

## **PROSPECTUS**

The Study Centres are also being permitted to sell Prospectus of the Directorate to prospective applicants on payment of the prescribed price of **Rs. 500/-** (*Rupees Five hundred*) **for the General category candidates and Rs. 250/-** (*Rs. two hundred fifty*) for SC/ST candidates only in the shape of Bank draft issued from any nationalized bank in favour of “**Director, Directorate of Distance Education, M.U., Bodh-Gaya**” payable at **Badh-Gaya** or through money receipt.

## **ADMISSION FORM & FEE**

The Admission & Enrolment Form duly supported by the attested photo copies of the following documents must reach to :

**The Director**

**Directorate of Distance Education**

**Magadh University, Bodh-Gaya (Bihar) 824234**

on or before the last date for submission of the admission form either by the candidate in person or by registered post. Admission form can also be downloaded from our website [www.mudde.org](http://www.mudde.org) and submitted at the Study Centres before the due date of submission.

1. Attested copy of the Marks-sheet of the qualifying examination.
2. Attested copy of the Matriculation Certificate for the proof of age.
3. Attested copy of the Caste Certificate, issued by the competent authority (DM/DC/SDO) or any other authorised officer in respect of SC/ST/BC/OBC candidates, seeking admission on reserved quota.
4. Experience certificate, if required.

## **BEFORE POSTING THE APPLICATION PLEASE ENSURE THAT :**

- ✕ You are using the correct application form.
- ✕ You have read and understood all the instructions/informations given in the Prospectus/application form.
- ✕ You have completed and submitted the form and have filled up the form as per given instructions. Incomplete application forms shall not be entertained.
- ✕ You have enclosed attested copies of all certificates and documents as required. After verification if it is found that the certificates and documents submitted by the candidate are fake, his/her admission shall be cancelled and fee deposited will be forfeited and suitable legal action may be initiated against the candidate.
- ✕ You have indicated your correct STD code and phone No./Mobile No.
- ✕ You have mentioned your correct e-mail address.
- ✕ The Prospectus once sold, cannot be returned in any circumstances as it is non-refundable.

## **REGISTRATION**

All candidates enrolled for B.LIS course under DDE must get themselves registered with the Magadh University after depositing the requisite registration fee. Candidate shall not be allowed to appear in the examination without registration with the Magadh University. Those who are already registered with the Magadh University need not to be registered.

## **IDENTITY CARD**

All students admitted to B.LIS course of the Directorate will get Identity Card on prescribed fee of Rs. 50/-, which shall remain valid till completion of the course.

## **SELECTION OF CANDIDATES FOR ADMISSION**

- a) Selection of candidates shall be made strictly as per rules of the University/ Directorate.
- b) The reservation policy of the State Govt. of Bihar (*for educational institutions*) and the University rules will be observed.
- c) If necessary, the Directorate may hold pre-admission test for selection of candidate.
- d) No candidate can claim as matter of right.
- e) Selected candidates will be informed about their selection through Website or by notice board in the Directorate office/Study centres.

f) The candidate will have to produce the selection letter and all the original documents as mentioned above, along with the Bank Draft of the amount prescribed as fee for the course before he/she can be admitted. The demand draft issued from any nationalised bank in favour of “Director, DDE, M.U. Bodh-Gaya” payable at Bodh-Gaya. Cash payment will not be accepted except in special circumstances through money receipt.

g) After admission, each candidate will be given an Enrolment number. He must quote the Enrolment number and course name in all future correspondence with the Directorate / Study Centre. Any letter, which does not bear the Enrolment number will not be entertained.

h) Candidate must contact the Director, DDE, M.U. Bodh-Gaya to find out the status of his/her request for admission, if needed during office hour only.

i) The University reserves the right to amend the schedule, rules, course structure and fee structure as and when it seems necessary.

### **IMPORTANT CONSIDERATIONS WHILE APPLYING FOR ADMISSION**

✂ In no case original documents be sent along with the admission form; only attested copies of the documents should be enclosed. However, at the time of admission the following documents will be required in original, along with their attested photo copy for verification. Original documents except CLC will be returned to the candidate immediately after verification and comparison.

✂ Two ticket size colour photographs of the candidate be submitted at the time of counselling.

