography.

Unit05
Current Information Services.

Almanac and Book.

Directory Universities Handbook world of Learning.

Internet and e - Information Sources.

Criteria for Evaluation of Reference Sources.

PAPER- 2, INFORMATION SERVICES

Unit01

Information Services: Meaning, concept need and trends.

Information Services and Techniques.

Information Services: An overview

Evaluation of alerting services.

Unit02

Types of Information Services.

CAS and SDI.

ILL and document delivery Services.

Reference and Referral services.

Unit03

Global Information system: UNISIST, AGRIS, MEDLARS, VINIT, INIS, UNESCO, FDI, IFLA, NISSAT, INSDOCDESIDOC, NASSDOSENDOC.

Library consortia- India: Current trends in scholarly communication: Open access Movement.

Unit04

e- Information Services.

E-mail, E-book, E-journals.

WWW, E-Database, Metadata.

OCLC, CD-Rom and Multimedia etc.

Online Services.

Unit05

Networking: Meaning, Need, Concept, Purpose and Feature.

LAN, MAN, WAN.

National and International Library Networking Meaning Objective Need and Development.

Level of Library Network.

National Network: CALIBNET, DELNET, BONET, MYLIBNET, INFLIBNET, ADINET.

International Network: UNISIST, INIS, MEDLARS, AGRIS, DEVSIS, EURONET, VINITI.

PAPER- 3, LIBRARY CATALOGUING THEORY

Unit01

Library Cataloguing: Definition, Meaning, Purpose and Functions.

Type of Library Catalogue.

Physical Form of Catalogue.

Inner Form of Catalogue.

History of Catalogue.

AACR-II (Anglo American Cataloguing Rules–II).

Uses of the Library Catalogue.

Unit02

Kinds of Entries.

Data Elements indifferent types of Entries.

Filing of Entries Classified and Alphabetic.

Centralized Cataloguing. Co-Operative Cataloguing

Simplified Cataloguing.

Unit03

Catalogue Entry.

CCF and MARC.

CCC (Classified Catalogue Code).

Structure of Catalogue Card (CCC and AACRII).

Pre-Natal Catalogue.

Normative Principles of Cataloguing, Canon Cataloguing

Unit04

Subject Cataloguing–Concept, Purpose, Use and Limitations.
Library of Congress Subject Heading (LCSH).
Sears List of Subject Heading (SLSH).
Personal Authors.

Unit05

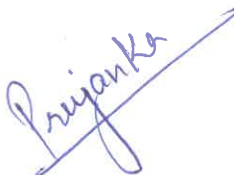Recent Trends in Library Cataloguing.

Corporate Authorship: Government.

Pseudonyms and Anonyms work and Uniform Titles.

Conferences and Periodical Publications.

Societies, Institutions, Associations etc.

Collaborator and Joint Personal Authors.

PAPER- 4, INFORMATION TECHNOLOGY APPLICATION ON LIBRARY

Unit01

Information Technology Basic-Meaning, Scope, Purpose Need, Concept and Feature.

Introduction to Computer–Functional part of Computer.

Hardware and Software, Operating System.

Telecommunication: Basic.

Communication–Meaning, Needs, Purpose, Media of Information Communication, Forms of Communication.

Unit02

Computer and Library– Definitions, Meaning History of Computer.

Part of Computer, use of Computer.

Input and output Devices.

Impact of Internet on Libraries.

Generation of Computer.

Unit03

Library Automation, Meaning, Definitions Purpose, Function, Area, Need and Feature.

Library Housekeeping operations.

Computerised Information Services.

Management of Computerised Library.

Library Software packages.

Unit04

Programming Language: Types Characteristics and their application

Flow Charting.

Boolean logic and Operators.

Operation System –MS Windows, Unix, MSDOS.

Network Protocols– TCP/IP, Net-BUI, IPX.

CD-Rom and CDS-ISIS.

Unit05

Library Websites.

Needs and Importance of Internet.

E-Mail-Protocols, web browsers, web Serves, Search Engine.

Internet and OCLC.

Computer Application in Libraries.

