

**Information Brochure
for Admission to the
Master of Library and Information Science
Open and Distance Learning Mode**

**Session
2017-18**

Directorate of Distance Education

(A place for Educational Advancement)

MAGADH UNIVERSITY, BODH GAYA-824 234 (BIHAR)

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MAGADH UNIVERSITY

Since the moment of Lord Buddha's Enlightenment under the Bodhi-Tree till the establishment of Magadh University, BodhGaya on 1st March, 1962, Magadh region of Bihar has envisaged academic explorations in the forms of "Paraa" and "Aparaa" Vidya. Various Gurukuls, Bauddha Vihars, Shramanas, Pathshalas, Nalanda and Udantpuri Universities, Makqtabs and English Medium Institutions echo the divinely lit-academic throbs of Magadh down the ages. It was Sarvapalli Radhakrishnan, the then president of India and great Philosopher, Scholar of Modern age who laid the foundation of this University in August, 1964 as a homage to Lord Buddha and Buddhism. The renowned historian Dr. K. K. Dutta was the founder Vice-Chancellor of this University who had dream of disseminating the message of Buddhism by launching new branches of South Asian Studies in the Department of History. The Departments of Philosophy, Pali, Ancient Indian and Asian Studies as well as Buddhist Studies cater to the need of the vision and consequently this University captivates the attention of the students and scholars of Buddhist Countries. The enrolment of Buddhist monks and foreign scholars in the University provides it an International stature.

The Headquarters of MU is housed in an area of 450 acres of land (at 131 mtrs. Altitude; between Latitude 24^o 41'N & Longitude 85^o 58'E) and its jurisdiction covers the district of Patna, Gaya, Nalanda, Nawada, Jehanabad, Aurangabad and Arwal in Bihar) between Latitude 24^o30'N and 25^o31'N Longitude 83^o58'E & 86^o5'E). At present there are 44 Constituent Colleges, more than 100 Affiliated Colleges, 2 Dental Colleges, 4 Engineering Colleges, 6 Law Colleges and about 72 B.Ed. Colleges. Two colleges of this University have been accredited with Grade 'A' by "NAAC". It is the largest University in Bihar. It imparts teaching from UG up to Ph.D. as well as Post-Doctoral Research in the Faculties of Humanities, Social Sciences, Commerce, Science, Management, Engineering, Law, Education, Medicine and Dental Sciences. Several Vocational and Professional Courses like M.B.A., M.C.A., MRRDM, Environmental Science, Hotel Hospitality and Tourism Management, Bio-Technology, Physiotherapy, Journalism and Mass Communication, Academy of Foreign Languages like French, Chinese, Spanish, Japanese, Korean and German and Cultural Co-operation, Library Science, Yoga, Women Education, BCA, BBM, OMSP, TTM, ASPSM, Environment & Water Management and Diploma Courses in 19 subjects etc. have added extra feathers in the glorious cap of the academic pursuits of this University. This University has also hosted First Bihar Inter University Cultural Festival – "**Tarang**" in 2008 which was inaugurated by Her Excellency the Ex-President of India, **Smt. Pratibha Devi Singh Patil** on 15th February, 2008. On 11th February, 2010 - the 3rd Bihar Science Conference was inaugurated by Ex-President of India Late **Dr. A.P.J. Abdul Kalam** at Gaya College, Gaya which is a premier constituent unit of Magadh University. Recently Magadh University celebrated its 21st Convocation on 10th of March 2016, very successfully.

Directorate of Distance Education

The Directorate of Distance Education has been established with the permission of the UGC-DEB, State Govt. of Bihar & Raj Bhavan. The Regulations of various courses of this directorate have been prepared and finalized by the statutory bodies of University and approved by the Inter University Board (Bihar).

The Directorate of Distance Education offers courses in higher learning through distance mode of education to such students of the country in general and the State of Bihar in particular, who are deprived of taking admission in conventional institutions or who are unable to study there as day boarders, but are still desirous to upgrade their educational achievements. The courses offered by the DDE, Magadh University are innovative, job oriented and self satisfying and designed for independent learners who receive study materials and supports from the Directorate and the Study Centres. Students require commitment and motivation to ensure that the quality of educational performance could be maintained at higher level.

Running Programmes under ODL mode

Master of Library and Information Science (MLIS)

Bachelor of Education (B.Ed.)

Bachelor of Library and Information Science (BLIS)

M.A. in Education

D.El.Ed. (to be introduced)

VISION

- To inculcate professionalism to deliver the needs of the society to excel in real life situation at all levels.

MISSION

- To extend right opportunity for higher education to the multitude of people, who for one reason or the other are not able to pursue regular study programmes.

