

**Dr Ranganathan Institution of Library and Information Science**

Bundelkhand University, Jhansi

(Ordinance for B.Lib.&amp;I.Sc &amp; M.Lib.&amp;I.Sc (Lib. &amp; Inf. Sc.)

**Library and Information Science Courses**

<b>Name of Course</b>	<b>Eligibility</b>	<b>Intake</b>
B.Lib. & I.Sc.	Second Class bachelor or master degree of any recognized University in any Discipline.	80
M.Lib. & I.Sc.	Second Class B.Lib. & I.Sc. Degree of any recognized University.	60

The Department provides facilities for the following programmes:

1. A One year full time course of two semesters leading to the degree of Bachelor of Library and Information Science (B.Lib. & I.Sc.).
2. A One year full time course of two semesters leading to the degree of Master of Library and Information Science (M.Lib. & I.Sc.).

## **Bachelor of Library and Information Science (B.Lib. & I.Sc.)**

1. **Duration-** The Bachelor of Library and Information Science (B.Lib. & I.Sc.). Course will be full time course of one academic year of two semesters.

2. **Intake- 80 Seats** (including candidates belonging to Scheduled Castes and Scheduled Tribes). Note (i) Relaxation of 5 % marks to SC/ST candidates for eligibility.

(ii) Reservation as per rules of the State Government/University

**3. Eligibility Conditions-** Second class bachelor or master degree of any recognized university in any discipline. Admission to eligible candidates will be strictly on the basis of Entrance Test/Merit as per University policy in this behalf.

**Note:** - 15% of the percentage of marks obtained in entrance test/qualifying examination will be awarded as additional marks to all candidates who pass the qualifying examination from any institution falling within the jurisdiction of Bundelkhand University.

**4. Medium of Instruction and Examination-** English / Hindi

**5. Fee-**

(i) **Tuition and other fee-**

As prescribed by the University from time to time

(ii)**Refund of fees-**

- (a) Request for refund of fee should be made to the Vice-Chancellor, Bundelkhand University within three weeks of deposition of the fees. On approval such candidate shall be entitled for refund of 50% of the prescribed fee.
- (b) Request for refund of fee shall not be considered under any circumstances, if made after three weeks from the date of deposition of admission fee by the candidates.

## **6. Examination-**

- (i) **Attendance:** Minimum attendance required to become eligible to appear in the examination for each paper shall be 75% of all class lectures (Theory and Practical).

In case a student is short of attendance due to illness, participation in sports, extra curricular activities etc the following rules shall apply:

- (a) Shortage of attendance up to 10% shall be condoned by the HOD on the specific recommendation of the class teacher.
- (b) A shortage of attendance up to 25% can be condoned by the Vice Chancellor on the specific recommendations of the Head of the Department.

### **(ii) Process of Evaluation**

#### **(a)(i) Theory Papers**

Semester examination shall be conducted by the university as mentioned in the academic calendar of the department. The question paper will be set by examiners appointed by the Vice-Chancellor based on the recommendation of the Board of Studies. The University will decide the pattern of the question paper. The weightage of this examination will be 70%.

### **(ii)Sessional Examination**

Sessional assessment will be based on: 1. Test 2. Assignment 3. Class attendance. The subject teacher shall conduct sessional examinations to each theory paper. The questions will be Seminar/MCQ short/One word answer/long answer type. The weightage of this examination will be 30%. Sessional are to be conducted by consulting faculties, round the session by the consent of HOD with a deadline to submit their marks till last week of Dec/May to the HOD. Three sessional are to be conducted by each faculty for each paper. Sessional marks will be awarded as average of the two best sessional performed by each student. If any student does not appear in the sessional examination before the commencement of the semester examination he/she would not normally be allowed to appear in the final examination. Except on payment of the penalty as per university rules for sessional examination, he/she can send an application to the Head of the concerned department on whose recommendation the Vice-Chancellor can give approval to appear in the examination.

