DIRECTORATE OF DISTANCE EDUCATION

L. N. MITHILA UNIVERSITY

Kameshwar Nagar, Darbhanga

(Accredited by NAAC with Grade B with CGPA-2.46 upto-2020 AD)

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STUDENT'S HANDBOOK AND PROSPECTUS
LIBRARY & INFORMATION SCIENCE PROGRAMS
(BLIS & MLIS)
(RECOGNISED BY UGC/DEB)
F. No.-4-4/2016(DEB-1)/234 Dt.-02 Jul, 2016

Price: Rs. 600 By Hand
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OUR MOTO

- Quality Education at Doorstep
- Production of Skilled Professionals
- Maximum Utilization of IT
- Proper Counseling & Workshop
- Assignment-based Evaluation
- Regular up-dating of Curriculum
- Development of best SLM

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CONTENTS

- Message from the Vice-Chancellor
- Message from the Pro-Vice Chancellor
- Message from the Registrar
- Message from the Director

1. About the University - 01
2. Campus - 01
3. Special Features - 01
4. About the Directorate of Distance Education - 02
5. DEB/UGC Recognition - 03
6. Important documents of Govt./UGC/DEB. - 04-08
7. About Library and Information Science - 09
8. Admission and Selection Procedure
   Eligibility - 09
   Application - 09
   Seats - 10
   Selection - 10
   Reservation - 10
   Validity of Admission Lists - 10
   Incomplete and Late Applications - 10
   Fee Structure - 10
   Medium of Instruction - 11
   Duration - 11
   Refund of Fee - 11
   Change/Correction of Address - 11
   Disputes on Admission and other University matters - 11
9. Examination
   Counseling Classes - 11
   Mode of Instruction - 11
   Award of Grade Card - 11
10. Suggestion to Students
   - 12
   Issuing of Certificates
   - 12
   Study Material
   - 13
   Identity Card
   - 13
   Practical/Project work/Dissertation
   - 13

11. Syllabi of Library Science Programmes
    - 13

12. Important Points
    - 14-15

APPENDIX 22-28

- Format for original/provisional certificate Appendix-I
- Examination form Appendix-II
- Admission form Appendix-III
- I-Card Appendix-IV
It is indeed a great pleasure to see the prospectus of the Directorate of Distance Education of L.N. Mithila University in a new face. This is primarily meant for students seeking admission to different academic programmes of the Directorate in distance mode.

The emergence of open distance learning mode is probably the most important development in the field of education in recent times. The multimedia inputs and use of communication technology has made it more flexible, effective and individualized learning styles.

Since learning for all is the constitutional right and ultimate aim of humanity and education is the ultimate analysis of self-education, this mode will help to accelerate the process of transformation from a conservative and informative society to a functional, knowledgeable and well-versed society of the 21st century. Govt. of India has been encouraging distance mode with a basic objective of making the masses educated. The gross enrolment ratio of any state is one of the parameters of its economic development. The Directorate has a vital role to play in enhancing the GER (Gross Enrolment Ration) from 13% at present in the state to a national average of 30% or more. This can be achieved when the distance mode of education will be made available to deprived section of masses. The motto of taking education to doorstep is to produce intellectually vigilant, physically strong, morally upright, aesthetically sensitive, socially committed, economically self-dependent.

My best wishes are for publication of this prospectus and for all round growth and development of distance education in years to come with quality education, innovation and creative insights.

(S.K. Singh)
Vice-Chancellor
MESSAGE

Distance Education is a necessity of our time. It has become popular and accepted as an alternative and economical approach to our formal education system. Distance education provides opportunities to youths, housewives, agricultural and industrial workers and professionals to get education of their choice at a pace suitable for them.

Directorate of Distance Education, L.N. Mithila University is doing a yeoman's service in this direction. It provides education at UG and PG levels in different faculties and subjects. Our professional courses like - B.Ed., M.A. in Education, BLIS and MLIS have been helpful to job aspirants.

This STUDENT'S HANDBOOK AND PROSPECTS is now in your hands. On the publication of this prospectus, I extend my well wishes to all members of DDE family and congratulations to the Director, DDE for bringing out this publication.

(Jai Gopal)
Pro-Vice Chancellor
We have great pleasure in presenting the prospectus of the Directorate of Distance Education in its present form. This contains the details of on-going programmes in the DDE for admission cycles of July and January. The current cumulative strength of students is over 55000 and the number of study centres has been enhanced to 42, all lying within the territorial Jurisdiction of L.N. Mithila University.

Learning is spontaneous and a continuous process. In every moment of life we use to learn from whatever be the source. Unlike regular mode of class room teaching by "Chalk and Talk" method, counselling is provided in distance mode at the convenience of learners. Considerable flexibility in the entry qualification during admission and duration of course, no discrimination in respect of age, gender, visionary ability and physical disability, and excellent self-learning materials (SLM) to students written by experts of subjects in simple and lucid language are some of the unique features of distance mode.

The mission behind emergence of open learning is to reach out to the unreached, disadvantaged, educationally deprived and marginalised section of people and take education to their doorsteps. In rapidly changing world, the present endeavour is to make people technically skilled, morally upright and self-reliant and enable them to innovate and contribute in the formation of a compatible and harmonious society with a goal of socio-economic development.

Wish and hope for successful and bright future of learners as well as the Directorate of Distance Education.

