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**1. AMIS AND OBJECTS:**

Education through correspondence is of recent origin in India. This system of non-formal education has been devised to meet the over growing desire of men and women to acquire higher education, either for mental growth or for equipping themselves, for obtaining higher degree for better career. In a large country like India where population is multiplying geometrically, it has become difficult to provide for all regular class-room teaching. That is why; the Government have evolved distance education whose motto is to take the education to the door-steps of the learners on the pattern of IGNOU and decided to start the Institutions of Distance Learning on the pattern of U.S.A. and U.K. This Institute happens to be one of the earliest Institutions of distance education in this country. It was established in 1947 with a view to providing facilities of Instructional materials through correspondence to all those who, for some reasons, cannot join a regular college, though they are desirous to continue their educational pursuit. The main aim of the Institute is to provide opportunity to our country men to enlarge their knowledge ad to improve their academic qualifications even while working for their livelihood.

Library and Information Science is a professional education and it is a specialized area of human training accordingly, it has a concrete content and objectives in the same way as the training taken by technocrats, chemists, doctors, engineers, management personnel and industrial technicians. Preparation of librarianship and information work requires a mastery of the body of knowledge and techniques utilized in library and information operations and services which constitute the discipline of “Library and information Science”. This involves an understanding of the historic and current function of the library to collect, organize, preserve and transmit for both immediate and continuing use the record to civilization, an appreciation of the social, educational, cultural and utilitarian role of libraries in a civilized society; a knowledge of the content, characteristics, purpose and use of recorded materials and the ability to apply information techniques, understanding and appreciation to planning and executing an effective program of library and information service for a given channel at a given time, in a given situation, and in productive relationship with other libraries, information centers and agencies which have the same or similar aims.

The primary aim of education in Library and Information Science is the training of the intellect in matters pertaining to human knowledge and information, its goal is the achievement of the highest wisdom in promoting the utilization of knowledge and information for the benefit of mankind.

However, the teaching of Library and Information Science was not available through correspondence and a few students were being benefitted by the regular class room teaching, In order to meet the increasing need for providing this facility, the Directorate of Distance Education, Patna University decided to extend the opportunity to the distant learners through correspondence. The authorities take it as their privilege to launch this new course beside others at their Institute.

**2. ADMISSION AND SELECTION:-**

**2.1 Basic Educational Qualification:**

The basic qualification for admission to the course is a bachelor degree of a recognized University in Arts, Science or Commerce or Bachelor degree in Medicine or Engineering or Agriculture or Technology. Other equivalent degrees may be considered separately by the authorities.

**2.2 Application:-**

Application for admission to the course must be submitted in the form prescribed for the purpose.

Application Forms are obtainable from the counter of the office the institute on payment of Rs. 500.00 (Rupees Five Hundred Only) in cash or Rs. 560.00 (Rupees Five Hundred Sixty only) by M.O. or Postal order or Demand Draft, if required by post.

Only attested or Photostat copies of mark-sheets and other certificates be submitted along with the application form. The original documents shall have to be produced at the time of admission.

Applicants, submitting their application form in the office by hand are advised to obtain the stamped receipt/acknowledgement from the counter.

Application for admission to the course must reach the Director Directorate of Distance Education, Patna University, Patna - 800 005, before the closing date. In so case late application form will be accepted.

**2.3 Selection:-**

The number of seats in seventy five including reservation under different categories as per general ordinance for admission. The admission shall be made on merit against fixed criteria.

1. Admission to the course shall be made on the basis of points obtained by candidates according to the following pint-scale:-

Name of Examination Percentage of Marks obtained Award of

At the Examinations points

(A) (i) Bachelor’s Degree 45% 3 (Three)

In arts, Science and for every additional 2% 1 (One)

Commerce with Honors

Or equivalent there to

(ii) Pass Course 45% 1 (One)

For every additional 3% 1 (One)

(B) Masters Examination 45% 5 (Five)

For every additional 1% 1 (One)

(C) Certificate in Lib. Sc.

Having duration of at

Least three months 45% and above 1 (One)

2. Admission to the course shall be made according to the reservation policy of the Govt. of Bihar.

(a) Two seats shall be reserved to be filed on compassionate ground at the discretion of the Vice-Chancellor.

3. Apart from the above reservation remaining seats shall be available for general candidates passing from Patna University and other Universities in sixty-four ratio out of which 25 percent shall be reserved for female candidates in each group.

4. Seats available under clause (3) shall be filed up by candidates selected on the basis of their academic merit.

5. Admission to candidates belonging to scheduled castes, scheduled tribes and BC (1) shall be done on the basis of merit inter-se among that particular category irrespective of marks obtained by them.

6. Seats left unfilled in any of the categories for reserved seats under Clause (2) above by reason of the fact that no eligible candidates in available, shall be filled up by admitting applicants from amongst candidates available in the general merit list.

7. (a) No applicant shall be admitted, who in the opinion of the Vice-Chancellor should not be admitted in the best interest of the University.

(b) No candidates shall be admitted who has not applied for admission within the specified time, or who, on being selected for admission, does not get himself enrolled within the specified time except when the delay is condoned by the Vice-Chancellor or the person to whom to power of condo nation has been delegated by him.

8. Examination shall be conducted by Patna University, who will also finalize the program for the examination and necessary fee for its conduct.

A charge for the Course – the total charge for the course is only Rs. 6000/- excluding the registration/migration and examination fees of the University. The amount is payable in two installments: Rs. 3000/- at the time of admission and remaining Rs. 3000/- at the time of filling the examination form with examination fee Rs. 595/- Candidates who have passed B.A./B.Sc./B.Com. Or equivalent Examination from University other than Patna University will have to pay Rs. 230/- (Cost of Registration form Rs. 30/- + Registration fee Rs. 100/- + Migration fee Rs. 100/-) along with the first installment.

Directorate of Distance Education, Patna University, Patna to be deposited in Allahabad Bank, Patna University Branch.

**4. Academic Details:-**

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

A candidate for the Bachelor of Library and information Science shall be examined in the following subjects as per time duration and marks prescribed in the regulation.

(i) Group “A” theory Papers Duration Full Marks:

1. Library Organization 3 Hours 100

2. Library Management “ 100

3. (a) Physical Bibliography “ 50 100

(b) Book Selection “ 50

4. (a) Information Science “ 50 100

(b) Reference Service “ 50

5. Library Classification “ 100

6. Library Cataloguing “ 100

(ii) Group “B” Practical Papers:

7. Classification 100

8. Cataloguing 100

(iii) Group “C” Sessionals:

9. (a) Observation-Tour Report 40

(b) Project Report 40

(c) Viva-Voca based on 100

(a) & (b) under Group ‘C” 20

The examination of papers under group B and C shall be conducted by Board of two examiners separately for each paper.

Report prepared by the candidate as a part of the sessional work in paper under group C must be submitted to the Director of the Directorate at least one month before commencement of the examination.

Students admitted to the course shall have to maintain proper discipline. They will have to adhere strictly to the rules and regulations framed by the University Directorate.

The Vice-Chancellor/Director 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 course, in the best interest of University/Directorate.

There is no provision of free-studentship or scholarship in the course for any category of students.

Any enquiry or communication relating to the course should be addressed to:

Director,

Director of Distance Education

Patna University

Patna – 800 005 (BIHAR)

India