

# **PROGRAM PROJECT REPORT (PPR)**

## **Master of Library & Information Sciences (M.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 Master of Library and Information Science Programme in Library and information Science it is to equip students within-depth theoretical knowledge and practical management skills through accessible, flexible, and innovative online and distance education. The program strives to develop competent business leaders capable of navigating future challenges in a dynamic and evolving digital environment

### **Objectives:**

The open and distance learning Master of Library and Information Science programme is a one-year postgraduate programme that focuses on Library and Information Science.

### **Key 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 Master of Library and Information Science programme aligns with MATS University's mission to cultivate a learning environment that encourages creativity, innovation, and critical thinking. It is designed to offer a high-quality education in business and management, equipping students with the knowledge and skills needed to excel in the corporate world. The programme focuses on developing competent professionals capable of making meaningful contributions to industry and society. Additionally, it fosters an inclusive and diverse learning atmosphere, preparing



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students to navigate and succeed in multicultural and global business environments. Through practical and project-based learning, students enhance their teamwork, leadership, and communication skills-essential qualities for thriving in the dynamic field of Library and Information 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 enroll themselves 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 to Acquire Specific Skills and Competence:**

The distance education degree offered by MATS Open and Distance Learning is designed to equip students with a wide range of operational skills, allowing them to specialize in specific areas of business while providing exposure to fundamental business principles. A key advantage of our distance learning programs is that students can pursue the course while simultaneously exploring employment and self-employment opportunities.

### **E. Instructional Design:**

#### **Curriculum Design, Detailed Syllabi and Duration:**

The Master of Library and Information Science programme of MATS Centre for Open and Distance Education, offers run for the period of One years which is divided in two semesters. This programme comes under the MATS School of Library and Information Science. Master of Library and Information Science is a postgraduate programme designed to provide in-depth knowledge of covering fundamental to advanced management concepts, strategies, and their applications.

Total credits of the programme are 60. The Teaching & Examination Scheme is as follows:



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

Srl. No.	Semester	Number of Credits
1	Semester – 1	30
2	Semester – 2	30
	Total Credits	60

**Teaching & Examination Scheme**

**SEMESTER- I**

Category	Course Type	Paper code	Subject	Credit Point	Theory		Total Mark
					Internal	Exterrnal	
Major	Theory	ODL/MSLS/MLIB301	Fundamental of Information Science	6	30	70	100
Major	Theory	ODL/MSLS/MLIB302	Management of Library Centres and institutions	6	30	70	100
Major	Theory	ODL/MSLS/MLIB303	Research Methods and Statistical Techniques	6	30	70	100
Major	Theory	ODL/MSLS/MLIB304	Information Sources, System, Product and Services	6	30	70	100
Major	Theory	ODL/MSLS/MLIB305	Knowledge Organization	6	30	70	100
		Total		30	150	350	500



## SEMESTER- II

Category	Course Type	Paper code	Subject	Credit Point	Theory		Total Mark
					Internal Mark	External Mark	
Major	Theory	ODL/MSLS/MLIB401	Information Storage Retrieval System	6	30	70	100
Major	Theory	ODL/MSLS/MLIB402	Management Information System(MIS)	6	30	70	100
Major	Theory	ODL/MSLS/MLIB403	Preservation, conservation of Museum and Archeological	6	30	70	100
Major	Theory	ODL/MSLS/MLIB404	Digital library	6	30	70	100
Major	Practical	ODL/MSLS/MLIB405	Library Technical Process (Practical)	6	30	70	100
		Total		30	150	350	500



## **Detailed Syllabi:**

### **Paper 1. Fundamental of Information Science**

#### **Unit 01**

Information: Definition, Information nature, characteristics and use of information.

Definition of Data, types, Purpose and nature Scope, Deference between data and information.

Knowledge: Definition, Purpose scope and types.

Communication Channels and Barriers.

Communication of information.

#### **Unit 02**

Information and Society, Characteristics and implication.

Knowledge Society.

Information Industry

Various information Policies National and International.

#### **Unit 03**

Information needs, Definition and models.

Categories of information Users.

Information seeking behavior.

Evaluation of User studies, methods and techniques.

UBC, UAP.

#### **Unit 04**

Knowledge management: Definition, concept and tools.

Information management.

Knowledge Organization- FID, IFLA, UNESCO etc.



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## **Unit 05**

Right to Information Act.

Economics of information.

e-commerce and e-Governance.

Press and Registration Act.

## **Paper 2. Management of Library Centres and institutions**

### **Unit 01**

Management – Definition, Objectives, need, types and functions.

Scientific management, function and principles.

Project management.

Concept Management school of Thought.

### **Unit 02**

Human Resource Management.

Personal Management.

POSDCORB.

Total quality Management (TQM).

Job Evaluation, Motivation.

### **Unit 03**

Resource Mobilization.