[Signature]
Director
1. ABOUT THE UNIVERSITY

Lalit Narayan Mithila University, Darbhanga came into being on 5 August 1972, by an Ordinance/subsequently enacted through legislature, with the name Mithila University, Darbhanga, to fulfill the long cherished desire and aspirations of the people of Mithila to have a genuine University promoting the cause of higher education in building up a sound and healthy Indian National. In February, 1975 after the sad and sudden demise of the Union Minister of Railways and an illustrious son of Mithila Late Pt. Lalit Narayan Mishra, the University was renamed in the honour of this great son of the soil as Lalit Narayan Mithila University, Darbhanga.

2. CAMPUS

The University has a sprawling and picturesque and lush green campus spread over a wide area of land and building made available by Raj family of Darbhanga on personal efforts of the then Chief Minister of Bihar, Dr. Jagannath Mishra through land acquisition procedure. The campus is now named as Kameshwaranagar, after the name of the last Maharajadhiraja of Darbhanga, Late Dr. Sir Kameshwar Singh.

3. SPECIAL FEATURES

- First university in Bihar to be NAAC accredited.
- Accredited by NAAC with Grade B with CGPA 2.46 upto 2020 AD.
- University has two independent/separate libraries, one of which gifted by Maharajadhiraj of Darbhanga known as Kameshwar Singh Library, and the other is own central library of University built under the financial assistance of the UGC.
- Kameshwar Singh Library has one lakh rare books and manuscripts.
- Internet Connectivity available in the libraries.
- V-SAT facility
- University campus gifted with hundreds of rare plants of medicinal importance besides wide range of biodiversity.
- University has its own website www.inmu.ac.in and Directorate of Distance Education has its own website www.ddelnmu.ac.in
4. ABOUT THE DIRECTORATE OF DISTANCE EDUCATION

The Directorate of Distance Education, Lalit Narayan Mithila University, Kameshwaranagar, Darbhanga was established in the year 1998 with the objective of imparting flexible, diversified and open system of higher education through distance mode of learning for all age group & gender who are either employed/semi employed/unemployed/otherwise handicapped residing remote areas without any access to higher education and unable to attend regular classes.

The concept of education through correspondence is the development of 20th century India. It is known as a system of non-formal education and fulfills the ever-growing aspirations such men and women who otherwise fail to attend to acquire higher education for their mental growth and equipping themselves with knowledge and skill for obtaining higher degree for better opportunity in career. It meets the requirements of the developing country like India where population explosion is the major challenge. The education through distance mode of learning fulfills the desire of those students who are unable to attend regular class-room teaching. The distance education, promoted by Directorate of Distance Education L.N. Mithila University Darbhanga provides the facilities of instructional materials for all such students/candidates, who cannot join regular course of teaching. The institution provides opportunity to the candidates to enhance their knowledge and obtain academic qualifications. The main motto behind it is *learn while earn.*
Public Notice
on
Course/Study Centres/ Off Campus & Territorial Jurisdiction of Universities

No. F.27-1/12012 (CPP-II) 27th June, 2013

The Commission has come across many advertisements published in National Dailies offering opportunities for the award of university degrees through various franchise programmes conducted by certain private institutions. These private establishments claiming themselves as study centres or learning centres of different Universities enrol students for various degree programmes and also claim to be responsible for teaching and conduct of examinations. The faculty and the infrastructure belong to these private agencies. The concerned university expert providing syllabus and teaching materials, has no mechanism to monitor and maintain the academic standards to teaching being imparted at these centres. This blatant compromise with the standards of education has led to widespread criticism. The Commission has taken a serious view of these misleading advertisements appearing in various newspapers.

It is, therefore, clarified for the information of all concerned, including students and parents that:

(a) a Central or State Government University can conduct courses through its own departments, its constituent Colleges and/or through its affiliated Colleges;

(b) a University established or incorporated by or under a State act shall operate only within the territorial jurisdiction allotted to it under its Act and in no case beyond the territory of the state of its location;

(c) the private universities and deemed universities cannot affiliate any college or institution for conducting courses leading to award of its diplomas, degrees or other qualifications;

(d) no University, whether Central, State, Private or Deemed, can offer its programmes through franchising arrangement with private coaching institutions even for the purpose of conducting courses through distance mode;

(e) all universities shall award only such degrees as are specified by the UGC and published in the official gazette;

(f) the Universities shall conduct their first degree and Master's degree programmes in accordance with the regulations notified by the Commission in this regard.

In this connection, the students and the general public are also hereby informed of the following regulating provisions pertaining of different types of universities:

A. UGC Regulations on Private Universities:

A Private university established under a state Act shall be a unitary university. A private university may be permitted to open off campus centres, off shore campuses and study
centres after five years of its coming into existence subject to the fulfillment of conditions as laid down under UGC (Establishment of & Maintenance of Standards in Private Universities) Regulations, 2003. As of now, the UGC has not granted permission to any Private University to establish off-campus/study centre.

B. UGC Regulations on Deemed Universities

A Deemed University shall operate only within its Headquarters or from those off-campuses/off-shore campuses which are approved by the Government of India through a notification published in the official gazette.

In case of distance education programmes, no institution deemed to be university, so declared by the Govt. of India after 26th May, 2010 [date of publication of UGC (Institutions Deemed to be Universities) Regulations, 2010] is allowed to conduct courses in the distance mode.

The institutions deemed to be universities declared before 26th May, 2010 are not allowed to conduct courses in distance mode from any of its off-campus centres/off-shore campuses approved after 26th May, 2010.