### **(b)Practical Examination**

Practical examination will be conducted by the examiners appointed by Vice-Chancellor on the recommendations of the Course Committee / Board of Studies. Each student has to present the practical records.

### **(c)Educational Tour**

There will be an educational tour for visiting important libraries other than local ones, to give adequate practical knowledge of different techniques adopted by different types of libraries. It is compulsory for B.Lib. & I.Sc. Students to participate in the educational tour at their own expenses.

### **(iii) Qualifying Marks and Promotion**

The minimum passing marks shall be 40% in the aggregate for B.Lib. & I.Sc. of the maximum marks in each. The minimum passing marks 35% will have to be obtained in theory, sessional, practical and viva individually in each paper of a semester. On the basis of percentage of total marks secured in the aggregate by a candidate he/she shall be awarded a division, as detailed below:

- (a) Third Division 40 % or more than but less than 50%
- (b) Second Division: 50 % or more than but less than 60%
- (c) First Division 60 % or more than but less than 75%
- (d) First Division with distinction: 75% or more.

If any student is short of only one mark in grand total to be placed in higher division he/she shall be granted one grace mark named as GD1.

### **(iv) Declaration of results and award of degree**

After completion of the evaluation process, result will be declared by the university. Candidates declared successful may get the provisional degree from the Registrar / Vice- Chancellor of the university after one week of result. Original degree will be conferred at the time of convocation to be held annually as decided by the University administration.

### **(v) Back-Paper and Improvement**

A student who do not pass in aggregate or fails to secure 35% marks in maximum of two papers in each semester, he/she shall be prescribed to clear the paper/papers by taking a back paper examination on deposition of prescribed fee. This examination shall be conducted along with the main examination or as per the schedule given by the university. A student has to clear all papers in two subsequent

attempts only (including special Back Paper exam, if any). The student who fails in aggregate or do not obtain 35% marks in more than two papers in a semester will have to appear as ex-student in all papers. Their marks of internal assessment will be carried forward. A candidate may be allowed only one chance to improve his/her division in maximum up to two papers in next respective examination.

**(vi) Ex-Student**

In case a student fails in the examination, as per relevant provision he/she may be allowed to re-appear in subsequent examination as an ex-student, without attending classes. He/she shall be required to appear and clear all papers, practical, examination as per provision of the syllabus in that year.

**(vii) Scrutiny**

Scrutiny facility will be given to the student in two papers on payment of prescribed fee as decided by the University from time to time.

## **Master of Library and Information Science (M.Lib. & I.Sc.)**

**1. Duration-** The Master of Library and Information Science (M.Lib. & I.Sc.). Course will be full time course of one academic year of two semesters.

### **2. Intake- 60 Seats**

Reservation as per rules of the State Government/University

**3. Eligibility Conditions-** Second class B.Lib. & I.Sc. degree of any recognized university. Admission to Eligible Candidates will be strictly on the basis of Entrance Test/Merit as per University policy in this behalf.

**Note:** - 15% of the percentage of marks obtained in entrance test/qualifying examination will be awarded as additional marks to all candidates who pass the qualifying examination from any institution falling within the jurisdiction of Bundelkhand University.

(ii) Relaxation of 5 % marks to SC/ST Candidates for eligibility.

**4. Medium of Instruction and Examination-** English / Hindi

### **5. Fee-**

**(ii) Tuition and other fee-**

As prescribed by the University from time to time

## **(ii) Refund of fees-**

(c) Request for refund of fee should be made to the Vice-Chancellor, Bundelkhand University within three weeks of deposition of the fees. On approval such candidate shall be entitled for refund of 50% of the prescribed fee.

(d) Request for refund of fee shall not be considered under any circumstances, if made after three weeks from the date of deposition of Admission fee by the candidates.

## **6. Examination-**

**(ii) Attendance:** Minimum attendance required to become eligible to appear in the examination for each paper shall be 75% of all class lectures (Theory and Practical).