Budgeting Technique and methods- Zero base budget (ZBB), Planning, Programing, Budgeting System (PPBS).

Budgetary control.

Cost effectiveness and cost benefit analysis.

### **Unit 04**

Concept of Planning-definition, Types and Procedures.





Strategic Management- Definition, objectives and Policies.

Management by Objectives (MBO) and Management by exception (MBE).

SWOT Analysis.

Physical Planning of Libraries.

### **Unit 05**

System Analysis- Definition, Concepts and Characteristics

Decision Table

Critical Path method (CPM) and Project Evaluation and Review Technique (PERT).

Data Flow Diagram (DFD).

Flow Chart, Gantt Chart and Block Diagrams.

Time and Motion

## **PAPER 3 – Research Methods and Statistical Techniques**

### **Unit 01**

Research meaning, Concept, Meaning, Purpose, characteristics and need.

Types of Research and their concept – Fundamental and Applied.

Review of Literature.

### **Unit 02**

Research methods- Historical, Descriptive, survey and Experimental, Case study.

Scientific Methods- Features, Spiral of Scientific methods.

Delphi Methods of Research.

### **Unit 03**

Meaning and Definition of research design.

Types of Research design, Identification and Formulation of Problem.

Hypothesis: concept, Definition, Need, Objectives and Types.

Formulation of Hypothesis and Hypothesis testing.



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Methods of Data Collection.

#### **Unit 04**

Meaning and Definition of Research design.

Sampling Techniques.

Sampling, Questionnaire, Schedule, Interview.

Presentation of Data and Data Analysis.

#### **Unit 05**

Bibliometrics, Informetrics and Scientometrics concepts, Definition and Scope.

Bibliometrics Law – Brodford, Zipf, Lotka Law.

Sociometry.

Content Analysis.

Citation Studies theory and Analysis.

Current Trend in Library and Information Science research.

### **Paper 4-Information Sources, System, Product and Services**

#### **Unit 01**

Concept Categories of Information source.

Documentary Source of Information.

Non documentary Information Source.

Characteristics Utility and Evaluation of different types of information sources.

Print and non Print including electronic Nature.

Internet as a Source of information.

#### **Unit 02**

Concept of Information Services, Definition, Need and trends.

Document delivery and Translation Services.

Alerting services CAS and SDI.



User Education: Concept, Need, and Methods.

Retrieval Services.

### **Unit 03**

Information Product- Nature, concept and Types.

Design and marketing of information Products.

Types and Guidelines in preparing abstracts.

Repackaging of Information and consolidation.

### **Unit 04**

Library Information system- Education and Training level.

National and International Information systems.

Reference Interview and search technique.

Resource sharing and Library networking.

Data Centers.

### **Unit 05**

National Network Organization – DESIDOC, NISSAT, INSDOC, CALIBNET, DELNET, INFLIBNET, MALIBNET.

International Network Organization – AGRIS, DEVSIS, ICSU, INIS, MEDLAR, INSPEC.

## **PAPER 5-Knowledge Organization**

### **Unit 01**

Mode of Formation of Subjects.

Different types of subjects and their modes of formation.

Universe of Knowledge as mapped in different schemes of Classification.

### **Unit 02**

Notation: types, Structure and Qualities, canons of Notation.

Indicator Digits.



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A handwritten signature in blue ink, appearing to be 'Pragya'.

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Mnemonics- types and canon.

Canons for book classification.

Systems of book Number.

### **Unit 03**

Choice of schemes of classification.

Universal and special schemes of classification.

Postulates and Principles for face sequence.

Telescoping of Faces.

### **Unit 04**

Features of Broad System Ordering (BSO).

Design and development of Schemes of Library Classification.

Role of FID, CRG, DRTC.

### **Unit 05**

Standard schemes of Library classification DDC, CC and UDC

Canons and Normative Principles of Sayers and Ranganathan of classification.

## **Semester- II**

### **Paper 1-Information Storage Retrieval System**

#### **Unit 01**

Information retrieval processes and techniques.

ISAR objective, uses and important.

Compatibility of ISAR system.

IR Model, SQL.

Library of Congress Subject Headings.

#### **Unit 02**

Indexing languages: types and characteristics.



Recall and Precision devices in indexing Language.

Vocabulary control tools.

Thesaurus structure and construction of an IR Thesaurus, Thesaurofacet.

Trend in automatic indexing.

### **Unit 03**

Pre and Post Co-ordinating indexing system.

Chain indexing\_ PRECIS and POPSI .

Uniterm indexing, Citation indexing.

KWIC and KWOC.

Peek-a-book, Auto coding indexing system.

### **Unit 04**

Man and Machine retrieval system.

Search strategy - process and techniques.

Search Technique s - Boolean searches online.

Standard for bibliographic description AACR 2, ISBD, MARC, CCF.