Approval for new courses and extension of approval of the courses already run by the Deemed to be Universities under distance mode would be granted by the UGC subject to the fulfillment of conditions as laid down by the UGC.

The UGC has not granted approval to any deemed to be university to establish study centres.

Any information clarification with regard to recognition of Private Universities/Deemed Universities and the courses offered by them may be obtained from JS (CPP-I) UGC, Bahadurshah Zafar Marg, New Delhi.

C. Distance Education programmes of the Central Universities and State Govt. Universities

The Central/State Govt. Universities can conduct courses through distance mode in accordance with the provisions of their respective Act and after the approval of the UGC.

The information relating to recognized universities, list of specified degrees and all the relevant regulations/instructions/guidelines of the UGC are available on UGC website: www.ugc.ac.in

The students are, advised not to take admission in the unapproved Study Centres, Off-Campus Centres, Franchisee Institutions, Colleges/Institutions claiming to be affiliated with Private Universities or Deemed Universities.

(Akhilesh Gupta)
Secretary
सार्वजनिक सूचना
पाठ्यक्रम/अध्ययन केंद्र एवं विश्वविद्यालयों का प्रादेशिक अधिकार क्षेत्र

भ.स. 27/1/2012 (तीसरी-II)
जून, 2013

विश्वविद्यालय अनुदान आयोग के संबंध में यह बात आई है कि कई राष्ट्रीय दैनिक समाचार पत्रों में बहुत से विज्ञापन प्रकाशित किये जा रहे हैं, जिनके अनुसार कंट्रोल संस्थान, अपने विभिन्न पाठ्यक्रमों में विश्वविद्यालयों के अध्ययन अनुदान के संबंध में विस्तार से विवरण देते हैं। ये निजी प्रतिष्ठान, विभिन्न विभिन्न प्रदाताओं के प्रदाताओं के हेतु स्वयं तथा विविध विद्यालयों के अध्ययन केंद्रों की सूची दर्शाते हैं।

विश्वविद्यालय के संबंध में आयोग, अर्थात् अध्ययन केंद्रों के प्रवेश चारण की अनुमति देने के कारण, आयोग बताया है कि ये विभिन्न प्रशिक्षण केंद्रों में अनुसार अध्ययन केंद्रों के संबंध में विविध विद्यालयों के संबंध में विवरण देने के कारण आयोग को अनुमति दी जानी है।

अधि: सभी संबंध व्यक्तियों, जिनमें छात्र एवं अभिनवीक भी समन्वित हैं, के समन्वय में निम्न साधन के प्रस्तुत हैं: 

क) कई भी कंट्रोल अथवा राष्ट्रीय स仮कसी विश्वविद्यालय, अपने निजी विकासों, सरकारी महाविद्यालयों एवं अपने संबंध विद्यालयों के माध्यम से पाठ्यक्रमों का संचालन कर सकते हैं।

ख) कई भी विश्वविद्यालय, जो किसी भी राज्य अधिनियम के अंतर्गत या उसके अंतर्गत स्थापित या निर्मित है, उस अधिनियम के अंतर्गत, आयोग प्रादेशिक क्षेत्रियों का अध्ययन केंद्र की भीमेंगी रूप में के अंतर्गत परिचालित होगा तथा किसी भी प्रशिक्षण के अनुसार अध्ययन केंद्र के साथ राज्य की रक्षित होगी।

ग) कई भी निजी या मानित विश्वविद्यालय डिल्होमा, इन्डीया या अन्य आयोगों के प्रदाताओं के संबंध में हेतु पाठ्यक्रमों के संचालन के लिए, किसी भी महाविद्यालय या संस्थान के साथ संबंध निम्न कर सकता।

घ) कई भी कंट्रोल, राज्यीय, निजी या मानित विश्वविद्यालय, निजी अनुशब्दिक संस्थानों के विशेष व्यवस्थापन के माध्यम से अपने पाठ्यक्रमों का संचालन निम्न कर सकता, वहें निजी पाठ्यक्रमों का संचालन दूरसंचालन शिक्षा के माध्यम से ही करने में सक्षम हो।

ड) समाज विश्वविद्यालय, केंद्रीय, हिंदुओं प्रदाताओं के बीजीय अनुसार विविध प्रदाताओं के अनुसार संचालित करने के लिए आयोग द्वारा अनुमति दी गई है।

पत्र संबंध में, इसके अनुसार सभी छात्रों एवं निम्न संशोधन को विभिन्न प्रकार के विश्वविद्यालयों से संबंध निम्न प्राप्त किया जाता है।

अ) निजी विश्वविद्यालय संबंधी यूजीसी विविध

किसी राज्य अधिनियम के अंतर्गत स्थापित एक सिद्धांत विश्वविद्यालयों एवं एक प्रकार विश्वविद्यालय होगा। किसी निजी विश्वविद्यालय की अनुमति होगी कि वह अपने अंतरित होते हैं अपने 5 वर्ष बाद तथा यूजीसी द्वारा निरीक्षित जानकारी की पूरी करने के लिए जाते हैं। निरीक्षित जानकारी द्वारा आयोग निरीक्षित जानकारी की परिभाषा।

ब) निजी विश्वविद्यालय संबंधी यूजीसी विविध

एक मानित विश्वविद्यालय, केंद्रीय, अथवा संयुक्त राज्य के संबंध में प्रकाशित अधिनियम के अनुसार भारत संस्था के संबंध में अनुमोदित किया जाता है।