In case a student is short of attendance due to illness, participation in sports, extra curricular activities etc the following rules shall apply:

(a) Shortage of attendance up to 10% shall be condoned by the HOD on the specific recommendation of the class teacher.

(b) A Shortage of attendance up to 25% can be condoned by the Vice Chancellor on the specific recommendations of the Head of the Department.

## **(ii) Process of Evaluation**

### **(b)(i) Theory Papers**

Semester examination shall be conducted by the university as mentioned in the academic calendar of the department. The question paper will be set by examiners appointed by the Vice-Chancellor based on the recommendation of



the Board of Studies. The University will decide the pattern of the question paper. The weightage of this examination will be 70%.

### **(ii)Sessional Examination**

Sessional assessment will be based on: 1. Test 2. Assignment 3. Class attendance. The subject teacher shall conduct sessional examinations to each theory paper. The questions will be Seminar/MCQ, one word answer, short and long answer type. The weightage of this examination will be 30%. Sessional are to be conducted by consulting faculties, round the session by the consent of HOD with a deadline to submit their marks till last week of Dec/April to the HOD. Three sessional are to be conducted by each faculty for each paper. Sessional marks will be awarded as average of the two best sessional performed by each student. If any student does not appear in the sessional examination before the commencement of the semester examination he/she would not normally be allowed to appear in the final examination. Except on payment of the penalty as per University rules for sessional examination, he/she can send an application to the Head of the concerned department on whose recommendation the Vice-Chancellor can give approval to appear in the examination.

### **(b)Practical Examination**

Practical examination will be conducted by the examiners appointed by Vice-Chancellor on the recommendations of the Course Committee / Board of Studies. Each student has to present the practical records.

### **(c)Educational Tour**

There will be an educational tour for visiting important libraries other than local ones, to give adequate practical knowledge of different techniques adopted by

different types of libraries. It is compulsory for M.Lib. & I.Sc. Students to participate in the educational tour at their own expenses.

### **(iii) Qualifying Marks and Promotion**

The minimum pass marks shall be 50% in the aggregate for M.Lib. & I.Sc. of the maximum marks in each semester. The minimum pass marks 35% will have to be obtained in theory, sessional, practical and viva individually in each paper of a semester. On the basis of percentage of total marks secured in the aggregate by a candidate he/she shall be awarded a division, as detailed below:

(a) Second Division: 50 % or more than but less than 60%

(b) First Division 60 % or more than but less than 75%

(c) First Division with distinction: 75% or more.

If any student is short of only one mark in grand total to be placed in higher division he/she shall be granted one grace mark named as GD1.

### **(iv) Declaration of results and award of degree**

After completion of the evaluation process, result will be declared by the university. Candidates declared successful may get the provisional degree from the Registrar / Vice- Chancellor of the university after one week of result. Original degree will be conferred at the time of convocation to be held annually as decided by the University administration.

### **(v) Back-Paper and Improvement**

A student who pass in aggregate but fails to secure 35% marks in maximum of two papers in each semester shall be prescribed to clear the paper/papers by taking a back paper examination on deposition of prescribed fee. This examination shall be conducted along with the main examination or as per the schedule given by the

university. A student has to clear all papers in two subsequent attempts only (including special back paper exam, if any). The students who fails in aggregate or do not obtain 35% marks in more than two papers in a semester will have to appear as ex-student. Their marks of internal assessment will be carried forward. A candidate may be allowed only one chance to improve his/her division in maximum up to two papers in next respective semester examination. In M.Lib. & I.Sc. Course the candidate can improve his/her percentage to obtain 55% marks.

**(vi) Ex-Student**

In case a student fails in the examination, as per relevant provision he/she may be allowed to re-appear in subsequent examination as an ex-student, without attending classes. He/she shall be required to appear and clear all papers, practical, examination as per provision of the syllabus in that year.

**(vii) Scrutiny**

Scrutiny facility will be given to the student in two papers on payment of prescribed fee as decided by the University from time to time.