✂ The candidate selected for admission must pay the required charges in full at the time of admission itself, and fill all other form and documents as required by the Directorate.

✂ There is no provision of exemption of course fee & other charges for any category of candidates.

✂ On the reverse side of the Demand Draft, the candidate must write his/her name, admission form no. and the name of the course applied for.

✂ Candidates are advised to retain photo copy of the Demand Draft for their personal use and record.

✂ No refund of course fee & other charges is allowed for any reason and in any case.

✂ Ensure the correctness of your Mailing address, Pin code, E-mail, Telephone/Mobile No. DDE, M.U. will not accept any responsibility for any postal delay/irregularity or loss in postal transit.

✂ It is the responsibility of the candidates to ascertain whether they possess the requisite qualification for admission. Having been called for the written test/counselling does not necessarily mean acceptance of the eligibility.

✂ Admission to various programmes will however be subject to verification of facts from the original certificates/documents of the candidates. In case any discrepancy should arise, even at a later point of time after admission, the university reserves all right to cancel the candidate’s admission and this decision shall be final.

### **CHANGE OF ADDRESS**

Any change in the address of the candidate enrolled must be communicated to the Directorate immediately.

### **STUDENT SUPPORT SERVICE**

In order to provide support to its learners, the Directorate at present has established six study centres headed by the co-ordinator incharge. At the study centres the learners interact with the Academic Counsellors and other learners, refer to books in the Library, watch / listen to audio / video cassettes and interact with the co-ordinator on administrative and academic matters. The list of study centres with centre code is given below :

#### ***Study Centre Code Name of Study Centres***

01 Gaya College, Gaya

- 02 J. D. Women's College, Patna
- 03 A. N. College, Patna
- 04 Nalanda College, Biharsharif.
- 05 S. Sinha College, Aurangabad
- 06 Sri Arvind Mahila College, Patna

Counselling/Contact classes of students after admission shall normally be done at their specified study centre allotted by the Directorate. However, in case of inadequate counselling facility in some particular course(s), the counselling may be provided at other Study Centres to be named by the Directorate and to be communicated to students accordingly. The candidate will be required to attend atleast 75% of their counselling sessions at the designated counselling centres, otherwise they will not be permitted to appear in the final examination.

### **Programme Delivery**

The methodology of instruction in these programmes is different from that of face -to- face mode. The distance mode learning system is more learner - oriented and the learner is an active participant in the teaching-learning process. Most of the instructions are imparted through distance education methodology rather than face - to - face communication. The Directorate may tries to follow a multimedia approach for instruction in future.

**(a) Self Instructional Material :** The printed study material in Hindi (written in selfinstructional style) for theory and practical components of the programmes will be supplied to the learners on payment of course material charge as mentioned in fee column at the time of admission.

Students enrolled with DDE will preferably get the study material in the form of self-learning material (SLM) and assignment either directly from DDE, Magadh University headquarter or from Study Centres as the case may be.

“At present the self-learning material will be supplied in Hindi language only.” The students are advised to consult their faculty at the centre and refer to text books and reference books available in the market or libraries.

**(b) Audio-Visual Material Aids :** The learning package contains audio and video cassettes for better clarification and enhancement of understanding of the course material given to the learner. A video programme is normally of 25-30 minutes duration. The Audio Tape are run and Video Cassettes are screened at the study centres during specific sessions which are duly notified for the benefit of the learners.

**(c)** Students are advised to consult their study centres throughout the sessions and always be in touch with the DDE headquarter/ DDE website for day to day information, otherwise they can miss even the most important informations, date, communique and which can spoil their correct. The Directorate will not be responsible for such deed. **No individual informations will be sent to any students.**

**(d) Counselling Sessions :** Normally counselling sessions are held as per schedule drawn by the Study Centres, mostly held during the non-working hours of the host institutions where the study centres are located.

**(e) Practical/Project Work :** B.LIS Programme have practical / project components also. Practical are held at designated institutions for which time schedule will be provided by the Study Centres. Attendance at practical is compulsory. Keeping in view the flexibility as regards choice of time for study, one way is to skip practical during a year but for doing it in a subsequent year or in order to have a repeat exercise, additional fee determined by the university has to be paid. For project work, Study Centres will provide the necessary guidance but the learner will have to manage his / her own resources.