जहाँ तक दूरसंचालन शिक्षा पाठ्यक्रमों का संबंध है, कोई भी संस्था जिसे भारत संस्था द्वारा 26 मई, 2010
विश्वविद्यालय अनुदान आयोग (मानित विश्वविद्यालय का दर्जा पाने वाले संस्थान) (विनियम 2010 अधिसूचित होने की लिथि) के प्रबंध मानित विश्वविद्यालय के रूप में गौर्जित किया गया है उसे दूरस्थ शिक्षा प्रणाली के अंतर्गत पाठ्यक्रमों को संचालित करने की अनुमति नहीं होगी। ऐसे संस्थान किसी २६ मई, २०१० से पहले मानित विश्वविद्यालय के रूप में गौर्जित किया गया है, उन्हें अपने ऐसे किसी भी गैर परिसरीय केंद्रों / परिसरीय परिषदें के बाहर के परिसरों द्वारा दूरस्थ शिक्षा प्रणाली के माध्यम से पाठ्यक्रम संचालित करने की अनुमति नहीं होगी, जिन्हें २६ मई २०१० के बाद भारत सरकार ने अनुमोदित किया हो।

ऐसे पाठ्यक्रम जिन्हें मानित विश्वविद्यालयों द्वारा दूरस्थ शिक्षा प्रणाली के अंतर्गत पहले से ही संचालित किया जा रहा था, उनके विस्तारण एवं नवीन पाठ्यक्रमों के अनुमोदन के यूजीसी द्वारा स्वीकृत किया जाएगा वर्तमान यूजीसी द्वारा विनिर्देशित सभी शास्त्रों को पूरा किया गया हो।

यूजीसी ने किसी भी मानित विश्वविद्यालय को अध्ययन केंद्र स्थापित करने की अनुमति नहीं दी है।

निजी विश्वविद्यालय/ मानित विश्वविद्यालय की मान्यता तथा उनके द्वारा संचालित पाठ्यक्रमों के संबंध में किसी भी प्रकार की सूचना / सूचकांक, संयुक्त सचिव (सीपी)–१) विश्वविद्यालय अनुदान आयोग, बहादुरशाह जफर मार्ग, नई दिल्ली, से प्राप्त की जा सकती है।

इ. केंद्रीय एवं राज्य सरकार के विश्वविद्यालयों द्वारा संचालित दूरस्थ शिक्षा पाठ्यक्रम

केंद्रीय / राज्य सरकार के विश्वविद्यालय अपनी स्थापना से बर्च प्राचीन के फैक्ट्री तथा यूजीसी द्वारा अधिसूचित विस्तारण के अंतर्गत दूरस्थ शिक्षा प्रणाली के द्वारा पाठ्यक्रम संचालित कर सकते हैं।

विश्वविद्यालयों की मान्यता, उनके अनुमोदित केंद्रों के संबंध में यूजीसी द्वारा संबंधित विनिर्देशित/ वियोजित से संबंधित वित्तपोषण / अनुदान / विद्याय वेबसाइट: www.ugc.ac.in पर उपलब्ध है।

छात्रों को परम्परा दिया जाता है कि वे गैर अनुमोदित अध्ययन केंद्रों, गैर परिसरीय केंद्रों, विश्वसंगठन, महाविद्यालयों / संस्थाओं में जो निजी विश्वविद्यालयों या मानित विद्यालयों के साथ सह-संबंध का दावा करते हैं, दाखिला न ले।

(अखिलेश गुप्ता)

सचिव
7. ABOUT LIBRARY AND INFORMATION SCIENCE

The education in Library and Information Science is a professional education. It is a specialized field of human
training. It has a concrete content as well as objective in the same way as the training received by any technical
man. The teaching of Library and Information Science imparts skilled knowledge and gives systematic body of
knowledge and specialized techniques, which are useful in Library and Information operations and services which
constitute the branch/discipline of Library and Information Science.

The primary objective of education of Library and Information Science is to train the candidates in matters
pertaining to human resource, knowledge and information. It provides highest wisdom in promoting the
utilization of knowledge and information for the benefit of mankind. The teaching of Library and information
Science has been started recently through distance mode of learning and in order to meet the challenging and
increasing need for providing teaching in Library and Information Science, the Directorate of Distance Education,
L.N. Mithila University, Darbhanga has launched this programme from the academic session 2007-08.

8. ADMISSION AND SELECTION PROCEDURE

8.1 ELIGIBILITY

FOR BLIS PROGRAMME

Graduates of any discipline with 45% marks in aggregate from a recognized University/Institutions/Deemed
Universities are eligible for admission to B. Lib & Information Science (BLIS) programme. Other equivalent
degrees recognized by the University may be considered separately by the authorities or Graduate securing
second class with two years experience in Library/Information centers of state/National repute or Graduate with
Diploma in Library Science is eligible for admission in BLIS.

FOR MLIS PROGRAMME

The basic qualification for admission to Master of Library & Information Science (MLIS) programme is a
Bachelor in Library and Information Science (BLIS) from any recognized University.

8.2 DURATION

The duration of the course is minimum one academic year and maximum two years.

8.3 ACADEMIC SESSION

January & July Every year.

