



GOVERNOR'S SECRETARIAT, BIHAR
RAJ BHAVAN, PATNA-800022

Letter No.-VKSU (Regulation)-34/2016-
From,

/GS(I),

Dated-

P. C. Choudhary
Officer on Special Duty (Judl.)

To,

The Vice Chancellor
Veer Kunwar Singh University,
Ara.

Sub.:- Regarding approval of the Ordinance and Regulations of Bachelor of Library and Information Science.

Sir,

I am directed to invite a reference to the University's letter No.-CCDC /1547/Esttab. Dated- 26-09-2016 on the subject noted above and to inform that Hon'ble Chancellor after due consideration of the proposal of the University, advise of the Advisory Committee and in exercise of the powers conferred upon him under 38(2) and 39(2)(ii) of the BSU Act 1976 as amended up to date has been pleased to approve the Bachelor of Ordinance and Regulations of degree course in Bachelor of Library and Information Science from the current academic session in (2017-18).

Further necessary action may kindly be taken accordingly.

Yours faithfully,

Sd/-

(P.C. Choudhary)

Officer on Special Duty (Judl.)

Memo No.-VKSU (Regulation)-34/2016-

/GS(I),

Dated-

Copy alongwith copy of approved Ordinance and Regulations of degree course of Bachelor of Library and Information Science of Veer Kunwar Singh University, Ara to the Principal Secretary, Education Department, Government of Bihar, Patna for information and necessary action.

Sd/-

Officer on Special Duty (Judl.)

Memo No.-VKSU (Regulation)-34/2016- 1049

/GS(I),

Dated- 11-04-2018

Copy alongwith copy of approved Ordinance and Regulations of degree course of Bachelor of Library and Information Science of Veer Kunwar Singh University, Ara forwarded to the Technical Director, NIC-cum-Incharge Computer Cell, Raj Bhavan, Patna for uploading on the website of Raj Bhavan/Guard File.

P. C. Choudhary
11-4-2018
Officer on Special Duty (Judl.)

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VEER KUNWAR SINGH UNIVERSITY

ARA (BIHAR) 802301

Ref. No.

Date:

ORDINANCE FOR BACHELOR OF LIBRARY AND INFORMATION SCIENCE (BLIS)

1. ELIGIBILITY FOR ADMISSION

Admission to Bachelor of Library and Information Science Course is open to candidates who have passed Bachelor examination in the Faculty of Science, Social Science, Humanities and Commerce with at least 45% marks or in an equivalent examination, conducted by a University established or incorporated by law.

2. DURATION

This course shall be of one academic year duration consisting of two semesters, each semester of six month duration. Semester one will run during July to December where as semester two will run during January to June every year.

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3. **NUMBER OF SEATS**

Sanctioned seats will be 60(sixty) each year or what is fixed by the Government of Bihar from time to time. In addition to the above sanctioned strength , students will also be admitted in this course against the following categories in the manner stated below:-

- i) Paid category : 08 seats
- ii) Sponsored category : 02 seats

4. **SELECTION**

i. The selection shall be made in order of merit and admission to this course shall be made on the basis of aggregate of points obtained by the candidate calculated in following point scale:-

| <u>Name of the examination</u> | <u>% of marks obtained</u> | <u>Award point</u> |
|---|------------------------------------|--------------------|
| a) i) Bachelor's degree (pass course) | 45% (for increase of every 2%) | 1(one) 1(one) |
| ii) Bachelor's degree with Honours | 45 % (for increase of every 2%) | 3(Three) 1(one) |
| b) Master's Degree | 45% (for increase of every 2%) | 5(Five) 1(one) |
| c) Certificate in Lib. Science of at least three months duration | 45% | 1 (one) |

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- ii. a) 10% of the total seats shall be reserved for persons working in permanent capacity in library of a college/University department of a recognized university or in a Government managed libraries.

Provided that the seats left unfilled of the category shall be transferred in equal proportion from amongst the candidates of different faculties pertaining V.K.S.U. , Ara.

