



SWAMI VIVEKANAND  
**SUBHARTI**  
UNIVERSITY  
UGC Approved Meerut



AN ISO 21001: 2018 ORGANIZATION

OFFICE OF THE REGISTRAR

Gp Capt M Yakoob

M-in-D (Retd.), M.Tech.

REGISTRAR

registrar@subharti.org

Ref.No.U-508(i)/SVSU/2025/ 1925

Date:15.02.2025

**NOTIFICATION**

It is hereby notified for information of all the concerned that the Academic Council in its 22<sup>nd</sup> meeting held on 20-07-2018 vide resolution No.22(33) has approved the revised syllabus (as per CBCS scheme) of the following ordinances:

**Ordinance No.V-35(B)**, relating to Master of Library & Information Science (M.L.I.S.)

The copies of all above are enclosed and shall be applicable from Academic Session 2018-19 onwards.

This issues with the approval of the Hon'ble Vice Chancellor.

*M Yakoob*  
*15/02/2025*  
Registrar

Ref.No.U-508(i)/SVSU/2025/ 1925

Date: 15.02.2025

Copy forwarded to information of:

1. Hon'ble Vice-Chancellor
2. Controller of Examination
3. Dean-Academics
4. Director-IQAC
5. Dean-Faculty of Arts & Social Sciences (for compliance please)
6. CTO (with a request to upload the ordinance on University website)
7. Additional Registrar-Academics
8. Guard File

*M Yakoob*  
*15/02/2025*  
Registrar



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Subhartipuram, NH-58, Delhi-Haridwar Bypass Road, Meerut-250005 (U.P.) INDIA

# Ordinance No. V35

## Master of Library & Information Science (MLIS)

### GENERAL:-

- This ordinance may be called “**Ordinance Relating to Master of Library & Information Science (MLIS)**” Programme.
- It shall come into force from academic session 2021-22.
- This supersedes the previous Ordinance relating to Master of Library & Information Science (MLIS) Programme [V-35A].

### 1. INTRODUCTION:

Raja Kunwar Singh Subharti Department of Library & Information Science (RKSSDLIS) has been established in 2008 under Swami Vivekanand Subharti University, Meerut with the vision Empowered by information. Transformed by learning. Driven by Research.

Mission to establish the RKSSDLIS was specifically centralized to focus on:

Our mission is to provide high quality services in support of the university’s teaching, learning, research to collaborate within the institutions. We prepare information professionals to be leaders.

### **MASTER OF LIBRARY & INFORMATION SCIENCE (MLIS):**

#### i. **PROGRAMME OBJECTIVES:**

The programme will impart the fundamentals of LIS, who are interested to pursue higher studies in the Library & Information Science. Inculcate the interest of the course in the LIS which may help them to opt librarianship as career at higher level.

#### ii. **PROGRAMME OUTCOME:**

After successful completion of the programme, an individual will be able to understand about libraries and librarianship.

- Should be able to get acquainted with various standards and tools being used in processing, managing and retrieving information resources.
- Should be able to manage information traditionally as well as in modern ways.
- Should be able to design, query and evaluate information systems.
- Should be able to demonstrate understanding of research methods, the ability to design a research project, and the ability to evaluate and synthesize research literature.
- Should be able to evaluate programs and services using library automation.

### 2. RULES AND REGULATIONS FOR ADMISSION IN MLIS.

2.1. For admission in Master of Library & Information Science (MLIS) programme, the applicant should have passed BLIS with minimum 50% marks from a recognized University.

2.2.1. The applicants may be required to appear at an entrance test followed by group discussion, interview and counseling before admission.

- 2.2.2. The reservation and relaxation for SC/ST/OBC/PWD and other categories shall be as per the rules of the Central Government/State Government, whichever is applicable.
- 2.3. The entire programme has to be completed within a maximum of three years from the date of original admission in the programme.