The evaluation of learners mainly depend upon various instructional activities undertaken by them. A learner has to write assignment responses compulsorily before taking term-end examination from time to time to complete the academic programme.

### **EXAMINATIONS**

1. As far as possible, year end examination will be started before the end of the session and result will be declared approximately within 45 days after the completion of examinations.
2. For any delay due to any unavoidable reason, candidates have to bear with University for the delay and no representation or claim will be entertained on account of this.
3. Please note that all examinations are to be conducted by Magadh University under its control and supervision.

**Dispute, if any**

1. In case of any dispute, the decision of the Vice Chancellor or statutory bodies of Magadh University shall be final & binding on all parties.
2. For any matter the legal jurisdiction shall lie in Gaya court and / or Patna High Court only.

**STUDENTS' SUPPORT SERVICE**

**1. Duration of Course**

The duration of course (BLIS Programme) shall be of one academic session of one year.

**2. Delivery System**

The methodology of instruction in this programme shall be different from that of conventional courses. It will be more learner-oriented and the student would be an active participant in the teaching-learning process. Most of the Instruction will be imparted through distance rather than face-to-face communication. The University will follow a multimedia approach for instruction, it comprises:

*I. Printed Materials II. Audio-Visual Aids III. Counselling Session IV. Practical* will include lecture-cum-discussion, counselling and practical classes as per the requirement.

**3. Conduct of Examination**

- (i) The students are required to appear at the University examination at the end of each academic session from the date notified by the University offer depositing the required examination fee.
- (ii) They have to appear at the assessment examination in each academic session carrying 20 marks in each subject. Assessment marks are awarded on the basis of overall performance.
- (iii) They students have to submit a project report before filling examination forms at the end of the session. The project works shall be supervised by the teachers of the department. The works based on field studies and site visits are undertaken by the students as per decision of the department council.
- (iv) The examination shall be conducted by the Magadh University which shall also finalise the date of examination, centre of examination and necessary fee for its conduct.

**4. Course Curriculum**

Candidate for the Bachelor's Degree in Library and Information Science (BLIS) shall be examined in eight papers carrying 100 marks each. There shall be five theoretical papers (Written Examination) (*Theory-80, Assignment-20*). Two practical papers and one Project work with Viva-voce examination. The duration of written examination shall be of three hours duration. In order to pass the examination, a candidate must obtain not less than 45% marks in (36 + 9) in aggregate, otherwise the candidate shall be deemed to have failed. The details of each paper are given below :

**Paper Course Content Distribution of Marks**

Theory Assign. TOTAL

Paper-I Library and Society 80 + 20 100

Paper-II Management of Library & Information Centres 80 + 20 100

Paper-III Library Classification (Theory) 80 + 20 100

Paper-IV Library Cataloguing (Theory) 80 + 20 100

Paper-V Information Science and Reference  
Services 80 + 20 100

Paper-VI Library Classification (Practical) 100

Paper-VII Library Cataloguing (Practical) 100

Paper-VIII Project Report & Viva-Voce 100

(i) Project Report - 60 Marks

(ii) Practical Observation & Tour Report - 20 Marks

(iii) Viva-Voce Based on (i) & (ii) of VIIIth Paper - 20 Marks

**ELIGIBILITY / FEE STRUCTURE**

**PROGRAMME DURATION ELIGIBILITY**

1. Bachelor of Library and 1 year Graduation in any discipline

Information Science (B.LIS) with 50% marks

or graduate securing

2nd Class (less than 50%

marks) with

2 yrs. of experience in

Library/Information Centre

of State/National repute.

**FEE STRUCTURE**

A candidate is required to pay the following fee **at the time of admission.**

**Fee Rupees**

Admission Fee 1500/-

Academic fee 6000/-

Project/Development Fee 1000/-

Course Materials charges 2500/-

**Total (Rs.) – 11000/-**

Each student has to pay cost of assignment copy, project copy, Educational kits & other charges, amounting to **Rs. 1200/-** and **Rs. 1000/-** towards '**Students' Welfare Fund**' at the time of admission.

Besides the above noted fee and charges, each candidate appearing in the University examination will be required to pay the prescribed examination fee.

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