- b) Apart from the above reservation , the remaining seats shall be filled up in the following manner:-

- (i) 60% of the total seats shall be available for the candidates who have passed qualifying examination from Veer Kunwar Singh University , Ara.

- (ii) 40% of the total seats shall be available for the candidates who have passed qualifying examination from other Universities.

- (iii) 20% of the seats of each group as stated at (i) and (ii) shall be reserved for female candidates .

- c) Seats shall be filled up by the selected candidates belonging to different faculties in the following ratio subject to the condition that not more than one candidate shall be selected for admission from one subject of the respective faculty:-

- i) Social Science 30%
- ii) Humanities 30%
- iii) Science 30%
- iv) Commerce 10%

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Provided that the seats left unfilled pertaining to any faculty shall be transferred in equal proportion to other faculties .

5. FEE STRUCTURE

Fee structure per student for the complete course (Semester one and Semester two) shall be the following :-

| Sl. No. | Head | Amount in Rs. |
|---------|-----------------|------------------|
| 1. | Admission Fee | 4,000 |
| 2. | Tuition Fee | 3600 |
| 3. | Development Fee | 3600 |
| 4. | Exam. Fee | 1,000 |
| 6. | Total | 12,200.00 |

6. The fee structure may be reviewed every third year by the Vice-Chancellor in consultation with the Director of the course.
7. Reservation of seats for Backward Class, Extremely Backward Class, Schedule Tribe , Backward Women Category and Physically Disabled Category shall be made as per prevailing rules of the university .
8. The Bachelor of Library and Information Science subject shall be placed in the faculty of Social Science.
9. Two seats will be filled up on the recommendation of the Vice Chancellor under his discretionary quota and it will be over and above the sanctioned number of seats .
10. Reservation of seats towards wards of working or retire teacher and non teacher of V.K.S.U. , Ara , military personal along with sports and

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fine arts quota will also be applicable in this course in terms of the provision mentioned in general ordinance in respect of admission to the various other courses of the University .

11. No applicant shall be admitted who has not applied for admission within the notified time, or who on being selected for admission, does not get himself enrolled within the specified time.
12. No applicant shall be admitted, who in the opinion of the Vice Chancellor should not be admitted in this course in the best interest of university/college.
13. This ordinance shall come into effect from the academic session 2018 onwards

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Anil M
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Rajeev
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Sanjiv
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VEER KUNWAR SINGH UNIVERSITY

ARA (BIHAR) 802301

REGULATION FOR BACHELOR OF LIBRARY AND INFORMATION SCIENCE (BLIS) .

1. Every student shall undergo a certified study extending to an academic year consisting of two semesters, each semester of six months duration.
2. Admission to Bachelor of Library and Information Science Course is open to candidates who have passed Bachelor examination in the Faculty of Science, Social Science, Humanities and Commerce, conducted by a University established or incorporated by law.
3. Didactic lectures shall not exceed two third of the time schedule , Seminars, Group discussion and Problem oriented discussion shall be held regularly
4. The Bachelor of Library and Information Science Course shall consist of eight papers each carrying 100 marks. The syllabus of four papers shall be covered in each Semester.

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The breakup of the syllabus will be as follows:

| SEMESTER | PAPER | NAME |
|--------------|----------|--|
| SEMESTER ONE | BLIS 01- | Foundation of Library and Information Science |
| | BLIS 02- | Library Management |
| | BLIS 03- | Knowledge Organization Classification (Theory) |
| | BLIS 04- | Knowledge Organization Classification (Practical) |
| | BLIS 05- | Knowledge Organization-Cataloguing (Theory) |
| | BLIS 06- | Knowledge Organization-Cataloguing (Practical) |
| SEMESTER TWO | BLIS 07- | Information sources and Services |
| | BLIS 08- | Computer Basics and Applications |