### 3. **CURRICULUM/ STRUCTURE OF PROGRAMME OF MLIS:**

- 3.1. The programme shall be spread over one academic year, spread over two semesters comprising actual teaching for a minimum of 90 days in each semester.
- 3.2. The programme focuses on the following aspects:
- a) Competency
  - b) Entrepreneurship
  - c) Skill Enhancement
  - d) Value Added Courses
  - e) Extracurricular activities

#### 3.3. **Choice Based Credit System (CBCS):**

The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective/minor or skill based courses. The courses can be evaluated following the grading system, which is considered to be better than the conventional marks system. Therefore, it is necessary to introduce uniform grading system in the entire higher education in India. This will benefit the students to move across institutions within India to begin with and across countries. The uniform grading system will also enable potential employers in assessing the performance of the candidates. In order to bring uniformity in evaluation system and computation of the Cumulative Grade Point Average (CGPA) based on student's performance in examinations, the UGC has formulated the guidelines to be followed.

The curriculum offers a total of 14 courses out of which the student has to complete 12 courses and the total number of credits required for the award of MLIS degree is 46 credits. The courses are divided in the following categories:

**1. Core Course:** A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.

**2. Elective Course:** Generally, a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.

**2.1 Discipline Specific Elective (DSE) Course:** Elective courses may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective (to be offered by main discipline/subject of study).

**2.2 Dissertation/Project Work:** A Core Course of 6 credits designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and

candidate studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project work. A Project/Dissertation work *may be* given in lieu of a discipline specific elective paper.

**3. Ability Enhancement Courses:** The Ability Enhancement (AE) Courses may be of two kinds: AE Compulsory Course (AECC) and Skill Enhancement Courses (SEC). AECC courses (two) are the courses based upon the content that leads to knowledge enhancement.

All core courses have a practical component, along with theory. Ability Enhancement courses are theory based and Skills Enhancement courses have theory with the practical component if required. However external practical evaluation is offered only for compulsory subjects.

**Value Added Course:**

Value added courses “Unitization of Library Resources” introduced for other Institutions students of SVSU to provide awareness about library facilities and services and Universal Human Values and Professional Ethics.

Student shall have to participate in Library Tour/Visit at suitable place/places so as to expose them to the functioning of different types of libraries and study its organization, management and building etc. Each student shall prepare and submit report of such visit to libraries. Each student shall bear his/her own tour expenses. However the tour expenses of the accompanying teaching staff shall be borne by the university.

**3.4.** The academic calendar shall be as follows:-

<b>I<sup>st</sup> Semester</b>	Session - 1st Aug. to 30th Nov Exam - 1st Dec. to 15th Dec
<b>II<sup>nd</sup> Semester</b>	Session - 1st Jan. to 10th May Exam - 1st May to 15th May

**3.5. Table of MLIS programme Structure under CBCS from the academic year 2021-22.**

Course Code	Course	Course Type	Teaching Load per week				Credit	Marks		Total Marks
			L	T	P	Total		Continuous Comprehensive Assessment (CCA)	End-Semester Examination (ESE)	
<b>SEMESTER I</b>										
MLIS-101	Knowledge, Information and Communication	Core Course	6	-	-	6	4	30	70	100
MLIS-102	Knowledge Organization	Core Course	6	-	-	6	4	30	70	100
MLIS-103	Research Methodology & Statistical Techniques	Core Course	6	-	-	6	4	30	70	100
MLIS-104	Information Sources & Systems	Core Course	6	-	-	6	4	30	70	100
MLIS-105A	Print and Electronic Sources & Literature in Natural Sciences	Elective Course (Any 1 out of 2)	6	-	-	6	4	30	70	100
MLIS-105B	Print and Electronic Sources & Literature in Humanities									

		Total				30	20	150	350	500
<b>SEMESTER II</b>										
MLIS-201	Academic Library System	Core Course	6	-	-	6	4	30	70	100
MLIS-202	Information Storage & Retrieval	Core Course	6	-	-	6	4	30	70	100
MLIS-203	Information Technology (Theory)	Core Course	6	-	-	6	4	30	70	100
MLIS-204P	Information Technology (Practical)	Core Course	-	-	6	6	4	30	70	100
MLIS-205A	Modern Libraries	Elective Course (Any 1 out of 2)	6	-	-	6	4	30	70	100
MLIS-205B	Marketing of Library and Information Products and Services									
MLIS-206	Dissertation ( 70 for Dissertation + 30 for Viva Voice)	Core Course	-	-	-	-	4	-	100	100
AEC-01	English Communication	Ability Enhancement Compulsory Course	1		1	2	4	50	50	100
		<b>Total</b>				<b>32</b>	<b>28</b>	<b>200</b>	<b>500</b>	<b>700</b>