8.4 APPLICATION

Application for admission to B. Lib & Information Science Or Master of Library & Information Science must be
submitted in the prescribed format only. Application form and prospectus can be obtained in person from the
counter of the Directorate Office on payment of Rs. 600/- (Six hundred only) payable through Online/Bank Draft in
favour of LNMU Distance Education fund A/c payable at Darbhanga or by post by remitting a Online/D.D. of Rs.
650/- (Six hundred fifty) only drawn in favour of the LNMU Distance Education fund A/c along with a written request addressed to the Director, Directorate of Distance Education, L.N. Mithila University, Darbhanga.

The candidates are advised to submit self attested photocopies of mark-sheets and other certificates along with the application form and original certificates/documents shall have to be produced at the time of admission for verification. The candidates desirous of seeking admission in B.Lib & Information Science or Master of Library & Information Science are advised to obtain stamped receipts/acknowledgement from the counter while submitting application form in the office by hand. Applications for admission to desired programme must reach the Director, Directorate of Distance Education, L.N. Mithila University, Darbhanga before the closing date mentioned in the advertisement.

A. Papers/Documents to be submitted with Application Form
   (i) Filled in Application Forms attached with prospectus Appendix III
   (ii) Self-attested mark-sheet of BA/B.Com./B.Sc./BLIS or Equivalent
   (iii) Self attested Caste Certificate (for reserved category)

B. Papers/Documents to be required at the time of Admission
   (i) All original certificate, marksheets for verification along with self attested photocopies.
   (ii) Caste Certificate in original (For reservation category) along with self attested photocopies.
   (iii) Online payment receipt/DD of programme fee. (in favour of LNMU Distance Education Fund A/C Payable at Darbhanga).
   (iv) Online payment receipt/DD of Rs. One hundred for Gandhian Library (in favour of LNMU Distance Education Fund A/C Payable at Darbhanga).

8.5 SEATS
   (i) No. of seats in BLIS = 500
   (ii) No. of seats in MLIS = 500

8.6 SELECTION
   The admission shall be strictly on merit basis. Merit list will be prepared on the basis of marks obtained in Bachelors degree/BLIS.

8.7 RESERVATION
   Reservation of seats in admission is as per Govt. of Bihar reservation rules.

8.8 VALIDITY OF ADMISSION LISTS
   Candidates who are offered admission must join on or before the due date specified by the Directorate of Distance Education. In case they seek admission for the next session, they have to apply afresh next year and go through the admission process again.

8.9 INCOMPLETE AND LATE APPLICATIONS
   Incomplete and late application forms will be summarily rejected without any intimation to the candidate concerned. Candidates are, therefore, advised to fill up the relevant columns carefully and enclose all the attested copies of the necessary certificates as and when asked for and submit the form to the Director, Distance Education, L.N. Mithila University, Darbhanga—846 008.

8.10 FEE STRUCTURE
   The total charge for the BLIS programme is Rs.11,000/- (Eleven Thousand) & for MLIS programme is Rs. 13,500 (Thirteen thousand Five hundred) only. The total fee is payable in one installment at the time of admission. The programme fee structure is the same for all categories of candidates either in BLIS or MLIS programmes. Fee is payable through Online payment receipt/DD in favour of LNMU Distance Education fund A/c. Examination fee is not included in the programme fee. A separate Online payment receipt/DD of Rs. 100/- (One hundred) is to be submitted by each and every enrolled students at the time of admission for Gandhian Library. However,
8.11 MEDIUM OF INSTRUCTION

The medium of instruction will be Hindi. The enrolled students may take the examination either through Hindi or English medium.

8.12 REFUND OF FEE

The admission fee/programme fee once paid will not be refunded under any circumstances. Prospectus once sold will not be refunded/replaced or changed under any circumstances.

8.13 CHANGE/CORRECTION OF ADDRESS

Students seeking any correction/change in their address must intimate in writing same to the Director, Directorate of Distance Education, L.N. Mithila University, Darbhanga. Normally, it takes to 4 to 6 weeks to effect the change during which students have to make their own arrangements to get the mail/consignments re-directed to their changed address.

8.14 DISPUTES ON ADMISSION AND OTHER UNIVERSITY MATTERS

The place of jurisdiction for filing of suit, if necessary, will be only at the Judicature of Hon'ble High Court, Patna.

9. EXAMINATION

Examination will be conducted by Directorate of Distance Education, L.N. Mithila University, Kameshwaranagar, Darbhanga as per norm of the University.

Term End Examination (TEE) is held twice in a year i.e June & December. The enrolled candidates will follow the Academic Calendar provided to them at the time of admission. Hall Ticket will be issued to bonafide enrolled students who have completed their courses and submitted assignment/project works/dissertation in time. Hall ticket may be obtained in person on producing I-Card either at Hqs or the official website (www.ddelnmu.ac.in).

To carry mobile phone or any electronic devices in examination hall is strictly prohibited & any student carrying these articles inside the room will be fined and/or may be debarred from rest examination. If any student found using unfair means he/she shall be expelled from the examination.

9.1 COUNSELING CLASSES

For the convenience of enrolled students, counseling classes are held on Sundays or Holidays. Counseling centre for BLIS and MLIS programmes is at Head Quarter only. Detail programme of counseling classes are provided to the student at the time of admission in form of Academic Calendar and it is also displayed on the official website (www.ddelnmu.ac.in) in due course, well in advance. Enrolled students are advised to be present in the counseling classes for redressal of their difficulties, to know method of writing of assignments, to prepare project report etc.