5. The examination for the degree in Bachelor of Library and Information Science (BLIS) shall consists of two parts namely BLIS Semester one & BLIS Semester two examination .
6. The candidates may be examined for the award of BLIS degree provided he/she fulfills the following conditions :
 - a. Any registered student of the University having requisite eligibility may after completion of each semester with a minimum of 75% attendance in theory & practical papers separately will be eligible to appear in BLIS Semester one and BLIS semester two examination respectively .
 - b. The performance of the student in each paper will be assessed on the basis of a Continuous Internal Assessment(CLA) of 30 marks and written examination of 70 marks conducted towards the end semester , called the End Semester Evaluation(ESE)

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c. The components of CLA are as follows:-

| | |
|--|-------------------------|
| i. Two mid semester written tests of one hour duration – | 15 marks (7.5x2) |
| ii. Seminar/Power point Presentation- | 10 marks |
| iii. Punctuality and conduct - | 05 marks |
| | ----- |
| | Total : 30 marks |
| | ----- |

7. Candidates shall be declared to have passed in a semester examination provided:-

- i. He/ She has secured at least 40% marks in each paper at ESE & CLA examination separately
- ii. He/ She has secured at least 45% marks in the aggregate of all the papers of the semester examinations.

8. A candidate who appeared but not passed in any paper/papers at BLIS semester one examination, or who fails to appear for any reason at BLIS semester one examination in any year prior to appearing at BLIS semester two examination may appear at BLIS semester one and two examinations in the same year but if he / she succeeds in clearing all papers of semester two and fails in any paper/papers of semester one he/she shall be deemed to have failed in semester two examination also. But if he/she clears all the papers of semester one examination but fails in clearing any paper/papers of semester two examination, he/she will be entitled to appear at semester two examination only as a non-colligate candidate at and up to three immediately following examinations without further attendance at lectures , tutorials . But he/she will have to attend practical classes for three months for the satisfaction of the institute.

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9. The sent up candidates of semester one will be promoted in semester two class they will carry on their CLA marks secured during semester one provided it is at least 40% , the minimum pass marks. If a candidate fails to secure 40% marks in one or more paper of the CLA examination of any semester, he/she will be allowed once in each semester for re-examination after deposition of a fee of Rs. 100 per paper in the department.

10. In semester one there shall be examination of three theoretical papers (BLIS 01-03) and on Practical paper (BLIS-04) whereas in semester two it will be 3 (three) theoretical papers (BLIS 05-07-08), one practical paper(BLIS-07) and viva voce on the project report under paper BLIS-04-06-08. The duration of the semester examinations in BLIS papers 01-08 will be of three hours duration. In theoretical paper out of ten questions a candidate will be required to answer five questions including question No. 1 which is compulsory . The division of 75 marks of viva voce and project report will be in the following manner:

| | |
|----------------------------------|------------|
| Viva voce on the project report | - 50 marks |
| Evaluation of the project report | - 25 marks |

The candidate shall submit the project report of the dissertation work in the office of the Institute at least one month before the commencement of the University examination.

- 11. In the prescribed examination a candidate shall be required to pass both in theoretical as well as in the practical papers.
- 12. Candidate will be required to have successfully cleared all the papers for the award of degree/diploma.
- 13. As seen as possible after the BLIS second semester examination the university shall publish the list of successful candidates in order of

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merit in the manner stated below on the basis of aggregate of total marks secured in semester one and two examination taken together:-

- i. Candidates securing 75% and above marks will be placed in the first class with distinction.
 - ii. Candidates securing 60% to 74% marks shall be placed in the First Class.
 - iii. Candidates securing 50% to 59% marks shall be placed in the Second Class.
 - iv. Candidates securing 45% to 49 marks shall be placed in the Third Class.
14. Each successful candidate of BLIS examination shall receive a degree/diploma/certificate in duly approved prescribed Performa specifying the subject and the class in which he/she was placed.
 15. A candidate securing first position in First Class with distinction shall be awarded with a gold medal .
 16. In order to improve their result, a student shall be allowed to appear once in a maximum of three theoretical papers of ESE after deposition of a fee @ Rs. 250 per paper along with subsequent final semester examination .
 17. No student shall be permitted to registered as student in other course leading to a diploma or degree during the academic year of his/her study for the BLIS Course.
 18. This regulation shall come in to effect from the academic session 2018-19.