OBJECTIVE

- The Directorate of Distance Education, Magadh University, BodhGaya aims at providing opportunity of education to persons in service, people living in remote areas, students unable to continue education in regular mode owing to geographical settings of this region, unprivileged, downtrodden section of the society, specially women; who cannot afford to continue higher education through conventional mode.

SALIENT FEATURES OF THE COURSE

- The Information Science is a course which helps to learn the way to convey the information to mass. Library is a place where information and knowledge are stored. A library is a way to judge any institutions, the information and quality of books are the main qualities of any library.
- Candidate for the Master Degree in Library and Information Science (MLIS) shall be examined in eight papers carrying total of 800 marks.
- The Master Degree in Library and Information Science (MLIS) shall be examined in eight papers carrying hundred marks in each. There shall be seven theoretical and one practical paper. As part of MLIS programme. Each candidate has to do one assignment each in all the theoretical papers.
- Questions in the paper are of subjective type. Questions asked are generally of descriptive type. Questions are from the syllabus and need to be answered in own words as far as possible.
- The Term End examination carries 80% and Assignment carries 20% weightage. Hence, the marks you get in your assignments and practical will be counted in your final result. Candidates are, therefore, advised to take assignments seriously, complete and submit them in time.
- The validity of the assignment is one year. Those who take admission in current session have to attempt the assignment of that session only. If they fail to submit their assignments before the due date of the particular session. They are supposed to attempt the fresh set of assignments of subsequent session.
- Your answer sheet should be complete in all respects, Make sure you have answered all the questions in an assignment before you submit them. Incomplete answer sheets will bring you poor marks.

- Do not just reproduce your answers from the units. If you reproduce from units. you will get a Zero. Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.
- Typed and computer print assignment are not permissible. Leave 3" margin on the left and at least 4 lines in between each answer in an assignment.

The Directorate of Distance Education, Magadh University, BodhGaya aims at providing opportunity of education to persons in service, people living in remote areas, students unable to continue education in regular mode owing to geographical settings of this region, unprivileged, downtrodden section of the society, specially women; who cannot afford to continue higher education through conventional mode. The main objectives of the Directorate are as follows :

- To introduce professional & vocational courses for the benefit of the people who can not avail the opportunities to attend regular class in face to face mode.
- To inculcate interest for education and knowledge in the masses.
- To make education economical and convenient as far as possible.
- To develop quality study materials in different disciplines in the larger interest of the knowledge hunters.
- To extend academic and professional help and counseling to the incumbents on learning, training and other occupational fronts.
- To provide the convenience of study along with the work engagements.
- To provide benefits of Education to everyone and everywhere specially to socially and economically deprived section of society, working men & women, defence personnel, etc. to enable them to unfold their potentialities.

How to apply

The eligible candidates who are interested in doing M.LIS course in distance mode from DDE, MU must visit the official website of the directorate www.mudde.org and download the Application Form, Enrolment Form and

Information Brochure from there. Information Brochure and Application Form & Enrolment Form are not available in print/hard copy.

- The applicant should take out the print of Information Brochure & Application Form & Enrolment Form. Read it carefully before filling the form.
- Completely filled in Application Form & Enrolment Form along with all the required documents and Bank Draft must reach to the below mentioned address on or before the last date as instructed in the advertisement, only by Registered/Speed Post:

**The Director,
Directorate of Distance Education
Magadh University, BodhGaya (Bihar)
Pin-824 234**

No other mode (Courier/By hand) of submission of Application form & Enrolment Form will be entertained. The post received after the stipulated time will not be entertained in any way, even if the mistake is of post office. The University is not responsible for postal delay.

Following documents must be attached with the application form & Enrolment Form without which application will be treated incomplete and will be rejected without any further consideration:

1. Self-attested copies of the Marks-sheet of the qualifying examinations.
2. Self-attested copy of the Matriculation Certificate for proof of age.
3. Self-attested copy of the Caste Certificate, issued by the competent authority (DM/SDO) or any other authorized officer in respect of SC/ST and other categories of candidates, seeking admission on reserved quota as per University rules.
4. Besides the pasting of two photographs in the application form as instructed above, the applicant need to enclose two passport size coloured same photograph with the application form (mentioning his name, application form no. and course applied for on the back side of photograph).
5. Demand Draft (DD) of Rs. 500/- (Rupees Five hundred only) for General/Other categories and Rs. 250/- (Rupees Two hundred fifty only) for

SC/ST/PH category, from any nationalized bank drawn in favour of “**The Director, MU, BodhGaya**” payable at **BodhGaya**.

6. Experience certificate, if require.

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 admission as matter of right.
- e) Selected candidates will be informed about their selection through, Website or by notice board in the Directorate office.
- f) 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 must be drawn 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. 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.