Digital Libraries–Definition, Meaning, Purpose, Need, Characteristics and attributes.

PAPER- 5 LIBRARYCATALOGUING PRACTICE

Cataloguing of documents according to *AACR-II and CCC*

Unit01

Introduction of Book: Parts of Book.

AACR- 2 (Anglo American Cataloguing Rules-2.)

Structure of Main Entry.

Structure of Added Entry.

Personal Authors: Single and Joint personal Authors.

Unit02

AACR – 2 Subject Heading: Introduction.

Editorial Directions.

Authors and Collaborators.

Corporate body (Government, Institutions, Conferences)

Choice among different Names: Pseudonymous, Anonymous works. (AACR – 2 based)

Serials (Periodicals)

Unit03

CCC Classified Catalogue Code–Introduction.

Structure of Main Entry.

Structure of Added Entry.

Tracing: CREs, CIEs, BIEs, CRIEs.

Personal Authors: Single and Joint Personal Authors.

Unit04

Choice Among Different Names: Pseudonymous, Anonymous works.

Corporate Body (Government, Institutions, Conferences)

Serials (Periodicals)

Unit05

Comparative study of AACR-2 and CCC.

PAPER- 6
ACADEMIC LIBRARIES

Unit01

History of Academic Libraries in India.

Institutional & Social Contest of Academic Libraries.

Role of Academic Library in Media and Information Literacy

Financial Management in Academic Libraries.

Unit02

School Libraries.

College Libraries.

University Libraries.

Future of Academic Libraries: Challenges and Opportunities.

Unit03

Collection Development and Access management in Academic Libraries.

Human Resource Management in Academic Libraries.

Academic Library Users, Use and User Study.

Academic Library Building and Infrastructure and Safety Issues.

Unit04

ICT Application in Academic Libraries.

Marketing of Academic Library and Services.

Resource Sharing, Network and Consortia.

Library Network & Consortia in India.

Learning Method: The learning method developed by the University consists of an independent form of delivery and includes the following components:

- Self-learning materials.
- Counseling and contact sessions at the study center conducted by subject experts.

VI. Means of Delivery: Learners will be provided with the syllabus of the courses along with self-learning materials, which will facilitate their study at the designated study centers.

Faculty and Support Staff Requirements:

The department is overseen by a Programme Coordinator on an honorary basis at the headquarters. At each study center, qualified teachers and support staff are already employed and are assigned to conduct contact classes and counseling sessions.

Category	Existing
Professor	00
Associate Professor	01
Assistant Professor	02

Duration of the Programme:

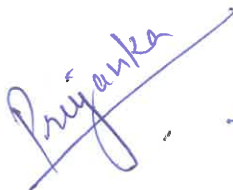The minimum duration of the programme in Distance mode is 01 years and maximum duration is 02 years.

Medium of the Programme:

English is the medium and examination may be written in English or Hindi as per the learner's choice of the medium.

F. Procedure for Admission, Curriculum, Transaction and Evolution:

The eligibility criteria for admission to the programme offered in MATS Open and Distance Education mode requires candidates to have a bachelor's degree or an equivalent qualification from a recognized university. B.LIB.I.Sc. applicants can conveniently access all admission-related information, including the application process, through the University's website or by contacting the helpdesk. The admission form can be downloaded from the website and submitted via online or offline mode. Upon receipt, the University will review the documents and process the fee payment. Once the payment is completed, the admission will be confirmed, and an enrollment number will be issued to the student.

1. **Admission Procedure:** Admissions to this program are conducted Semester wise, and all admissions are processed through the online mode. Eligibility for admission requires graduation in any discipline.

2. **Curriculum Transaction:** To successfully complete the program, candidates must achieve a minimum pass grade of "P" (i.e., 33%). Student performance is assessed using letter grades, each corresponding to a specific grade point.

3. **Evaluation Pattern:** The evaluation process consists of both internal and external assessments, with a weightage ratio of 30:70. Each paper across both years follows the evaluation pattern outlined below:

4. **Continuous Assessment through Tutor Marked Assignment (TMA):** Student performance is continuously assessed throughout the course. The schedule for continuous assessment and evaluation is managed by the study center, with oversight from the relevant department. Students are required to submit a Tutor

Marked Assignment (TMA) worth 30 marks before the Term End Examination (TEE). This assignment forms a fundamental component of the evaluation.