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Ansi ✓
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Rakesh
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Jasbir
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**VEER KUNWAR SINGH UNIVERSITY,
ARA(BIHAR) 802501,**

Course of Study for the Degree of Bachelor of Library and information Science

PAPER-I

Foundations of Library and information Sciences

Full Marks: 100

Time : 3 Hours

1. The information systems and their Components-Libraries, Documentations and Information Centers
2. Five Laws of Library Science and their Implications.
3. Library movement and Library Legislation of India.
4. Planning of Library & Information Services in State, City and Region.
5. Information Systems and Services (India & International)
6. Library Building, Furniture and Equipments.
7. Library Publicity and Extension Services.
8. Library Co-operation.
9. Legal Deposit System.
10. Professional Organization –National and International.

Reference Books:

1. Jefferson, G: Library Cooperation , Andre Deutsch, London.
2. Kent, Allan: Resource Sharing in Libraries , Dekker, New York.
3. Khanna, J K: Library and Society , Research Publication, Kurukshetra ;
4. Sharma, C.K. Modern Library, Y.K. Publication Agra.
5. Ranganathan, SR; The Five Laws of Library Science , Sarda Ranganathan, Endowment for Library Science.

A. G. S. - 7/3/18

R. K. Sharma - 7/3/18

S. S. S. - 7.3.18

PAPER-II

Library Management


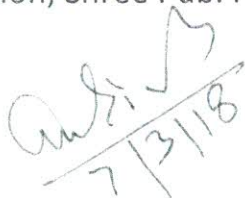
Full Marks: 100

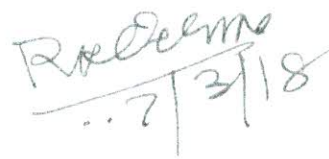
Time: 3 Hours

1. Principles of Scientific Management and their Application in libraries.
2. Selection of Reading Materials-Principles , Sources, Routine and Records.
3. Acquisitions and Processing of Reading Materials –Principles, Routine and Records.
4. Circulation –Methods, Routine , Records, Inter Library Loan.
5. Maintenance-Conservation of Reading Materials and stock Verification, Routine, Records.
6. Library Personnel-Categories, Qualities and Qualification, Staff Formula, Staff Manual.
7. Library Committee-Need, Constitution and Functions.
8. Library Finance and Budget.
9. Annual Report, Statistics.
10. Handling of Government Documents and Manuscripts.

Reference Books:

1. Mittal, R.L. : Library Administration: Theory and Practice, Metropolitan Book, New Delhi,
2. Ranganathan, SR: Library Book Selection, Asia Publication House Bombay.
3. Brown, James Duff: Manual of Library Economy, Andre Deutsch, London.
4. Mahapatra, PK and Chakrabarti, B: Preservation in Libraries, Ess Ess, New Delhi.
5. Adhikari, Rajiv: Library preservation and Automation, Rajat Publication, Delhi
6. Sharma, C.K. Library Management; 2 Vols. Atlantic Publication; Delhi. Classification, Shree Pub. House



PAPER-III

Knowledge Organization Classification(Theory)

Full Marks: 100

Time: 3 Hours

1. Definition , Need and Purpose of Classification.
2. Class number-its Structure and its quality , class number as an Artificial Language of ordinal numbers.
3. General theory of classification with canons knowledge classification with Additional canons.
4. Five Fundamental categories, Main classes, canonical class, Basis classes, Isolate: common isolate, special isolate, focus.
5. Enumerative and Analytico-Synthetic Classification, Postulation Approach to Classification, The Step in Systematic classification.
- 6.
7. Detailed and comparative study of common isolates, times isolates and devices in Colon classification and Dewey decimal classification, basis concept of UDC.
8. Book classification with additional canons for book number, diversification of collection in a library , collection number.
9. Principles of helpful sequence .
10. Research development in classification .