Before posting the application please ensure that :

- Please make sure 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 or exchanged in any circumstances as it is non-refundable.

Registration

All candidates enrolled for M.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 reregistered.

Identity Card & Syllabus

All students admitted to M.LIS course of the Directorate will get Identity Card on prescribed charges of Rs. 50/-, which shall remain valid till completion of the course. Detailed syllabus shall be available on Sale Counter and each student has to purchase it only after payment of prescribed price printed on the back of syllabus.

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.
- Three ticket size colour photographs of the candidate be submitted at the time of counseling.
- 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, Application Form & Enrolment form 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 seven 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 :

<u>Study Centre Code</u>	<u>Name of Study Centres</u>
01	Gaya College, Gaya
02	J. D. Women's College, Patna
03	A. N. College, Patna
04	Nalanda College, Bihar Sharif
05	S. Sinha College, Aurangabad
06	Sri Arvind Mahila College, Patna
07	S. N. Sinha College, Jehanabad

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 counseling facility in some particular course(s), the counseling may be provided at other Study Centres to be named by the Directorate and to be communicated to students accordingly on notice board. The candidate will be required to attend atleast 75% of their counseling sessions at the designated counseling 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 self-instructional 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, communiqué etc. which can spoil their career. The Directorate will not be responsible for such deed. **No individual informations will be sent to any student.**

(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 : M.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 depends upon various instructional activities undertaken by them. A learner has to write assignment responses compulsorily on assignment copies to be supplied by the directorate on prescribed charges written on the copy. 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.

1. Duration of Course

The duration of course (M. LIS 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) 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 Master Degree in Library and Information Science (M.LIS) shall be examined in eight papers carrying 100 marks each. There shall be seven theoretical papers (Written Examination) (Theory-80, Assignment-20). One practical paper. 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 Code	Course Content	Distribution of Marks		Total
		Theory	Assign.	
MLIS-I	Information, Communication and Society	80	20	100
MLIS-II	Management of Library & Information Centres	80	20	100
MLIS-III	Information Processing & Retrieval	80	20	100
MLIS-IV	Information Communication Technology (ICT): Fundamentals and Applications	80	20	100
MLIS-V	Information Sources, Systems and Services	80	20	100
MLIS-VI	Research Methodology	80	20	100
MLIS-VII	Elective (Select any one) (A) Public Library System and Services (B) Academic Library System	80	20	100
MLIS-VIII	Information Processing & Retrieval (Practical)			
	Group – A : DDC or UDC	–	–	50
	Group – B : AACR - II	–	–	50

Eligibility

<u>PROGRAMME</u>	<u>DURATION</u>	<u>ELIGIBILITY</u>
1. Master of Library and Information Science (M.LIS)	1 Year	To be admitted to the course for Master of Library & Information Science, a candidate must have passed the Bachelor of Library and Information Science of any recognized Indian University or any examination recognised by the Academic Council of Magadh University as thereto. OR Graduate in any discipline with Diploma in Library and Information Science.

Fee Structure

A Candidate is required to pay the following fee at the time of admission

Fee (Head-wise)	Rupees
Admission Fee	500/-
Academic Fee	10,000/-
Project	500/-
Library Development Fee	500/-
Infrastructural Development	500/-
Total (Rs.) -	12,000/-

- (i) Besides the above mentioned fees and charges, the cost of course materials supplied to the students for the entire course amounting to Rs. 2,500/- would be borne by the candidate at the time of admission.
 - (ii) Assignment books charges, DDE Student's Welfare charges, kits & stationary charges has also to be deposited by each and every student at the time of admission (approx. Rs. 2150/-)
 - (iii) Each candidate appearing in the University examination will be required to pay the prescribed examination fee.
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Our Proposed Programmes:

- B.A. in Education (UG Course)
- Buddhist Studies (UG & PG Courses)
- History (UG & PG Courses)
- Political Science (UG & PG Courses)
- English (UG & PG Courses)
- Sociology (UG & PG Courses)
- Hindi (UG & PG Courses)
- Urdu (UG & PG Courses)
- Economics (UG & PG Courses)
- Commerce (UG & PG Courses)
- Public Administration (UG & PG Courses)
- Mathematics (UG & PG Courses)
- A.I. & A. S. (UG & PG Courses)
- Psychology (UG & PG Courses)

Address for Correspondence :

THE DIRECTOR

DIRECTORATE OF DISTANCE EDUCATION

MAGADH UNIVERSITY,

BODHGAYA – 824 234 (BIHAR)

Rs. 500/- (Rupees five hundred only) for General & Other category

Rs. 250/- (Rupees two hundred fifty only) for SC/ST/PH category