9.2 MODE OF INSTRUCTION

Library Science programmes through distance mode is quite different from either full time and formal Course. The teaching is imparted through self-instructional material programmes. Regular Counselling and practical activities are organized. The students of this programmes are required to submit assignments at the Head Quarter i.e. Directorate of Distance Education, L.N.M.U. Darbhanga. The marks obtained in the assignments are displayed and accordingly students are advised to improve their quality with the help of counselors.

9.3 AWARD OF GRADE CARD

The letter grade system is used for grading continuous and terminal examination components. These letter grades are
<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Qualitative Level</th>
<th>Point Grade</th>
<th>Percent (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>5</td>
<td>80% &amp; above</td>
</tr>
<tr>
<td>B</td>
<td>Very Good</td>
<td>4</td>
<td>60-79.9%</td>
</tr>
<tr>
<td>C</td>
<td>Good</td>
<td>3</td>
<td>50-59.9%</td>
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<tr>
<td>D</td>
<td>Satisfactory</td>
<td>2</td>
<td>40-49.9%</td>
</tr>
<tr>
<td>E</td>
<td>Unsatisfactory</td>
<td>1</td>
<td>Below 40%</td>
</tr>
</tbody>
</table>

The student will be declared successful, if he/she scores at least C grade (50% Marks) in theory courses and practical course separately.

9.4 RE-EVALUATION & SCRUTINY

There is no provision for re-evaluation of answer books. However, a candidate may apply for re-totaling of his/her marks after paying the prescribed fee of Rs. 2000.00 (two thousand) per course within 30 days from the date of publication of result.

Publication of Results:
1. The list of successful candidates of the BLIS/MLIS final examination shall be published in order of merit.
2. If a candidate has obtained distinction in any subject, it shall be mentioned against his name.

Award of Degree:
Those who complete the programme successfully shall be awarded appropriate degree by the University.

10. SUGGESTION TO STUDENTS

Students admitted to the programme shall have to maintain proper discipline. He/she will have to adhere strictly to the rules and regulations framed by the Directorate of Distance Education, L.N. Mithila University, Darbhanga. The Hon'ble Vice-Chancellor has the power to cancel the admission of any candidate who though admitted, should not, in his opinion, continue to be a student of the programme, in the best interest of the LNFMU/DDE.

- It should be kept in mind that there is no provision of free-studentship or scholarship in this course for any category of students. Admitted Students have to arrange any financial assistance from any agency at the own end.
- Selection of candidates shall be made strictly as per rules of the Directorate of Distance Education, L.N. Mithila University, Kameshwarnagar, Darbhanga.
- No. Candidates can claim admission as a matter of right. Selected & enrolled students will be admitted and issued Identity Card.
- At present, all examinations of the Directorate of Distance Education, L.N. Mithila University, Kameshwarnagar, Darbhanga are conducted at Darbhanga.
- After admission, each candidate will be given an enrolment number. He/She must quote this enrolment number in all his/her future correspondence with the Directorate of Distance Education, L.N. Mithila University, Kameshwarnagar, Darbhanga. Any letter which does not bear the enrolment number will not be entertained.
- Simultaneous Admission in more than one programme of the Directorate of Distance Education, L.N. Mithila University, Kameshwarnagar, Darbhanga is not permissible and no candidate is permitted to pursue more than one programme of the Directorate in one session at the same time through Distance mode.

10.1 ISSUING OF CERTIFICATES:

The candidates are required to furnish/submit No Dues Certificate at least one week in advance for his required date of Certificate. In emergent circumstance, the same will be issued to the candidate by depositing two times more than the prescribed fees and the same will be issued, a day after submitting application. Generally Provisional Certificate will be issued after two weeks of submission of application with a fee of Rs. 200/- and Original Certificate will be issued after six months of submission of application with a fee Rs. 500/-, Rs. 200/- for
DLC, Rs. 200/- for Migration. All fees are to be deposited in form of DD/Online payment receipt in favour of L.N.M.U. Distance Education Fund A/c, Payable at Darbhanga.

10.2 STUDY MATERIAL

If the materials are ready then it will be delivered to admitted students hand to hand on the day of admission, otherwise enrolled students are advise to visit website of Directorate of Distance Education, L.N. Mithila University, Kameshwarnagar, Darbhanga (www.ddelnmu.ac.in) for further necessary information.

10.3 IDENTITY CARD

Every student admitted in the Directorate will be issued an Identity Card under the signature of authorised persons of DDE. This Identity Card shall remain valid till the completion of the programme. The Identity Card will entitle the student to have access to various facilities being offered by the Directorate. The Identity Card will also serve as an entry card to enter the Directorate premises and access its library and other facilities provided by the DDE. Without Identity Card, a student may be denied entry to attending counseling and/or practical classes. In case of loss of an Identity Card, duplicate identity card may be issued on payment of Rs. 200.00 by Online payment /Bank draft in favour of LNMU Distance Education Fund A/c. After passing the examination, the candidate must surrender the identity card to the Directorate at the time of receiving Grade Card.

10.4 PRACTICAL/PROJECT WORK/DISSERTATION

Practicals will be held at designated institutions and the schedule will be provided by the Directorate of Distance Education, L.N. Mithila University, Darbhanga. Attendance in practical classes is compulsory. If any enrolled student does not appear at practical examination due to any reason, then in a subsequent year he/she will have to deposit extra fee of Rs. 1,000/- (One thousand) only for the same. For project work the learners will have to manage his/her own resources. The topic of Project works & Dissertation will be provided to the enrolled students in counseling classes by programme co-ordinator.

