ORDINANCES NO- V-13A GOVERNING

ONE YEAR BACHELOR OF LIBRARY & INFORMATION SCIENCE (BLIS)

(TWO SEMESTER)

(Effective from 2021-22 as per NEP-2020)

1. This ordinance may be called the **"Ordinance relating to Bachelor of Library & Information Science (BLIS)"** Programme**.**
2. It shall come into force from academic session 2021-22 as per NEP-2020.
   a) This supersedes the previous Ordinance relating to Bachelor of Library & Information Science (BLIS) Programme issued on 2020-21.

I. GENERAL PROVISIONS

1. The programme of study leading to BLIS of SVSU shall be of one year (Two semesters) duration.
2. The Programme of study leading to BLIS of the SVSU shall be conducted in the Department of Library & Information Science, Faculty of Arts & Social Sciences.
3. The admission to BLIS programme shall be dealt with by the Director Admission Cell and HOD, the last date for the receipt of the application form shall be fixed by the Director, Admission Cell.
4. The candidate seeking admission will have to apply on a prescribed format available from the University on payment of prescribed fee.

A. Eligibility:

1. For admission in Bachelor of Library & Information Science (BLIS) programme, the applicant should have passed Graduation in any discipline or equivalent from a recognized University.
2. The applicants may be required to appear at an entrance test followed by group discussion, interview and counseling before admission.
3. 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.
4. The entire programme has to be completed within a maximum of three years from the date of original admission in the programme.
5. Admission to the course shall be made on the basis of eligibility and merit in the Aptitude test (SNET).

B. Intake:

1. The intake to BLIS Programme shall be 15.

II. CURRICULUM/ STRUCTURE OF PROGRAMME

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 and Library Internship/Training for one month in the second semester.
2. The programme focuses on the following aspects:
   a) Competency
   b) Entrepreneurship
   c) Skill Enhancement
   d) Value Added Courses
   e) Extracurricular activities

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 14 courses and the total number of credits required for the award of BLIS degree is 52 credits. The courses are divided in the following categories:
   a) Core Course: A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.
   b) 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.
      i. **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).
   c) Ability Enhancement Courses: The Ability Enhancement (AE) Courses may be of two kinds: AE Compulsory Course (AECC) and Skill Enhancement Courses (SEC). AECC courses 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.

d) Value Added Course: Value added courses introduced for other Institutions students of SVSU to provide awareness about library facilities and services and Universal Human Values and Professional Ethics.

e) Library Internship/Training: On Library Internship/Training of one month is offered in the 2nd semester after end semester examination. The students are expected to train in various libraries. The training will be as per the schedule mentioned in the curriculum. At the end of the Library Internship/Training the student shall submit internship/training report. The training report is to be prepared by the student and to be submitted to the department within the stipulated time for assessment.

f) Library Tour/Visit 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.

4. BLIS Programme Structure

Year	Sem.	Course Code	Paper Title	Theory/ Practical	Credits	Ext. Marks	Int. Marks	Total Marks
1	I	A190101T	Foundations of Library and Information Science	Theory	4	75	25	100
1	I	A190102T	Library Classification	Theory	4	75	25	100
1	I	A190103T	Library Cataloguing	Theory	4	75	25	100
1	I	A190104P	Library Classification	Practical	4	75	25	100
1	I	A190105P	Library Cataloguing	Practical	4	75	25	100
1	I	A190106A	Library Survey	Project	6	-	75	150
		A190106B	Literature Survey				75	
				Total	**26**	**375**	**275**	**650**
1	II	A190201T	Management of Libraries and Information Centers	Theory	4	75	25	100
1	II	A190202T	Information Sources and Services	Theory	4	75	25	100
1	II	A190203T	Information Processing and Retrieval	Theory	4	75	25	100
1	II	A190204T	Library and Information Technology	Theory	4	75	25	100
1	II	A190205P	Library and Information Technology	Practical	4	75	25	100
1	II	A190206A	Field Survey	Project	6	-	75	150
		A190206B	Compilation of Annotated Bibliography				75	
				Total	**26**	**375**	**275**	**650**

III. EXAMINATION AND EVALUATION

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.
2. **EXAMINATION:** All Courses offered by RKSSDLIS under BLIS programme will have an evaluation system within two components as:
   a) Continuous Comprehensive Assessment (CCA) accounting for 25% of the final grade that a student gets in a course, and
   b) End-Semester Examination (ESE) accounting for the remaining 75% 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.

3. **CONTINUOUS COMPREHENSIVE ASSESSMENT (CCA):** Continuous Comprehensive Assessment (CCA) will be of **25 marks** comprised: Midterm written test / practical including in-between snap tests if any shall carry **25 Marks:** 20 Marks (2 Tests - 10 Marks each) 05 Marks (Assignment) independently in each subject.

4. **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.

5. **LIBRARY INTERNSHIP/TRAINING:** The student is required to complete one month training in any library in the IInd semester. At the end of the training the student has to present a training report with a presentation on his training and it carries 25 marks.

6. **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.

7. **RESULTS:** The result shall be prepared at the end of the IInd 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:
      i. 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:-
         1. Grace mark is not a matter of right of the student but is the discretion of the University.
         2. 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.
         3. 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.
         4. 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.
         5. 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.
      ii. 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

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

* Grace marks 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.

8. 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.

a) **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

b) **COMPUTATION OF SGPA AND CGPA:** (Si)= £ (Ci x Gi)/ £ Ci, where Ci is the number of credits of the course and Gi is the grade point scored by the student in the course. CGPA=£(Ci x Si) / £ Ci where Si is the SGPA of the semester and Ci 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.

9. **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.