### 3.6. List of all Courses under different categories for MLIS Programme.

Course Type	Course Code	Course Name
<b>Core Course</b>	MLIS-101	Knowledge, Information and Communication
	MLIS-102	Knowledge Organization
	MLIS-103	Research Methodology & Statistical Techniques
	MLIS-104	Information Sources & Systems
	MLIS-201	Academic Library System
	MLIS-202	Information Storage & Retrieval
	MLIS-203	Information Technology (Theory)
	MLIS-204	Information Technology (Practical)
	MLIS-206	Dissertation
<b>Discipline Specific Elective</b>	MLIS-105A	Print and Electronic Sources & Literature in Natural Sciences
	MLIS-105B	Print and Electronic Sources & Literature in Humanities
	MLIS-205A	Modern Libraries
	MLIS-205B	Marketing of Library and Information Products and Services
<b>Ability Enhancement Course</b>	AEEC-1	English Communication

## 4. EXAMINATION AND EVALUATION:

### 4.1 ATTENDANCE:

The students are expected to attend all the classes and should not have less than 75% attendance in theory as well as in practical classes, wherever held, to become eligible to appear for the university examination. Short fall in attendance can, however be condoned in deserving cases to the extent of 10% by the Principal. If the short fall is more than 10% but not more than

15%, the Principal may recommend deserving cases to the Vice Chancellor for condonation. The order of the Vice Chancellor in this regard shall be final.

## **4.2 EXAMINATION:**

All Courses offered by RKSSDLIS under MLIS programme will have an evaluation system within two components as:

1. Continuous Comprehensive Assessment (CCA) accounting for 30% of the final grade that a student gets in a course, and
2. End-Semester Examination (ESE) accounting for the remaining 70% of the final grade that the student gets in a course.

**A student will have to pass both the components i.e. CCA and ESE separately to become eligible to be declared successful in a course.**

### **4.2.1. CONTINUOUS COMPREHENSIVE ASSESSMENT (CCA):**

Continuous Comprehensive Assessment (CCA) will be of **30 marks** comprised:

4.2.1.1. Midterm written test / practical including in-between snap tests if any shall carry **20 marks** independently in each subject.

4.2.1.2. A maximum of **10 marks** in each subject shall be awarded for attending classes (theory / practical) as per the following norms:

85- 100% attendance	-	10 Marks
80- 84.99% attendance	-	9 Marks
75- 79.99% attendance	-	8 Marks
70 – 74.99 % attendance	-	7 Marks
65 – 69.99% attendance	-	5 Marks
60 – 64.99% attendance	-	3 Marks
51 - 59.99% attendance	-	2 Marks
50% attendance	-	1 Mark
Less than 50% attendance	-	0 Mark

### **4.2.2. END SEMESTER EXAMINATION (ESE):**

The remaining 70% of the final grade of the student in a course will be assessed on the basis of an end semester examination (ESE) that will be for three hours duration and will cover the entire syllabus of the course.

The question papers for the ESE will be got set by the Controller of Examinations (COE) of the Swami Vivekanand Subharti University (SVSU) by a selected faculty panel.

## **4.3. PAPER SETTING:**

The work of setting the end semester examination papers and evaluation of scripts and conduct of the end semester practical examination shall be assigned to the course teachers as well as to outsiders, ordinarily in the ratio of 50:50 for internal and external valuation respectively.

#### 4.4 RESULTS:

The result shall be prepared at the end of the II<sup>nd</sup> semester/academic year of the programme by aggregating the marks obtained in the theory and practical examinations in both semesters of the programme.