Reference Books:

1. Hussain Shabahat: Library Classification, Facets and Analysis , 2nd Revised Ed. New Delhi; B.R. Publishing Corp.
2. Krishan Kumar : Theory of Classification; 4th Revised Ed. Delhi; Vikas Publishing House.
3. Ranganathan, SR: Elements of Library Classification , Bombay; Asia Publishing House.
4. Ranganathan, S.R.: Prolegomena to Library Classification. Assisted by M.A. Gopinath. 3rd reprinted . Bangalore: SRELS
5. Sharma, C.K. , Colon

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PAPER-IV

Knowledge Organization Classification (Practical)

Full Marks: 100

Time: 3 Hours

Answer any three question , objective is compulsory.

Steps in Classification: Classification of documents by Colon Classification and Dewey Decimal Classification with following details –
CC: Basic subject, simple compound and Complex Subjects, Fundamental Categories Facet Sequence phase Relations, Routes and levels Devices, Synthesis of Class numbers . DC: Main Class, Division, Sector , Sub-Sectors, Uses of Notes like "Scope", Class elsewhere , 'Optional etc add instructions , Auxiliary Tables, Use of Schedule and Relative Index.

Note: 25 marks shall be reserved for Viva-voce

Reference Books:

1. Dewey Decimal Classification and relative index, 19th ed. Forest Press, 1979.
2. Ranganathan S.R. : Colon Classification, 6th ed. , 1960

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PAPER-V

Knowledge Organization-Cataloguing(Theory)

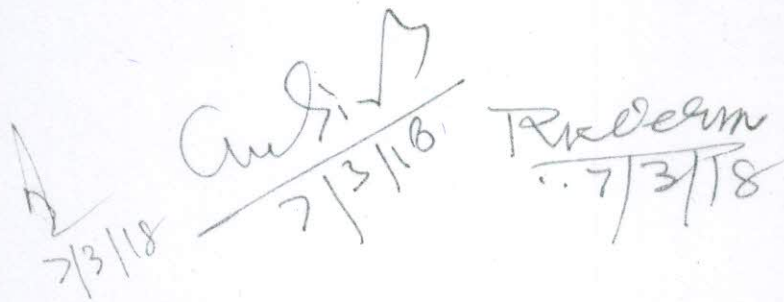
Full Marks: 100

Time: 3 Hours

1. Definition need a purpose of a Library catalogue, Library catalogue and Bibliography.
2. Kinds of Entry's and their functions.
3. Physical forms of Catalogue, Inner forms of Catalogue, Author, Title , Subject, Dictionary and Classified.
4. Subject Cataloguing –Chain Procedure, Subject Heading Lists.
5. Canon, Principles and Laws of Cataloguing.
6. Centralized and Co-operative Cataloguing selective and simplified Cataloguing.
7. Catalogue Codes: Comparative Study of AACR-II and CCC with regard to Personal Author.
8. Corporate Author and Individual names.
9. Filling of Catalogue Entries, Alphabetization.
10. Bibliographic Format : MARC, CCF

Reference Books:

1. Vishwanathan CG: Cataloguing, Theory and Practice. 6th Revised Edition. Ess Ess Publication, New Delhi
2. Wynar, Bolden S: Introduction to Cataloguing and Classification . 6th Edition Libraries Unlimited New York.
3. Needham, CD: Organizing Knowledge in Libraries. 2nd Revised Ed. Adre Deutsch, London.
4. Sharma, C.K. Library Cataloging . S P House, Delhi.
5. Sharma C.K. Advance Cataloging . J.B.D., Delhi.



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PAPER-VI.