### **Unit 05**

Information Retrieval through OPAC and Internet.

Information retrieval through CD-ROM.

Data mining, Data harvesting.

Important test results- Cranfield, medlars, Smart.

Project and Parameters.

## **Paper 2- Management Information System (MIS)**

### **Unit 01**

MIS: Definition, concept, elements and objectives.

Information and Management effectiveness.



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Information need and management levels.

Features of MIS system approach to MIS.

Properties of MIS.

## **Unit 02**

MIS and decision making.

Structure of MIS.

Techniques for MIS planning and system analysis.

MIS system design.

## **Unit 03**

Office automation system.

Management reporting system.

Decision support system.

Knowledge based system.

## **Unit 04**

Financial information systems , marketing, human resources

Implementation , evaluation and maintenance of MIS

## **Unit 05**

MIS in computer.

Data Base management, software need, selection and development.

Data communication and networking.

Using information superhighways- Internet and Intranet.

## **Paper 3- Preservation, conservation of Museum and Archeological**

### **Unit 01**

History, development and types of archival centers. .

Kind and identification of archival material.



## **Unit 02**

Source material on archival, manuscript.

Acquisition, classification, cataloguing and indexing of archival materials.

Microfilm and machine readable of archival records.

Database and digitization of archives.

Roll of UNESCO.

## **Unit 03**

Cause of Deterioration.

Physical, chemical and atmospheric pollution.

Biological enemies of material- Fungi, mould, insect and rodents.

## **Unit 04**

Building design and standard.

Planning, furniture and fillings.

Binding material and binding process, Types.

Use of copy right to information in relation to archives.

## **Unit 05**

Repair and restoration technique.

Lamination.

Storage conditions.

Cleaning, removal of stains.

Fuming and de acidification.

## **Paper 4- Digital library**

### **Unit 01**

History of digital library.

Digital library concept and definition.



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Planning and implementation.

Digital library services.

## **Unit 02**

Major components of digital Library.

Software and hardware requirements.

Scanner and their types.

OCR, OCR software.

## **Unit 03**

Library software- KOHA, WINISIS, SOUL, LYBSIS, ERP, JOOMLA.

Open source software.

Green stone digital library, DSpace software, eprint and Fedora.

Open access and digital library.

Open standard and file formats, Harvesting metadata.

## **Unit 04**

Digital Preservation of scanning and OCR.

Persistent Identifier DOI and CNRI handles.

Multilingual digital repositories.

## **Unit 05**

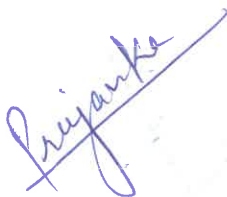
Area of preservation, lamination and safeguard.

Preservation methods and remedies.

Impact of IT on collection development.

### **Paper 5- Library Technical Process (Practical)**

- Book Acquisition Process.
- Accessioning of books.
- How to make a Book Card, Due date slip.
- Knowledge about Book arrangement.





- Know how about book shelving in Library.
- Practical work-related Classification.
- Practical work-related Cataloguing.
- Journal Acquisition Process.
- How to Generate Barcode.
- Work on Library Software ERP, SOUL.
- Practice on Circulation work.
- Physical verification of Library books.
- How to preserve the reading material of the library.
- Inter Library Loan (ILL)
- Searching for Open Access.

### **Duration of the Programme:**

The minimum duration of the programme 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.

### **Requirement of Faculty and Supporting Staff:**

Supporting staff will be deputed at the learner supported Centre as per the need of course curriculum.

Category	Existing
Professor	00
Associate Professor	01
Assistant Professor	02

## **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.



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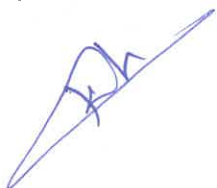
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The applicants can conveniently access all admission-related information, including the application process, through the University's website or by contacting the helpdesk. The admission form can be downloaded from the website and submitted via online 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

#### **Instructional Delivery Mechanism and Usage of Media:**

As the programme will offer in MATS Centre Open and Distance Education mode, there are various instructional delivery mechanisms and media will be used to effectively deliver content to the learners. The programme delivery mechanism used by MCODE follows a multimedia approach for instructions, which are as follows:



- The printed self-learning material (SLM) which covers all the metrics of the programme will be deliver to the learners for every course.
- Learning Management System (LMS) is an online platform that provides a centralized location for students to access learning content, engage in discussions, submit assignments, and take assessments. The LMS provides a user-friendly interface that is accessible on multiple devices, such as desktops, laptops, tablets, and smartphones.
- Webinars can be used for lectures, discussions, or interactive sessions with students. Pre-recorded video lectures can be used to deliver course content in a concise and engaging way. Interactive multimedia includes simulations, games, and quizzes that are designed to reinforce learning.
- Discussion forums can be used to facilitate group discussions, peer-to-peer learning, and to provide feedback and support. Online and face-to-face counselling will be provided by academic counsellors appointed for the programme.
- The counseling sessions are held as per schedule drawn by the MCODE. These counselling sessions are held in non-working hours for the learners so they can attend the counselling session properly and regularly to enhance their learning skills.
- Live session will be conducted through the use of Internet Communication Technologies (ICT) from the University's studio, the schedule of which is made available at the Leaner Support System.
- Programmes which have industrial training/practical/ project component are held at University's learners support centers and Attendance of the leaner in this part of the courses is compulsory. As per guidelines Project Work of the programme will be done by the learners and regarding this a complete guide will be deliver to the learner along with study material.
- The SLM will be dispatched periodically to the enrolled learners for each course of the programme. These SLM's will be very helpful to the learners in effective learning. The assignment for internal assessment of learner's shall be deliver to the learners along with the SLM. Online modules are also available in the University's website for some programme.



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- The contact classes and counselling schedule will be of 30 days in a year which will be divided as 15 days in each semester. The schedule of contact classes of the programme shall be communicated to the student through the various medium.

### **Learner Support Services:**

MATS Centre for Open and Distance Education has a fully-fledged Learner Support Services to provide guidance and help to its learners. All the necessary information has been provided to all the learner via various medium like website, helpdesk, email and by person-to-person interaction via teleconferencing and calling.

### **Learning Management System (LMS) to Support Course Delivery for ODL Mode:**

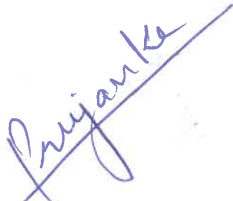
The Learning Management System (LMS) is designed to facilitate the students to have a Global learning experience. LMS has user friendly interface approach through which the learning is made easy, interesting and meeting the global standards of learning. The audio-visual mode of teaching, the self-learning materials, discussion forums and evaluation patterns are unique and meeting the requirements of the industry and 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 for Online Education, 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 in online mode, 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 online contact sessions, learners must participate in various training programmes 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 Distance Mode:**



Delivery in Open and Distance Education 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/MLIB301	Fundamental of Information Science	6	180	20	100		60
2	ODL/MSLS/MLIB302	Management of Library Centres and institutions	6	180	20	100		60
3	ODL/MSLS/MLIB303	Research Methods and Statistical Techniques	6	180	20	100		60
4	ODL/MSLS/MLIB304	Information Sources, System, Product and Services	6	180	20	100		60
5	ODL/MSLS/MLIB305	Knowledge Organization	6	180	20	100		60

**Semester-II**

6	ODL/MSLS/MLI B401	Information Storage Retrieval System	6	180	20	100		60
7	ODL/MSLS/MLI B402	Management Information System(MIS)	6	180	20	100		60
8	ODL/MSLS/MLI B403	Preservation, conservation of Museum and Archeological	6	180	20	100		60
9	ODL/MSLS/MLI B404	Digital library	6	180	20	100		60
10	ODL/MSLS/MLI B405	Library Technical Process (Practical)	6	180	20	100		60

▪ **Fee Structure:**



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Programme	Semester Tuition Fees	Semester Examination Fees	Registration Fees (One Time)
M. Lib. & I. Sc.	10000	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





- ### Continuous Internal Assessment:

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Answer

### **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:**

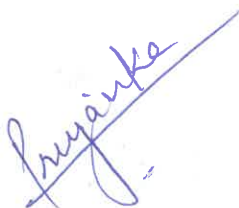
The Semester Grade Point Average (SGPA) is computed from the grades as a measure of the student's performance in a given semester. The SGPA is based on the grades of the current term, while the Cumulative GPA (CGPA) is based on the grades in all courses taken after joining the programme of study.

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):

1. 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.

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

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

$$CGPA = \sum (C_i \times S_i) / \sum C_i$$

where  $S_i$  is the SGPA of the  $i$ th 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
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Credit 20 SGPA 6.9	Credit 20 SGPA 7.8	Credit 20 SGPA 5.6	Credit 20 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:

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

### 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 MASTER OF LIBRARY AND INFORMATION SCIENCES 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. 2084000 and provision is made of Rs. 2100000.

### **I. Quality Assurance Mechanism and Expected Programme Outcomes:**

The programme structure of the open distance learning MASTER OF LIBRARY AND INFORMATION SCIENCES 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



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A handwritten signature in blue ink, appearing to be "Pragat" or similar.

A handwritten signature in blue ink, appearing to be "R. K. Verma" or similar.

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 develop practical skills that can be directly applied to the course material.
- To gain hands-on experience and build job-ready abilities through the real-world application of course concepts.
- To enhance practical expertise and acquire valuable knowledge through real-world experiences.
- To help students learn and implement practical skills acquired during the course.