11. SYLLABUS OF LIBRARY SCIENCE PROGRAMMES

Bachelor of Library & Information Science (BLIS)
Duration: One Academic year (Distance Mode Programme)

The Total no. of credits will be 36 credits

<table>
<thead>
<tr>
<th>CODE</th>
<th>PAPERS</th>
<th>SUBJECT</th>
<th>TEE</th>
<th>ASG.</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLIS 01</td>
<td>Paper - I</td>
<td>Fundamentals of Library &amp; Information Science</td>
<td>70</td>
<td>30</td>
<td>4</td>
</tr>
<tr>
<td>BLIS 02</td>
<td>Paper - II</td>
<td>Management of Library &amp; Information Center</td>
<td>70</td>
<td>30</td>
<td>4</td>
</tr>
<tr>
<td>BLIS 03</td>
<td>Paper - III</td>
<td>Information Sources and Services</td>
<td>70</td>
<td>30</td>
<td>4</td>
</tr>
<tr>
<td>BLIS 04</td>
<td>Paper - IV</td>
<td>Information Technology and their application</td>
<td>70</td>
<td>30</td>
<td>4</td>
</tr>
<tr>
<td>BLIS 05</td>
<td>Paper - V</td>
<td>Information Storage (Theory)</td>
<td>70</td>
<td>30</td>
<td>4</td>
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<tr>
<td>BLIS 06</td>
<td>Paper - VI</td>
<td>Information Retrieval (Theory)</td>
<td>70</td>
<td>30</td>
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<tr>
<td>BLIS 07</td>
<td>Paper - VII</td>
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<td>BLIS 08</td>
<td>Paper - VIII</td>
<td>Information Retrieval (Practical)</td>
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<tr>
<td>BLIS 09</td>
<td>Paper - IX</td>
<td>Project work &amp; Viva-voce.</td>
<td>100</td>
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</table>
Weightage of 36 credits of 8 courses

<table>
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<tr>
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<th>TEE</th>
<th>ASG.</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>MLIS 01</td>
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<tr>
<td>MLIS 03</td>
<td>Paper – III</td>
<td>Advanced Information Storage &amp; Retrieval (Theory)</td>
<td>70</td>
<td>30</td>
<td>4</td>
</tr>
<tr>
<td>MLIS 04</td>
<td>Paper – IV</td>
<td>Advanced Information Storage &amp; Retrieval (Practical)</td>
<td>100</td>
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<td>4</td>
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<tr>
<td>MLIS 05</td>
<td>Paper – V</td>
<td>Information Source &amp; Service Retrieval</td>
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<tr>
<td>MLIS 06</td>
<td>Paper – VI</td>
<td>Information Technology &amp; Network System</td>
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<td>Paper – VIII</td>
<td>Dissertation work &amp; Viva-voce Examination</td>
<td>100</td>
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</tbody>
</table>

The Examination of Practical Paper will be held after the examination of Theory Paper. Grade Card will be issued to successful candidates in Letter Grade System.

11. IMPORTANT POINTS:

1. स्नातक परीक्षा (TEE) पास नहीं होने पर निर्देशित नहीं होगी। निर्देशित के संतुलन निर्माण को फोटोकॉपी कर आगे की परीक्षा के लिए पुनर्दर्शित करें।
2. पाद्यक्रम समयों के अनुसार हिंदी में उपलब्ध होगा।
3. अध्ययन कार्यक्रम का अनुसार करने अनिवार्य है। इस कार्यक्रम में किसी भी प्रकार का परिवर्तन एवं संशोधन सम्भव नहीं है। यदि कोई कार्य इसका अनुपलब्ध नहीं करता है तो उसका अध्ययन बंद कर दिया गया है।
4. छात्र अपनी समस्याओं के समाधान के लिए मात्र निर्देशालय के पाद्यक्रिकारों से ही सम्पर्क करें।
5. छात्रों को सफलता उसकी अपनी शीर्षक कौशल्य एवं अभाव का निर्माण पर निर्भर करता है। अतः किसी भी आश्वासन या प्रश्नोत्तरी में नैसर्गिक।
6. विधायिक रूप से आयोजन के लिए यह स्पष्ट किया जा रहा है कि निर्देशालय द्वारा निर्देशित भारतीय प्रेस पेपर निर्गत नीति की है।
7. प्रत्येक कार्यक्रम का लघु नामक्रित प्राचीन निर्देशालय के अधिकारी वेबसाइट (www.ddelmnmu.ac.in) को देखें।
8. सामान्यतः प्रत्येक अधिकारी समय पर निर्देशित प्राचीन, प्राचीन भारतीय निर्देशालय के वेबसाइट पर दिया जाता है।
9. परीक्षा प्राप्त (फार्म) का प्राप्त केवल निम्नलिखित परीक्षा निर्देशित परीक्षा तिथि के समय ही करें।
10. नामक्रित के समय सभी मूल परीक्षा पत्रों के साथ उपलब्ध होता है।
11. यह कार्य दूरस्थ रिश्ता का अनिवार्य अंश है। यह कूल अधिकार में 30% हिस्सा है तथा 70% सैद्धांतिक परीक्षा है। 30% अधिकार के प्रत्येक निर्देशालय द्वारा नामक्रित छात्रों को दिया जाएगा तथा किसी ने पर से संबंधित कर जाना करना होगा। यह स्वतः नैसर्गिक वित्तपत्र का हिस्सा है। दूरस्थ कार्य अपनी भाषा में साफ, सुन्दर और स्पष्ट रूप में लिखित होना चाहिए तथा मूल पृष्ठ पर मन्त्रित लिखित सुझावों अध्ययन तथा जाने चाहिए।