Knowledge Organization-Cataloguing (Practical)

Full Marks : 100

Time: 3 Hours

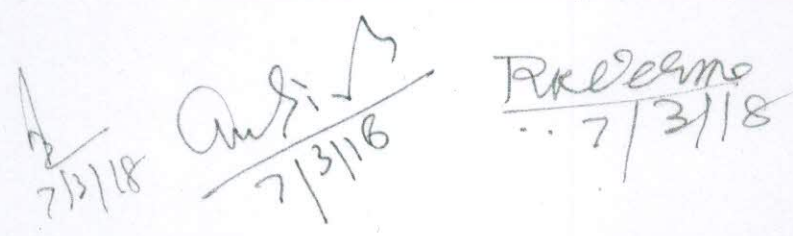
Answer any three question, objective is compulsory .

Cataloguing of Books and Periodicals in accordance with the latest editions of AACR and Sears list of Subject Heading : Single Personal Author, Joint Personal Author, Pseudonymous Authors, Collection with Collective Title , Corporate Author, Awareness with Classified Catalogue code.

Note: 25 marks shall be reserved for Viva-Voce & 25 marks for project report/ educational tour report .

Reference Books:

1. Anglo American Catalogue Rules, North American Text, Chicago ALA .
2. Ranganathan , SR : Cataloguing Practice, Assisted by G. Bhattacharya, Bombay; Asis Publication House.
3. Ranganathan , SR : Classified Catalogue Code, With additional rules for Dictionary Catalogue Code. Assisted by A. Neelameghan. 5th Reprinted Ed. Bangalore, SRELS.
4. Sear's List of Subject Headings, Ed. By B.M. Westby 11th ed, New York; HW Wilson.
5. Sharma C.K. AACR-II. S P House Delhi.
6. Sharma C.K. Classified Catalogue, Atlantic a C.K. Practical Classification Handbook, SP house, Delhi Bangalore.



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PAPER-VII**Information Sources and Services****Full Marks: 100****Time: 3 Hours**

1. Concept of Information Sources.
2. Kinds of Information Sources: Primary, Secondary and Tertiary.
3. Basic Reference and Information Sources and Criteria of their Evaluation .
4. Bibliographical Sources: National Bibliographies , I. N.B and B.N.B. Abstracting and Indexing Services.
5. Language Dictionaries.
6. Encyclopedia
7. Year Books & Directories.
8. Geographical Sources
9. Biographical Sources.
10. Information services and Technique: Current Awareness services, SDI, Translation , Reprography.

Reference Books:

1. Guha, B: Documentation and information: Services, Techniques and Systems, 2nd Revised Ed. Calcutta, World Press, 1983.
2. Khanna, J.K. : Documentation and Information Services: Systems and Techniques, Agra, YK Publishers .
3. Sharma, C.K. Information Service and Sources. S.P. House, Delhi.
4. Sharma, C.K. Suchana Evam Sanchar. S.P. House, Delhi.
5. Sharma , C.K. Information Science. S.P. House, Delhi.
6. Sharma , C.K Information Technology. S.P., Delhi

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PAPER-VIII

Computer Basic and Application

Full Marks: 100

Time: 3 Hours

1. Introduction to Computer : Components
2. Kinds of Computer (Main frame, Mini, Micro)
3. Hardware and Software components.
4. Software packages
5. Operating Systems and their commands : MS DOS and UNIX
6. Programming Languages: Concept and characteristics.
7. Application Software: CDS/ISIS, Word Processing System.
8. Library Automation: An overview with particle.
9. Networking
10. Internet

Reference Books:

1. HARAVU(L J). Library automation design, principles and practice 2004. Allied Publishers , New Delhi.
2. INFLIBNET. Software for university libraries user manual, 2003. INFLIBNET. Ahmedabad.
3. NEELAMEGHAN(A) and LALITHA (S K) Tutor+ A learning and teaching package on hypertext link commands in WINISIS 2001. Sarada Ranganathan Endowment for Library Science, Bangalore.
4. RAJARAMAN (V) Introduction to information technology 2007. Prentice – Hall of India, New Delhi.
5. UNESCO CDS/ISIS for windows: reference manual v1.5.2004 UNESCO, Paris.

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