- (a) A candidate shall be declared as passed at the end of an academic year if he/she secures minimum 40% marks in each theory & practical paper separately (including project reports and comprehensive viva) and 40% in aggregate.
- (b) If a student obtained 40% marks in at least 50% of the papers, he/she will be provisionally promoted to the next semester with carryover papers and will have to appear & obtain pass marks in carryover papers along with the subsequent regular examinations for the relevant semester.
- (c) If a candidate fails in only one head/subject and having passed in all other head/subject of the given examination of the year than his/her deficiency of maximum five (05) marks may be fulfilled by grace marks after fulfilling the conditions given below:
  - (A) If a candidate fails in only one head/subject and having passed in all other heads/subjects of the given examination of a **semester**, then his/her deficiency of marks may be fulfilled by grace marks under the following conditions:-
    - (i) Grace marks is not a matter of right of the student but is the discretion of the University.
    - (ii) Provided that the candidate has appeared in the main examination of the concerned course and falls short of pass marks by not more than five (05) marks in theory paper only. Benefit of above mentioned shall not be given to the candidate who had appeared in supplementary/special examination/carry over examination.
    - (iii) Further, benefit of grace marks may be given only to the candidate who will pass the entire concerned examination of the **semester** after awarding the grace marks and not for the purpose of promoting the student to next semester with back papers or for improvement of division or percentage.
    - (iv) If in a head/subject of an examination passing in Theory, Practical or sessional exams separately is mandatory, then the benefit of grace marks shall be given only in Theory examination of the University examination.
    - (v) The award of grace marks permissible shall be on the basis of 1 grace mark for every 05 marks secured by an examinee over and above the minimum passing aggregate marks of all subjects of the year.

(B) Awarding of Grace Marks shall be done as given below:-

Aggregate Marks Obtained over & above minimum passing marks	Permissible Grace Marks
1-5	1
6-10	2
11-15	3
16-20	4
21-25	5

- (i) Total number of Grace Marks given to the student will be marked with astrick (\*) at the bottom of the mark sheet.

\* Grace Mark in semester examination will be considered hereinafter.

- (d) A student not covered by clause (a) to (c) above shall have the following options to complete his/her course -
- (i) He/ she may take admission on payment of full annual course fee and repeat the entire year of study. He /She shall be treated as a regular student. Or
  - (ii) He /She may pay only University exam fee for the End Semester Examination and appear in the End Semester University exams directly. He /She shall not be allowed to attend classes and the Sessional marks obtained earlier shall be retained. Or
  - (iii) He /She may pay half of the annual course fee and attend classes. The sessional marks obtained by him/her earlier shall be retained. There will not be any requirement of minimum attendance for appearing in the University examination
- (e) A student will not be promoted to the next academic year if the carryover papers are more than 50% at one point of time.

## 5. **EVALUATION UNDER GRADING ASSESSMENT:**

The minimum Grade/ Grade Point required to pass each paper in a semester examination under CBCS shall be Grade D/ Grade Point 4 in each theory paper/ Practical/Project (wherever applicable) in External Examination and Internal Assessment separately.

### 5.1. **CALCULATION CRITERIA:**

To implement the following grading system, the colleges/campuses shall use the following UGC recommended 10 point grading system:

Marks (%)	Letter Grades	Grade Points (G)
85-100	A++ (Outstanding)	10
75 to < 85	A+ (Excellent)	9
70 to <75	A (Very Good)	8
65 to <70	B+ (Good)	7
60 to <65	B (Above Average)	6
50 to <60	C (Average)	5
40 to <50	D (Pass)	4
0 to <40	F (Fail)	0
	AB (Absent)	0

### 5.2. **COMPUTATION OF SGPA AND CGPA:**

$(S_i) = \frac{\sum (C_i \times G_i)}{\sum C_i}$ , where  $C_i$  is the number of credits of the  $i$ th course and  $G_i$  is the grade point scored by the student in the  $i$ th course.

$CGPA = \frac{\sum (C_i \times S_i)}{\sum C_i}$  where  $S_i$  is the SGPA of the  $i$ th semester and  $C_i$  is the total number of credits in that semester.

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

## 6. **POWER TO MODIFY:**

In the event of any emergent situation, if any deviation is considered necessary, the Vice Chancellor is authorized to modify the Ordinance. Subject to subsequent ratification by the Executive Council.