5. **Term End Examination (TEE):** The Term End Examination (TEE) for each paper carries 70 marks and includes both subjective and objective question formats. The structure of the question paper is outlined as follows: Details of the question paper pattern

Section/Unit	Total Number of Question	Type of Question
A	5 (All compulsory questions)	Short Type
B	8 (5 Should be answered)	300-400 words
C	2 (1 Should be answered)	s600 words
TOTAL	15	

Instructional Delivery Mechanism & usage of Media for ODL Mode:

The Learning Management System (LMS) is designed to facilitate the students to have a Global learning experience. LMS has user friendly interface approach through which the learning is made easy, interesting and meeting the global standards of learning. The self-learning materials, discussion forums and evaluation patterns are unique and meeting the requirements of the as per UGC guidelines of four quadrants approach.

The students can experience uninterrupted learning 24x7 through web and mobile at the pace chosen by them. The user interface will be simple and easy to navigate through the e-learning modules; the LMS will provide seamless accessibility with all the learning tools designed as per standard norms for an easy and interesting learning experience.

Nature of Contact Classes:

Based on the course material, the counsellors are expected to guide and talk with the learners during the contact class sessions. By talking with their coworkers and the counsellor during contact sessions, the learners can work through their problems and this will help them to understand the programme objectives to learn with ease. In addition to these contact sessions, learners must participate in various training programs run by the relevant learner support system provided by the University which also including practical training approach as per Programme's structure.

- **Counseling Session & Structure of Study in ODL Mode:**

Norms of Delivery in ODL Mode-

S No	Code	Title of the Course	No of Credits	Total Hours of Study	Counseling Sessions Study Structure (In Hours)			
					Face to Face Counseling	Self-Study	Practical Work	Assignments
Semester-I								
1	ODL/MSLS /BLIBDSC01	Library and Society	4	120	16	68		36
2	ODL/MSLS /BLIBDSC02	Library Management	4	120	16	68		36
3	13BLIBDSC03 T	Knowledge Organization – Library Classification (Theory)	4	120	16	68		36
4	ODL/MSLS /BLIBDSC04T	Documentation & Information Science	4	120	16	68		36
5	ODL/MSLS /BLIBDSC03P	Knowledge Organization Library Classification (Practice)	3	90	16	30	44	
6	ODL/MSLS /BLIBDSC04P	Documentation Practical Process	3	90	16	30	44	
Semester-II								
7	ODL/MSLS /BLIBDSC05	Reference and Information Sources	4	120	16	68		36
8	ODL/MSLS /BLIBDSC06	Information Services	4	120	16	68		36
9	ODL/MSLS /BLIBDSC07T	Knowledge Organization Cataloguing (Theory)	4	120	16	68		36
10	ODL/MSLS /BLIBDSC08	Information Technology Basics	4	120	16	68		36
11	ODL/MSLS /BLIBDSC07P	Knowledge Organization Cataloguing (Practice)	3	90	16	30	44	
12	ODL/MSLS /BLIBDSC09	Academic Libraries	3	90	16	30		44

- **Fee Structure:**

Programme	Semester Tuition Fees	Semester Examination Fees	Registration Fees (One Time)
B. Lib. & L. Sc.	9000	1500	1000

Examination and Evaluation System:

Evaluation shall be based on continuous assessment, in which sessional work and the terminal examination shall contribute to the final grade. Sessional work shall consist of class tests, mid-semester examination(s), homework assignments, etc., as determined by the faculty in charge of the courses of study. Progress towards achievement of learning outcomes shall be assessed using the following: time- constrained examinations; closed-book and open-book tests; problem-based assignments; practical assignment laboratory reports; observation of practical skills; individual project reports (case-study reports); team project reports; oral presentations, including seminar presentation; viva voce interviews; computerized adaptive assessment, examination on demand, modular certifications, etc. Each course shall correspond to an examination paper comprising of external and internal evaluations.