<table>
<thead>
<tr>
<th>कार्यक्रम कोड</th>
<th>- (Programme Code)</th>
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<tr>
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<td>- (Enrollment No.)</td>
</tr>
<tr>
<td>दिनांक</td>
<td>- (Date)</td>
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</table>
दत्त कार्य (Assignment) इससे पूर्व से चीजें छोड़ कर लिखें। प्रत्येक पत्र का दत्त कार्य अलग-अलग समय जमा कराए अथवा विलय शुल्क (100 रूपए से 1000 रूपए प्रति पत्र) लगा।

दत्त कार्य नहीं जमा करने पर परीक्षा परिणाम अप्रूप रह जाएगा।

सामान्य परिणाम दत्त कार्य एवं सामान्य परीक्षा (Terms End Examination) के अधिकारी को जोड़कर दिया जाएगा।

सामान्य कार्यक्रमों में पी विभागों के चलने के लिए जिसका उद्देश्य आपकी समस्या का समाधान करना है।

पूर्ण एवं सिस्टम में समाप्त परीक्षा को प्रति पत्र विलय शुल्क के रूप में प्रतिपत्र पत्र 150रू. दें। बच्चे में दो बार परीक्षा हुआ करती है- जुलाई एवं दिसंबर में।

हर साल शिक्षा निर्देशालय में एक शैक्षिक सत्र में एक से अधिक कार्यक्रमों में नामांकन नैचर नहीं है।

नामांकन के समय ही शैक्षिक पंक्तियों का उपलब्ध करा दिया जाता है जिसमें पहले सामान्य शिक्षा, परीक्षा प्रवेश भरने की तिथि, दत्त कार्य जमा करने की तिथि, सज्जन परीक्षा के कार्यक्रम उल्लिखित होते हैं।

दृष्टिकोण का कार्यक्रम Carry Over System से द्वारा छात्रों की सुविधा को बढ़ाने में रहकर सहयोग प्रदान करता है। किसी पूर्व कार्यक्रम को बाहर करने की न्यूनतम एवं अधिकार समयावधि सही है जिसके अंतर की तरह छात्रों को अभी सुलभ में अपने कार्यक्रम को पूरा करना होता है।

नामांकन के पूर्वें छात्र सामग्रियों का संकलन कर लें एवं अन्य सामग्रियों को नहीं मिलने पर अपने नामांकन स्वीकार के लिए मंदिर दंड से अधिक लिखित लें। नामांकन के समय छात्रों को नामांकन स्वीकार, परीक्षा-पत्र, अधिकार समय, दत्त कार्य पुनःपत्र, शैक्षिक पंक्तियों का उपलब्ध कराना जाता है।

नामांकन के समय शैक्षिक पंक्तियों में छात्र परीक्षा कार्यक्रम अवश्य देखें। सत्संपत्ति कार्यक्रम की प्रतिचित्रण सही रूप से की जाए है बाहर इसकी जीवनरूप करें।

सज्जन परीक्षा प्रवेश पत्र समय परीक्षा कैंट्र में कोई अवसर भरे अवस्था आपका परीक्षा कैंट्र मुख्यालय से जाएगा।

नामांकन रद्द हो जाने पर आप अपने नक्सली पुलिस स्टेशन पर एक आईआर. डर्ज करें तथा उनको छाया प्रति के सार किसी समस्या के समाधान हेतु मुख्यालय आए। नामांकन संपीड़क को पूरी तरह सामग्रियों का ज्ञान हिस्से लिखित जाता है।

साफ़ साफ़ पूर्ण सामग्री नहीं हो जाने अवस्था की राहत पर पत्र-कार्यक्रम शुल्क देकर उससे प्राप्त किया जा सकता है।

डाक या पत्र,पंडट,समस्याओं पर प्रवेश पत्र में जाने पर नहीं मिलने का हो जाए वैज्ञानिक से प्राप्त होने की सिफारिश में निर्देशालय घोषणा नहीं होगा।

१. दौरान प्रमाण-पत्र प्राप्त करने हेतु—
i. Rs. 200/- Online payment/DD in favour of L.N.M.U., Distance Education fund A/c payable at Darbhanga
ii. आवेदन पत्र जो संतुलन है कि छात्रावती संगठन करें। Appendix-I
iii. Hall Ticket (अधिक परीक्षा की छायाप्रति) संगठन करें।
iv. आंक वत्र की छायाप्रति संगठन करें।

२. दौरान प्रमाण-पत्र प्राप्त करने हेतु—
i. Rs. 500/- Online payment/DD in favour of L.N.M.U., Distance Education fund A/c payable at Darbhanga
ii. आवेदन पत्र जो संतुलन है कि छात्रावती संगठन करें। Appendix-I
iii. Hall Ticket (अधिक परीक्षा की छायाप्रति) संगठन करें।
iv. आंक वत्र की छायाप्रति संगठन करें।

Note: प्रोग्राम की जानकारी के लिए संपर्क करें - Library Assistant, Sri Santosh Kumar Jha, Mob. No. 9431608474