The semester end theory examinations for Major, Minor, Open/Generic and DSC (Discipline specific Course) vocational, value added, SEC (Skill Enhancement Course) and AEC (Ability Enhancement Course) shall be of a duration as promulgated through the examination's regulations approved by the Academic Council of the University. The credit structure for theory/Practical/tutorial, internal, external examinations and total marks for an examination shall be as per the programme structure approved by the Academic Council of the University as per UGC norms. Students shall acquire a minimum passing mark in internal and external examinations separately to be declared as pass in the respective courses, as prescribed by the Academic Council.

1. The academic performance of a candidate shall be evaluated in respect of the courses of study prescribed for each semester through the evaluation. The evaluation of students admitted in the programme shall be based on:
    1.1. End Semester Examinations - 70% marks of total marks and
    1.2. Continuous Internal Assessment - 30% of total marks
2. The End Semester examinations shall be held as per the academic calendar notified by the University and the duration of end semester examination shall be of three or two hours.
3. The minimum percentage of marks to pass the programme in each semester shall be 40% in each course comprising of end semester examinations and continuous evaluation.
4. A programme shall have a specified number of credits in each semester. The number of credits along with grade points that the student has satisfactorily cleared shall measure the performance of the student.
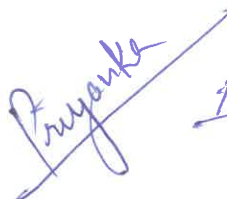
5. Semester examination results shall have following categories:

   5.1 Passed, i.e., those who have passed in all courses of the semester examination in internal and external examination separately.

   5.2 Promoted (ATKT), i.e., those who have earned minimum 50% of credits in a particular year including both the semesters (even and odd) or those who have earned any number of credits in odd semester.

   5.3 Detained, i.e., those who are not promoted as per the above provisions shall be detained. Such students have to appear in the examination of next academic session to earn required credits (excluding the credits already earned) as per the provisions of this ordinance and only then he/she may continue the programme within stipulated period as per the provisions of this ordinance.

6. However, a student of any semester who has been detained/ not appeared in examination due to less attendance/ not applied for examination/ applied but not appeared shall be out from the programme. Such a student has to take admission in the next session as an ex-student through the procedure adopted/notified by the University.

- ## Continuous Internal Assessment:

   1. Continuous Internal Assessment shall be of 30% marks of total marks allotted for the course.

   2. The components for continuous internal assessment for each course shall be decided by the Board of Studies of concerned subject.

   3. Continuous Internal assessment shall be carried forward in case of ATKT students, there shall not be any provision of conducting internal assessment tests for ATKT students at any circumstances.

- ## Evaluation and Certification of MOOCs and Vocational Courses:

   The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs, Vocational Courses, Field Projects/ Internship/ Apprenticeship/ Community engagement and service/ Honours with Research Project.

- **Letter Grades and Grades Point:**

    The Semester Grade Point Average (SGPA) is computed from the grades as a measure of the student's performance in a given semester. The SGPA is based on the grades of the current term, while the Cumulative GPA (CGPA) is based on the grades in all courses taken after joining the programme of study.

    The University may also mention marks obtained in each course and a weighted average of marks based on marks obtained in all the semesters taken together for the benefit of students.

Grading System

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	>90 to <=100
A+	9	Excellent	>80 to <=90
A	8	Very Good	>70 to <=80
B+	7	Good	>60 to <=70
B	6	Above Average	>50 to <=60
C	5	Average	>40 to <=50
P	4	Pass	=40
F	0	Fail	<40
Ab	0	Absent	Absent

Computation of SGPA and CGPA:

UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$\text{SGPA } (S_i) = \sum (C_i \times G_i) / \sum C_i$$

Where C_i is the number of credits of the ith course and G_i is the grade point scored by the learner in the ith course.

Example of Computation of SGPA

Semester	Course	Credit	Letter Grade	Grade point	(Credit x Grade)
1	Course 1	3	A	8	3 x 8 = 24
1	Course 1	4	B +	7	4 x 7 = 28
1	Course 1	3	B	6	3 x 6 = 18
1	Course 1	3	O	10	3 x 10 = 30
1	Course 1	3	C	5	3 x 5 = 15
1	Course 1	4	B	6	4 x 6 = 24
		20			139
SGPA					139/20=6.95

The Cumulative Grade Point Average (CGPA) is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \sum (C_i \times S_i) / \sum C_i$$

where S_i is the SGPA of the ith semester and C_i is the total number of credits in that semester.

Example of Computation of CGPA

Semester 1	Semester 2	Semester 3	Semester 4
Credit 20	Credit 20	Credit 20	Credit 20
SGPA 6.9	SGPA 7.8	SGPA 5.6	SGPA 6.0
CGPA= (20 x 6.9 + 20 x 7.8 + 20 x 5.6 + 20 x 6.0)/80 = 6.6			

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts. On completing all requirements for the award of the undergraduate certificate/ diploma/ degree, the CGPA shall be calculated, and this value shall be indicated on the certificate /diploma/degree. The 3 years (6 semester) and 4 years (8 semester) undergraduate degrees should also indicate the Division obtained as per following Table:

Distribution of Divisions

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits for the award of the degree with CGPA of 7.5 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.0 above but less than 7.5
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.5 or above but less than 6.0
Third Division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 4.5

Note: The conversion of CGPA into percentage shall be as followed to facilitate its application in other academic matters.

Equivalent Percentage = CGPA×10. The percentage shall be rounded off up to the second decimal point.

The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum required credits for the certificate/diploma/degree.

Issue of Transcript:

Based on the recommendations on Letter grades, grade points and SGPA and CGPA, the university shall issue the transcript for each semester and a consolidated transcript indicating the performance in all semesters.

Credit Transfer:

1. The credit transfer shall be implemented as per the policy of the University framed in accordance with the guidelines issued by the UGC from time to time.
2. The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
3. Except for the cases of provisional promotions, the university shall facilitate credit transfer of students between them however, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the University in which the student seeks admission.
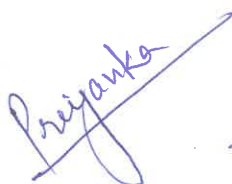
G. Requirement of the Laboratory Support and Library Resource:

In the open distance learning B.LIB. I.Sc. programme, practical learning and hands-on experience will be facilitated through various interactive methods. Business simulations, case studies, and virtual business environments will provide students with real-world scenarios to enhance decision-making and problem-solving skills. Web-based tools and data analysis platforms will be used to develop analytical and strategic thinking. Instructors will conduct live webinars, interactive sessions, and video demonstrations of key business concepts. Additionally, students will have access to recorded lectures and business case discussions, allowing them to learn at their own pace. Video conferencing tools will be used for live discussions, mentorship, and doubt-clearing sessions to ensure an engaging and comprehensive learning experience.

H. Cost Estimates of the Programme and the Provision:

This programme was already designed and developed in the conventional mode. In this process of overall development according to the current scenario, the cost estimate of all the metrics, components, equipment, advanced lab & maintenance cost for this programme this programme comes to amount of Rs. 2036900 and provision is made of Rs. 2050000.

I. Quality Assurance Mechanism and Expected Programme Outcomes:

The programme structure of the open distance learning B.LIB.I.Sc. programme is designed under the guidance of an expert committee, the Board of Studies, and the Faculty Board. It is developed in accordance with the guidelines of statutory bodies and is approved by the Board of Studies, Faculty Board, and Academic Council of the University. The curriculum is reviewed annually to align with the evolving needs of the business and management industry. Any necessary updates and improvements are forwarded to the Board of Studies, Faculty Board, and Academic Council for approval. The changes in the course curriculum as per the needs and requirements from time to time. The University will help the passed-out students in their placement in different industries through the training and placement cell.

Expected Outcomes of the Programme:

- To master practical techniques directly applicable to the course curriculum.
- To gain hands-on experience and develop job-ready skills through practical application of course concepts.
- To cultivate practical expertise and acquire essential knowledge through real-world exposure.
- To enable students to gain and apply practical skills learned in the course.